

QUICK REFERENCE

EFFECTIVELY RESPONDING TO USAID FUNDING OPPORTUNITIES

Follow these steps to assess and respond to USAID funding opportunities.

1

FIND A GOOD FIT

Search for funding opportunities on the USAID Business Forecast, SAM.gov, and Grants.gov websites. Focus on those opportunities that align well with your organization's mission and capabilities.

2

READ THE SOLICITATION CAREFULLY

A notice of funding opportunity contains important information about the type of award and anticipated activities, eligibility criteria, and documents and organizational data needed from prospective partners. Be sure that you understand all the requirements.

3

REVIEW THE EVALUATION CRITERIA

Study the review criteria USAID will use to determine the quality of responses. Each factor is important and should be taken into consideration when you prepare your response.

4

ASK QUESTIONS

USAID accepts questions on funding opportunities during the "open question period," which falls before the final solicitation deadline. Most solicitations identify a single USAID contact person who may be approached with questions. All answers to questions will be made public to ensure fair and open competition.

5

FOLLOW INSTRUCTIONS

Each solicitation includes specific requirements—including deadlines, page limits, instructions for how to submit your response, and sometimes templates—for preparing your response. Follow the instructions carefully or your submission may be disqualified.

6 BE COMPREHENSIVE AND CONSISTENT

Details and descriptions you provide in different sections of your proposal should be complete and consistent. Ensure that your technical approach is aligned with your cost proposal, or budget, and that your budget narrative matches and clearly explains your cost estimates.

7 DRAFT, REVIEW, AND SUBMIT

Make time for a staff review of your entire response package. Submit your proposal, concept note, or application in English before the deadline.

8 LEARN AND IMPROVE

After submission, debrief with your team and try to learn from the experience. If you are not successful at receiving a USAID award this time, use feedback to build expertise, enhance your systems, and reassess your alignment with Agency priorities.

Resources:

- Concept note: [Tips](#) and [Example Template](#)
- “[Understanding USAID Awards](#)” training module
- “[Exploring USAID Funding Opportunities](#)” training module
- “[Building Strong Sub-Partnerships](#)” training module

For questions related to this resource, contact USAID's Industry Liaison at: IndustryLiaison@usaid.gov.