

CAP GRANT/INCENTIVE SUBMITTAL CHECKLIST FOR APPLICANTS

- _____ Completed written application (signed and notarized)
- _____ Copy of deed (for owners) or lease agreement (for tenants)
- _____ [W-9](#)
- _____ Description of the business operation to occupy the building.
- _____ Description of the COVID 19 Pandemic impacts to the business
- _____ Secretary of State business license
- _____ Kenton County/City Occupational License
- _____ A description of the proposed improvements to the businesses building, including, the following:
 - _____ project cost estimate
 - _____ amount being requested
 - _____ estimated start date of the proposed improvements
 - _____ estimated completion date of the proposed improvements
 - _____ any plans or drawing of the proposed improvements (not required)