

INSTRUCTIONS

For

FOA No. OWBO-2020-03

SBA on GRANTS.GOV

List of Required Grant Forms and other 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 Funding Opportunity 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 budget period identified in the program announcement 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.

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. **Annual Budget Summary (B10-B16).** **THIS DOCUMENT MUST BE SUBMITTED IN ITS ORIGINAL EXCEL FORMAT.** The worksheet (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 worksheets (directions for narrative are provided in each section). The Annual Budget Summary Worksheet (B10 – B16) is located at <https://www.sba.gov/wbc>.

The budget should be completed for the 6 month project period.

5. **Attachments** -- 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 file and name provide it a name that identifies the content.

FIRST ATTACHMENT -- **Attach your Project Abstract** as identified in the funding opportunity announcement. **Name this document:** Abstract

ADDITIONAL ATTACHMENTS – **ONCE YOU ATTACH YOUR FIRST ATTACHMENT, OTHER ATTACHMENT LINE ITEMS WILL APPEAR FOR EACH ADDITIONAL UPLOAD REQUIRED TO FULFILL THE REQUIREMENTS OF THE FUNDING OPPORTUNITY ANNOUNCEMENT.**

Name the documents a name that identifies the content of the attachment.