



# QNBV Application Instructions

All forms are available for download at <http://www.ildceo.net/angel>

## 1. DOWNLOAD AND SAVE

- a. Download the 2019 Qualified New Business Venture Application Form and save the PDF file using the following naming convention:  
Business Name\_2019QNBVAPP.pdf

## 2. COMPLETE THE APPLICATION FORM

- a. For best results, open and edit the form in Adobe Acrobat.
- b. All fields are required, unless otherwise specified.
- c. Correspondence will be sent to the designee identified under “Contact Information.”
- d. Information requested under “Innovation” will be reviewed to determine if the business can be certified as a QNBV. Please be specific.

## 3. SUBMIT

- a. Once completed, click SUBMIT to generate an email with the application attached.
  - i. If the SUBMIT button is not active, or cannot connect with your preferred email, save the completed PDF document and email to [angelinvestment@illinois.gov](mailto:angelinvestment@illinois.gov).
- b. Please include all required attachments listed in Step 4 (below). Applications cannot be reviewed without all required attachments.

## 4. REQUIRED ATTACHMENTS

- a. The following materials must be attached to the submission email. All forms are available for download at <http://www.ildceo.net/angel>. Applications cannot be reviewed without all required attachments.
  - i. **Business Certifications (required)**  
Please complete the 2019 QNBV Application Business Certifications PDF form. The form is available at [www.ildceo.net/angel](http://www.ildceo.net/angel).
  - ii. **Current Capitalization Table (required)**  
Must include all equity shares, preferred shares and options, and the various prices paid by stakeholders for these securities. The table must show ownership stakes on a fully diluted basis. All equity holders must be listed by name. List founders first, followed by executives and key employees with equity stakes, then investors (including angel investors, venture capital firms, etc.).
  - iii. **Certificate of Good Standing (required)**  
Copy of current and “Active” Illinois Secretary of State Certificate of Good Standing or screen shot from <https://www.ilsos.gov/corporatellc/>.
  - iv. **Set-Aside Eligibility (if applicable)**  
If the business qualifies for designation as owned by \*minority, woman, or persons with disabilities please attach supporting documentation.  
\*As those terms are used and defined in the Business Enterprise for Minorities, Woman, and Persons with Disabilities Act.

For more information go to [www.ildceo.net/angel](http://www.ildceo.net/angel)  
or contact us at [angelinvestment@illinois.gov](mailto:angelinvestment@illinois.gov)

