THE OFFICE OF INNOVATION & ENTREPRENEURSHIP

Full Application Informational Webinar
May 5, 2020
TOPICS TO BE COVERED

The Numbers
Technical Requirements
The Application
The Scoring
Next Steps
ALWAYS REMEMBER!

BUILDING REGIONAL ECONOMIES THROUGH SCALABLE STARTUPS

B2S
THE NUMBERS

Where did we land?
The Numbers

TOTAL

609

VENTURE 146 CAPITAL

417 INDUSTRY 46
The Numbers

ENCOURAGE V. DISCOURAGE

138 Encourages

471 Discourages
The Numbers

TOTAL FUNDING AVAILABLE

$26M Venture

$5M Capital

$4M Industry
TECHNICAL REQUIREMENTS

DON'T GET KNOCKED OUT BY A MISTAKE

Read the Notice of Funding Opportunity thoroughly and don't wait until the last minute to submit.
Application Systems

All of these are necessary to apply

1. DUNS Number
2. EIN
3. SAM
4. Grants.gov
5. AOR
Eligible Entities

Who is eligible to apply?

- 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
  - an economic development organization
- A consortium of the above
## Technical Checklist

Use Appendix D to ensure you have documents - these can vary depending on your entity type.

<table>
<thead>
<tr>
<th><strong>Document</strong></th>
<th><strong>Title/Description/Requirements</strong></th>
<th><strong>Checklist</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Narrative</td>
<td>See Section D.2.i.a.1) (p. 11)</td>
<td>Application</td>
</tr>
<tr>
<td>Budget Narrative and Staffing Plan</td>
<td>See Section D.2.i.a.2) (p. 12)</td>
<td>Application</td>
</tr>
<tr>
<td>Matching Share Commitment Letters</td>
<td>See Section D.2.i.a.3) (p. 13)</td>
<td>Source 1 Source 2 etc.</td>
</tr>
<tr>
<td>State/Local Government Support</td>
<td>See Section D.2.i.a.4) (p. 13)</td>
<td>Application</td>
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<tr>
<td>Form SF-424</td>
<td>Application for Federal Assistance</td>
<td>Applicant 1 Applicant 2 etc.</td>
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<tr>
<td>Form SF-424A</td>
<td>Budget Information-Non-Construction Programs</td>
<td>Application</td>
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<tr>
<td>Form SF-424B</td>
<td>Assurances-Non-Construction Programs</td>
<td>Applicant 1 Applicant 2 etc.</td>
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<tr>
<td>Form CD-511</td>
<td>Certification Regarding Lobbying (if applicable)</td>
<td>Applicant 1 Applicant 2 etc.</td>
</tr>
<tr>
<td>Form SF-LLL</td>
<td>Disclosure of Lobbying Activities (if applicable)</td>
<td>Applicant 1 Applicant 2 etc.</td>
</tr>
<tr>
<td>Organizational Documentation</td>
<td>E.g., certificates of good standing, articles of incorporation, bylaws, establishing authorities: see Section D.2 iii.b.2 (p. 6)</td>
<td>Applicant 1 Applicant 2 etc.</td>
</tr>
<tr>
<td>Indirect Cost Rate (ICR) Agreement</td>
<td>See Section D.2 ii.b.2)i (p. 15)</td>
<td>Applicant 1 Applicant 2 etc.</td>
</tr>
</tbody>
</table>
The Full Application

LINK TO ACCESS THE GRANTS.GOV PORTAL

Your Concept Proposal response letter contains the link to access the grants.gov application portal.
**VIEW OPPORTUNITY**

**EDA-HDQ-OIE-2020-2006455**
2020 Build to Scale Program - Full Application
Department of Commerce

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### Select Grant Opportunity Package

PLEASE READ BEFORE APPLYING!

If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. Click for more information on Adobe Reader Compatibility.

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**Opportunity Package(s) Currently Available for this Funding Opportunity:**

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Competition ID</th>
<th>Competition Title</th>
<th>Opportunity Package ID</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.020</td>
<td>2877468</td>
<td>Industry Challenge</td>
<td>PKG00261026</td>
<td>04/29/2020</td>
<td>06/14/2020</td>
<td>Preview</td>
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<td>11.020</td>
<td>2877446</td>
<td>Capital Challenge</td>
<td>PKG00261015</td>
<td>04/29/2020</td>
<td>06/14/2020</td>
<td>Preview</td>
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<td>11.020</td>
<td>2877445</td>
<td>Venture Challenge</td>
<td>PKG00261016</td>
<td>04/29/2020</td>
<td>06/14/2020</td>
<td>Preview</td>
</tr>
</tbody>
</table>
## Opportunity Package Details

