

Finding and applying for grants is easy!  
Go to [www.Grants.gov](http://www.Grants.gov)



# Finding and Applying for Grant Opportunities

Information for Applicants and Grantees

This brochure will walk you through the process of finding and applying for grant opportunities. HUD also has a brochure, "Getting Ready for Electronic Application Submission," that will take you step by step through the Grants.gov registration process. It can be obtained at [www.hud.gov/grants](http://www.hud.gov/grants).

***You must be registered with Grants.gov before you can apply for grants online.*** To register log on to [www.Grants.gov](http://www.Grants.gov) and follow the steps to get registered.





## FINDING A GRANT OPPORTUNITY

**G**rants.gov is the Federal Government’s website for posting funding opportunities from all the Federal agencies. It is a single source for finding opportunities and applying for funds electronically when an agency posts an electronic application.

To begin your search for grant opportunities, log on to [www.Grants.gov](http://www.Grants.gov) and select **Search for Grant Opportunities**. To register to receive email notifications of new grant postings, select **Register for Email Notification of Grant Opportunities**. When you sign up for this service, Grants.gov will automatically notify you via email when a new grant has been posted.

Here is what you will see on the website:

### Search Grant Opportunities

You can search in the following ways:

- Basic Search
  - By Keyword
  - By Funding Opportunity Number
  - By Catalog of Federal Domestic Assistance (CFDA) Number
- By Category of Funding Activity (e.g., housing)
- By Agency
- By all categories

### Receive Grant Opportunity Emails

You can search in the following ways:

- By Funding Opportunity Number

- By Agency and Category of Funding Activity
- By Selected Interest and Eligibility Groups (e.g., nonprofit, State, etc.)
- By all grant notices categories (You can choose to receive all grant notices or limit your selection.)

Once you find a Funding Opportunity and/or CFDA Number for the grant for which you want to apply, jot it down. You will need it to download a grant application and apply for a grant.

## APPLYING FOR A GRANT

### Apply Step 1: Download a Grant Application Package and Application Instructions

You will need to enter the Funding Opportunity and/or CFDA Number to access the application package and instructions. Access **Grants.gov Program Lists** at [www.Grants.gov](http://www.Grants.gov) to review CFDA Numbers for programs with applications currently available.

To view application packages and instructions, you will also need to download and install the **PureEdge Viewer**, which is available at [www.Grants.gov](http://www.Grants.gov). This small, free program will allow you to access, complete, and submit applications electronically and securely. Download the application package, find it on your hard drive, and double click the file to launch it and start filling in the application package forms.

### Apply Step 2: Complete the Selected Grant Application Package

You can complete the application offline. Everything you need to know is included in the application package and instructions. Page 4 shows the grant application page, and the following 15 items explain its main elements.

1. Instructions for completing the specific application package are listed at the bottom of the screen.



2. Use the scroll bars on your computer to move up and down the application package.
3. Each Grants.gov application package has a cover page that lists all of the PureEdge forms necessary to complete the grant application package, as well as the *General* section and *Program* section of the Notice of Funding Opportunity (NOFA). The NOFA will also identify any additional forms and information that you need to submit to have a complete application.
4. The first thing you should do when opening an application package is verify that it is the grant opportunity for which you wish to apply. If not, press the Cancel button at the top of the page, go back to Grants.gov, and download the proper grant application package.
5. It is important to note that on PureEdge forms, field-level help is available to you at any time. Click the toggle switch at the top of the page to turn it on. Next place your mouse over the field for which you need an explanation. To turn field help off, click on the toggle switch again.
6. Spell check is also available with each PureEdge form.
7. You can save your application at any time by clicking the Save button at the top of the screen. **Note: If you choose to save your grant application before you have fully completed it, you will receive an error message. This message is used to warn the applicant that the grant application package is not yet completed.** Click OK and you will be able to save your grant application package and complete it at a later time.
8. The Submit button becomes active after all mandatory elements of the grant application package have been completed, which include mandatory fields and attachments. Some examples of data that will be validated are the format of email addresses, the format of dates, and the required fields in the forms that have been moved over to the Mandatory Completed Documents for Submission window.
9. Pressing the Print button prints all forms in the application package.
10. All information on the top portion of the cover page will already be filled in by the system.
11. A unique name for each application package will help both you and Grants.gov identify your application. This can be any name you choose.
12. Forms included in each application package are labeled by Grants.gov in two groups: Mandatory and Optional. **Be sure to read the NOFA to find out which forms are mandatory and which are optional.**
13. To open any form, click it, and then click the Open Form button. **Note: It is recommended that you complete the SF-424 first. Once the SF-424 is completed, the information will transfer to the other forms.** When you are finished entering data in any form, click the Close Form button. Your work will be temporarily saved. **Note: In order to save your complete application package, you must click the Save button on the application cover page.**
14. To denote that a form is completed, click on it, and then click the right-pointing arrow to move it over to the right.
15. The document has now moved from the Mandatory Documents box to the Mandatory Completed Documents for Submission box. Once completed, all forms in the Mandatory Documents box must be moved to the Mandatory Completed Documents for Submission box to submit your application. Complete any attachments that are required as part of your submission. Place them in a zip file.

