

APPLICANT DOCUMENT CHECKLIST

All documents listed must be present at the time of application submittal.

<i>Required Documents</i>	<i>Specific Requirements</i>
<input type="checkbox"/> Valid Government Issued ID (mandatory for small businesses and private nonprofits)	<i>Driver's License, Passport, or other form of valid Government issued identification of the Entity's Authorized Representative. ¹</i>
<input type="checkbox"/> Organization Financial Information (mandatory for small businesses and private nonprofits)	<i>Most recently submitted Federal Tax Returns from 2018 or 2019. For nonprofits, option to provide most recent income and expense statement for 2018 or 2019 in place of Tax Return.</i>
<input type="checkbox"/> Proof of Business Registration with the Kansas Secretary of State or an Authorizing Resolution, as applicable: (mandatory) <ul style="list-style-type: none"> • Articles of Incorporation (for corporations); • Articles of Organization (for LLCs); • Other Organizational documents such as partnership agreements, bylaws, etc. • Business License (if applicable) • Authorizing Resolution (for governmental entities) 	
<input type="checkbox"/> COVID-19 Impact Documentation (mandatory for small businesses and private nonprofits that were not required to shut down due to the Governor's Executive Orders²) <ul style="list-style-type: none"> • A loss of gross receipts, sales, or fundraising revenue; • A reduced level of production, sales, employment or service; or • A temporary closure of all operations 	<i>Please provide documentation to demonstrate the negative impact of COVID-19 on your entity, i.e. profit and loss or income and loss statement comparison from March – September 2018 and March – September 2019; impact statement, etc.</i>
<input type="checkbox"/> Quotes for all COVID-19 Related Expenditure Requests (mandatory, if requesting reimbursements)	<i>Each COVID-19 Related Expenditure Request must be accompanied by three quotes to ensure cost reasonableness.</i>
<input type="checkbox"/> Proof of Purchase Documentation for all reimbursement requests for COVID-19 Incurred Expenses (mandatory, if requesting funding towards future purchases)	<i>All Applicants requesting reimbursements for already incurred costs prior to the application submittal, must ensure that each expense is properly documented with a receipt and an explanation of how the expense is tied to COVID-19.³</i>
<input type="checkbox"/> Most Recent Approved Budget as of March 27, 2020 (mandatory for Governmental Entities)	<i>In the case that the Applicant is behind on rent, the Applicant should provide documentation to show the amount of rent that is owed and for which months.</i>

¹ The Authorized Representative is someone with authority to act on behalf of the entity, make representation of the entity, and enter into legally binding agreements on behalf of the entity.

²The Governor established a “stay home” order in conjunction with the Kansas Essential Function Framework for COVID-19 response efforts through Executive Order No. 20-16 and extended the “stay home” order under Executive Order No. 20-24.

³ All invoices and purchase orders must be accompanied with a receipt. In the case that the Applicant is using a voided check or copy of a bank statement, this must be accompanied with an itemized invoice or purchase order.