

## FHLBank Indianapolis Member Institution FAQs For Elevate

- » **Our member institution has not participated in Elevate before, how do we get started?**
  - Visit [fhlbi.com/elevate](https://fhlbi.com/elevate) to download the 2024 Program Registration Form to sign up as a participating member and register your staff for .GIVES system access.
- » **How do we sign up to be on the Participating Members list posted to FHLBI.com?**
  - The option to publicize or not publicize your participation is on the Program Registration form. Members can change their selection by emailing us [elevate@fhlbi.com](mailto:elevate@fhlbi.com).
- » **Can our organization work with a 3rd party organization, such as a local Chamber of Commerce, to advertise the Elevate grant program and participation?**
  - Yes, FHLBank encourages working with local organizations to generate interest in the Elevate program.
- » **Are there limits on how many applications our institution can submit?**
  - Yes, members are only able to submit 10 applications.
- » **Are we required to accept any applications that are received?**
  - No, you are able to place parameters over the program requirements to fit your institutions preferences. For example, a member could require that the business applicant opens a business banking account as a condition of submitting the Elevate application to FHLBank or may only be open to existing customers or applications are limited to specific counties. The program is a tool for your organization to use to support your communities as you see fit.
- » **Our institution has received an Elevate application, what should we do now?**
  - Members should review the Elevate application to ensure it meets the minimum program requirements (see Program Guide), the expenses qualify, the gross/net income figures match their official financial statements, and it is complete and signed by all owners. Be sure to vet the business and feel comfortable sponsoring the small business to potentially receive a \$20,000 grant.
  - Once the business is fully vetted and the application and supporting documentation is ready for submission, log into the .GIVES system. From there, the business information and requested grant amount will be entered (effectively, all the information on the 1st page of the Elevate application) with the application itself and supporting documentation attached.
  - Utilize the .GIVES User Guide for assistance navigating the system at [fhlbi.com/fhlbi-gives/](https://fhlbi.com/fhlbi-gives/)
- » **If awarded, what are we required to do?**
  - A Master Agreement will be executed between FHLBank and the member institution. Then a Subsidy Agreement will be executed by FHLBank, the member institution, and the small business awardee. Copies of the Master Agreement and Subsidy Agreement are available by request at [Elevate@fhlbi.com](mailto:Elevate@fhlbi.com).
  - Members will be responsible for ensuring that the awardee uses the grant funds in the manner described in the Elevate application. For example, if the awardee states they are buying 4 computers, then 4 computers should be purchased, however the brands or type (desktop vs laptop) is not important. The funds must be used during the qualifying expense period also.
- » **An applicant has questions that we cannot answer, can we refer them to contact FHLBI directly?**
  - No. FHLBank does not typically interact with the public directly. Please obtain their questions and contact us for the answers.