

General Application Preparation Tips

MBDA recommends that grant applications be well prepared, thoughtfully planned, and concisely packaged.

It is important to get to know MBDA and understand our values and mission. MBDA seeks partners that are as committed to the program as the Agency. All applicants are encouraged to review MBDA's Executive Order, strategic plan, and annual performance reports.

Supplemental information on both the program and MBDA can be accessed by visiting the Agency website at www.mbda.gov.

It is also important to have a clear understanding of the application requirements. Applicants should make certain to thoroughly read the Federal Funding Opportunity, or FFO, so as to fully understand what information must be included in the program narrative, budget narrative and required forms.

Pay close attention to evaluation elements where points can be deducted for failure to adhere to the competition directions. Follow the instructions and application guidance carefully.

The length of the program narrative is not as important as succinctly addressing the evaluation criteria. Including extra information that is not relevant does not help an applicant earn more points in the evaluation process. Rather, having the right information that demonstrates a full understanding of the program, and the value the applicant organization would bring to the program, is the more solid strategy.

Note that, although the allocated points for the detailed budget and budget narrative may be less than those of the program narrative, it is nevertheless a vital component of the application, and MBDA views it as a fundamental aspect of the overall program.

The budget will be compared to the program narrative to determine whether the budget is realistic from a programmatic perspective and whether the proposed costs are necessary to complete the work requirements. It is advisable that applicants check and double-check the figures in the SF-424, SF-424A, detailed line-item budget, and the budget narrative to ensure that all numbers reconcile.

Overall, the application should be organized and logical. Be sure that pages are consecutively numbered and that all required attachments have been provided. An application checklist is provided in Appendix G of the FFO for applicant use.