

*Thank you for your interest in the Elevate Small Business Grant Program!*

PLEASE CLOSELY REVIEW THE FOLLOWING INSTRUCTIONS TO APPLY

## SMALL BUSINESS APPLICANTS

- Review the 2023 Elevate Program Guide to ensure your small business qualifies to apply.
- Complete the Elevate application and ensure all fields are filled out and all questions answered
  - All business owners must be disclosed on the application and need to sign the application.
- Gather the following supporting documentation to accompany your Elevate application.  
**REQUIRED:**
  - Proof of Ownership
  - 2020, 2021, and 2022 Federal Tax Returns or 3<sup>rd</sup>-party audited financial statements, as applicable
  - Official quotes, bids, or website printouts supporting your entire project budget
  - To receive points within the minority-group ownership scoring category, the DE&I Self-Certification Affidavit must be completed and submitted.**OPTIONAL BUT HIGHLY RECOMMENDED:**
  - Updated Business Plan, Strategic Plan, or S.W.O.T. Analysis
- Contact and partner with a Participating FHLBank Indianapolis Member Institution (FHLBI Member), who will verify and submit your Elevate application to FHLBank Indianapolis.
  - List of Participating Members will be posted at [fhlbi.com/Elevate](http://fhlbi.com/Elevate). The list will be updated weekly

**Note: FHLBI Members can participate in the program at their discretion, including whether to publicly advertise their participation and what Elevate applications to accept and submit to FHLBI. You may need to contact more than one FHLBI Member to find a match for your application.**

## FHLBANK INDIANAPOLIS MEMBER INSTITUTIONS

- Make sure that your institution is registered to participate in Elevate and .GIVES access is established.
- Once the Elevate application and supporting documents are received, verify the following information:
  - Applicant is an Indiana or Michigan based, for-profit business under current ownership since August 15, 2022 or prior;
  - 2020-2022 average annual gross revenues are less than \$1 million;
  - Gross and net revenues listed on the Elevate application match their financial statements provided
  - Project budget must be substantiated with quotes, bids, and/or similar
  - Review the application to ensure it is complete, signed, and ready for submission to FHLBI
- Once verified, log into the FHLBI.GIVES system to enter and submit the Elevate application
  - Documents to attach:
    - Elevate Application with the DE&I Self-Certification Affidavit (if applicable)
    - Supporting documentation for the project budget
    - Business Plan or similar support documentation

**ELEVATE APPLICATIONS MUST BE SUBMITTED BY THE FHLBI MEMBER VIA THE FHLBI.GIVES SYSTEM BY THE AUGUST 15, 2023 11:59 PM DEADLINE.**

*Tips on crafting a compelling Elevate grant proposal are available on our website.*

**FHLBI.COM/ELEVATE**







# ELEVATE SMALL BUSINESS GRANT

## Diversity, Equity & Inclusion (DEI) Self-Certification Affidavit

Business Name:

Contact Name and Title:

Contact Email:

Contact Phone Number:

FHLBI Member Name submitting Elevate application:

**SMALL BUSINESS APPLICANTS: THIS AFFIDAVIT IS REQUIRED TO ACCOMPANY ELEVATE APPLICATIONS TO RECEIVE POINTS FOR THE MINORITY-GROUP OWNERSHIP SCORING CATEGORY. SELECT THE CATEGORY BELOW THAT REFLECTS THE MAJORITY OWNERSHIP OF YOUR BUSINESS.**

**MINORITY-OWNED BUSINESS** – A BUSINESS MORE THAN 50% OF THE OWNERSHIP OR CONTROL OF WHICH IS HELD, DIRECTLY OR INDIRECTLY, BY ONE OR MORE MINORITY INDIVIDUALS; AND MORE THAN 50% OF THE NET PROFIT OR LOSS OF WHICH ACCRUES TO ONE OR MORE MINORITY INDIVIDUALS.

**WOMAN-OWNED BUSINESS** – A BUSINESS MORE THAN 50% OF THE OWNERSHIP OR CONTROL OF WHICH IS HELD, DIRECTLY OR INDIRECTLY, BY ONE OR MORE WOMEN; AND MORE THAN 50% OF THE NET PROFIT OR LOSS OF WHICH ACCRUES TO ONE OR MORE WOMEN.

**NON-DISABLED VETERAN-OWNED BUSINESS** – A BUSINESS MORE THAN 50% OF OWNERSHIP OR CONTROL OF WHICH IS HELD, DIRECTLY OR INDIRECTLY, BY ONE OR MORE VETERANS; AND MORE THAN 50% OF THE NET PROFIT OR LOSS OF WHICH ACCRUES TO ONE OR MORE VETERANS.

**SERVICE-DISABLED VETERAN-OWNED BUSINESS** – A BUSINESS MORE THAN 50% OF OWNERSHIP OR CONTROL WHICH IS HELD, DIRECTLY OR INDIRECTLY, BY ONE OR MORE SERVICE-DISABLED VETERANS; AND MORE THAN 50% OF THE NET PROFIT OR LOSS WHICH ACCRUES TO ONE OR MORE SERVICE-DISABLED VETERANS.

**DISABLED-OWNED BUSINESS** – A BUSINESS MORE THAN 50% OF THE OWNERSHIP OR CONTROL OF WHICH IS HELD, DIRECTLY OR INDIRECTLY, BY ONE OR MORE PERSONS WITH A DISABILITY; AND MORE THAN 50% OF THE NET PROFIT OR LOSS OF WHICH ACCRUES TO ONE OR MORE PERSONS WITH A DISABILITY.

### **CERTIFICATION**

*I certify that the information set forth above is complete and accurate. I understand and agree that the FHLBank Indianapolis is entitled to rely on this affidavit of diversity status for both internal and external purposes and reserves the right to request additional information and that this affidavit of diversity status and any additional information provided may be shared with any of the Federal Home Loan Banks, The Federal Housing Finance Agency and other governmental or regulatory authorities.*

Signature of Representative for Small Business

Signers Printed Name

Date Signed

**FHLBank Indianapolis Members: This affidavit should be submitted along with the Elevate application and other supporting documentation in the FHLBI.GIVES platform. It is only required for applicable businesses.**

