Guidance for Potential Grantees

1. Early in the application process sign up for a Dun & Bradstreet Number (DUNS) as this is required for application
2. Create an account within the System for Awards Management (SAM)* as this is required to be current for application to grants. **Note: SAM now requires a notarized letter appointing the authorized Entity Administrator before activation of registration for both existing and new entities.*
3. Go to the Grants Learning Center for an overview of grants
4. Ensure your entity is eligible to apply
    a. Must be a VA recognized Veteran Service Organization (VSO) or;
    b. A State Veterans Service Agency
5. Register with Grants.gov
6. Apply for the grant and include
    a. Program Narrative
    b. Budget Detail worksheet
    c. Budget Detail narrative
    d. SF-424 Application for Federal Assistance
    e. SF-424A Budget Information – Non-Construction
    f. SF-424B Assurances – Non-Construction
    g. SF-LLL Disclosure of Lobbying Activities

For additional information please contact the HRTG Coordinator at HRTG@va.gov