**Small Business Support Grant Recipient Checklist**

The following checklist is a comprehensive tool designed to assist recipients in systematically organizing tasks or items related to your specific proposal under the SBSG Program. This checklist serves as a structured guide to ensure all necessary steps are complete efficiently and nothing is overlooked, thereby facilitating effective project management and task completion.

**NOTE:** *Please be aware that each item on this checklist must be completed sequentially. You will not be able to proceed to any subsequent stage until you have checked off the item before it. This ensures a step-by-step approach to progress through the tasks, facilitating efficient completion of the project. Thank you for your attention to this matter.*

**Definitions:**

**NSORG: North and South Omaha Recovery Grant**

**SBSG: Small Business Support Grant**

**DED: Department of Economic Development**

**SESSION #3**

* Contract
  + I have received a contract on DocuSign related to my project
  + I have read the Contract
  + I have confirmed the information in the contract is accurate
  + I have signed the contract and sent it back.
* Award Creation
  + Budget
    - Option One: I have received an email requesting me to update my project budget to align it with the expenses incurred by my project and the scope of work.
      * I have submitted the requested information.
      * I have received confirmation that my proposed budget has been approved.
    - Option Two: I have not received an email requesting me to update my project budget to align it with the expenses incurred by my project and scope of work.
      * *Continue with Payment Schedule Information*
    - Direct or Indirect cost
      * Option One: I have received an email to confirm if the expense category in my proposed budget is direct or indirect.
      * Option Two: I have not received an email to confirm if the expense category in my proposed budget is direct or indirect but received a payment schedule email.
* Payment Schedule Information
  + I have received an email with the payment schedule information.
    - I have set up a new, separate bank account solely for grant funds.
  + I have approved and sent back payment schedule information to Program Manager.
* Award Activation
  + I have received an email informing me my project award has been activated in AmpliFund.
    - I have at least two users in your recipient portal in AmpliFund.
    - I have assigned a Recipient Grant Manager to my award.
    - I have completed the W9 & ACH form in AmpliFund with the information from the bank account solely for grant funds
* Custom Forms:
  + I have received a task on Amplifund to complete four custom Forms.
    - I have completed Recipient and Project Information Form on AmpliFund.
    - I have completed a Small Business Support Grant Category - Site Review Form on AmpliFund.
    - I have completed an Annual Report Form on AmpliFund.
    - I have completed a Quarterly Report Form on AmpliFund.
* Site Review:
  + I conducted a site visit with a member of DED in the physical location of my business.
  + I completed a site visit in the physical location of my business with DED.
* Release of Funds Letter
  + I have received a Release of Funds letter
* Payment Request
  + I have requested 50% of the total grant as establish in the Payment Schedule Information and in the
    - I have assigned a Recipient Grant Manager to my award.
    - I have completed the W9 & ACH form in AmpliFund with the information from the bank account solely for grant funds