



Meriden Small Business COVID-19 Emergency Relief Grant Program Application Checklist

You will need the following information available to successfully complete the application:

- The Social Security Number, Taxpayer Identification Number, or Federal Employer Identification Number that the business files taxes under
- A valid DUNS number (if you do not have one, please call 1-866-705-5711 or visit <https://fedgov.dnb.com/webform/>)
- Establishment date of business
- Annual gross business revenue for 2019
- YTD gross business revenue for 2020
- Amount of funding requested and intended use
- Information on any other emergency business assistance funding received

To successfully complete your grant application, you will be asked to submit the following documents in PDF format for review:

- Applicant's driver's license or government-issued identification
- 2 **consecutive** years of full, **signed** tax returns **with complete schedules**, no older than 2017 (note that an unsigned tax return can disqualify your application from consideration)
- Evidence of expenses to be paid. Examples include:
 - Purchase estimates
 - Outstanding bills
 - Billing statements
 - Leases for proof of rent
 - Contracts
 - Payroll

Please note: If you are submitting a password-protected PDF, please be sure to submit the passwords in a separate document so the PDF can be opened and reviewed. All documents must be legible for the application to be considered.