

PHXbizGrants Application Checklist



Whether applying on-line or at an Application Lab, please have your most recent tax return & the following information with you.

Eligibility Requirements

- Operating in Phoenix now and for last 12 months
- 25 or fewer employees
- \$3 million or less in annual gross sales
- 25% decline in gross sales due to COVID-19 when comparing any month since March 2021 with the same month in 2020 or 2019

Taxpayer Name and Identification Number

Name as it appears on Tax Return

Tax Identification Number as it appears on your Tax Return (Employer Identification Number or Social Security Number depending on how you file your taxes)

General Business Information

Business Name

Legal Name

Business Email Address

Business Phone Number

Business Address

Date Business Opened in Phoenix

Number of Employees Now

Number of Employees March 2021

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(Bring your most recent tax return & this Info to Application Lab)

Sales/Revenue Information

Month since March 2021, in which your business had a loss of gross revenue of at least 25% (due to Covid-19) compared to the same month in 2020 or 2019

Revenue for that month in 2021

Are you comparing those revenues to the same month in 2020 or 2019?

Revenues for that month in 2020 or 2019

Total Revenue for 2020

What to Bring

- Information requested on this Checklist
- Your most recent Tax Return
- If your business does not have an Online presence, bring documentation to show you are currently operating in Phoenix and have been for 1 year
 - Invoices you've paid (rent, insurance, suppliers, membership) that show your business name, address, business activity and date.

If you need more assistance, please visit www.phoenix.gov/PHXbizGrants