

SECTION 1 — Business Foundation

- Business name registered *Notes:* _____
- EIN obtained *Notes:* _____
- Legal structure established (LLC, S■Corp, etc.) *Notes:* _____
- Business licenses & permits updated *Notes:* _____
- Legal documents stored digitally *Notes:* _____

SECTION 2 — Financial Readiness

- Separate business bank account *Notes:* _____
- Accurate bookkeeping system (QuickBooks, Wave, etc.) *Notes:* _____
- Profit & Loss statement prepared *Notes:* _____
- Cash Flow statement prepared *Notes:* _____
- 12■month financial forecast completed *Notes:* _____

SECTION 3 — Strategic & Narrative Clarity

- Business plan or executive summary updated *Notes:* _____
- Mission, vision, and measurable goals defined *Notes:* _____
- Funding use-case clearly outlined *Notes:* _____
- 3–5 sentence business pitch written *Notes:* _____
- Testimonials, press, or proof of impact collected *Notes:* _____

SECTION 4 — Digital Presence

- Updated website or landing page *Notes:* _____
- Branding consistent across platforms *Notes:* _____
- Professional LinkedIn or portfolio *Notes:* _____
- Contact details easy to find *Notes:* _____

SECTION 5 — Networking & Funding Opportunities

- Research women-focused grants (Amber Grant, IFW, etc.) *Notes:* _____
- Join WBC, SBA women's programs, NAWBO, or WBENC *Notes:* _____
- Track upcoming pitch competitions *Notes:* _____
- Add deadlines to your funding calendar *Notes:* _____

FINAL APPLICATION CHECK

- All required attachments included
- Financial documents double-checked
- Narrative reviewed
- Application submitted early

Signature: _____

Date: _____