

GARDNER MICROENTERPRISE ASSISTANCE PROGRAM

Checklist of Required Documentation for all Applicants

Please provide the following supporting documents:

- DUNS Number: You can look up your [DUNS Number](https://www.dnb.com/duns-number.html) or request one by following this link: <https://www.dnb.com/duns-number.html>. You can request an expedited DUNS Number (24-hour turnaround) by specifying that you are applying for a government grant. To expedite your request use the Self-Service Portal link: www.dnb.com/govtduns and choose "Federal Government Contractors or Grantees DUNS Number Support".
- All applicants: A copy of your complete 2019 Federal Business Tax Return filing, including all required schedules for each business owner.
- If you are certifying that the business-owner/applicant's personal household income is below 80% of the Area Median Income threshold (Low- to Moderate-Income): Please provide a copy of your complete 2019 Federal Personal Tax Returns for each business owner.
- A copy of your License to Operate/Business License/Professional Certification, if applicable
- Completed and signed IRS W-9 Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>). (Only submit if an award letter is received.)
- For LLC, Partnership and Corporations: A Certificate of Good Standing from the MA Secretary of State (A Certificate of Good Standing from the Department of Revenue is not required.). To look up your business entity and/or request a Certificate follow these links: <https://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx> (Look-Up) <https://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx> (Request)
- For Sole Proprietorships: A copy of your Business Certificate (DBA) from City Clerk
- Eligible Expenses Invoices and Proof of Payment: Please provide copies of bills or invoices for all eligible expenses requested. (See Eligible Expenses Form – Rent/Lease/Mortgage and Utilities expenses between July and December, 2020.) If it is for an expense that has not yet been invoiced or paid please provide the known amount of the expense or use a copy of the utility bill from the corresponding month in 2019. Please expect and prepare to submit proof of payment for all expenses within 45-days of receiving your grant award.
- A copy of your Business Lease or Rent Agreement or Mortgage Bill and proof of payment for each eligible month (July to December, 2020)
- If your business received and expended any other source of state, local, or Federal funds for any of the eligible expenses covered by this grant you must provide: a Signed Statement indicating the funding source, amount, date received, timeline of expenditures, and remaining balance or reconciliation of funds. A certification attesting that there will be no Duplication of Benefits will be required to be signed by all awardees.
- Optional Documentation & Monitoring: 2020 Income Verification Supporting Documentation. Applicants may submit additional historical documentation to support the projected revenues, loss of income, adverse impacts, and expenses related to Covid-19. Such documentation may include: quarterly tax statements, income statements, sales reports, cash flow statements, loss of revenue or income, loss or delays in the availability of supplies, materials, stock, or inventory, and accounts receivable reports as supporting documentation. While not a requirement upon application submission, please note that applicants must provide such documentation if requested by the City of Gardner, the Massachusetts Department of Housing and Community Development, or the U.S. Department of Housing and Urban Development at a later date.