



LAYOFF AVERSION FUND QUALIFYING CHECKLIST

Use this check list to determine if you qualify. You must have and upload all documentation listed.

PLEASE TAKE NOTE: Missing information will result in the automatic rejection of your application. Please be sure all **information is complete.**

- **Company must meet this Criteria:**

- 3-50 Employees
- Businesses and CBO's in operation for at least 2 years and in good standing with the state of Florida
- Primary location in Miami-Dade or Monroe County
- Gross receipt or gross excise taxes are \$10 million or less
- Explain how business impacted by COVID and how money helped avoid a layoff
- Expenses incurred after March 9, 2020 and prior to your application.
- Receipts for all reimbursement expenses submitted and clearly display date of purchase, vendor, product or service purchased, cost, and proof of payment. Unpaid invoices are not admissible.

- **You must Upload this required documentation:**

- Copies of **last two (2) completed tax return** – 2017, 2018, 2019 and / or Schedule C (Form 1040), Profit or Loss from Business Statement, or Form 990 of Organization Exempt from Income Tax
- Copy of IRS 941 or Florida Department of Revenue Employer's Quarterly Report (RT-6) for 2019, covering period of October to December
- Copy of current lease agreement or Certificate of Use for "Home Business".
- A Copy of organization's W-9
- For Community-Based Organizations (CBO) Only: Local/State/Federal grant applications (Statement of Work) detailing previous or current grant relationships in working with the following groups:
 - Ex-offenders;
 - Homeless individuals, including homeless children and youths;
 - Youth offenders/youth at risk of court involvement/youth involved in the juvenile justice system;
 - Individuals with disabilities, including youth with disabilities
 - Migrant and seasonal farmworkers