



Bridge Fund 3.0 Required Documents

Businesses applying for Bridge Fund 3.0 must upload the following documents with their application to be eligible to receive an award. Failure to submit correct documents that meet all requirements may result in a delay in reviewing your application or your application being deemed ineligible.

1. 2019 Federal Tax Return, if operating in 2019 (Schedule C only for sole proprietors)
2. 2020 Federal Tax Return, if operating in 2020 (Schedule C only for sole proprietors)
3. 2021 Federal Tax Return (Schedule C only for sole proprietors)
4. Active DC Business License for the location where the business operates
 - Business license must not be expired
 - Address on the business license must match the primary business address that is indicated on the application
5. Evidence of site control. Submit **one** of the following documents:
 - Lease
 - Address on the lease must match the address indicated on the application
 - Business applying must be the leaseholder
 - If the business has taken over a lease and is not listed on the lease, a letter from the landlord is required, indicating that the business is allowed to operate in the space under the terms of the lease
 - Deed
 - If the business owns and operates from the space, and the entity that owns the space is different from the entity applying, upload a letter explaining this arrangement and indicating that the business owner controls both entities
 - Landlord Affidavit, stating that the business is a tenant in the space and has the right to operate from the space on a continuous basis
 - Home Occupancy Permit (HOP)
 - Sole proprietors and home-based businesses that are eligible business types and meet program eligibility requirements
6. Certificate of Clean Hands matching the EIN or SSN of the business applying for the grant, dated within 90 days prior to application date
7. Proof of identification of business owner and indicating business owner's state of residency. Passports will not be accepted.
8. Payroll or Roster of Employees dated within 30 days of application (including employees states of residence)
9. Form W9

If you have any questions about required documents, please email bridgefund3@cfenterprises.org.