

# 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 (business consultant & agency) \_\_\_\_\_

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

- Nomination Letter (in letterhead of the agency nominating the applicant)
- Complete application / Action plan (signed by the nominator and the applicant)
- 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 2023