



FY 2021 Build to Scale Application Checklist

Purpose: This checklist serves to support applicants in applying for the FY 2021 Build to Scale (B2S) Challenge. This document lists out the required components of the application.

EDA's B2S Program **enables communities to build regional economies through scalable startups**. B2S funds support organizations enabling entrepreneurship and scalable companies such as accelerators, educational institutions, angel networks, and investment funds. It does not directly fund individuals or individual startups. B2S does this through its two FY21 challenges: Venture Challenge and Capital Challenge.

Venture Challenge (formerly known as i6 Challenge) helps communities **build** their venture support activity, and better **scale** proven models; EDA is offering two funding levels through the Venture Challenge.

Capital Challenge (formerly known as Seed Fund Support) can provide **operational support** for the formation, launch or scale of investment funds as well as entities expanding capital deployment through activities such as investor training programs or angel networks.

Eligible applicants for EDA financial assistance under the FY21 B2S Notice of Funding Opportunity (NOFO) include:

- A State;
- An Indian tribe;
- A city or other political subdivision of a State;
- An entity whose application is supported by a State or a political subdivision of a State and that is—
 - a nonprofit organization,
 - an institution of higher education,
 - a public-private partnership,
 - a science or research park,
 - a Federal laboratory,
 - a venture development organization, or
 - an economic development organization or similar; or
- A consortium of any of the immediately aforementioned entities.

EDA is not authorized to provide grants or cooperative agreements to individuals under this Program. Requests from individuals will not be considered for funding.¹

Please see section C.1 of the FY21 B2S NOFO for information regarding how EDA defines a public-private partnership, venture development organization, and an economic development organization.

For more information about FY21 B2S, including the NOFO, please see the “Resources” listed at eda.gov/oie/buildtoscale or email oie@eda.gov with questions.

¹ The statutory authority for the Build to Scale Program is section 27 of the Stevenson-Wydler Technology Innovation Act of 1980 (15 U.S.C. § 3722). The regulations governing the Build to Scale Program are located at subparts A and B of 13 C.F.R. part 312.

Summary of Required Forms and Supporting Documentation

Reference the chart below to determine whether you have provided the required forms and supporting documentation in your application:

Documentation	NOFO Section(s)	Guidance	Required for All Applicants?	Complete?
Form SF-424 Application for Federal Assistance	Section D.2.ii.a (p. 11)	Must be completely filled out and signed by an authorized representative of the applicant. Be sure the estimated funding in the Form SF-424 matches the Form SF-424A and Budget Narrative.	Yes. ➤ Required of each applicant.	
Form SF-424A Budget Information- Non-Construction Programs	Section D.2.ii.a (p. 11)	Be sure budget listed here matches Form SF-424 and Budget Narrative.	Yes.	
Form CD-511 Certification Regarding Lobbying	Section D.2.ii.a (p. 11)	Must be completely filled out and signed by an authorized representative of the applicant entity.	Yes. ➤ Required of each applicant.	
Form SF-LLL Disclosure of Lobbying Activities	Section D.2.ii.a (p. 11)	Required disclosure of certain lobbying activities. (If this does not apply to your organization, please complete the form and put "N/A" in non-applicable form sections.)	Only required if any applicant conducts certain lobbying activities. For clarity, please have each applicant complete the form and put "N/A" in non-applicable sections.	
State Single Point-of- Contract (SPOC)/ Executive Order 12372 Compliance Documentation	Section D.2.ii.b.1 (p.11-12)	Applies to projects with primary service areas in a participating State. See SPOC List for details.	Yes, if project's primary service area is in a participating State.	
Indirect Cost Rate (ICR) Documentation	Section D.2.ii.b.3. (p.13)	If indirect costs are included in the budget the applicant must provide either: <ul style="list-style-type: none"> • A copy of a current, approved, and negotiated indirect cost rate agreement (NICRA), or • If the applicant elects the 10% de minimis rate, a statement that it does not have a current NICRA. 	Only if indirect costs are included in the budget.	

Documentation	NOFO Section(s)	Guidance	Required for All Applicants?	Complete?
Organizational Documents – for example, Articles of Incorporation, Certificates of Good Standing, Bylaws	Section D.2.ii.b.2 (p.11-12)	Only applicable to organizations of certain entity types as outlined in section C.1 of the NOFO - including non-profits, institutions of higher education that are not 100% publicly-controlled, science/research parks, Federal laboratories, venture development organizations, economic development organizations. Private-public partnerships must submit documentation of their contractual relationship.	<p>Depends on applicant entity type.</p> <ul style="list-style-type: none"> ➤ Required of each applicant, depending on applicant type. ➤ Note that the documentation types listed are examples only. Required documentation may vary depending on entity type. 	
State/ Local Government Support	Section D.2.i.d (p.11)	<p>State/local government support is required if the applicant is a non-profit, institution of higher education, public-private partnership, science/research park, federal laboratory, venture development organization, or an economic development organization.</p> <p>This requirement <i>does not apply</i> if a State, an Indian tribe, or a city or other political subdivision of a State is an applicant or co-applicant.</p>	Minimum of one letter of State/Local support per application for applicable applicants.	
Project Narrative	Section D.2.i.a (p. 8-10)	Project Narrative of no more than ten (10) total pages with margins no less than one-half inch (0.5”) using Arial, Calibri, Times New Roman, or a similar font of size no less than eleven (11) points.	One per application.	
Budget Narrative and Staffing Plan	Section D.2.i.b (p. 10-11) App. A	<p>Consists of:</p> <ul style="list-style-type: none"> - budget narrative; and - staffing plan. <p>See optional budget template in Appendix A of the FY21 B2S NOFO.</p>	One per application.	

Documentation	NOFO Section(s)	Guidance	Required for All Applicants?	Complete?
Cost Sharing or Matching – Commitment Letter	Section C.2 (p. 6-7) Section D.2.i.c (p. 11)	One (1) signed letter per entity providing a match (cash and/or in-kind) highlighting specifically the details of the match component. All matching funds must be unencumbered, available as needed, and committed at the time of award. Such letters must be signed by authorized representatives of the sources of the matching funds. Each B2S Challenge requires a 1:1 match ratio.	Yes. No limit on number of letters included.	