

**LVEDC Grant Program Guidelines  
Documentation Requirements**

| <b>LVEDC FUNDING DOCUMENTATION REQUIREMENTS FOR APPLICATION</b>                       |   |
|---|---|
| <b>EXISTING BUSINESSES</b>  | <b>PROPOSED NEW BUSINESS START-UP OR IMPROVEMENTS</b>                                 |
| <b>Required Documentation</b>   | <b>Required Documentation</b>   |
| 1 Profit/Loss Statement or comparable documentation for past 3 years                  | 1 Proposal Cover Letter   |
| 2 Cash Flow Statement or comparable documentation for past 3 years                    | 2 Business Plan   |
| 3 Business Plan   | 3 Market Analysis   |
| 4 Market Analysis   | 4 Current Credit Report   |
| 5 Company tax returns for past 3 years  | 5 Pro Forma Income Statements or comparable documentation                             |
| 6 Personal tax returns for past 3 years if applying for funding under personal name   | 6 Personal income tax returns for past 3 years (if this is a business start-up)       |
| 7 Bank letter attesting to loan eligibility   | 7 Bank letter attesting to loan eligibility   |
| 8 Tax permit  | 8 Tax permit  |
| 9 List of improvements to be made and equipment to be added as result of funding      | 9 List of improvements to be made and equipment to be added as result of funding      |
| 10 List of collateral for loan  | 10 List of collateral for loan  |
|   |   |
| <b>Preferred but not required</b>   | <b>Preferred but not required</b>   |
| 1 Title Status - if applicable  | 1 Title Status - if applicable  |
| 2 Drawings/specifications and/or conceptual development layout - if applicable        | 2 Drawings/specifications and/or conceptual development layout - if applicable        |
| 3 Survey of property - metes and bounds - if applicable                               | 3 Survey of property - metes and bounds - if applicable                               |
| 4 Drawings/specifications and/or conceptual development layout - if applicable        | 4 Drawings/specifications and/or conceptual development layout - if applicable        |
| 5 County Appraisal District Assessed Valuation statement - most recent; if applicable | 5 County Appraisal District Assessed Valuation statement - most recent; if applicable |
| 6 Letter or statement from property owner that they are aware of application          | 6 Letter or statement from property owner that they are aware of application          |