

MDCP Application Checklist

Checklist Prior to Uploading Your Application on Grants.gov

Prior to uploading your application as pdf on grants.gov, use the checklist below to ensure that your application is complete and in order.

Try to stick to the groupings that we have outlined here. These are just suggestions from ITA that you will not see on grants.gov. But saving your application components and uploading them in five separate files, A, B.1, B.2, B.3, and C, on grants.gov will help ensure an efficient review of your application.

Part	#	Item	Description	Resource/Notes	Required?
A	1	Executive summary	A one-page synopsis of project basics.	"PN-Performance" tab in the example Excel file MDCP App Budget Worksheet .	All
A	2	Project narrative	Includes the description of and justification for your project.	Your project narrative could be less extensive than the example in the MDCP Mock Application depending on how well known the industry is and how evident and compelling the need is for your project.	All
B.1	1	Activity calculation	Explains budgeted direct costs like travel and contractual expenses.	Tab "Budget-Activity Calc" in the example Excel file MDCP App Budget Worksheet .	All
B.1	2	Personnel	Breaks down and summarizes personnel costs.	Tab "Budget-Personnel" in the example Excel file MDCP App Budget Worksheet .	All
B.1	3	Fringe benefits	Explains how the fringe benefits rate is calculated.	Tab "Budget-Fringe" in the example Excel file MDCP App Budget Worksheet .	All
B.1	4	Period budget	Summarizes activity, personnel, and fringe benefits costs by project year. Applies indirect cost rate.	Tab "Budget-Period" in the example Excel file MDCP App Budget Worksheet . NOTE: While this worksheet is not required, as a summary of budget costs over the entire project period, it is much easier to understand than the SF-424A. It makes tracing costs from the SF-424A to the activity and personnel calculations much easier.	Highly recommended for all
B.2	1	Financial statements	Include whichever of the following that you have in descending order of preference: -Audited financial statements (an audited statement up to two years old is better than any of other options below) -IRS Form 990 -Pro forma financial statements	Find an example in the MDCP App Financial Statements . NOTE 1: If you are a government or sub-group within a larger organization: Include either the section of the organization's financial statements devoted to your sub-group or your budget as it appears in the parent organization's records. NOTE 2: If your financial statements exceed 20 pages, cull and prioritize to include at least the following: -Income Statement -Balance Sheet	All

				-Auditor notes -Auditor letter	
B.3	1	Projected exports calculation	Explain your estimate of exports that will result from your MDCP project activity.	Use or customize tab "PN-Performance" in the example Excel file MDCP App Budget Worksheet in the "Budget Narrative (Part B, Section 1 of Application)" accordion folder on this webpage.	All
B.3	2	Emblem use mockup	Example of your proposed use of the ITA emblem.	See the example in the file MDCP App Other Attachments . NOTE: Your example need not be terribly polished. Just take one of the activities you propose in your project narrative and mock up a simple promotional or informational piece. Contact mdcp@trade.gov if you need ITA emblem image files.	All
B.3	3	Firms interested in project	List all U.S. potential exporters that have expressed interest in participating in your MDCP project activities.	See the example in the file MDCP App Other Attachments .	Not required if your project is trade-barrier focused
B.3	4	Success agreement	This commits individual firms to reporting exports generated from your project activities.	Customize the example in the file MDCP App Other Attachments .	Not required if your project is trade-barrier focused
B.3	5	Letters of support	From organizations that pledge significant cash or in-kind support to your project.	Address the letter to "MDCP Merit Review Panel". ITA does not respond to letters included as MDCP application attachments. Please avoid sending support letters to ITA separately. Include them as attachments.	Not required if your project does not rely on resources from another entity
B.3	6	Project comparison table	Matrix list of previous MDCP projects funded compared to the project being proposed.	Use a separate column for each previously MDCP-funded project and the proposed project. List each major program element so it can be easily compared side-to-side, project-to-project including a very approximate project budget cost. For example, "Open an office in Beijing-\$250,000" or "Create and recruit firms for U.S. pavilion at Ocean Business, London-\$150,000".	Only applicants that have previously received an MDCP award
C	1	SF-424	Your summary request for federal funds	Download from grants.gov . SIGNATURE NOTE: Must be signed by the same authorized rep who signs all forms.	All
C	2	SF-424A	Your budget summarized in standard federal format	Download from grants.gov . NOTE: You will leave most of the windows blank. To see which ones, use tab "DoNotSubmit-424A" in the MDCP App Budget Worksheet . Transcribe the values from this	All

				worksheet to the form 424A that you downloaded from grants.gov.	
C	3	SF-424B	You certify that funds are not to be used for construction	Download from grants.gov . SIGNATURE NOTE: Must be signed by the same authorized rep who signs all forms.	All
C	4	CD-511	Your certification that if you use part of your MDCP project budget to lobby the federal government, you will first complete SF-LLL.	Download from grants.gov . SIGNATURE NOTE: Must be signed by the same authorized rep who signs all forms.	All

If grants.gov is not able to help you resolve uploading issues in time to meet the application deadline, you can email your application to mdcp@trade.gov. Please do this only as a last resort.