



DOWNTOWN STOREFRONT ACTIVATION GRANT

APPLICATION CHECKLIST & DOCUMENTATION REQUIREMENTS

	Forms	Required Proof – Must submit	Check
All Applicant Documentation Requirements			
	Complete Application Checklist	Completed Checklist Form	[]
	Application Form	Completed Application Form	[]
	CABQ Modified W-9	Completed & Signed City-issued W-9 Form	[]
	Letter of Intent or Executed Lease	Signed Letter or Lease from Property Owner/Manager	[]
	City of Albuquerque Business License	Copy of current Business License	[]
	Prominent Storefront Activation Design	Storefront Rendering/Drawing & Narrative in the Application Form	[]
	Storefront Safety Plan	Narrative completed in the Application Form	[]
Business Applicant Documentation Requirements			
	Current location has been in operation for 2 years	Lease or Proof of Ownership showing past 2 years of occupancy	[]
	Business has been in operation for 5 years	Tax return OR CRS-1 filings from one period in each of the last five (5) years	[]
	Past year’s annual gross income	Tax returns OR profit & loss statements OR similar documentation	[]
	Past years annual gross profit	Tax returns OR profit & loss statements OR similar documentation	[]
	New Location projected revenue	Business Financial Plan	[]
	10 FTE-equivalent Employees	Previous quarter WC-1 Report OR 3 months of Payroll Reports	[]
Non-Profit Applicant Documentation Requirements			
	Continuous operation for 5 years	Tax Form 990	[]
	Adopted Bylaws	Bylaws	[]
	Mission Statement	Completed in Application Form	[]
	Vision Statement	Completed in Application Form	[]
	Previous Year’s Annual Gross Revenue	Tax Form 990 or Income Statement	[]
	Tax ID Number (EIN)	Tax Form 990	[]
	6 months of administrative operational costs in reserves	2 months of most recent bank statements and Current Year’s Operating Budget	[]
	2 years of audited financial statements	Audited Financial Reports	[]

Helpful Tips:

1. Review the *Documentation Descriptions & Examples Guide* for more detailed information about the forms that are required as proof.
2. Review the *Upload Instructions Guide* document for information about how to upload the application and required documentation correctly.