

San Juan County Rural Grant Program (RCGP) Quick Reference Checklist

Use this checklist to prepare your [full application](#) before submitting it online.

Eligibility

- ☐ Business or nonprofit is in San Juan County
- ☐ Holds a valid business license issued by San Juan County, a city within the county, or the Navajo Nation
- ☐ Only one application may be submitted per business or organization
- ☐ The project aligns with one of the three funding tiers (see Tier 1–3 descriptions)

Required Documents

- ☐ Completed and signed [W-9](#) — must match IRS records exactly (name, EIN, address)
- ☐ Federal EIN (Employer Identification Number) You can apply for or look up your EIN at <https://www.irs.gov/ein> Sole proprietors who file taxes under their personal SSN may use that instead.
- ☐ Utah Business Entity Number (State Registration)
You can look up your Entity Number here:
<https://businessregistration.utah.gov/EntitySearch/OnlineEntitySearch>
Sole proprietors or DBAs that are not registered in the state may leave this blank
- ☐ Business License: [San Juan County Business License](#), [Monticello City](#), [Blanding City](#), [Town of Bluff](#), [Navajo Nation Business License](#)
- ☐ For Nonprofits: IRS Determination Letter (501(c)(3))
- ☐ *Tier 3 Applicants*: Profit & Loss Statement or for non-profits Statement of Activities (prior and current year)
- ☐ NAICS Code — 6-digit industry classification [Utah Reference Guide](#) or <https://www.census.gov/naics/>

Proof of Match Documentation

- ☐ Cash Match: bank statement, investor letter, or grant award
- ☐ In-Kind Match: donated materials, volunteer labor, or equipment use
- ☐ Download and use the official [Excel Budget Template](#) (required)
- ☐ Scope of Work: What will be done and when
- ☐ Deliverables & Performance Measures: How success will be tracked
- ☐ Anticipated Economic & Community Impact: How it helps grow revenue, jobs, workforce, or education in San Juan County
Budget Narrative: justify each expense, explain how costs were determined, and describe how each item supports your project goals

Additional Supporting Materials (Optional)

- ☐ Profit & Loss Summary, Balance Sheet, or Statement of Activities
- ☐ Letter(s) of Support from partners or beneficiaries
- ☐ Vendor quotes or cost estimates for purchases (required for equipment projects)