Grants 101
Quick Reference Guide

**Applying to ACF funding opportunities shouldn't be a hassle!
Use this guide to learn more about navigating ACF grants.**

Choosing the Right Funding Opportunity

Grants.gov
Grants.gov is a useful tool for finding and applying for federal funding opportunities. It connects eligible organizations to funding for projects that support government programs.

Use Keywords
Search for "ACF" in keyword criteria on Grants.gov to find all forecasted and open opportunities with the Administration for Children and Families.

Review Eligibility
Review the eligibility section of the Notice of Funding Opportunity to find government initiatives that your organization can support.

Search by CFDA Number
Looking for a grant related to a specific program? Use the CFDA number (now called Assistance Listings) on Grants.gov to filter results. Find CFDA numbers on SAM.gov.

What Do I Need Before I Submit an Application?

REGISTER YOUR ORGANIZATION
To apply for grants, organizations must register with the System for Award Management (SAM) to obtain a Unique Entity Identifier (UEI), which is used to track your application. You will need an authorizing official (AO) and an Employer Identification Number (EIN) to complete the registration. These numbers are required to create a Grants.gov account, where you can apply for Federal funding opportunities. **SAM registration must be renewed every 365 days** to keep the account active and must remain active if an applicant receives an award.

UNDERSTAND THE GRANT ANNOUNCEMENT
A Notice of Funding Opportunity (NOFO) announces upcoming competitive funding opportunities from the Federal government. See and apply for available funding opportunities, and download the grant application package from Grants.gov. Create a budget that is reasonable, allocable, and based on the description of the program and estimated funding included in the NOFO. **While tailoring a grant application to an existing program is tempting, it is essential to respond to the specific NOFO.**

ATTEND AN INFORMATIONAL WEBINAR
If available, attend an informational webinar to learn more about the grant and requirements. Not all programs host informational webinars. More information about informational webinar presentations are available on the Program Office's webpage and in the NOFO.

UNDERSTAND THE EVALUATION PROCESS
All applications are analyzed according to the published evaluation criteria in the NOFO. Peer reviewers review your application solely on what is contained in the submitted application. It is important to follow directions and make sure your application is responsive to the published evaluation criteria.

PREPARE AND SUBMIT YOUR APPLICATION
When your application is complete, log onto Grants.gov and submit the application. **Applications must be submitted before the deadline**. After submission, print confirmation of your submission. If you have limited internet access or internet connection, or limited computer capacity that prevents the uploading of large documents (files) at Grants.gov, you can submit a request for an electronic exemption based on the established criteria in the NOFO.

Need Help?

Additional information and resources for Grants 101 can be found at: www.acf.hhs.gov/faq under "Grants 101 Training Resources" or by following the QR code.

Grants.gov
Applicants that need assistance should reach out to the helpdesk:

1-800-518-4726
support@grants.gov

To learn more about ACF and our programs visit ACF's website at www.acf.hhs.gov.

Grants 101 Resources

SAM.gov
Visit the Federal Service Desk (FSD) website FSD.gov to search frequently asked questions, chat live with a support agent, submit a web form, or call for assistance.

Call and Live Chat Hours:
Monday - Friday 8am - 8pm EST
U.S. calls: 866-606-8220