

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 how to complete this form are located in Section VIII of the Program Announcement Note: Block 18 should only reflect total funding for the project year for which you are completing.
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 project year for which you are completing.

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)**. These worksheets (which is 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 (B10 – B16) is located at <http://www.sba.gov/content/womens-business-center-grant-opportunities>

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 Cover Letter** as identified in Section IV of the program announcement. **Name this document:** Cover Letter

ATTACHMENT 2 -- to this button, **attach your Technical Proposal (include a Table of Contents - including attachments)** as identified in Section IV of the program announcement. **Name this document:** Technical Proposal

ATTACHMENT 3 -- to this button, **attach your Supporting Documents listed in your Table of Contents** as identified in Section IV of the program announcement. **Name this document:** Supporting Documents

ATTACHMENT 4 -- to this button, **attach your Annual Budget Summary Worksheets (B10-B16) and Certification of Cash Match and Program Income and Sources Worksheet and activity expected to generate the program income (if any) for the Base Year (year one).** **Name this document:** Base Year Budget

ATTACHMENT 5 -- to this button, **attach your SF-424, SF-424A, SF-424B, B10-B16, and Certification of Cash Match and Program Income for Option Year 1 (year two).** **Name this document:** Option Year 1 Budget

ATTACHMENT 6 -- to this button, **attach your SF-424, SF-424A, SF-424B, B10-B16, and Certification of Cash Match and Program Income for Option Year 2 (year three).** **Name this document:** Option Year 2 Budget

ATTACHMENT 7 -- to this button, **attach your: SF-424, SF-424A, SF-424B, B10-B16, and Certification of Cash Match and Program Income for Option Year 3 (year four).** **Name this document:** Option Year 3 Budget

ATTACHMENT 8 -- to this button, **attach your: SF-424, SF-424A, SF-424B, B10-B16, and Certification of Cash Match and Program Income for Option Year 4 (year five).** **Name this document:** Option Year 4 Budget

ATTACHMENT 9 – to this button, **attach the SBA Forms 1224, Cost Sharing Proposal Form (one for each of the 5 years under this project (or 3 years for Renewal Phase projects)). Name this document: Cost Sharing Proposals**

ATTACHMENT 10 – to this button, **attach the SBA Forms 1623, Certification Regarding Debarment and Suspension. Name this document: SBA Form 1623**

ATTACHMENT 11 – to this button, **attach the SBA Forms 1711, Certification Regarding Lobbying. Name this document: SBA Form 1711**

ATTACHMENT 12 – 15 -- to these buttons, **attach any remaining documents necessary to complete the requirements of the Program Announcement. Name these documents names that easily identify the contents.**

See the Checklist of Required Submissions for this Program Announcement below.

8.5.3 Checklist of Required Submissions for Program Announcement	
Technical Proposal	Cost Proposal
<p>Address and submit each of the following as instructed and outlined in the Program Announcement.</p> <p>Program Information Narrative (Not to exceed 25 pages)</p> <p>___ Mission Alignment and Experience</p> <p>___ Organization Experience and Capacity</p> <p>Include the following attachments:</p> <ul style="list-style-type: none"> - Organization Chart (include names and positions for all proposed full- and part-time program staff employees working on the WBC Project) - Résumés (for key personnel) - Official Position Description (for ALL personnel – key & non-key) - List of Board of Directors (include phone number and e-mail address) - WBC Hours & Planned Closures <p>___ Market Assessment for Services Provided</p> <p>___ Project Objectives & Milestones Narrative 5- or 3-Year Plan</p> <p>___ Plans for Marketing and Collaboration with SBA & Other Community & Small Business Organizations</p> <ul style="list-style-type: none"> - Include commitment letters and/or cooperative agreements. <p>___ Sources and Leverages of Funds</p> <p>___ Financial Management Capability & Certification of Match</p> <ul style="list-style-type: none"> - Include a certification that the financial system to be used for the WBC Project meets 2 C.F.R. Parts 215.21 – 215.28. <p>___ Program Evaluation and Economic Impact</p> <p>___ Technology Capability</p> <p>Supporting Documents</p> <p>___ Copy of All Subcontracts and Agreements (may not exceed 49% of total budget)</p> <p>___ Conflict of Interest policy signed by all current employees, contractors, and instructors (not to include volunteers)</p> <p>___ Articles of Incorporation</p> <p>___ Non-Profit Verification (501(c) Certification from IRS)</p> <p>___ SBA Form 1623 (Debarment & Suspension)</p> <p>___ SBA Form 1711 (Lobbying)</p> <p>___ SF-LLL (Lobbying)</p> <p>___ SBA Form 1224 (Cost Sharing Proposal)</p> <p>___ Approved Indirect Cost Rate (if applicable)</p> <p>___ Most recent audit (or financial statement)</p>	<p>Must include five (5) separate SF-424 Packages One (1) for the Base Year budget AND one (1) for each of the 4 Option Years (for Initial Phase) or 2 Option Years (for Renewal Phase) under the project.</p> <p>SF 424 Packages and Budget Details</p> <p>For Base Year</p> <p>___ SF-424</p> <p>___ SF-424A</p> <p>___ SF-424B</p> <p>___ Annual Budget Summary (B10–B16)</p> <p>___ Certification of Cash Match and Program Income Worksheet. Include a list of sources for cash match and detail the activity which will generate program income. Note: In-kind should not be included on this worksheet.</p> <p>For Option Years 1 – 4 - Submit the following:</p> <p>SF-424</p> <p>SF-424A</p> <p>SF-424B</p> <p>Annual Budget Summary (B10–B16)</p> <p>___ Option Year 1</p> <p>___ Option Year 2</p> <p>___ Option Year 3</p> <p>___ Option Year 4</p> <p>MAKE SURE OF THE FOLLOWING</p> <ol style="list-style-type: none"> 1. The SF-424 reflects the correct federal amount and non-federal match of which at least 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. <p>Note: Expendable equipment, (valued at under \$5,000 per piece) is allowable and must be shown under the "Supplies" cost category.</p>