



Vendor Forms Instructions – Mini Grant Application

Greetings Applicant,

To process your mini grant application, you will need to be set up as a vendor with Summit County.

To get you set up, you will need to fill out the Vendor – Application 231101 form. The information on this form must match items found on our company's W-9.

After PART VII (which contains ADM Board department information), there are step by step instructions for the sections you are completing.

Please fill in:

PART I - Section A, B, and C

PART II – Section A, B, (C if applicable)

PART III – Section A - select the payment description, Section B – complete this if any of your answers in PART II or Part III have a star beside them, using yes/no answers,

PART IV – Section A and B – this section requires a **handwritten** signature with ink.

PART V – Select how you would like to receive your payments, please note if you select Direct Deposit, there will be additional steps after you receive your vendor number back from ADM. (This can be changed at any time in the event you would like to start receiving checks)

PART B – at least one contact in case there are questions with the application.

*If you have a star by any of your choices, you will also need to fill out the attached Vendor – OPERS - PEDACKN – 220501 form.

If you have any additional questions, please email grantapplications@admboard.org .

The Vendor – Application 231101 form and the Vendor – OPERS - PEDACKN – 220501 form must be completed and returned with the Mini Grant Application to be considered for funding.