



## FHLBI.GIVES – ELEVATE

### Member User Guide

#### How to Submit an Elevate Application

The FHLBI.GIVES system for the Elevate Small Business Grant is the only way members can submit applications and manage their Elevate award files. User credentials are issued after receipt of the Elevate Program Registration Form, located on our website at [www.flhbi.com/Elevate](http://www.flhbi.com/Elevate). Upon logging into .GIVES Elevate, the user will land on the home page as shown below.

Home My Portfolio Messages 0 Resources Logout

FHLBank INDIANAPOLIS Venessa Frost

### MY AWARDS

# Awards	0
\$ Awarded	\$ 0.00
\$ Disbursed	\$ 0.00
\$ Remaining	\$ 0.00

### MY TASKS

Unsubmitted Applications	0
Returned Applications	0
Conditions of Funding	0
Expense Reconciliation	0
Status Report	0

### CREATE NEW APPLICATION

Elevate Small Business Grant

Elevate is a small business grant program that assists the growth and development of small businesses, their workforce, and the communities where they located.

[CONTINUE APPLICATION](#)

### MESSAGE BOARD

Welcome! Please download the user guides on our website for assistance using the system. The Elevate system will not show awards from previous years. Any questions or concerns, please contact us at [Elevate@flhbi.com](mailto:Elevate@flhbi.com)

**The Home Page sections from the top right-hand corner clockwise include:**

**My Portfolio**

- See and review all applications and awards. FHLBI.GIVES does not contain any historical Elevate program data.

**Messages**

- A copy of any emails sent from the FHLBI.GIVES system will also be viewable under Messages

**Resources**

- Program Materials, User Guides, and more will be listed under the Resources drop down menu

**MY AWARDS**

- Starting with 2022 awards, a grand summary of your institution's awardees will be displayed.

**MESSAGE BOARD**

- Messages from FHLBI will be posted

**CREATE NEW APPLICATION**

- Click anywhere in the "Elevate Small Business Grant" field to start a new application
- If you want to access an already started application, use the "Continue Application" button

**MY TASKS**

- Unsubmitted applications: Shows the number of Elevate applications started, but not submitted to FHLBI
- Returned Applications: If FHLBI (or the Authorized Signer for your institution, if applicable) returns an application with a request for more information, it will be shown there
- Conditions of Funding, Expenses Reconciliation, and Status Report: These are related to your Elevate awardees. A separate User Guide is available for those functions

*The instructions for Submitters and Authorized Signers are the same except for the last step of the submission process. When different, directions for each role will be clearly noted.*

**CREATE A NEW APPLICATION: You will need the completed Elevate application for your small business on hand**

**Applicant Information:**

- Enter Business Name and other fields above Owner(s) Info and hit **SAVE**

Applicant Information



Business Name \*

If applicable, select the majority ownership (51% or greater) of the business:

- Woman-Owned  Minority-Owned  Disabled-Owned  Veteran-Owned

Completed or Currently Enrolled in a small business support program? \*

No Yes

Referral Source \*

Owner(s) Info:\*

+ ADD NEW

Name	Title	Contact Email	Contact Phone	Action
No Data Found				

Business Address:\*

+ ADD NEW

Location ID	Address	Census Tract	Action
-------------	---------	--------------	--------

SAVE

SAVE & CONTINUE

- Owner(s) Info:
  - Select “+ ADD NEW” and enter the information for all owners listed on the Elevate application

*Note: The Main Contact for the business should be entered first*

**Owner Information** ✕

First Name \*

Last Name \*

This data is required.

