

**Houston Equity Fund**  
**Wells Fargo Open for Business Grant Program**  
**ROUND 2 - SMALL BUSINESS FUNDING OPPORTUNITY**  
**APPLICATIONS DUE MAY 31, 2023 at 11:59pm CST**



**Supporting Documents and Basic Information Checklist**

**You will need the following to complete the application:**

- Employer Identification Number (EIN)
- Social Security Number (SSN)/ Individual Taxpayer ID Number (ITIN)
- Copy of Driver's License or government issued photo ID
- Document to confirm the address of the business location, such as a utility bill, a signed lease, business permit or license, an IRS EIN letter, or a certificate of insurance.
  - Mobile business may provide any of the above documents. If unavailable, mobile businesses may provide one of the following documents:
    - Signed letter from the landlord or property owner stating the address where the mobile business operates
    - Schedule showing the address where the mobile business operates, such as on a website or promotional flier
- 2021 and 2022 federal business tax returns with all schedules; 2021 and 2022 personal tax returns including Schedule C for sole proprietorships
- Quote or documentation related to cost and value of tangible asset(s)
- Payroll document or IRS 941 for Q1 2023 (for business with 5+ employees)
- Business NAICS Code
- Business Plan (optional, if available)

**You will need the following to complete the Supplemental Proposal:**

- Most recent Annual Profit & Loss Financial Statement
- Most recent Annual Balance Sheet
- Business plan

**Note:**

- Other financials may be requested or obtained during a final review process
- W-9 will be requested if awarded a grant

# Sample Quotes for Asset Price – Supporting Documents

## Quote from Company

<b>[CONSTRUCTION COMPANY]</b>		<b>QUOTE</b>		
[tag line]				
[Street Address] [City, ST ZIP Code] Phone (503) 555-0190 Fax (503) 555-0191		DATE: March 14, 2017 INVOICE # 100		
TO:	For	Bill of quantity for construction of...		
[Name] [Company Name] [Street Address] [City, ST ZIP Code]				
Description of Job	Unit	Quantity	Rate in \$/unit	Amount
Providing and laying plain concrete concrete of 1:3:6 [1 Cement : 3 coarse sand : 6 graded stone aggregate 40mm nominal size] in position including the cost of centering and shuttering - All work up to plinth level	Cum	25.53	\$ 150.00	\$ 3,829.50
				\$ -
				\$ -
				\$ -
				\$ -
SUBTOTAL				\$ 3,829.50
TAX RATE				5%
SALES TAX				191.48
OTHER				0.00
TOTAL				\$ 4,020.98
<b>MATERIALS</b>				
Description	Units	Rate	Amount	
Sample service description	2.00	\$ 100.00	\$ 200.00	
SUBTOTAL				\$ 200.00
TAX RATE				5%
SALES TAX				10.00
OTHER				0.00
TOTAL				\$ 210.00
INVOICE TOTAL to PAY				\$ 4,230.98

## Amazon or other retail purchase – Screenshot



2022 HP Pavilion Laptop, 14-inch HD Touchscreen, AMD 3000 Series Processor, 8GB RAM, 192GB Storage, Long Battery Life, Webcam, HDMI, Windows 10 + One Year of Office365, Blue (Latest Model)

Visit the HP Store  
★★★★☆ 148 ratings  
| 23 answered questions

\$379<sup>99</sup>

& FREE Returns  
Get \$50 off instantly: Pay \$329.99 upon approval for the Amazon Rewards Visa Card.

Capacity: Blue

\$379<sup>99</sup>

& FREE Returns

FREE delivery **Wednesday, July 6**. Order within 2 hrs 43 mins

Select delivery location

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon

Sold by Oydisen Electronics (N...

Details

Seller Certifications:

## TEXAS RESIDENTIAL REAL ESTATE PURCHASE AGREEMENT

**1. Buyer and Seller.** This Real Estate Purchase Agreement ("Agreement") made on \_\_\_\_\_, 20\_\_ ("Effective Date") between \_\_\_\_\_ ("Buyer") with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_ who agrees to buy and \_\_\_\_\_ ("Seller") with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_, who agrees to sell and convey real and personal property as described in Section 2 of this Agreement. Buyer and Seller shall be collectively known as the "Parties."

**2. The Property.** The real property is located at the street address of \_\_\_\_\_, City of \_\_\_\_\_, State of Texas that is best described as the following:

(check one)

- Single-Family Home
- Condominium
- Planned Unit Development (PUD)
- Duplex
- Triplex
- Fourplex
- Other: \_\_\_\_\_

Tax Parcel Information (i.e., "Parcel ID" or "Tax Map & Lot"): \_\_\_\_\_

**a.) Personal Property.** In addition to the real property described in this Section, the Seller shall include the following personal property: \_\_\_\_\_

**b.) Fixtures.** In addition to the real property described in this Section, the Seller DOES NOT include the following fixtures: \_\_\_\_\_

The real property, personal property, and fixtures shall be known as the "Property".

**3. Purchase Price.** Buyer agrees to purchase the Property for \$ \_\_\_\_\_ (\_\_\_\_\_ Dollars) via: (check one)

- **All Cash Offer.** No loan or financing of any kind is required in order to purchase the Property. Buyer shall provide Seller written third (3<sup>rd</sup>) party documentation verifying sufficient funds to close no later than \_\_\_\_\_, 20\_\_ at \_\_\_\_:\_\_\_\_  AM  PM. Seller shall have three (3) business days after the receipt of such documentation to notify Buyer, in writing, if the verification of funds is not acceptable. If Buyer fails to provide such documentation, or if Seller finds such verification of funds is not acceptable, Seller