



## Washington CASH Microloan Program \$5,000 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 12-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
- Marketing Plan**
- Group Fund check for 5% of loan amount** (Must be written from business checking account) \$250.00
- Attended at least three (3) group technical assistance session** offered by Washington CASH
- Attended outside training opportunity** (for example: SBA workshop, SCORE workshop, QuickBooks, etc.)
- Met with CASH staff member for one-on-one TA session**
- Licensing documentation** (Submit copies of all necessary licenses.)
  - Washington State master business license
  - City business license, if applicable
  - Other