

**All items should be fully completed/signed and emailed as one submission to [EDA@seda-cog.org](mailto:EDA@seda-cog.org).** If you have questions as you are completing the documents, please send questions to [EDA@seda-cog.org](mailto:EDA@seda-cog.org).

1. A project narrative in Word including the following information:
  - (a) a brief description indicating whether or not the applicant business temporarily closed operations due to COVID-19 and if so, the date the closure started as well as the date operations resumed, if applicable
  - (b) a detailed description of the adverse financial impact caused to date by COVID-19
  - (c) a detailed description for how the working capital loan proceeds will be used to finance the business operations.
2. Completed/Signed SEDA-COG Loan Application (highlighted sections only) **Exhibit A**
3. A signed Certification Sheet for the applicant company(s) and each principal or entity with 20% or more ownership **[Exhibit B]**.
4. Debt Schedule **[Exhibit C]** outlining all existing debts of the operating entity.
5. Signed and Dated Personal Financial Statement **[Exhibit D]** no less than 12 months old for all individuals with 20% or greater ownership in the eligible business enterprise.
6. Detailed income & expense report listing all operating expenses for September 2019 through February 2020
7. 2018 Business Tax Return **AND** 2019 Business Tax Return, if completed, **OR** 12-month 2019 income statement and 12/31/19 balance sheet.
8. The most recent year of financial statements for any entity other than an individual with 20% or more ownership in the eligible business enterprise.