

OE3 Grant Submission

Smartsheet link to upload all your application materials

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Visit the [online Smartsheet Form](https://app.smartsheet.com/b/form/54ae15bd6e4d4c88a51b04d6167ea04e) or scan the QR code.

Contact us via email at CEO.OE3Grant@illinois.gov

Grant **Help Desk** Illinois Department of Commerce & Economic Opportunity Email: CEO.GrantHelp@illinois.gov

A Complete Application Package Must Include:

1. Uniform Grant Application in Fillable PDF Format
2. Uniform Budget (template provided by DCEO)
3. Conflict of Interest Disclosure
4. Mandatory Disclosure
5. OE3 Capital Grant Program Application
6. SEDI-Certification (if applicable)
7. Demographic Disclosure Survey (if applicable)
8. Any other required supplemental documentation

Sections 1 through 5 of the OE3 Capital Grant Program Application must not exceed a total of fifteen (15) pages.

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1. Application: Uniform Grant Application

- [Uniform Grant Application - Small Business Capital and Infrastructure Grant Program - 2160-2940](#)

2. Budget Detail

- [Uniform Budget Template - Small Business Capital and Infrastructure Grant Program - 2160-2940](#)

3. Conflict of Interest Disclosure

- [DCEO Conflict of Interest Disclosure](#)

4. Mandatory Disclosure

- [DCEO Mandatory Disclosure](#)
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5. OE3 Capital Grant Program Application Word doc

- [Program Application - Small Business Capital and Infrastructure Grant Program - 2160-2940](#)
- [Application Instructions - Small Business Capital and Infrastructure Grant Program - 2160-2940](#)

6. SEDI – Certification

- [SEDI-Certification - Small Business Capital and Infrastructure Grant Program - 2160-2940](#)

7. Demographic Disclosure Survey

- [Demographic Disclosure Survey - Small Business Capital and Infrastructure Grant Program - 2160-2940](#)

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8. Other Required Docs

Located in CDFI area? CDFI map viewer

<https://cimsprodprep.cdfifund.gov/CIMS4/apps/pn-cdfi/index.aspx#?center=-87.615461,41.768194&level=12>

More resources if needed

- [**NOFO Supplement - Small Business Capital and Infrastructure Grant Program - 2160-2940**](#)
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- [**OE3 Small Business Capital & Infrastructure Grant Program FAQs**](#)

Document upload instructions and labeling

Section 6: Supporting Documentation Checklist

Documentation Requirements

- Review the list of required documents carefully. Attach each document listed, ensuring that it's clearly labeled and formatted as specified. These may include certifications, CDFI verification, financial statements, project plans, and letters of support.

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Section 7: Applicant Certification

Signature and Authorization

- The application must be signed by an authorized representative of the business. Ensure that the signature is provided in ink and that the signer's name and title are legible. Digital signatures are not accepted for this application.

File Formatting and Uploading Instructions

Smartsheet allows a **maximum** of ten (10) documents to be uploaded via the File Upload Option. All documents should be converted a .pdf format. To accommodate this file limitation, combine and name your documents as detailed below:

Document 1 must be named **Program and Uniform Grant Applications** – The following should be placed in this document, in the order listed below:

- OE3 Capital Grant Program Application
- Uniform Grant Application

Document 2 must be named **Uniform Budget**

- This is an Excel Spreadsheet

Document 3 must be named **Disclosures** – The following should be placed in this document, in the order listed below:

- Conflict of Interest Disclosure
- Mandatory Disclosures

Document 4 must be named **Section 1 Documents** - The following should be placed in this document, in the order listed below:

- 1.4. Project Location
- 1.5. SEDI-VSB Certification
- 1.5. BEP-VBP Certification (if applicable)
- 1.6. CDFI Map
- 1.10. Permits-Approvals (if answered *yes*)
- 1.11. Property Agreement (if answered *yes*)

Document 5 must be named **Section 2 Documents** - The following should be placed in this document, in the order listed below:

- 2.4. Project Timeline

Document 6 must be named **Section 3 Documents** - The following should be placed in this document, in the order listed below:

- 3.1. Annual Revenue

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- 3.2. Profit Margins
- 3.3. Financial Obligations

Document 7 must be named **Section 4 Documents** - The following should be placed in this document, in the order listed below:

- 4.1. Financial Impact
- 4.2. Job Creation-Retention
- 4.3. Letters of Support

Document 8 must be named **Section 5 Documents** - The following should be placed in this document, in the order listed below:

- 5.1. Sustainability Plan

Helpful Hint:

The Numbers above correlate with the Program Application Question. For example, in **1.4. Project Location**, **1** refers to the Section number of the Program Application and **4** refers to the question number in that Section. This should help you as you collect your documentation.