



2022 PROGRAM GUIDE

GENERAL INFORMATION

- The Federal Home Loan Bank of Indianapolis (Bank) created the Elevate grant to help stimulate local economic development, business expansion, workforce development, and job creation through small businesses in the Bank's district states of Indiana and Michigan.
- In 2022, the Bank will target to award \$500,000 in Elevate grants, not to exceed \$20,000 per recipient. The Bank will conduct one application funding round in 2022.
- All small businesses seeking funding under the Elevate grant (Applicant) must partner with a Bank member to submit the Elevate application.
- Members can be found here: fhlbi.com/member_directory

KEY DATES AND DEADLINES

- **APPLICATIONS DUE:** August 31, 2022 (5:00PM EST)
- **AWARDS ANNOUNCED:** October 28, 2022
- **ELIGIBLE EXPENSES:** October 1, 2022 - March 31, 2023
- **DISBURSEMENT DEADLINE:** March 31, 2023

PERMITTED USES FOR ELEVATE GRANTS

Applicants may use Elevate grants for the following purposes, together with the incidental costs related to any of the below (Permitted Uses):

- Purchase of real property
- Improvements to property (owned or leased)
- Machinery, tools or equipment costs
- Workforce development or training costs
- Technology enhancements
- Working capital (max grant amount of \$5,000)

The grant will only cover permitted uses identified in the budget in the application. Substitutions of similar products with similar pricing may be allowed but is not guaranteed.

APPLICATION PROCESS

Small businesses must submit Elevate applications and required documentation to a FHLBank Indianapolis Member Financial Institution. The Member must submit the application on FHLBI.GIVES prior to the Application Deadline of August 31, 2022 (5:00PM EST):

STEPS FOR SMALL BUSINESS APPLICANT

STEP 1: DOWNLOAD AND COMPLETE THE (PDF) APPLICATION

The application will be available starting July 1, 2022. The application can be found at fhlbi.com/elevate.

- Fill out the application completely and accurately. Create a compelling case for use of grant funds and answer all questions in detail. This is a competitive program so give accurate details about your proposal.

STEP 2: GATHER DOCUMENTATION TO VALIDATE:

- In operation under current owners for at least 12 months prior to August 31, 2022;
- Verification of proposed expenses such as bids or invoices;
- Qualifies as minority, veteran, or disabled-owned business (greater than 50%) if applicable;
- Is a for-profit business located in either Indiana or Michigan;
- Business course completion and/or Business Plan, if applicable;
- Financial records verifying gross revenues less than \$1 million; and

STEP 3: SUBMIT APPLICATION AND DOCUMENTATION TO FHLBank INDIANAPOLIS MEMBER

- Know when documents must be submitted to your partner Member (Members must upload information to FHLBank Indianapolis by August 31 so give them time to review and make additional requests)

STEPS FOR FHLBank INDIANAPOLIS MEMBER

- Submit 2022 Elevate Program Registration Form by Friday August 19, 2022;
- Review application and documentation submitted by your small business applicant. Ensure they meet all threshold requirements before entering data in FHLBI.GIVES;
- Access FHLBI.GIVES Elevate User Guide for reference when entering applications for submission to FHLBank Indianapolis;
- All applications must be entered and submitted in FHLBI.GIVES by 5:00PM (EST) on the application due date of August 31, 2022.

EVALUATION FACTORS

The Bank will award Elevate grants for applications that, in the Bank's judgment, best meet the objectives of the Elevate grant: to enhance a small business' ability to make positive contributions to local economic development, business expansion, workforce development, and/or job creation in the Bank's district states of Indiana and Michigan.