Contact Name

Contact Phone \*

Contact Email \*

Title \*

SAVE
CLOSE

- After the initial save, owner information can be edited/deleted under the “Action” column

Owner(s) Info:\*

+ ADD NEW

Name	Title	Contact Email	Contact Phone	Action
Dyanna Clark	Owner	dyannaclarkdemo@fhbi.com	317-111-1111	<span style="border: 1px solid #003366; border-radius: 50%; padding: 2px 5px; color: #003366;">✎</span> <span style="border: 1px solid #cc0000; border-radius: 50%; padding: 2px 5px; color: #cc0000;">✖</span>

- Business Address
  - Select “+ ADD NEW” and enter the primary business address as listed on the Elevate Application

**Business Location** ✕

**Main Contact should be listed first**

Address Line 1 \*

City \*

County \*

ZIP Code \*

 -

**No PO Boxes are accepted**

Address Line 2

State \*

MSA Code \*

**Census Tract \*** [Click Here to Lookup Census Tract](#)

<input type="checkbox"/> 3101.04	<input type="checkbox"/> 3101.05	<input type="checkbox"/> 3101.06	<input type="checkbox"/> 3101.08	<input type="checkbox"/> 3101.10	<input type="checkbox"/> 3101.11
<input type="checkbox"/> 3101.12	<input type="checkbox"/> 3101.13	<input type="checkbox"/> 3102.01	<input type="checkbox"/> 3102.03	<input type="checkbox"/> 3102.04	<input type="checkbox"/> 3103.05
<input type="checkbox"/> 3103.06	<input type="checkbox"/> 3103.08	<input type="checkbox"/> 3103.09	<input type="checkbox"/> 3103.10	<input type="checkbox"/> 3103.11	<input type="checkbox"/> 3103.12
<input type="checkbox"/> 3201.05	<input type="checkbox"/> 3201.06	<input type="checkbox"/> 3201.07	<input type="checkbox"/> 3201.08	<input type="checkbox"/> 3201.09	<input type="checkbox"/> 3202.02
<input type="checkbox"/> 3202.03	<input type="checkbox"/> 3202.05	<input type="checkbox"/> 3202.06	<input type="checkbox"/> 3203.01	<input type="checkbox"/> 3203.03	<input type="checkbox"/> 3203.05
<input type="checkbox"/> 3203.06	<input type="checkbox"/> 3204.00	<input type="checkbox"/> 3205.00	<input type="checkbox"/> 3206.00	<input type="checkbox"/> 3207.00	<input type="checkbox"/> 3208.00
<input type="checkbox"/> 3209.01	<input type="checkbox"/> 3209.02	<input type="checkbox"/> 3209.03	<input type="checkbox"/> 3210.01	<input type="checkbox"/> 3210.02	<input type="checkbox"/> 3211.00

SAVE
CLOSE

- Census Tract
  - Use the “Click Here to Lookup Census Tract” button to open the FFIEC Home Page
  - Select “Geocoding/Mapping System button

Get answers from experts

**FFIEC** FEDERAL FINANCIAL INSTITUTIONS EXAMINATION COUNCIL  
*Promoting uniformity and consistency in the supervision of financial institutions*

Home | Site Index | Disclaimer | Privacy Policy | Accessibility

**About the FFIEC**  
**Contact Us**  
 Search  
 Press Releases and Announcements  
 Enforcement Actions  
 What's New  
 Consumer Compliance  
 Computational Tools  
 Reports  
 Consumer Help Center  
 Financial Institution Info  
 Examiner Education  
 Supervisory Info  
 Cybersecurity Awareness  
 Federal Register  
 Freedom of Information Act  
 EGRPRA (Economic Growth and Regulatory...

**Welcome to the Federal Financial Institutions Examination Council's (FFIEC) Web Site.**

**FFIEC Council**

The Council is a formal interagency body empowered to prescribe uniform principles, standards, and report forms for the federal examination of financial institutions by the Board of Governors of the Federal Reserve System (FRB), the Federal Deposit Insurance Corporation (FDIC), the National Credit Union Administration (NCUA), the Office of the Comptroller of the Currency (OCC), and the Consumer Financial Protection Bureau (CFPB), and to make recommendations to promote uniformity in the supervision of financial institutions. In 2006, the State Liaison Committee (SLC) was added to the Council as a voting member. The SLC includes representatives from the Conference of State Bank Supervisors (CSBS), the American Council of State Savings Supervisors (ACSSS), and the National Association of State Credit Union Supervisors (NASCUS).

