



THRIVE MAINE APPLICATION CHECKLIST

The Thrive Maine application portal will open on May 23, 2023 and close on June 23, 2023. Get prepared to apply by gathering the necessary information and using the resources available on FAMEmaine.com/thrive, including example applications, example employee calculations, and webinar recordings and presentation slides.

CREATE YOUR UNIQUE ENTITY IDENTIFIER (UEI) NUMBER NOW!

- A UEI number is required to apply for a forgivable loan. Instructions on how to apply for a UEI or to submit a customer ticket can found on SAM.gov. Please note, it can take several weeks for the UEI process to be completed.

What you need to submit your application:

- UEI number
- Verify that your business is in good standing with the State of Maine
- Payroll, state, and federal taxes are all up to date
- Income Statement or Profit and Loss Statement for 2019-2022
- Federal Income Tax Returns for 2019-2022
- Impact statement that describes the business's forward looking plan to improve the business and economic viability (maximum of 2 pages)
- Must be able to demonstrate a COVID-related negative economic impact of more than \$10,000.
NOTE: previous federal pandemic relief funds received will be subtracted from the amount of COVID-related negative economic impact reported. The amount remaining must be more than \$10,000 to be eligible to apply.
- A list and explanation of purpose for all federal pandemic funds received previously (*if applicable*)
- Two forms of identification:
 - First ID Document: Passport, Drivers License, ID Card, US Military ID, or US Military Dependent ID.
 - Second ID document: Passport, Birth Certificate, US Citizen ID Card, Card for use of Resident Citizen in the United States (Form 1-179), Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350), or Native American tribal document.
- Bank routing number, account number, and account type (UEI ownership required to match name on bank account)

TECH TIPS

- “Pop-ups” must be enabled on your web browser.
- Have required documents saved and ready in PDF (.pdf) file format prior to starting the online application.

Questions? Contact us at Thrive@FAMEmaine.com