**Agency Contact Information:** Office of Innovation and Entrepreneurship  
E-mail: OIE@eda.gov  
Who Can Apply: Organization Applicants

### PACKAGE FORMS:

<table>
<thead>
<tr>
<th>Mandatory Forms (Click to Preview)</th>
<th>Optional Forms (Click to Preview)</th>
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<tr>
<td>Application for Federal Assistance (SF-424) [V2.1]</td>
<td>Attachments [V1.2]</td>
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<tr>
<td>Budget Information for Non-Construction Programs (SF-424A) [V1.0]</td>
<td></td>
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<tr>
<td>Assurances for Non-Construction Programs (SF-424B) [V1.1]</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Lobbying Activities (SF-LLL) [V1.2]</td>
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<tr>
<td>CD511 Form [V1.1]</td>
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<tr>
<td>Project Narrative Attachment Form [V1.2]</td>
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<tr>
<td>Budget Narrative Attachment Form [V1.2]</td>
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The Full Application

WHAT IS REQUIRED?

Review the information found in the FY2020 Notice of Funding Opportunity.
# Full Application

## Project Design and Substance

- Project Narrative
- Budget Narrative and Staffing Plan
- Matching Share Commitment Letters
- State/Local Government Support (if applicable)

## Forms and Supporting Documentation

- SF-424 (Application for Federal Assistance)
- SF-424A (Budget Information Non-Construction Programs)
- SF-424B (Assurances Non-Construction Programs)\(^9\)
- CD-511 (Certification Regarding Lobbying)
- SF-LLL (Disclosure of Lobbying Activities) (if applicable)
- State Single-Point-of-Contact (SPOC)/Executive Order 12372 Compliance Documentation (if applicable)\(^{10}\)
- Organizational Documentation (if applicable)\(^{11}\)
- Indirect Cost Rate (ICR) Documentation (if applicable)\(^{12}\)
## Full Application

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<td>One per match source</td>
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Project Narrative

A competitive Full Application Project Narrative will...

- Be clear and concise
- Have a defined strategic gap it seeks to fill
- Include well defined partnerships - and roles of those partnerships
- Contain key milestones + dates
- Identify an achievable scope of work
- Demonstrate the long term potential impact (including metrics)
Budget Narrative + Staffing Plan

RECOMMENDED LIMIT OF 4 PAGES
Budget Narrative + Staffing Plan

A template has been made available for your use (Appendix B)

- Identify and justify how funds in each line item of the budget will be used to support the project
- Staffing plan listing all positions charged to the award
- Line items should distinguish between federal and match shares
- Budget categories should match SF-424A
- Itemized valuation for in-kind funds
Match Commitment Letters

MATCH MAY BE CASH, IN-KIND, OR A COMBINATION
Match + Match Commitment Letters

Match may be cash, in-kind or a combination of both

- Match must be committed, available, and unencumbered
- Signed commitment letters are required
- Should be traceable to the budget narrative
Government Support
RELATED TO THE PROJECT SERVICE AREA
PUTTING IT ALL TOGETHER

Review Criteria

SEVEN EQUALLY WEIGHTED CATEGORIES
<table>
<thead>
<tr>
<th>REVIEW CRITERIA</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td><strong>CHALLENGE &amp; OPPORTUNITY</strong></td>
<td>Are the challenge and/or opportunity clearly stated, and are they aligned with the community or region's needs? Is the region of service clearly defined?</td>
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</tr>
<tr>
<td><strong>PROPOSED SOLUTION</strong></td>
<td>Is the solution aligned with the opportunity? Is the proposed solution achievable, and/or can substantial progress be made?</td>
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<tr>
<td><strong>TARGET PARTICIPANTS</strong></td>
<td>Does the proposal address a specific stakeholder group or groups? Are these stakeholders in need of the proposed solution?</td>
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</tr>
<tr>
<td><strong>PARTNERS</strong></td>
<td>Are partners and their roles within the proposal clearly identified and realistic to the proposal? Are the resources of the community and/or region being leveraged effectively?</td>
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</table>
**BUDGET & TEAM**

Does the proposal clearly identify the financial, human, and programmatic resources that will support the successful execution of the proposal?

**IMPACTS**

Are there proposed outputs and outcomes measurable? Do they seem reasonable and achievable in the grant period and beyond?

**SUSTAINABILITY**

Are you confident this project will continue post-award? Does the application demonstrate this effectively?
NEXT STEPS
WHAT'S NEXT FOR BUILD TO SCALE?

APRIL 29 TO JUNE 14
Full Application window is open

JULY TO SEPTEMBER
Reviews + award package creation

FALL 2020
Announcement of FY2020 Build to Scale Grantees
Thank you

QUESTIONS?

eda.gov/oie/contact