



VENTURE CAPITAL PROGRAM APPLICATION CHECKLIST | PAGE 1 OF 1

Below are the required documents that must be included in an application for DGVC. If you have any questions or require information on any of the items below, please contact us at 671-647- 4332 or via email at help@investguam.com.

APPLICANTS MUST SUBMIT TWO (2) SIGNED ORIGINAL APPLICATION PACK ONE (1) HARDCOPY AND ONE (1) DIGITAL COPY

☐ **LETTER OF INTEREST**

- ☐ NEW BUSINESS
- ☐ EXISTING BUSINESS
 - ☐ Tax Returns for the last three (3) years

☐ **COMPLETED APPLICATION FORMS**

- ☐ FORM VC-1
- ☐ Attachment A: Declaration of Principle Owners, Officers and Directors: *For those who hold 20% or more, directly or indirectly, of the applicant company share or stock*
- ☐ Attachment B: Authority to Release Non-Proprietary Information
- ☐ Attachment C: SSBCI required certification
- ☐ Attachment D: Form for Demographics related data

☐ **CURRENT GUAM BUSINESS LICENSE**

☐ **CERTIFICATE OF GOOD STANDING / INCORPORATION CERTIFICATE**

☐ **ARTICLES OF INCORPORATION AND BY LAWS (IF APPLICABLE)**

☐ **PROPOSED EQUITY DISTRIBUTION STATEMENT (INCLUDING VALUATION PER SHARE)**

☐ **CURRENT BALANCE SHEETS OF STOCKHOLDERS / COMPANY**

☐ **COMPANY FINANCIAL STATEMENTS: CURRENT YEAR + PRIOR YEAR ENDING**

☐ **BUSINESS PLAN**

THE BUSINESS PLAN

CONTENTS MUST INCLUDE:

- Company Overview
- Project Description and Goals
- Background / Experience (*please include resume of key management team*)
- Staffing pattern/ Organization chart
- SWOT Analysis
- Direct/Indirect impact to industry and community
- Pitch deck/ Business presentation (*for presentation to Board*)
- 5-year Financial Plan (*Income, Balance, & Cash Flow Statements*) *Please submit in Excel format
- Financial Forecast Assumptions
- Budget for Use of Funds
- Project Location Information
- Certified maps showing lot description
- Current lease agreement (*if property is being leased*)
- Approved Guam Land Use Commission Notice (*if applicable*)
- Approval from all Federal & Local regulatory agencies (*if applicable*)
- Approved zoning requirements (*if applicable*)