**Consumer Compliance**

- [HMDA](#)
- [CRA](#)
- [Geocoding/Mapping System](#)
- [Rate Spread Calculator](#)
- [FFIEC Census and Demographic Data](#)

**Reports**

- [Reporting Forms](#)
- [FFIEC Reports](#)
- [On-line Info Systems](#)

**Consumer Help Center**

- ▶ [Bank Complaints or Questions](#)
- ▶ [Federal Bank Regulators](#)

**Financial Institution Info**

- ▶ [UBPR](#)
- ▶ [UBPR User's Guide](#)
- ▶ [FDIC Institution Directory](#)
- ▶ [CDR Information Site](#)
  - [Public Information](#)
  - [Institution Repository](#)

**Examiner Education**

- ▶ [Home Page](#)
- ▶ [Course Information](#)
- ▶ [Educational InfoBases](#)
- ▶ [White Papers](#)

**Supervisory Info**

- ▶ [National Information Center \(NIC\)](#)
- ▶ [BHCPR Peer Reports](#)
- ▶ [RSA/AMI InfoBase](#)

- Change the **YEAR** to **2021**, enter the business address, and select “**SEARCH**”

- Take note of the “TRACT CODE” and select the matching tract code in the .GIVES system. **SAVE** and **CLOSE**

FFIEC Year: 2021 Address: 8250 Woodfield Crossing Blvd Indianapolis, IN Search

Matched Address	
Address	8250 WOODFIELD CROSSING BLVD, INDIANAPOLIS, IN, 46240
MSA/MD Code	26900
State Code	18
County Code	097
Tract Code	3202.02
MSA/MD Name	INDIANAPOLIS-CARMEL-ANDERSON, IN
State Name	INDIANA
County Name	MARION COUNTY

Census Demographic Data

Navigate to the next section(s) by using the “Save & Continue” Button (bottom), “Prev/Next” Buttons (right side) or Section Pages (left side) of the screen

Left Side

FHLBank INDIANAPOLIS

- Applicant Information ✓
- Business Information ✓
- Project Budget
- Review & Finalize

Bottom

SAVE SAVE & CONTINUE

[Exit Application](#)

Right Side

← Prev → Next

- Attach Document
- Add/See Comments

**Business Information:**

- Enter the information from the Elevate application

Business Information

### Business Information

Type of Business \*  
--SELECT--

Own or Lease Current Location? \*

Annual Revenue Less than \$1 Million? \*

Date Business was Established / Under Current Ownership \*

If Leased, When Does the Lease Expire? \*

Is this a For-Profit Business? \*

# FT Employees \*

# PT Employees \*

Has this business applied for a grant before? \*

Years Applied \*  
1000 charecters or less..

How the financials verified? \*

Explain \*  
1000 charecters or less..



Is an updated Business/Strategic Plan submitted with this application? \*

No

Yes

FHLBI Member must validate most recent financials prior to submission of this application

Annual Gross Revenue\*

2021 \$

2020 \$

2019 \$

FHLBI Member must validate most recent financials prior to submission of this application

Annual Net Profit\*

2021 \$

2020 \$

2019 \$

- Once complete, select **SAVE** and navigate to the next section

### **Project Budget:**

- Match the expenses from the Elevate application into the 6 listed categories.
- If you are unsure which category the expense belongs to, please make an educated guess.
- However, do not input all the expenses in a random category

*If a pattern of entering expenses into ill-fitting categories is noticed by FHLBI staff, your member institution's application(s) may be removed from consideration.*

*We appreciate your time & attention to detail on the front end of the application process*

### **Description of Expense**

Technology Enhancement

Facility Expansion/ Improvement

Workforce Development/ Training / Certification

Machinery or Equipment Purchase

Acquisition of Real Estate

Working Capital

Project Budget

← Prev → Ne

The maximum grant amount is \$20,000.00, with no more than \$5,000.00 allotted toward working capital expenses. If the request is for working capital only, the maximum grant amount is \$5,000.00

