



Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

State Small Business Credit Initiative (SSBCI) Technical Assistance (TA) - Loan TA Program Preparing Your Application Documents for Smartsheet Upload Instructions

- Ensure each document title clearly indicates its content:
 - Uniform Grant Application
 - Uniform Budget
 - Conflict of Interest Disclosure
 - Mandatory Disclosures
 - SSBCI Loan TA Program Application
 - B.1. Letters of Support
 - Proof of Partnership Documentation

For supplemental documentation related to SSBCI Loan TA Program Application Questions B1 and C7, follow the specific naming guidelines provided in those questions.

Combining Documents:

- You can upload a **maximum** of ten (10) documents via Smartsheet. If you have more than 10 documents, combine files as follows:
 - Combine the **SSBCI Loan TA Program Application** and **Uniform Grant Application** into one document titled **Program and Uniform Grant Applications**.
 - Combine the **Conflict of Interest Disclosure**, **Mandatory Disclosures**, **SSBCI Loan TA Program**, **SEDI-Certification (if applicable)**, and **CDFI Map (if applicable)** into one document titled **Disclosures, SEDI-Certification, CDFI Map**. If **SEDI-Certification** does not apply, do not include "SEDI-Certification" in the document name. Similarly, if **CDFI Map** does not apply, do not include "CDFI Map" in the document name.

Important Notes:

- If you marked **Yes** to **Q A3 on the Program Application** (Is your organization a SEDI-owned Business?) and choose to self-certify, the SEDI-Certification form can be found online [here](#) under Resources.
- Combine all **Letters of Support (Q B1 on Program Application)** into one document/PDF named according to the guidance in the question. Do not combine Letters of Support with other files.
- Combine all **Proof of Partnership Cover Sheet(s) and required supporting documentation (Q C7 on Program Application)** into one document/PDF named according to the guidance in the question. Do not combine Proof of Partnership Documentation with other files.