

Community First® Accelerate Grants for Small Business Small Business Intake Form:

Small Business Intake Form is to be completed by small business the FHLBank Chicago member is submitting an Accelerate grant application on behalf of.

Please provide the following documents to the member to allow them to verify information on the application.

- Articles of Incorporation
- Most recent tax return (P&L statement if no tax return available)
- MBE/WBE documentation, if applicable (Minority/Women Business Enterprise)
- Payroll information

Please fill out the below information:

Small Business Applicant Information

Business Name:

Business Street Address (Headquarters):

Address Line 2:

Zip Code (Zip+4 required):

Owner Name(s):

Contact Email:

Contact Phone:

*We will consider the first owner listed as the small business main contact. That individual's email and phone should be provided above.

Program Priorities: Not necessary for all priorities to be applicable to receive grant

- **More than 50% owned, controlled, and operated by one or more individuals meeting the following criteria: Woman, Disabled, Veteran, LGBTQ+, and/or Service-Disabled Veteran:** Select all that apply.
 - Woman
 - Disabled
 - Veteran
 - LGBTQ+
 - Service-Disabled Veteran
- **More than 50% owned, controlled, and operated by one or more individuals identifying as a racial/ethnic minority:** Select all that apply.

- Asian Pacific American
 - Black or African American
 - Hispanic American
 - Native American
 - Subcontinent Asian American
 - Prefer not to Disclose
- **Participated in a qualifying small business course in the last five years:** Small business course has been completed since June 1, 2019.
 - Examples include a class at a local college, a small business administration course, and an on-line course that results in a certificate.
 - If checked provide name and description of course:
 - **Employs a minimum of 50% local residents:** Small business employs a minimum of 50% local residents residing within 10 miles of business location.
 - Provide payroll information or owner certification to member if checked.
 - **Operates storefront location or plans to use funds to establish storefront:** If checked please specify "Already established" or "Using grant funds to establish".
 - **Provides a livable minimum wage:** Provides a livable minimum wage of at least \$20 per hour to all full- time employees. If checked, please provide member payroll information.
 - **Uses funds to increase net worth:** Small business uses funds to increase net worth by purchasing capital items such as equipment or real estate. If checked, please provide description of items.

Location of Small Business Headquarters

Rural Urban

*Rural area is defined as either (a) a unit of general local government with a population of 25,000 or less; (b) an unincorporated area outside a Metropolitan Statistical Area (MSA); or (c) an unincorporated area outside a MSA that qualifies for housing assistance from the United States Department of Agriculture.

Use of Grant Funds: Please check all that apply

- Purchase or improvement of property
- Machinery, tools, or equipment
- Inventory, materials, or supplies
- Workforce development or training
- Technology

*See examples below.

- **Purchase or improvement of property:** Downpayment for storefront, commercial buildings, upgrading to handicap accessible, exterior building improvements and renovations
- **Machinery, Tools, Equipment:** Trucks, work vehicles, industrial restaurant equipment, tree trimming tools
- **Inventory, Materials, Supplies:** Office supplies, flowers for flower shop, hair or nail products for salon, building materials for contractor
- **Workforce Development or Training:** Food safety training, conferences related to industry. (NOTE: Salaries are NOT eligible use of grant funds)
- **Technology:** Computers, software, electronic POS system

Year the Business was Founded: Provide year the business was originally established, even if under different ownership.

Year:

Current # of employees: Provide combined total of full-time and part-time employees currently employed by small business.

Employees:

Number of jobs to be created due to grant: Provide number of jobs your small business is anticipating adding due to receiving grant funds, zero is acceptable.

Jobs:

Business description: Provide 2 to 5 sentences describing the industry your business is in and what you do.

How will funds to used and what impact will that have on the business:

Provide 3 to 5 sentences at a minimum detailing how grant funds will be used and what impact you anticipate the funds providing.