

MEMBER GUIDE

## Elevate Small Business Grant Member Guide

- Review Elevate Small Business Program Guide and FAQ.
- Review Elevate information slides found on .GIVES section of website.
- Review and sign Elevate Master Agreement and Registration & Certification.
  - Applications will be provided once these documents are received by FHLBank Indianapolis.
- Determine internal processes for selecting your small business applicants.
  - Either one for \$20,000 or two for \$10,000 each
- Confirm business(es) chosen qualify for the program:
  - Must meet all eligibility requirements
  - Business must meet at least one Elevate Priority
  - Funds must be used for eligible expenses.
- Provide application to the business(es) of choice.
- Evaluate supporting documentation provided by business(es).
- Ensure application is complete, accurate and signed by all business owners.
- When Elevate.GIVES is available, log in and input the applicant's information, uploading only the Elevate application document.
  - All supporting documents should be retained by the member and <u>not</u> uploaded in .GIVES.
- Applications must be submitted in .GIVES by EOD September 3, 2025.