FHLBank Indianapolis makes Elevate grant awards based on a holistic evaluation of the applications submitted, which is intended to determine the applications that best meet the objectives of the Elevate grant program. Among the factors the Bank will consider are:

THRESHOLD REQUIREMENTS

All applications must meet certain threshold requirements to be considered for funding. Requirements for the applicant business include:

- Complete all areas of the application, including budget, signed by all business owners;
- Must have been in business under the current ownership for at least 12 months prior to August 31, 2022;
- Have annual gross revenues less than \$1 million;
- Provide financial statements to Member, proving stated revenues on application;
- Be headquartered in either Indiana or Michigan;
- Must be For-Profit business entity
- Must clear Office of Foreign Assets Control (OFAC) search, conducted by FHLBank Indianapolis;
- Application must be submitted by FHLBank Indianapolis Member financial institution

SCORING CATEGORIES

Elevate applications will be scored on certain demographics of the business and its location. Other scoring elements will be based on the proposed project and how the Elevate funds will contribute to the growth of the business, its employees, and the surrounding community. Scoring categories include:

- AMI% of the census tract where the business is located:
 - ≤ 30% AMI = 5 points
 - 31 - 50% AMI = 4 points
 - 51 - 80% AMI = 3 points
 - 81 - 100% AMI = 2 points
 - 101-120% AMI = 1 point
 - 121% AMI + = 0 points
- Applicant provided a business plan or strategic plan = up to 5 points
- Minority ownership (woman-, minority-, disabled-, veteran-own at least 51% or greater) = up to 5 points
- Time in business under current ownership (minimum of 12months)
 - 60+ Months = 5 points
 - 48-59 months = 4 points
 - 36-47 months = 3 points
 - 24-35 months = 2 points
 - 13-23 months = 1 point
- Applicant has completed a small business development course = up to 5 points

PROJECT AND USE OF FUNDS SCORING CONSIDERATIONS

Applications will be evaluated on how the use of grant funds elevates the company's workforce, products or services, processes and surrounding community economic development. The applicant's responses to these questions will be evaluated based on the impact they are making in each of these areas. Project and Use of Funds Scoring Considerations include:

- The use of Elevate funds to advance workforce skills and training;
- The use of Elevate funds to incorporate area business participation through the project and increase local economic development;
- The use of Elevate funds to improve the company's product and/or service delivery
- The use of Elevate funds to enhance company and productivity processes
- Use of Elevate funds and leveraging additional resources

The Bank reserves the right to determine, for whatever reason, that any Applicant and/or applications not appropriate or aligned with the intent of the Elevate grant will not receive funding. After evaluation by the Bank, the amount of the Elevate grant requested may be reduced below the amount sought within the discretion of the Bank. The Bank has no obligation to fund any or all applications. This is not a commitment to lend or otherwise to provide funding.

SELECTION PROCESS

- The Bank will review all applications received by Members (through .GIVES) by the Application Deadline that are complete, fully executed, and supported by required documentation.
- Applications will be rejected if they do not comply with these Program Guidelines, are incomplete, or are not fully executed.
- FHLBank Indianapolis Members with awarded applications will be notified via phone and email and will be responsible for notifying the awarded business. Members and applicants not awarded will be notified by email. The awarded businesses will be listed on fhlbi.com/elevate.

DISBURSEMENT PROCESS

- Upon notification of the awarded funds, Bank will send the Member the Elevate Master Agreement and Elevate Subsidy Agreement (which is to be signed by both the member and awarded applicant). Both Agreements must be returned to Bank before any disbursement of funds will take place.
- Member can disburse funds to recipient once proper documentation of proposed eligible expenses has been received.
- Proper documentation may consist of: receipts, invoices, payroll vouchers, or other such documents proving the approved expense has been incurred and is due.
- Once all funds have been disbursed, Member will submit to Bank all applicable expense documentation using the Elevate Disbursement Request form.
- Proof of expense documentation must be dated after October 1, 2022 and prior to March 31, 2023.
- If Bank has not received an Elevate Disbursement Request from member by the Disbursement Deadline, any remaining funds of the award will be forfeited and must be returned to FHLBank Indianapolis.

REPORTING AND REQUIREMENTS

- Within 12 months of the award date, each Elevate grant recipient must submit a project status report, in a form determined by Bank, describing the impact receiving the grant funds has made on their business and community.
- Elevate grant recipients could lose their grant or be required to repay all or a portion of the Elevate grant if they do not use the funds as indicated on the application, they fail to comply with this Elevate Program Guide or the Elevate Subsidy Agreement, or for other reason described in the Elevate Subsidy Agreement.
- For additional information or questions about the Elevate grant, please contact the FHLBank Indianapolis' Community Investment Department at: 800-688-6697, send us an email to: elevate@fhlbi.com, or visit the Elevate website at fhlbi.com/elevate.