

Voice Over Script – Tips Video

Slide 1 - Intro

- It's time to fill out your organization's application for MBDA's grant opportunity
- We know that writing and submitting your proposal may be overwhelming, but here are a few tips to help you along that journey

Tip 1 – Register Early

- #1 – Register Early
- To be eligible to compete for a Federal grant opportunity, your organization must be registered in two Federal Government websites: SAM.gov and Grants.gov
- These procedures may take longer than expected, so make sure to check these off your list early
- Registering with SAM.gov and Grants.gov could take 6 weeks, while the grant competition may only be open for 4 weeks!
- Do not wait until the competition starts to register
- Start early so that you don't run into trouble

Tip 2 – Understand the Announcement

- Make sure to read through the grant announcement and understand what type of funding you are applying for
- Based upon the grant type, there may be different requirements.
- For example, a Federal Funding Opportunity may ask you to show how you are qualified to fill specific, established needs, while a Broad Agency Announcement may ask you to come up with unique, creative, and innovative solutions to a problem.
- Do your research!

Tip 3 – Know How You'll be Evaluated

- Your application will be reviewed by a panel who are looking for specific requirements
- Make an effort to write clearly and align your proposal with the specific requirements shown in the grant announcement. Communicate why you are an organization MBDA wants to partner with and make the business case for your proposal!
- Panelists should not have to dig for facts or connect the dots to determine why your submission should be selected for an award
- Make sure to check off all the required administrative documents like a table of contents to make your proposal easy to read.

Tip #4 –Submit Early

- And finally, make sure to submit early!
- As the saying goes, time waits for no one.
- Submitting your response at 11:55pm on the last night the application is due puts your submission at risk.
- Don't jeopardize all your hard work and chances of winning the award!
- Submit early for the best chance at success.

Conclusion

- Don't forget these key tips: register for sam.gov and grants.gov now, understand the announcement, know how you'll be evaluated, and leave plenty of time to submit your application
- We hope that these tips make the process a little more smooth.
- For more information about grant opportunities, visit our website at MBDA.gov