

# INSTRUCTIONS AND GUIDELINES

## For Submitting Your Application at Grants.gov Under Funding Opportunity No.: OWBO-WKPLN-2014-15

---

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 the Grants.gov portal. **NO other forms of submission or late submissions will be accepted.**

Questions regarding this funding opportunity (programmatic or financial) should be directed to SBA, Office of Women's Business Ownership at 202-205-6673. **ONLY** those existing WBC's identified 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.**

This is a non-competitive announcement; therefore, a synopsis is not posted at Grants.gov. The Instructions, Work Plan Narrative Template and all other required SBA forms and worksheets relevant to this request (other than the SF-424 mandatory package including the SF-LLL and Faith Based Survey (optional)) are attached to your e-mail.

To locate Funding Opportunity No.: OWBO-WKPLN-2014-15, the following steps must be completed:

1. Go to: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>
2. Click on the "Download a Grant Application Package" button
3. In the block titled "Funding Opportunity Number", type the following:  
**OWBO-WKPLN-2014-15**
4. Click on the "Download Package" button
5. Click on the "Download" button under the "Instructions & Application" heading. (See lower right hand side of the screen.)
6. You will be asked to provide your e-mail address. To download an application, you will need to submit an email address so that you can be notified of any changes to the application (if any) before the closing date. Your e-mail address will be used to alert you in the event this funding opportunity is changed and republished on Grants.gov before the closing date.
7. Click the submit button
8. Click on the "Download Application Instruction" button
9. Click on the "Download Application Package" button

The Checklist of Required Submissions specific to **Funding Opportunity No.: OWBO-WKPLN-2014-15** is located in your e-mail. Use the checklist to ensure your submission is complete.

**IMPORTANT:** Active SAM registration is mandatory. Check to ensure active registration prior to submitting your application through Grants.gov. See: <https://www.sam.gov>

The following forms are a part of the Grants.gov mandatory application package and may be accessed when you download the application package.

**1. SF-424, Application for Federal Assistance;**

The SF-424 will require information regarding your organization, your grant project and other funding information. The federal amount should not exceed the funding level stated in your e-mail for your respective project phase.

**2. SF-424A, Budget Information – Non-Construction Programs;**

The SF-424A is the applicant's estimate of the total cost of performing the project or activity for the upcoming program year. 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. SF-424B, Assurances – Non-Construction Programs;**

The SF-424B is the applicant's certification that it will comply with all applicable requirements stated.

**4. SF-LLL, Disclosure of Lobbying Activities;**

The SF-LLL discloses lobbying activities. If there are no activities of this nature to disclose, complete the form using "N/A" where applicable.

**5. Attachments Form; and**

When you click on the Attachments button, you will see 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. See further instructions below regarding the naming of documents to be inserted into this form.

**6. Faith Based EEO Survey (This is an optional form. Its submission is not mandatory.)**

The Instructions, Work Plan Narrative Template and all other required SBA forms and worksheets relevant to this funding opportunity are attached to your e-mail.

**Attachments Form Information:**

**ATTACHMENT 1** to this button, **attach your Checklist. Name this document: Checklist**

**ATTACHMENT 2** to this button, **attach your Work Plan Narrative as described in Part I of the Checklist using the Work Plan Narrative Template provided in your e-mail. Name this document: Work Plan Narrative**

**ATTACHMENT 3** to this button, **attach all documents listed in Part II of the Checklist. Name this document: Organization and Structure**

**ATTACHMENT 4** to this button, **attach document listed in Part III of the Checklist. Name this document: Active SAM Registration**

**ATTACHMENT 5** to this button, **attach document listed in Part IV of the Checklist. Name this document: Financial Management Certification**  
Certification (i.e., letter from the applicant's Auditor, CPA, Treasurer, Comptroller, CFO or similarly qualified individual) to verify that the applicant has an established organizational infrastructure with an internal financial management system that meets the standards prescribed in 2 C.F.R., Sections 215.21 - 215.28.

**ATTACHMENT 6-12** to these buttons, **attach documents listed in Part V of the Checklist (as applicable). Name these documents so that its contents may be easily identified.**

**ATTACHMENT 13** to this button, **attach your Annual Budget Summary, Detailed Expenditures Worksheets (DEW/B10-B16). Name this document: Option Year DEW**

**ATTACHMENT 14** to this button, **attach your Certification of Cash Match & Program Income Worksheet (remember to include a list of sources of match and activity which will generate the program income, if any). Name this document: Certification of Match**

**ATTACHMENT 15** to this button, **attach any remaining document(s) you determine necessary to complete the requirements of the funding opportunity. Name the document so that its content may be easily identified.**