BUSINESS FUNDING READINESS CHECKLIST

Prepare Before You Pursue Capital

Use this checklist to organize the financial records, business information, and supporting materials commonly needed when preparing to pursue business funding.

Business/Owner Name _____	**Business Name** _____	**Funding Goal** _____
Phone _____	**Email** _____	**Amount Sought** _____

1. Business & Funding Basics

Clarify the request and the business purpose before approaching a lender, funder, or investor.

- ☐ Confirm the specific amount of capital needed.
- ☐ Define exactly how the funds will be used.
- ☐ Identify the desired timing for receiving funds.
- ☐ Confirm the legal business name, structure, EIN, and ownership information.
- ☐ Prepare a concise description of the business, products or services, and customer base.
- ☐ Document how the funding is expected to strengthen operations, capacity, revenue, or growth.

2. Financial Records

Make sure the financial information tells a clear, current, and consistent story.

- ☐ Bring bookkeeping records up to date and reconcile business bank accounts.
- ☐ Prepare current Profit & Loss and Balance Sheet reports.
- ☐ Gather recent business bank statements.
- ☐ Organize applicable federal and state business tax returns.
- ☐ Prepare a current accounts receivable and accounts payable summary, if applicable.
- ☐ Identify owner contributions, loans, distributions, and other material transactions.
- ☐ Review financial records for unexplained inconsistencies or missing documentation.

3. Cash Flow & Repayment Capacity

Evaluate whether the business can reasonably support the requested capital.

☐ Review monthly revenue, operating expenses, and cash-flow trends.
☐ Identify seasonal or irregular cash-flow patterns.
☐ List current business loan, lease, credit-card, and other debt obligations.
☐ Estimate the monthly payment the business could reasonably support.
☐ Calculate or review debt-service coverage when applicable.
☐ Identify changes that may be needed if current cash flow does not support additional debt.

4. Credit, Debt & Owner Profile

Be prepared for the personal and business factors a capital provider may consider.

☐ Review business credit information, if established.
☐ Review personal credit where a personal guarantee may be required.
☐ Identify unresolved liens, judgments, tax issues, or delinquent obligations that may affect funding.
☐ Prepare a schedule of current business debts and monthly payments.
☐ Document relevant owner or management experience.
☐ Identify the owner contribution or cash injection available, if applicable.

5. Use of Funds & Supporting Costs

Support the funding request with specific, reasonable numbers.

☐ Break the request into clear categories such as equipment, vehicles, inventory, staffing, working capital, technology, or expansion.
☐ Gather quotes, estimates, purchase orders, contracts, or invoices supporting major planned expenses.
☐ Separate one-time investments from ongoing operating costs.
☐ Explain how each major use of funds supports the business goal.
☐ Confirm that the requested amount is consistent with the documented need.

6. Projections & Growth Plan

Connect the funding request to realistic assumptions about future performance.

- ☐ Prepare revenue and expense projections for the appropriate planning period.
- ☐ Develop a cash-flow forecast showing expected inflows, outflows, and financing effects.
- ☐ Document the assumptions behind projected sales and costs.
- ☐ Prepare a projected Profit & Loss statement when appropriate.
- ☐ Estimate the financial impact of the planned investment, expansion, or purchase.
- ☐ Consider a conservative scenario in addition to expected growth assumptions.

7. Business Plan & Funding Narrative

Make it easy for a reviewer to understand the business and the case for capital.

- ☐ Prepare or update the business plan or funding proposal.
- ☐ Clearly state the funding request and intended use of proceeds.
- ☐ Summarize the business model, target market, competitive position, and growth opportunity.
- ☐ Explain how the capital supports a specific business objective.
- ☐ Include relevant management experience, milestones, and operating history.
- ☐ Ensure the narrative is consistent with the financial statements and projections.

8. Collateral & Asset Information

Organize asset information that may be relevant to certain financing requests.

- ☐ Prepare a list of major business assets and estimated current values.
- ☐ Gather titles, purchase records, or equipment information when applicable.
- ☐ Identify assets already pledged to another lender.
- ☐ Prepare property or lease information if the funding request involves a location or facility.
- ☐ Confirm whether collateral is required by the capital source being considered.

9. Funding Package Documents

Assemble a complete package so requested information can be provided efficiently.

- ☐ Business formation documents and EIN confirmation.
- ☐ Ownership information and government-issued identification for applicable owners.
- ☐ Business tax returns and current financial statements.
- ☐ Business bank statements and current debt schedule.
- ☐ Business plan, funding proposal, and financial projections.
- ☐ Quotes, estimates, contracts, or other documents supporting the use of funds.
- ☐ Applicable licenses, permits, insurance, leases, or major customer/vendor agreements.
- ☐ Any lender- or program-specific forms requested.

10. Grant Readiness, If Applicable

Grant opportunities often require additional evidence of eligibility, impact, and intended use.

- ☐ Confirm that the business meets the program eligibility requirements before applying.
- ☐ Prepare concise responses describing the business, need, impact, and use of funds.
- ☐ Gather supporting financial and business documents requested by the program.
- ☐ Confirm deadlines, submission requirements, and required certifications.
- ☐ Maintain copies of submitted applications and supporting materials.
- ☐ Avoid assuming a grant is guaranteed; awards are competitive and program-specific.

Before You Apply

A stronger funding request starts with complete records, a clear use of funds, and numbers that support the business case. If gaps exist, addressing them before applying may improve your overall readiness.

Documents to Bring to Your Premier Alliance Funding Assessment

Having these items available can help us evaluate your current readiness and identify potential gaps.

- ☐ Current Profit & Loss and Balance Sheet.
- ☐ Recent business bank statements.
- ☐ Most recent business tax returns, if available.
- ☐ Current debt schedule and monthly payment obligations.
- ☐ Amount requested and detailed intended use of funds.
- ☐ Existing business plan, projections, or funding proposal, if available.
- ☐ Quotes or estimates for major purchases or planned investments.
- ☐ Any lender, grant, or funding-program requirements you are considering.

Ready to Assess Your Funding Position?

Bring this completed checklist to your consultation. Premier Alliance can help you organize the numbers, documents, and business case needed to prepare for appropriate funding opportunities.

Funding Disclaimer

Premier Alliance Advisory Group provides business advisory and funding-readiness services. We do not guarantee loans, grants, investments, approvals, funding amounts, rates, or terms. Final decisions are made by the applicable lender, funder, investor, or program administrator.

This checklist is for general business-readiness purposes and is not legal, tax, investment, or lending advice. Requirements vary by funding source, program, business, and applicant.