

Federal Grants Basics: Where to apply, getting federal granting number (DUNS Number) etc.

What are federal grants and how do you apply for one? Follow the steps below to find out if you are eligible for a federal grant and how to apply.

There are more than 2,000 financial assistance programs available from the federal government. A number of these programs provide funding to state governments, educational and research institutions, hospitals, non-profit organizations, and the public for a wide range of services, such as jobs, education and training, health care and nutrition, housing, transportation, and scientific research. The grants are not available for personal debt relief, paying rent, or other similar needs.

Here is what to do if you are interested in obtaining a federal grant:

NOTE 1 – There are two types of federal applications these are individual grants and grants given to organizations. There are fewer grants given to individuals than organizations. When you apply for the DUNS number you can choose to apply as an organization or an individual. You can read in the grant outline if the grant is open to organizations or individuals to apply.

NOTE 2 – All government grants follow these procedures. So if you are applying for a SAMHSA (substance abuse and mental health services administration) grant or an NIH (national institute of health) or NIMH (National Institute of Mental Health) they will follow the same procedures. All of these grants require a DUNS number.

NOTE 3 – Video Tutorials Online:

Completing and Submitting an Application

<http://www.grants.gov/assets/CompletingGrants.govApplication.html>

Registering with Grants.gov

<http://www.grants.gov/assets/IndividualRegistrationOverview.html>

First time applying for a grant

- Go to www.cfda.gov (Catalog of Federal Domestic Assistance) for a broad overview of grants for which you might be eligible. Grant descriptions include the objective of the grant, its uses and restrictions, eligibility requirements, and other related information. Grants funded by or related to the Recovery Act will have the Recovery logo ; you can also search by "Recovery." Download or print-out information about grant programs, but you cannot apply here.

Look up and identify specific opportunities.

- Experienced applicants, who have a clearer idea of what type of grant they need, may prefer to go directly to www.grants.gov, which provides specific details and allows you to apply online.

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- Start by clicking on “Find Grant Opportunities” on the left-hand tab of the home page.

Prepare to apply.

- There is no application fee, but obtaining a DUNS number and registering at CCR may take up to a week or more. If you want to receive a grant by a particular time, plan accordingly. Also, do not wait until the last minute to try and submit your award electronically.
- Obtain a DUNS number (from Dun & Bradstreet, D&B).
 - Federal policy requires anyone doing business with the federal government to have a DUNS number. Go to www.dnb.com and click “D&B DUNS Number” in the upper-right tab. On the next page, click “Next” tab in the “For U.S. Government Contractors, Vendors, and Grant Recipients” box on the right side of the page. Follow the instructions. There is no charge for the DUNS number.
- Register with CCR.gov (Central Contractor Registration).
 - Federal policy also requires anyone doing business with the federal government, including those seeking grants, be registered in the CCR. Go to www.ccr.gov click “Go Directly to Central Contractor Registration” on the left-hand tab. Follow the instructions.
- Documents you need if you are applying for a federal grant for the first time:
 - Statement of intent. For instance, an application for an undergraduate scholarship grant should include a description of your background and goal(s). A business or organization should include a mission statement explaining what the business/organization does and how the grant would be appropriate.
 - References . These should not be family or friends, but professionals able to speak to your qualifications for the grant.
 - List of accomplishments. You do not need an entire resume or business history, just those accomplishments relevant to grant.
- When you have all your documents in order, a DUNS number and are registered at CCR, you can now register at Grants.gov to submit a grant application electronically. Click “Get Registered” on the left-hand tab and follow all instructions. To apply, click “Apply for Grants” on the left-hand tab or follow directions at the end of registration.

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Organization Application

Registration in Brief:

Registration takes approximately 3-5 business days, but allow 4 weeks for completion of all steps.

STEP 1: Obtain DUNS Number

Same day. If requested by phone (1-866-705-5711) DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> [\[EXIT Disclaimer\]](#) to obtain the number. **Information for Foreign Registrants.*Webform requests take 1-2 business days.*

STEP 2: Register with SAM

Three to five business days or up to two weeks. If you already have a TIN, your SAM registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks. Ensure that your organization is registered with the System for Award Management (SAM) at [System for Award Management \(SAM\)](#). If your organization is not, an authorizing official of your organization must register.

STEP 3: Username & Password

Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step.

<https://apply07.grants.gov/apply/OrcRegister>.

STEP 4: AOR Authorization

***Same day.** The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. **Time depends on responsiveness of your E-Biz POC.*

STEP 5: TRACK AOR STATUS

At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password you obtained in Step 3) using the following link: [applicant_profile.jsp](#)

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Individual Registration with Grants.gov

Link to web page: http://www.grants.gov/applicants/individual_registration.jsp

An individual is an applicant who submits grant applications on their own behalf, not representing an organization, institution or government. **Individual applicants may only apply for grant opportunities on Grants.gov that indicate individual eligibility within the Synopsis and Full Announcement.**

Individuals wishing to submit a grant application using Grants.gov are required to complete this one time registration process. Neither a Data Universal Number System (DUNS) number nor the System for Award Management (SAM, formerly CCR) registration is necessary for Individual Registration.

Take note: if you register as an individual, you will only be able to apply to grant opportunities which indicate Individual eligibility. An individual cannot submit a grant application to a grant opportunity that has Organization eligibility requirements.