2023 Shovel-Ready Capital Recovery & Investment Act Application Checklist

NOTE: All applications and related documentation must be submitted electronically through AmpliFund. DED will NOT accept applications that are mailed or emailed to the department.

The items below are required to submit your application (*** indicates a document upload field):

1) **Name of Application**

2) **Name of Project**

3) **Primary Contact, Secondary Contact & Preparer Contact (if different than organization)**
   o Name, title, email, address, phone number, and organization

4) **Organization Information**
   o Name of nonprofit organization and date established
   o Activity Code or NTEE Core Code (if applicable for organizations related to arts/humanities)
   o NE Secretary of State Account Number (SSAN)
   o Certificate of Good Standing from NE Secretary of State ***
   o Employer Identification Number (EIN)
   o Internal Revenue Code Section 501(c)(3) Letter ***
   o Articles of Incorporation and or By-Laws (demonstrating the purpose of the organization) ***
   o IRS Form 990 from 2020-2022 ***
   o 2020-2022 Income Statements, Cash Flow, and Balance Statements ***
   o Financial procedures handbook or any other document that outlines the Applicant's established financial policies and procedures ***
   o Most recent financial statement audit and/or single audit *** (Include any corrective action plans associated with the audit. If there is no audit, upload a statement to that effect) ***
   o Federal or state program audit reports and associated reports that demonstrate minor to no findings (if no audit, upload a statement to that effect) ***
   o Evidence of Board Approval for grant request and authorizer contact information ***
   o Applicant's internal accounting/financial procedures including, but not limited to, identification of the type of accounting system used to track federal and non-federal transactions, allocation of transactions, and system of accurate record keeping and expense tracking
   o Applicant's ability and history for the management of state or federal grants of equal of similar size and complexity as the one being requested, if any
   o Applicant's written policies and procedures to implement changes in laws, regulations, guidance, and funding agreements affecting federal awards and programs
   o Applicant's policies and procedures for sound financial management
   o Applicant's experience with complying with statutory, regulatory, or other requirements, with examples, as it relates to state or federal grants

5) Capital Project Information
- Project description
- Project timeline
- Documents related to the capital project (e.g. renderings) ***
- Documents related to the economic impact of your capital project ***
- Information related to the project delayed by COVID-19 (if applicable)
- Capital project location address
- Proof of organization's capital interest in project location (e.g. land ownership, use agreement, lease document) ***
- Amount of grant funding requested
- Total capital project cost
- Match amounts secured by pledge, payment and unsecured
- Match ledger sheet, download from website ***
- *Award* budget (grant and match funding allocations for amount of award requested and equivalent match for eligible costs; do not include total project cost on the *award* budget)

Amplifund Application Resources

Amplifund resources to use when applying (it is recommended to create an Amplifund account in advance if you do not already have one and read the help articles below before starting your application)

- Register for an Amplifund account at https://ne.amplifund.com/Public/publicuser/register

- How to apply help articles here: https://dednebraska.zendesk.com/hc/en-us/categories/7542920001051-How-to-Apply

- Creating an award budget help here: https://dednebraska.zendesk.com/hc/en-us/articles/6652584479003-Application-User-Guide-Budget-Not-Applicable-to-all-Opportunities

- Amplifund website help contact information here: https://dednebraska.zendesk.com/hc/en-us/articles/7931736146715-How-to-Request-Technical-Assistance (for assistance submitting your application on Amplifund; all questions related to Shovel-Ready program specifics should go to program manager listed on bottom of DED Shovel-Ready program website)

- Additional AmpliFund resources can be found at: https://opportunity.nebraska.gov/amplifund/#application