Description of Expense	Elevate Grant \$	Other Funding \$	Total \$
Technology Enhancement	\$ 0.00	\$ 0.00	\$ 0.00
Facility Expansion/ Improvement	\$ 0.00	\$ 0.00	\$ 0.00
Workforce Development/ Training / Certification	\$ 0.00	\$ 0.00	\$ 0.00
Machinery or Equipment Purchase	\$ 0.00	\$ 0.00	\$ 0.00
Acquisition of Real Estate	\$ 0.00	\$ 0.00	\$ 0.00
Working Capital	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Total Grant Amount Requested: \$0.00

Expenses should be substantiated with the official quotes/proposals. If your business is selected to receive a grant, it will be held accountable to this budget. Substitutions may be allowed but not guaranteed.

SAVE SAVE & CONTINUE

- The Grand Amount Requested will automatically calculate based on your entries into the Elevate Grant column.
  - Round cents into whole dollar amounts
  - Amount Requested should match the Elevate application (small variance due to rounding is OK)
- **SAVE** and navigate to the next section

## **Review & Finalize:**

- Review the “Incomplete Application Details” section to see the outstanding required actions
  - Click on each line item to complete the task(s)

### **Incomplete Application Details to submit the application**

1. Attach Required Documents
2. Approve Certification

- Attach Documents- **PERSONAL IDENTIFIABLE INFORMATION SHOULD NEVER BE ATTACHED SUCH AS TAX RETURNS.**
  - Elevate Application
  - Business Plan and/or Small Business Course Certification (if applicable)
  - Supporting Documents- such as bids, official quotes, and other documents to support the funding request

Only 1 attachment per document type is allowed. If necessary, combine your documents into a single PDF or similar document type.

## **Documents**

**Members should NOT upload income documents such as tax returns. No PII should be uploaded to the Elevate system such as Tax IDs and SSNs**

Application Number : 001-2022A

Business Name : Demonstration's R Us

### List Of Documents

#### Member Documents

**Elevate Application \***



Business Plan



SB Course Certification



Supporting Documents



Document Name :

**Elevate Application**

Document Name

Attached Date

Status

No Data Found

Drag and drop your files here.

- Approve Certification
  - Once clicked, review the Terms and Conditions, accept them, select **SAVE** and then **Close**.

**Terms and Conditions**

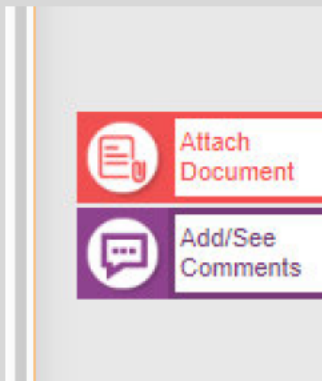
SI.No	Terms Description
1	I have reviewed and verified (where applicable) the content of the Application
2	Member has reviewed and verified the content of this Application, including obtaining documents verifying the Applicant's length of the time in business and gross revenues
3	I have read and understand the Elevate Master Agreement already submitted on behalf of our member institution. And if applicant is awarded an Elevate subsidy, will comply with

**Accept Terms and Conditions**

SAVE
CLOSE

- Add/See Comments:

If you have any additional comments to share with FLHBI regarding the small business applicant, select the “Add/See Comments” button on the right-hand side of the webpage. You can also review and add comments during any stage of the application process.



**Comments** ✕

Page Name \*

Applicant Information
▼

Enter Comment \*

Enter a comment

SAVE
CLOSE

- Directions for SUBMITTER:

- Once you have rechecked the application information from start to finish, attached the Elevate application and supporting documentation, completed the Terms and Conditions Certification, the application is ready to be submitted to the Authorized Signer.
- Select the “Submit to Authorized Signer” button. The Authorized Signer(s) and Submitters will receive an email confirmation that the application was successfully submitted. A copy of that email will also be in “Messages”.

