



**CommunityWorks**  
Building People & Places

## City of Spartanburg Small Business Resiliency Fund Document Checklist

- Completed Spartanburg Small Business Resiliency Fund Online Application
- [Post-COVID-19 Business Plan](#)
- Copy of a Government Issued Photo ID for All Applicant(s)
- Business' Incorporating Documents
- 2020 Tax Return
- 2021 YTD Interim Financial Statements/Profit & Loss
- Current Business Bank Statement
- Signed [Acknowledgement Form](#)
- Copy of the City of Spartanburg Business License
- Signed [SBA 1624 Form](#)
- DUNS# \_\_\_\_\_
  - If you do not have a DUNS #, you can obtain one for free at:  
[www.dnb.com/govtduns](http://www.dnb.com/govtduns)
- Completed and Executed [Duplication of Benefits and Certification Form](#)
- Proof of LMI Status:
  - 2020 Personal Tax Return; or
  - 2020 W2s
- [Completed online application](#)
- All gathered and completed documents must be sent to [loaninfo@cwcarolina.org](mailto:loaninfo@cwcarolina.org)