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**Amplifund Information Needed to Complete Application**

**Step 1:**

Enter Program information (identify business type\*, eligibility, Star Level, and business identification numbers).

**Documents you will need:**

* Federal Tax ID #
* State Tax ID #
* Vendor #
* Subsidy rate if applicable

You will also need to enter your **Employee Headcount** for all Full and Part Time Employees

* Total Staff Full Time & Part Time January 2020
* Total Staff Full Time & Part Time April 2020

**Step 2:**

You will need to report your total business income for:

* 2019
* As of Jan. 2020
* As of April 2020

**Documents you will need:**

* Total Income 2019
* Total Expenses 2019
* Income and Expenses for January 2020
* Income and Expenses for April 2020
* Net Income 2019
* Net Expenses 2019
* Net Profit 2019

**Step 3:**

You will need to enter information on the capacity of your center/s. You will need to know the capacity for both indoor and outdoor spaces onsite.

**Information you will need:**

* Capacity of Children on your license
* Capacity of Playground on your license

**You will also need to report total capacity for each classroom/ age group in your center.**  You will be asked about the average attendance in 2019, in Jan. 2020 and in April 2020. You will need enrollment information for all infant rooms, toddler rooms, preschool rooms, and for the school aged classrooms as well; for both Full and Part Time enrolled children for all age groups/ all rooms/ all center locations.

**Information you will need:**

* Total Capacities & Enrollment all classrooms January 2020
* Total Capacities & Enrollment all classrooms April 2020

**Step 4:**

You will be asked how many employees you reported to New Mexico Department of Workforce Solutions (DWS) for unemployment and your total payroll amount you reported to DWS for unemployment insurance taxes for the 4th Quarter of 2019.

**Documents you will need:**

* 4th Quarter DWS Report for Total Payroll Reported & Total Employees Reported
* Copy of W-9 on a flash drive to upload

**Step 5:**

Gather any itemized receipts and documentation that show costs incurred for COVID-safe practices.

**Documents you may need:**

* Cleaning and sanitizing receipts
* Inspections or additional staffing hires (including training costs necessary to address public health emergencies like grief, stress, anxiety, trauma and recovery)
* Lost income resulting from closure due to public health emergency