### ***Third-Party Letters, Certifications Requiring Signatures, and Other Documentation***

Applicants required to submit documentation from organizations providing matching or leveraging funds, documentation of 501(c)(3) status or incorporation papers, documents that support the need for the program, Memoranda of Understanding (MOUs), or documentation that supports your organization's claims regarding work that has been done to remove regulatory barriers to affordable housing have the following two options:

1. **Scanning documents to create electronic files.** Third-party documentation can be scanned and saved as separate electronic files. Electronic files must be labeled so the reader will know what the

# GRANT APPLICATION PACKAGE

**Grant Application Package**

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name:

**Mandatory Documents**

- Application for Federal Assistance (SF-424)
- Other Attachments Form
- Assurances for Non-Construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)

**Mandatory Completed Documents for Submission**

**Optional Documents**

**Optional Completed Documents for Submission**

**Instructions**

- 1** Enter a name for the application in the Application Filing Name field.
  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Submit" button will not be functional until the application is complete and saved.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
  - To open an item, simply click on it to select the item and then click on the "Open" button. When you have completed a form or document, click the form/document name to select it, and then click the => button. This will move the form/document to the "Completed Documents" box. To remove a form/document from the "Completed Documents" box, click the form/document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - When you open a required form, the fields which must be completed are highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Submit" button to submit your application to Grants.gov.
  - Once you have properly completed all required documents and saved the application, the "Submit" button will become active.
  - You will be taken to a confirmation page where you will be asked to verify that this is the funding opportunity and Agency to which you want to submit an application.



file contains. Match or leveraging letters can be scanned into a single folder, or the applicant can create a separate file for each scanned letter and label it accordingly. All scanned files should be placed together in a zipped folder and then attached to the application package submitted to Grants.gov as part of the application submission.

**OR**

2. **Faxing required documentation.** Applicants who do not have scanning equipment available may submit the required documentation to HUD via facsimile (fax). The Fax method may only be used to submit attachments that are part of your electronic application. **HUD will not accept entire applications via fax. Applications submitted entirely via fax will be disqualified.**

To submit documents using the Fax method, applicants must use form HUD 96011, Facsimile Transmittal, which is a cover page for the faxed materials. The form HUD 96011 is an electronic form and is part of the applicant's downloaded electronic application obtained from [www.Grants.gov/Apply](http://www.Grants.gov/Apply).

**You are now ready to submit your application!**

### **Apply Step 3: Submit a Completed Grant Application Package**

You will submit the application online. When you are ready to submit the completed application, you must have already registered. You will then need to log on to Grants.gov using the username and password you entered when you registered with a Credential Provider to submit the application.

If the Submit button is not active, please check to be sure you have completed the following actions:

- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
- The Save button has been clicked after all documents have been moved to the Mandatory Completed Documents for Submission box.
- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed. You have placed all documents in a zip file.
- All Internet browser windows must be closed.

**Note: Mandatory fields are indicated by an asterisk and are also slightly yellow in color.**

After clicking the Submit button, you will receive a confirmation message. It is recommended that you save and print this screen for your records.

### **Apply Step 4: Track the Status of a Completed Grant Application Package**

Once you have submitted an application, you can check the status of your application submission. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. Go to [www.Grants.gov](http://www.Grants.gov) and select Track Application Package Status.

If you have questions or need additional information, call the Grants.gov Contact Center at 800-518-GRANTS (4726) or email [support@Grants.gov](mailto:support@Grants.gov). The Contact Center hours of operation are Mon.–Fri. 7 a.m. to 9 p.m. eastern standard time. A training demo on how to complete an application package is available under **Tips and Tools**. Or you can go directly to the URL at [www.Grants.gov/AO/Application\\_Package.swf](http://www.Grants.gov/AO/Application_Package.swf).

**Also visit [www.hud.gov/grants](http://www.hud.gov/grants) for grant opportunities at HUD.**

**U.S. Department of Housing and Urban Development**

Washington, DC 20410-1000

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**INFORMATION FOR APPLICANTS AND GRANTEEES**