**How to Apply for Federal Grants on Grants.gov**

**Applying for National Scenic Byway Grants**

Debunking myths – grants are not difficult to write. You need to answer the questions. Easy steps

1. Have a good, solid project in mind
2. Know your research
3. Have a solid budget that can be tweaked if necessary – know your expenses and other revenue – how will you match the grant? Most grants have a 20% match – cash is better than in-kind. In-kind match must be well-documented.
4. Search Grants.Gov to see if there are agencies with grant opportunities to fit your project. Think outside the box. Grant opportunities can come in odd packages – but you must have a creative eye.
5. Make sure your organization is eligible. Every grant listing will mention eligible applicants: state, local governments, non-profits, universities, etc.
6. If you find a grant, but your type of organization is not eligible, think of a partner who may be interested in applying for the grant and using your project as the grant project – state governments, universities, etc.

BEGIN REGISTERING NOW FOR FEDERAL GRANTS IN GRANTS.GOV and SAMS

1. **START EARLY REGISTERING** – it takes time – possibly up to a month to complete all the steps.
2. Make sure your organization is registered as a legal entity – non-profit, government – obtain an Employer Identification Number (EIN) from the Internal Revenue Service.
3. Make sure you have an up-to-date **DUNS** number. This is a number obtained from Dun & Bradstreet. Could take up to a week to receive. D&B website: <http://fedgov.dnb.com/webform>
4. Register with SAM – SAM is the System Award Management – this is how you will be paid so it is very important to complete this process. Go to <https://www.sam.gov> – in addition to completing an online registration, you will need to have your authorizing official for your organization send a notarized letter to SAM with your EIN stating what your organization is, the purpose of your organization and who will be authorized to apply for grants.
5. Register with Grants.gov to obtain a Grants.gov account. Passwords expire every 60 days.
6. You should be ready to go. You will build a workspace in grants.gov
7. PLEASE----- write down all of your logins, passwords and user names.
8. You should receive notification of success when each registration is completed and approved.