



## Washington CASH Microloan Program \$1,000 Application Checklist

- Loan Disbursement Form***
- Loan Agreement Form*** (Ensure everyone who signed the form, including yourself, is not on attendance probation)
- Personal Data Sheet***
- Loan Evaluation Form***
- Business Plan** (Should include actual financial statements for at least a 6-month period and financial projections for at least a 12-month period)
  - Sales Forecast
  - Sales Statement
  - P&L Projection
  - P&L Statement
  - Cash Flow Projection
  - Cash Flow Statement
- Group Fund check for 5% of loan amount** (Must be written from business checking account) \$50.00
- Attended *at least* one (1) group technical assistance session** offered by Washington CASH.
- Licensing documentation** (Submit copies of all necessary licenses.)
  - Washington State master business license
  - City business license, if applicable
  - Other