**The San Francisco Women’s Entrepreneurship Fund**

**Small Grants Program**

**Documents check list**

Date \_\_\_\_\_\_\_\_\_\_\_

Please submit this document as cover with the nomination letter.

Business name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Package must be complete when is submitted. Each document needs to be a single document.***

\_\_\_ Nomination Letter

\_\_\_ Complete application / Action plan

\_\_\_ P&L last 12 months (SWFEF template)

\_\_\_Twelve months sales projections (Template)

\_\_\_ Copy of current business license

\_\_\_ Most recent business tax return

\_\_\_ Copy of commercial lease (if apply)

\_\_\_ Quote (what to buy)



 Updated August 2020