

**APPLICATION CHECKLIST FOR AK CARES GRANT**

To expedite the process, review this checklist carefully as it lists what is needed for a successful application submission. Incomplete application packages will not preserve your priority in the queue. Failure to comply with the checklist will result in the application being returned for completion and having to restart the process with a submittal of a new application package. The AK CARES Program will be operated on an equal access/non-preferential (i.e. first-come, first-served basis).

Completed AK Cares Funding Program Application (form CU1SBL001) with certifications initialed and signed

Completed Schedule of Eligible Expenses (form CU1SBL002) with supporting documents (see list below)

List of Eligible Expenses	List of Acceptable Supporting Documentation
<ul style="list-style-type: none"> <li>• Payroll Costs and Expenses</li> <li>• Payment of any short term (less than 24 months) or credit card debt incurred by the applicant to support the applicant’s business during the emergency</li> <li>• Rent or mortgage payments (unless otherwise waived by lessor/lender)</li> <li>• Utilities payments</li> <li>• Purchase of personal protective equipment required by the business</li> <li>• Business related equipment</li> <li>• Expenses incurred to replenish inventory or other necessary re-opening expenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Official bank/credit card statements (no screenshots, must have financial institution logo, account # and name of applicant)</li> <li>• Invoice</li> <li>• Purchase Order</li> <li>• Lease Agreement</li> <li>• Mortgage Statement</li> <li>• Payroll Expense Report</li> <li>• Accounts Payable</li> <li>• Utility Bills</li> <li>• Written Expenses (include to who and amount)</li> </ul> <p>For reimbursement of paid expenses include supporting receipts and bank statement for confirmation.</p>

Copy of Driver's Licenses for all business owners

Required Business Documentation (see below)

Business Type	Documentation Required
Sole Proprietorship	<ul style="list-style-type: none"><li>• Business License</li></ul>
General Partnership	<ul style="list-style-type: none"><li>• Business License</li></ul>
Corporation	<ul style="list-style-type: none"><li>• Articles of Organization/Certification of Incorporation</li></ul>
501 (c) 3 and 501(c) 19 Non-Profit Corporation	<ul style="list-style-type: none"><li>• IRS Letter of Determination of Non-Profit status for more than 1 year</li></ul>
Limited Liability Corporation (LLC)	<ul style="list-style-type: none"><li>• Articles of Organization/Certification of Incorporation</li></ul>
Unincorporated Association	<ul style="list-style-type: none"><li>• Organized Minutes &amp; Resolution</li></ul>
Limited Liability Partnership (LLP)	<ul style="list-style-type: none"><li>• Certificate of Limited Partnership/LLP Registration</li></ul>

**Notes:**