

REQUIRED DOCUMENTATION

STAGE 1

Application Requirements

Businesses will need to:

1. Complete a grant application (made available through an online portal by BCL of Texas);
2. Upload selected financial and organizational documents; and
3. Self-certify the accuracy of information by signing an Application Certification.

The following information is required from all applicants in Stage 1:

1. A copy of the signed certification form referenced above.
2. Business operating bank statements for 2019 and 2020 in the quarter claiming 15% or more in losses.
3. 2019 Tax return – provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format.
4. An acceptable form of government-issued photo ID, provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format.
5. Acceptable evidence of less than 40 FTE (full time equivalent) employees. Payroll documents with employee listings/count and IRS 941 for 4th quarter.

STAGE 2

Additional Requirements for Businesses Determined to be Eligible

Once selected for funding, applicants will be required to provide additional documentation as set forth below and re-certify to the accuracy of information provided.

The following information is required from all applicants in Stage 2:

1. Copy of official filing with the Texas Secretary of State (which must be active), if applicable or local municipality for your business such as one of the following, which must be provided in electronic format for upload, such as PDF/JPEG or other approved upload format:
 - Articles of Incorporation
 - Certificate of Organization
 - Fictitious Name of Registration
 - Government-issued Business License (sole proprietors without fictitious name)
2. For eligible nonprofit entity applicants, a copy of the entity's most recent IRS tax exemption letter.
3. Disclosure of previously awarded grants from federal, state, or local entities funded with CARES Funds. (Such as EIDL, PPP, Bexar County LiftFund, or HEDC Small Business Assistance Grant)