



Checklist for COVID-19 Emergency Loan Fund Application

The following items are required to be submitted as part of the Application Package so it may be reviewed and processed as soon as possible.

- 1) Completed [Loan Application](#).
- 2) Required Exhibits Materials.
 - a) Description of project and need to undertake it.
 - b) Source of project costs (vendor quotes or other appropriate documentation).
 - c) Personal financial statements and authorization for the owner or owners of 20 percent or more of the business.
 - d) Documentation of loss since the pandemic began.
 - e) Federal personal and business tax return for the most recent year available.
 - f) Financial statements for the most recent full year available, along with any updated information that is available.
- 3) Completion of the [2020 Family Income Statement for each employee](#) that is to be restored or retained to employment as part of the Emergency Loan Project.
- 4) Completion of the Personal Financial Statement Form ([SBA Form 413](#))
- 5) Completion of the [DUNS Number Submission Form](#).

Email completed forms and application to business@discovergreene.com or mail to:

Greene County Economic Development Corp. – 411 Main St. Catskill, NY 12414