
CORE GRANT – APPLICATION CHECKLIST

Before You Begin

Before starting the application, take time to plan your project and gather documentation. Many required items—such as bids, insurance, and financial records—may take time to obtain.

Helpful tips:

- ✓ Use this checklist to track your progress
- ✓ Save digital copies of all documents
- ✓ Label files clearly (BusinessName_DocumentType.pdf)

1. Project Planning & Cost Documentation

These items demonstrate that your project is well-planned, financially feasible, and ready to move forward.

☐ Three (3) Bids or Quotes

- All bids must reflect the same scope of work
- Bids must be from qualified and licensed vendors or contractors
- Bids should be dated and include company contact information

☐ Proof of Required Insurance

Applicants must provide proof that required insurance coverage is in place or can be obtained prior to award.

General Liability Insurance:

- \$1,500,000 per occurrence
- \$2,000,000 aggregate per project
- \$2,000,000 products/completed operations
- \$1,500,000 personal injury/advertising injury

Workers' Compensation Insurance:

- Must comply with Minnesota law
- Employer's Liability coverage of \$500,000 per accident, per employee, and per disease

Additional Coverage (if applicable):

- Pollution Liability: \$1,000,000 per occurrence and aggregate
- Errors and Omissions if professional services are included
- Builder's Risk coverage equal to the total project cost

Important: If grant funds are awarded, the Saint Paul Port Authority must be listed as an Additional Insured on the Certificate of Insurance before the grant agreement can be finalized.

☐ Project Budget

- Provide a detailed, itemized budget
- Budget totals must match submitted bids and scope of work
- Clearly identify grant funds vs. other funding sources

☐ Scope of Work

- Describe what work will be completed using grant funds
- Include materials, labor, and services
- Ensure consistency with bids and budget

☐ Project Timeline & Readiness

- Estimated project start date
- Key milestones or phases
- Anticipated completion date
- Indicate whether permits or approvals are required

2. Financial Documentation (Required)

These documents help determine the financial capacity and stability of the business.

☐ Financial Statements, Tax Returns, or Pro Forma

- Provide the most recent year(s) required by the grant
- Documents must be complete, signed if applicable, and legible

☐ Debt Schedule

- List all outstanding loans, balances, interest rates, and monthly payments

☐ Financial Forecast

- Include 3–5 year cash flow projections
- Projections should reflect the impact of the proposed project

3. Application Exhibits (Required)

After completing the application form, the following Exhibits must be completed separately.

Instructions:

- Save the file to your computer from the application page
- Print and complete all required fields
- Sign
- Scan completed forms for email submission

☐ Application Exhibit C – Performance Capacity

☐ Application Exhibit D – Certification:

Not Suspended or Debarred by the State of Minnesota or the Federal Government

☐ Application Exhibit E – Evidence of Good Standing

☐ Application Exhibit G – For-Profit Required Documents

☐ Application Exhibit H – Certification: No Conviction of Felony Financial Crime by a Principal

Email completed exhibits to: accounting@sppa.com

Email subject line: **CORE Grant – Business Name**

4. Lease Documentation (If Applicable)

This section applies only if your business leases its space and is requesting funds for capital improvements.

☐ Property Owner Consent

- Written approval allowing the proposed improvements
- Must be notarized by the property owner

☐ Copy of Lease Agreement

- Must be current and fully executed

Email lease documents to: accounting@sppa.com

5. Final Application Review & Submission

Before submitting, carefully review your application to ensure completeness.

- ☐ Application is fully completed and signed
- ☐ All required exhibits are completed and emailed
- ☐ All supporting documents are uploaded or submitted
- ☐ Property owner consent included (if leasing)
- ☐ Lease agreement included (if applicable)
- ☐ All files clearly labeled

Application Deadline: March 31, 2026