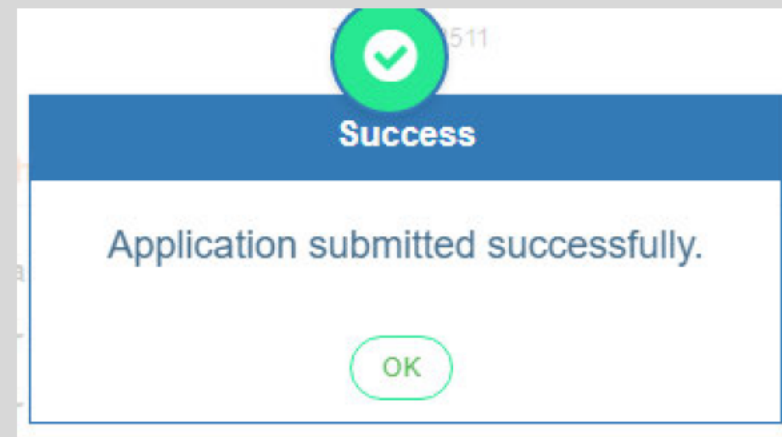
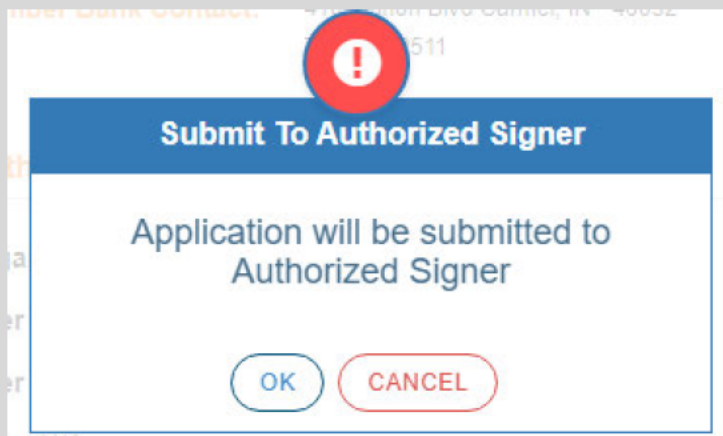
Submitter agrees that the foregoing information is correct and agrees to be bound by the foregoing Elevate Application.

CERTIFICATION

PRINT APPLICATION

SUBMIT TO AUTHORIZED SIGNER

[Exit Application](#)



- Directions for AUTHORIZED SIGNERS

- Once a submitter has sent the Authorized Signer the Elevate application for final review and submission, the application will show in the “MY TASKS” area. Click on “Unsubmitted applications” and select the application for final review.
  - If the Authorized Signer entered the application, the application also shows under “Unsubmitted Applications”



- If any corrections are needed, you can make the corrections OR select the “Return to Submitter” button
  - Select “Other” as Reason for Return, and click “Detail Description” to add notes, then click “OK” and then “Send”
  - The submitter will receive an email notification to login and review your comments.
    - Authorized Signers will receive an email notification when the application is re-submitted by the Submitter
- Once the Authorized Signer has rechecked the application information from start to finish, completed the Terms and Conditions Certification, the Elevate application is ready to be submitted to FHLBI!
- Select the “Submit to FHLB” button

By clicking Submit to FHLB, Authorized signer agrees that the foregoing information is correct and agrees to be bound by the foregoing Elevate Application.



**Both Submitters and Authorized Signers will receive an email notification once an application is successfully submitted to FHLBI. You can also see the status and stage of all applications by selecting “My Portfolio” then “Applications”**

Application Search

ADVANCED SEARCH

Round↕	Application Number↕	Award Number↕	Business Name↕	Member Bank↕	Status↕
22A	001-2022A		Demonstration's R Us	██████████	In Process
22A	002-2022A		Good Try Inc.	██████████	Submitted to Authorized Signer

Total Results :2