

AK CARES Grant Application – Most Commonly Missed Items

In an effort to assist with smoothing out the grant application process, the list provided below will assist applicants with filling out and submitting the AK CARES Grant Application and Schedule of Eligible Expenses correctly along with the requested documentation.

AK CARES Application

- Residential Addresses are required. Optional are mailing addresses such as PO Boxes
- The Applicant has to be associated with the business
 - Applicants not associated with the business will cause delays with opening the business account at Credit Union 1
- Missing copy(s) of valid ID(s)
- Articles of Organization and Certificate of Incorporation are both needed for:
 - Limited Liability Company (LLC)
 - Single Owner Limited Liability Company
 - Corporations
- Articles of Incorporation and Certificate are needed for Non-Profit corporations along with the IRS Letter of Determination of Non-Profit status for more than 1 year
- Attach a current business license
- Legible handwriting
- Include Business TIN (EIN,SSN)
- Include Fiscal Year Ending
- Minimum Amount Requested is \$5,000 with maximum amount of \$100,000
- For New Business Accounts with the credit union, we need listed all owners of 20% or more of the equity of the applicant along with their name, title, ownership percentage, SSN and residential address

AK CARES Schedule of Eligible Expenses

- Need signed lease agreements
- Loose receipts should be copied prior to mailing in with the application
- Legible handwriting
- All applicable receipts, invoices, and statements are to be included
- The Schedule of Eligible Expenses should be filled out – do not write on the form “See attached”
- Do not submit receipts prior to 3/11/2020
- Tax form 8829 - Expenses for Business Use of Your Home
- Tax form 1040 Schedule C – Profit or Loss From Business
- Only Payroll related taxes should be submitted

Side note: Prompt response time to emails and phone calls will speed up processing time. Emails may go to their junk folder so please check there. Please keep voicemail boxes empty.