# Tips for Developing a Good Grant Application for YouthPower Learning

1. Carefully review the eligibility criteria in Section 3 of the RFA; use the bulleted items in this section as a checklist for your organization, confirming for yourself that your organization is demonstrating all the required eligibility criteria. As part of this review, carefully read Annex D, Required Certifications and Assurances, confirming that your organization is able and willing to certify each of them.

2. Provide a clear staffing model for your grant activity, and be sure to include in your application package CVs for all proposed project personnel (see Annex A, Application Form, Item 17).

3. Keep the Detailed Program Description as outlined in Section 1 of the RFA at the forefront of your application development. Review your approach for responsiveness to the Detailed Program Description throughout your Program Description as included in Section 2 in the Application Form.

4. Use the evaluation criteria laid out in Section 5 of the RFA to guide your application development. Throughout your development process, review your proposed approach and materials with these criteria in mind. Revise and rethink as you progress through your development if your approach doesn't answer each of these criteria clearly and affirmatively.

5. Allocate time in your application calendar for editing and polishing your application. Keep formatting simple so the content shines. Use spell check! Spelling errors and elaborate formatting are comparable to showing up to a party in a stained costume – no one notices you as an individual but rather just your stained outfit. Don't let your great ideas be lost in the noise of sloppy presentation.

6. Follow the application instructions in Item D, Section 4 of the RFA. Review your application to ensure that you have all the requirement components. When sending the materials, include in your cover email a list of all the attachments so that if any are missing, we may notify you immediately. Include the number and title of the RFA you are applying against in your email body or subject line so it is clear to which RFA you are applying.

7. Use the formats provided in the RFA for the application materials.

8. Make sure the information presented in your implementation plan matches your program description and your budget. Your budget 'story' should align with your program 'story' and your 'implementation' story. Don't forget to make changes in all three documents when you update one or more.

9. Don't forget to submit your latest audited financial statements if you do not have a negotiated indirect cost rate agreement (NICRA). And if you have a NICRA, don't forget to send it!

10. Review the budget instructions carefully, and be sure to submit a detailed line-item budget and the milestone budget, accompanied by budget notes. These documents should all should follow the format provided in Annex B, Detailed Grant Budget Template.

11. While cost share is not required, if you are proposing a project where cost share will be element, clearly indicate this in your cost proposal so that we don't assume you missed budgeting a portion of the necessary expenses of the grant.

12. Consider obtaining a DUNS number and registering in SAM prior to submitting your application so that if your application is selected for award, the award process may proceed more quickly. See Items 3 and 4 in Section 3 of the RFA. Note that having a DUNS number and SAM registration are not required for application.