

Pre-Req Checklist

Project Planning & Development Training | Additional Resource

While you will need to consult the most current Funding Opportunity Announcement to know for sure what's required for the grant you're applying for, having the following common grants procedures and certifications ready before the FOAs come out will help keep things running smoothly and give you more time to focus on writing to the criteria in the Pre-Application phase. Follow the links to access or download useful guides and resources.

Data Universal Number System (DUNS) Number

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: http://www.omb.gov/grants/grants_docs).

 http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf
INFO VIA WHITEHOUSE.GOV

System for Awards Management (SAM)

In order to be eligible for a federal grant, your organization needs to be registered in the System for Awards Management (SAM). If you were registered in CCR, you should already be in SAM, but call the Federal Service Desk help line (866-606-8220) to manually check with an operator. (www.sam.gov).

 https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf
INFO VIA SAM.GOV

Grants.gov Registration

ANA grant applications are downloaded from and uploaded to Grants.gov. Make sure that your organization is registered and that your Authorized Organization Representative (AOR) on file is up-to-date. Call the help line (1-800-518-4726) to manually check that your registration is active.

 <http://www.grants.gov/web/grants/applicants/organization-registration.html>

Proof of IRS Status

Although you don't need to be an active federal 501c3 tax-exempt nonprofit when you submit (State nonprofit status is OK), you will need to be active in order to receive your award. Check the link to look up your current federal tax-exempt status.

 <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>
INFO VIA IRS.GOV

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Board Resolution

A good Board Resolution acknowledges the submission of a proposal to ANA, demonstrates the majority Native composition of the Board, establishes a history of working with your target community, and commits time and resources. For a fictional sample, click the link below.

 <http://www.anapacificbasin.org/ana-training/webinar-archive/sample-board-resolution>

Proposal Writing Team

A core proposal writing team with clear goals, roles and commitment is essential to a successful application. On that team, include: the Visionary, a community liaison or big picture person; the Writer, a task-master/editor-in-chief; and the Finance Person, who knows money. Follow the link for more information, along with some guiding documents for getting your core team started.

 http://www.anapacificbasin.org/wp-content/uploads/2012/12/PRINT-CalendarTools_Webinar.doc