



Identifying Key Aspects of a Federal Request for Applications (RFA)

Instructions: Please use this worksheet to guide your reading of the federal RFA assigned by your trainer, or of the RFA you selected. You may wish to note or highlight answers to these questions as you read the RFA. These questions will be used during class discussion.

Note: This worksheet can also be used to guide analysis of foundation funding opportunities, though not all of the questions will apply.

1. What are the eligibility criteria?
2. How much money is being awarded in total?
3. How many grants will be awarded?
4. What is the maximum amount of funding that can be requested?
5. What is the grant period? Or over what period of time does the money have to be used/ spent?
6. What page limit is specified for the narrative section?
7. What are the requirements for font size/ font type? What are the requirements for spacing and/or margins?
8. Is a specific structure required? For example, must narrative content be presented according to a prescribed outline?
9. On what page are the scoring criteria listed?
10. List the criteria on which the proposal will be evaluated, and the number of possible points for each.
11. Who will evaluate the proposal? Staffers of a federal agency? A committee of community leaders? A program officer? Other? (This question can be particularly important for foundation grants.)
12. Are specific staffing positions required?
13. When is the deadline for submission? Note not only the date, but the time of day and the time zone.
14. When will decisions be made?
15. Is a budget narrative required?
16. What attachments/ supplemental documentation are required?
17. What documentation/ attachments (if any) will you need to obtain from people/organizations outside your own (e.g., letters of commitment, letters of recommendation, etc.)?
18. Who can you contact if you have questions?
19. Where can you go (online) for additional information about the RFA?
20. Are there webinars, office hours, or other interactive opportunities to learn more?