

DOCUMENT CHECKLIST

Per Miami-Dade County guidelines, each establishment must provide the following documentation as part of the application process in order to be eligible and approved to receive grant funds. All required documents must be uploaded to your application prior to submitting.

- Evidence that the establishment has fifty (50) or fewer employees** – e.g. payroll journal/summary, check register, or other payroll reporting documents that clearly show payments to all full-time and part-time employees from January 1 through July 31, 2020. Documents must support proof of fifty (50) or fewer employees and must include the employee names listed within your application.
- Evidence that the establishment did \$10 million or less in annual revenue (Tax Year 2019)** – e.g. Profit and Loss Statement (Tax Year 2019)
- Miami-Dade County and/or municipal Local Business Tax Receipts from 2019 and 2020** – e.g. Tax receipts from 2018 - September 2019 & 2019 - September 2020
- Evidence that the establishment is a for-profit business headquartered in Miami-Dade County** – e.g. Florida Business License
- Evidence at least fifty (50) percent of the owners having a primary residence in Miami-Dade County** – e.g. personal (executed) mortgage statement/agreement, personal (executed) lease agreement, **OR** two (2) pieces of personal mail (e.g. utility bill)
- Ownership information (proof of ownership structure)** – e.g. Articles of Incorporation