

## GETTING STARTED – APPLICATION PROCESS

### STEP 1: COMPLETE THE APPLICATION

The application will be available **March 15, 2021**.

Make sure the application is accurate and complete. Attach supporting documentation regarding business plans, grant fund uses, and/or grant impact details. Create a compelling case for the grant and pay close attention to the evaluation factors listed in the Program Guide.

Email [elevate@fhlbi.com](mailto:elevate@fhlbi.com) if you have questions.

### STEP 2: COMPLETE REQUIRED VERIFICATION CHECKS

Verify and retain the following documentation for the applicant:

- Has been in business for at least 12 months, prior to May 18, 2021;
- Details that sources and uses for grant budget are legitimate;
- Qualifies as minority, veteran, or disabled-owned business (greater than 50%);
- Is a for profit business located in either Indiana or Michigan;
- Dollar amount of revenue verifying gross revenues are less than \$1 million; and
- Number of employees

### STEP 3: SUBMIT THE AGREEMENT AND APPLICATION

Submit the items below by **May 18, 2021** at 5:00 PM Eastern Time (early submissions are encouraged):

- Elevate application and supporting documents
- Elevate Master Agreement (only one per member required)
- Applicant and Member signatures must be on the same form.

Completed submissions must be received via:

- Email to [elevate@fhlbi.com](mailto:elevate@fhlbi.com);

## AWARD SELECTION

Members and awarded applicants (“recipients”) will be notified no later than **August 13, 2021**.

Members and recipients sign the subsidy agreement and submit via email to [elevate@fhlbi.com](mailto:elevate@fhlbi.com).

A signed subsidy agreement is required before disbursement of funds are allowed.

## DISBURSEMENT

### STEP 1: DISBURSEMENT OF FUNDS

Upon receipt of a signed Subsidy Agreement by the FHLBank Indianapolis (Bank) the Bank will disburse funds to the Member who will then disburse funds to the Recipient after validation of:

- Funds were used in accordance with proposed uses in the Recipient's application;
- Expenses occurred between June 1, 2021 and January 31, 2022
- The Member is held accountable for the proper use of the subsidy by the Recipient.

### STEP 2: SUBMIT DISBURSEMENT DOCUMENTATION

Submit the Disbursement request form and all supporting documentation of the expense via email to [elevate@fhlbi.com](mailto:elevate@fhlbi.com) by **January 31, 2022**.

### STEP 3: RESPOND TO CLARIFICATION REQUESTS

Respond quickly to clarifying questions from FHLBank Indianapolis if applicable.

## STATUS REPORT

Within 12 months of the award date the Recipient is to complete and submit a Status Report to the Bank sharing the impact of the Elevate funds on the business.