



Starting a Grant Application

1 Prerequisites

1.1 **Registration:** All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form.

Related Links:

- 1.1.1 [Registration Form](#)
- 1.1.2 [Video: Grants Gateway Registration](#)
- 1.1.3 [Grants Gateway Registration](#)

1.2 **Prequalification:** All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to the grant application due date and time.

Related Links:

- 1.2.1 [Vendor Prequalification Manual](#)
- 1.2.2 [Maintaining Prequalification document](#)
- 1.2.3 [Video: Grants Gateway Prequalification](#)

1.3 **System Roles:** You must be logged in under the right role in order to begin a grant application. The role of *Grantee Delegated Administrator* **cannot** start a grant application. However, this user can create accounts for roles that can start applications.

- 1.3.1 **Grantee:** This role can start, edit, and save a grant application, but can't submit the application.
- 1.3.2 **Grantee Contract Signatory:** This role can start, edit, save, and submit (sign) a grant application.
- 1.3.3 **Grantee System Administrator:** This role has the same rights as the Grantee Contract Signatory.
- 1.3.4 The *Grantee Delegated Administrator* can add a new account by following these steps:
 - 1) Click on **Organization(s)**
 - 2) Click on **Organization Members**
 - 3) Click on **Add Member**
 - 4) Click on **New Member**
 - 5) Fill out the required fields on the blank New Member page and select the appropriate role.
 - 6) Click **[SAVE AND ADD TO ORGANIZATION]** when complete.

Refer to the section starting on page 15 of the [Grantee User Guide](#) for detailed instructions.

2 Search for the Grant Opportunity

2.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee
- Grantee Contract Signatory
- Grantee System Administrator

2.2 On your home page there is a section called “View Available Opportunities”. Click on the [VIEW OPPORTUNITIES] button.



2.3 Search for the grant by using some of the search fields. You can select the agency’s name or type in a key word in the Grant Opportunity Name field

2.4 The results will appear below the search box. Click on the link to the Grant Opportunity you wish to apply for; this will bring you to the Opportunity Funding Profile page.

2.5 Begin your application by clicking on the [APPLY FOR GRANT OPPORTUNITY] button.



3 Work through the Forms Menu

Everything that is required of you will be found in the “Forms Menu” of the application. The Forms Menu includes several pages of forms and documents that you must complete and save. Refer to specific instructions for your grant opportunity for additional details.

4 Finding an Application You’ve Already Started

If you’ve started an application and have logged out of the system, the next time you log in, the application will be found in your “My Tasks” section on the home page. You can also use the “Applications” search function at the top of the page to search for all applications started for your organization.

