

Downtown Revive & Thrive Grant Application Checklist

Below is a list of all application materials to be turned submitted with application narrative in Submittable.

Document	Complete	Contents
Application Narrative	<input type="checkbox"/>	In Submittable
Budget	<input type="checkbox"/>	In Submittable
Letter of Commitment	<input type="checkbox"/>	Letter must be signed by both the supporting organization and the building owner confirming commitment by both parties to the project. A template is available on the program webpage.
Project Photos	<input type="checkbox"/>	Please upload detailed photos of the current state of the building and any additional project related photos.
Estimates/Quotes	<input type="checkbox"/>	Written estimates by a licensed contractor are encouraged, but not required. Quotes that also demonstrate that the project will be completed by the grant deadline are also preferred.
W-9 Form	<input type="checkbox"/>	Blank form available on the program webpage under Commerce Fiscal Forms
Sexual Harassment Policy Form	<input type="checkbox"/>	Blank form available on the program webpage under Commerce Fiscal Forms
Office of Procurement and Contracts - Certification of Company	<input type="checkbox"/>	Blank form available on the program webpage under Commerce Fiscal Forms
Israeli Anti-Boycott Form	<input type="checkbox"/>	Blank form available on the program webpage under Commerce Fiscal Forms <i>*For projects requesting \$100,000 only</i>
Screenshot of Good Standing with the Secretary of State	<input type="checkbox"/>	You are not required to pay for a Certificate of Good Standing; a screenshot of the webpage listing for your organization will suffice. Business Entity Search linked here <i>*Government entities do not need to submit this information</i>
Tax Clearance Certificate	<input type="checkbox"/>	Apply for the Tax Clearance Certificate here <i>*Government entities do not need to submit this information</i>