

BUSINESS & WORKFORCE DEVELOPMENT

CITY OF BURLINGTON

BURLINGTON REVOLVING LOAN PROGRAM

APPLICATION CHECKLISTS

Part I

Loan Application

Application fee, \$25 payable by check to the City of Burlington, Business and Workforce Development Department. Please include in the memo that this is for the BRLP application fee

Proof of Vermont Business Registration

Business plan narrative, pitch deck, or business model canvas

Part II *(Do not provide this information unless requested by the Business and Workforce Development team. You will be notified if you should proceed to Part II of the application process.)*

Complete financial workbook including personal financial statement, business balance sheet, profit and loss, and cash flow projections

Last year's personal tax return

Previous business tax returns (2 years if available). Please note this may replace the historic profit and loss included in the template