SBA on GRANTS.GOV

List of Required Grant Forms

(*Instructions and Guidelines)*

This section provides instructions and guidelines for the forms that are required for the grant program to which you are applying. These forms must be submitted electronically via **www.grants.gov. NO other forms of submission or late submissions will be accepted.**

Questions regarding the Program Announcement (programmatic or financial) should be directed to SBA, Office of Women's Business Ownership at 202-205-6673 or OWBO@sba.gov. **ONLY** eligible applicants should contact SBA.

Technical questions regarding Grants.gov should be directed to the Grants.gov Help Desk at 1-800-518-4726. The SBA cannot provide technical assistance regarding the Grants.gov electronic grant submission system.

1. **Application for Federal Assistance (SF-424)** -- this form asks for basic information about your organization. Instructions for completing this form are located in Section 8.4 of the Program Announcement **Note**: Block 18 should only reflect total funding for the upcoming base program year of this proposal.

2. **Budget Information - Non-Construction Programs (SF-424A)** -- this form is the applicant's estimate of the total cost of performing the project or activity for the upcoming program year of this proposal.

   Applicants must submit option year budgets in the Attachment Form as instructed below.

   The Federal amount should not exceed the funding level stated in the program announcement.

   All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and agency policies.

3. **Assurances - Non-Construction Programs (SF-424B)** -- this form is for certification that the organization will comply with all applicable requirements of the federal laws, executive orders, regulations, and policies governing the grant program.

4. **Annual Budget Summary** (B10 - B16). The worksheets (which are a Microsoft Excel document) requests breakout of all costs shown on the SF-424A. It also requests the narrative details about your budget. Be sure to provide all cost narrative details in the manner requested by the form (directions for narrative are provided in each section).

   The Annual Budget Summary Worksheet is located at **http://www.sba.gov/content/womens-business-center-grant-opportunities-0**

5. **SBA Attachment Form** -- when you open the SBA Attachment Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. Submit files in Microsoft Word, Excel, or PDF formats. Please attach the proper file to the proper button as listed below.

NOTE: To save your documents as PDFs, you will need to use PDF generator software.

ATTACHMENT 1 -- to this button, attach your **Technical Proposal (include a Table of Contents - including attachments) as instructed in Program Announcement.** All parts of the proposal (narrative, budget, forms, worksheets and attachments as specified below) must be submitted electronically via **www.grants.gov**, **NO other forms of submission or late submissions will be accepted.**

Name this document: Technical Proposal.doc (if in Microsoft Word format) or **Technical Proposal.pdf** (if in pdf format).

ATTACHMENT 2 -- to this button, attach your **Annual Budget Summary Worksheets (B10-B16) for the Base Year and Certification of Cash Match and Program Income (specify sources of cash match and activity which will generate program income (if any).**

Name this document: Base Year B10-B16 - Annual Budget Summary Worksheets and Match.doc (if in Microsoft Word format) or **Base Year B10-B16 Annual Budget Summary and Match.pdf** (if in pdf format).

ATTACHMENT 3 -- to this button, attach your **SF-424, SF-424A, SF-424B, and B10-B16 Annual Budget Summary Worksheets (B10-B16) and Certification of Cash Match and Program Income (specify sources of cash match and activity which will generate program income (if any)** - one (1) for each of the four (4) Option Years. **Note**: You may need to scan the documents for all option years into one file in order to attach it as one file in this attachment button.

Name the document: Option Year Budgets and Match

ATTACHMENT 4 - 15 -- to these buttons, attach remaining documents necessary to complete the requirements of the Program Announcement.

Name the documents names that easily identifies its contents.

8.5.3 Checklist of Required Submissions for Program Announcement

Technical Proposal	Cost Proposal
Address and submit each of the following as instructed and outlined in the Program Announcement. Program Information Narrative ___ Mission Alignment and Experience ___ Organization and Structure **Include the following:** - **Organization Chart (include names and positions for all proposed full- and part-time program staff employees working on the WBC Project)** - **Resumes (for key personnel)** - **Position Description (for ALL personnel – key & non-key)** - **List of Board of Directors (include phone number and e-mail address)** - **WBC Hours & Planned Closures** ___ Market Assessment for Services Provided ___ Ability to Reach Target Markets (Community Reinvestment Act (CRA) designated area information) ___ Project Objectives & Milestones Narrative 5-Year Plan ___ Plans for Marketing and Collaboration with SBA & Other Community & Small Business Organizations ___ Include commitment letters and/or cooperative agreements. ___ Sources and Leverages of Funds ___ Financial Management Capability & Certification of Match ___Include a certification that the financial system to be used for the WBC Project meets 2 C.F.R. Parts 215.21 – 215.28. (may be provided by a staff person with equivalent expertise to determine such) ___ Program Evaluation and Economic Impact ___ Technology Capability Supporting Documents ___ Copy of All Subcontracts and Agreements (may not exceed 49% of total budget) ___ Articles of Incorporation ___ Non-Profit Verification (501(c) Certification from IRS) ___ SBA Form 1623 (Debarment & Suspension) ___ SBA Form 1711 (Lobbying) ___ SF-LLL (Lobbying) ___SBA Form 1224 (Cost Sharing Proposal) ___ Approved Indirect Cost Rate (if applicable) ___ Most recent audit (or financial statement)	**Must include five (5) separate SF-424 Packages** **One (1) for the Base Year budget <u>AND</u> one (1) for each of the four (4) Option Years under the project.** SF 424 Packages and Budget Details **<u>For Base Year</u>** **___ SF-424** **___ SF-424A** **___ SF-424B** **___ Annual Budget Summary (B10 – B16)** **___ Certification of Cash Match and Program Income** **Include a list of sources for cash match and detail the activity which will generate program income.** **<u>Note</u>: In-kind should not be included on this worksheet.** **<u>For Option Years 1 – 4</u> - Submit the following:** **SF-424** **SF-424A** **SF-424B** **Annual Budget Summary (B10 – B16) to include sources of match.** **Certification of Cash Match and Program Income. Include with the certification a list of sources for cash match and detail the activity which will generate program income.** **<u>Note</u>: In-kind should not be included on this worksheet.** **___ Option Year 1** **___ Option Year 2** **___ Option Year 3** **___ Option Year 4** **<u>MAKE SURE OF THE FOLLOWING</u>** **1. The SF-424 reflects the correct federal amount and non-federal match of which 50% is in the form of cash. Note: Cash match is all non-federal cash and program income;** **2. The SF-424A, block 6. a. – k., breaks out the federal share (in column 1); the non-federal cash (in column 2); in-kind (in column 3) & program income (in column 4); and** **3. The budget does not include non-expendable equipment. Non-expendable equipment is unallowable under the grant. Expendable equipment, (valued at under $5,000 per piece) is allowable and must be shown under the "Supplies" cost category.**