



Illinois Economic Empowerment Center (EEC)
Notice of Funding Opportunity (NOFO)
Preparing Your Application Documents for Smartsheet
Upload Instructions

Naming/Combining Documents:

- Ensure each document name clearly indicates its content and/or follows the naming conventions listed in the NOFO and program application:
 - Uniform Grant Application
 - Uniform Budget
 - Disclosures (combine Conflict of Interest and Mandatory Disclosure)
 - EEC Program Application
 - EEC Program Application Signature Page (Wet signature required)
 - Section 1. Organization Information
 - An electronic/digital photo of the project location
 - Copy of the CDFI Map Area, if applicable
 - IRS 501C Determination Letter
 - Mission Statement
 - Articles of Incorporation
 - Section 2A/2B
 - Optional supplemental documentation
 - Proof of Partnership/Backing Documents
 - Section 2C
 - Optional supplemental documentation
 - Section 2E
 - Copies of Organizational Chart
 - Staff/Board of Directors/Partner Resumes
 - Referral Letters/ Programmatic Letters of Support
 - Letters of Support for Match Requirement (both for Cash & In-Kind Funding)
- You can upload a **maximum** of ten (10) documents via Smartsheet.