The Business Funding Readiness Checklist

7 Things Funding Providers Review Before You Apply.

For U.S. small-business owners seeking working capital or business funding.

Before applying, use this guide to organize your information, identify gaps, and prepare questions. Provider requirements vary by financing product and applicant. There is no universal approval formula.

How to use this checklist

1. Review the seven areas.
2. Organize records and note questions.
3. Complete the self-assessment on page 7.

Osborne Growth Partners is not a lender. Financing products, eligibility, approval, rates, terms, and funding amounts are determined by third-party providers and vary by applicant.

CHECK 01

Monthly revenue

Show what your business brings in.

Providers may review revenue levels, consistency, and recent trends to understand repayment capacity. Requirements differ by product and provider; there is no universal revenue cutoff.

Review. Compare several recent months of business revenue. Separate customer revenue from transfers, owner contributions, and borrowed funds.

Prepare. Calculate an approximate monthly average and note seasonality, a large one-time sale, or a recent decline.

Check. Do the figures in your application agree with your statements and financial records?

CHECK 02

Time in business

Make your operating history clear.

Providers may consider how long the business has actually operated, its ownership history, and its experience managing changing conditions. A registration date may differ from the date operations began.

Review. Confirm your operating start date and any acquisition or ownership change.

Prepare. Keep formation records, licenses, or other evidence available if requested.

Check. Can you explain any difference between registration, first sales, and current ownership?

CHECK 03

Business bank statements

Give a complete picture of cash flow.

Providers may review deposits, average balances, overdrafts, returned payments, and existing financing withdrawals. Cash flow can differ from reported sales.

Review. Organize complete, recent statements for the business accounts requested by the provider. The required number of months varies.

Prepare. Use original bank-generated PDFs with every page. Identify transfers and financing deposits so they are not mistaken for revenue.

Check. Are there missing pages, unexplained activity, or recurring negative balances that need context? Never alter a statement.

CHECK 04

Credit profile

Understand what a provider may review.

Depending on the product, providers may consider business credit, an owner’s personal credit, payment history, utilization, or public records. Ask whether a credit inquiry is soft or hard before authorizing it.

Review. Check available personal and business credit reports for errors and unresolved obligations.

Prepare. Explain relevant payment issues accurately and follow the reporting agency’s dispute process for errors.

Check. Do you understand any personal guarantee, credit authorization, or collateral requirement? No score alone guarantees eligibility.

CHECK 05

Existing business debt or funding positions

Account for every current obligation.

Providers may review existing loans, lines of credit, advances, liens, and payment schedules when considering additional financing. Multiple funding positions can affect cash flow and provider restrictions.

Review. List each balance, payment amount and frequency, maturity date, and any collateral or lien.

Prepare. Keep current agreements and payoff information available. Disclose pending applications or offers if asked.

Check. Can cash flow support the combined payment burden? Review restrictions before accepting additional financing; do not conceal obligations.

CHECK 06

Required documentation

Make the file consistent and complete.

Documentation depends on the provider and product. Possible requests include formation records, owner identification, licenses, statements, tax returns, financial statements, and invoices or purchase orders.

Review. Confirm legal business name, address, ownership, and contact details match across records.

Prepare. Ask for the provider’s actual document list; organize current, legible files and track what is still missing.

Check. Use only a verified secure collection channel when sensitive documents are requested. Do not send SSNs, bank credentials, tax documents, or passwords through the OGP checklist form or ordinary email.

CHECK 07

Funding amount and intended use

Connect the request to a business purpose.

Providers may evaluate the amount sought, intended use, timing, and how the request fits the business's revenue and obligations. A useful amount is one the business can put to work and responsibly repay.

Review. Write a specific use: inventory, equipment, an expansion expense, or a working-capital timing gap.

Prepare. Estimate the needed amount using quotes or a budget, and explain when funds are needed.

Check. Compare payment frequency, total cost, fees, term, collateral, guarantee, and prepayment provisions. Do not accept an offer based only on its headline amount.

Write your request in one sentence.

"My business is seeking approximately $_____ for _____, with funds needed around _____."

Then describe how repayment would fit your cash flow. Include current obligations and a slower-revenue scenario.

Common reasons applications stall

A stalled review is not necessarily a denial. First confirm what is missing and who needs to act.

Incomplete statements or outdated documents

Submit all requested pages and the correct periods through the provider’s verified channel.

Information that does not match

Reconcile the legal name, ownership, revenue, dates, and existing obligations across the application and records.

Unclear cash-flow activity

Explain seasonality, transfers, large deposits, overdrafts, and returned payments accurately.

Undisclosed obligations or restrictions

Provide a complete funding-position list. Ask about additional-funding restrictions in current agreements.

Request does not fit the provider’s criteria

Confirm product, geography, industry, operating-history, revenue, and use-of-funds requirements. A different amount or provider may still require a new review.

Slow responses or an unclear request

Name a reliable contact, monitor document requests, and explain the amount, purpose, and timing clearly.

Before resubmitting: ask what is outstanding, which channel to use, and whether a new submission is needed. Avoid duplicate applications and unauthorized sharing of sensitive records.

What needs attention before you apply?

For each area, mark Ready, Needs attention, or Unsure. This assesses preparation, not approval odds or eligibility.

Area	Ready	Attention	Unsure
Monthly revenue	☐	☐	☐
Time in business	☐	☐	☐
Business bank statements	☐	☐	☐
Credit profile	☐	☐	☐
Existing business debt or funding positions	☐	☐	☐
Required documentation	☐	☐	☐
Funding amount and intended use	☐	☐	☐

Choose your next action

Mostly Ready: confirm the provider's current requirements and compare the full cost and obligations of any offer.

Any Needs attention: choose the most important gap, assign an action, and organize the missing information before applying.

Any Unsure: ask a provider or qualified adviser to clarify. Do not guess or change records to fit a requirement.

My priority: _____
My next action: _____
Target date: _____

Explore a next step with OGP

If you want to discuss potential funding options, use OGP's existing inquiry process at osbornegrowthpartners.com/#inquiry. OGP qualifies inquiries before manual provider routing. This checklist does not start an application.