Economic Development Checklist of Required Documents/Information

☐	**Completed Application**	
☐	**Detailed Project Narrative (Must clearly articulate how the proposed project will effectively enhance the City of Craig, and how it will provide significant visual improvement over current conditions as seen from public streets and access)**	
☐	**Project Costs (Must specifically denote if local contractors will be used)**	
☐	**Current Staffing Levels**	
☐	**Hiring Plans**	
☐	**Business Plans**	
☐	**Project Schedule (Timeline to completion)**	
☐	**Business has been in operation at least 2 years**	**Y / N**
☐	**Business or any affiliated business has received Business Program grant funding in the past**	**Y / N**

*** The above documents—In addition to a completed application—are minimum requirements. Incomplete submittals WILL NOT BE REVIEWED for funding.**