



SMALL BUSINESS LOAN APPLICATION CHECKLIST

For this application to be considered complete, you can attach the below documents to your online application or provide them directly to WomenVenture via email, mail, or in-person.

The following information is required:

- A comprehensive business plan. For established businesses, please provide a narrative about your business goals over the next two years.
- Monthly or annual cash flow projections for 1 year
- A recent balance sheet (for existing businesses)
- YTD Profit & Loss (for existing businesses)
- If a Corporation, Articles of Incorporation and Bylaws
- For LLCs and Partnerships: A Partnership Agreement, Certificate for Formation, or Operating Agreement
- Proof of business insurance. For businesses that haven't launched yet, this is not a requirement for the application process.
- If leasing space, please provide a copy of signed business lease or intent to lease. For new businesses, this is not a required document to apply for a loan. WomenVenture does not want you to rush into a lease for purposes of applying for a loan.
- Resumes of all owners/partners/shareholders. If you are a well-established business, resumes are not required.
- 3 most recent months of personal and business bank statements
- Two recent pay-stubs from all owners (if employed)
- Last 2 years of business and personal federal tax returns including all pages, all schedules, 1099s, and W-2s
- Personal Financial Statement form for each business owner

****Please be sure to provide all of the information requested. Incomplete application packages will not be processed****