

GRANTS 101

A guide to the Agricultural Marketing Service grant process



1. Do the Pre-work!



- ✓ Register with SAM.gov. (Takes 7-10 business days.)
- ✓ Register for a Data Universal Numbering System (DUNS) number at fedgov.dnb.com/webform.
- ✓ Contact the Internal Revenue Service to obtain an Employer Identification Number (EIN).
- ✓ Create a Grants.gov profile and designate your Authorized Organizational Representative.

2. Submit Your Application

Requests for Applications (RFA) are published by USDA on Grants.gov.

Plan to submit at least 1 week prior to the application due date to avoid last-minute technological and logistical challenges. Read the RFA carefully, submit all required forms and answer all questions.

Application Questions?

Call or email the Agricultural Marketing Service (AMS) Grants Division using the contact info listed in the RFA.



3. Peer Review (if applicable)



Competitive grant program applications that meet basic application criteria undergo qualified external peer review. Applications that receive the highest peer review scores and rankings are recommended for final award consideration.

Interested in being a peer reviewer? Apply at www.ams.usda.gov/peer-review.

4. Application Administrative Review

AMS ensures applications align with:

- ✓ The grant program's scope and USDA priorities.
- ✓ Budget allowability.
- ✓ The grant applicant's ability to account for and monitor the use of Federal funds.



5. Award Notice



If an applicant is successful, AMS sends a Notice of Award and Grant Agreement including the Grant Terms and Conditions. Once all requirements are met, grant work commences!

6. Managing the Grant and Reporting Requirements

Grant applications require a lot of work, and if you're selected for an award, there are additional commitments you need to meet including:

- ✓ Review the Grant Terms and Conditions.
- ✓ Report on grant progress, programmatically and financially.
- ✓ Communicate with AMS about your grant.
- ✓ Close out the grant when all requirements have been met.

Did you know? Free grants training resources are available at www.cfo.gov/grants/training.