

Grants Process Overview -- How to Apply?

About MBDA

- At MBDA, we are committed to fully leveraging minority-owned businesses to fuel America's economic growth.
- We help minority businesses grow through public and private partnerships, policy, and research.
- Join us! Become one of our partners by applying for one of our latest grants

This is Rachel

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- She represents an organization that works with minority entrepreneurs and is aligned with MBDA's mission
- After reading the grant announcement, and Rachel realizes her organization is eligible to apply

Problem Statement

- But the question is, how does she apply?

Solution

- Rachel can follow a 4-stage process to successfully apply for a grant
- First she registers her business on several websites.
- Second she conducts thorough research to learn more about the grant
- Third, she will carefully write her application
- And fourth, she will submit the application and wait for follow up.

Register your business to apply

- To register her business, she obtains a DUNS number so that her application can be tracked.
- Next she registers with SAM. She will need the authorizing official of her organization, and an Employer Identification Number.
- She uses these numbers to create a Grants.gov account.

Learn about the FFO

- In stage 2, Rachel locates and downloads the grant application package from Grants.gov
- She next goes to MBDA.gov to read the Frequently Asked Questions about this process
- She also attends a pre-application conference to learn more.

Prepare your application

- In stage 3, Rachel reads the announcement, paying special attention to key sections.
- She checks her eligibility in Section C, finds the deadline and requirements in Section D, and learns about the selection process in Section E.
- Now Rachel can sit down to write her application.
- She carefully addresses all requirements in the grant
- She compares a draft of her application to the checklist in Section E.

Submit & Follow Up

- When Rachel is satisfied that all requirements have been met, she logs onto Grants.gov and submits her application before the deadline.
- She prints her confirmation message and celebrates this accomplishment!
- MBDA receives her application and gives it an initial screening to determine if it's complete and on time.
- Next a merit review panel will evaluate her application against Section E and give it a score out of 100 points.
- Finally, the MBDA National Director will make the final decision.
- Rachel can track her application package using the tracking number on grants.gov. She can check the grant application package to find out when she'll hear back.

Conclusion

- Good luck in completing your applications! For more information, subscribe to our newsletters at MBDA.gov