



Federal Grant Resources Guidebook

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Dear Grant Seeker,



Each year, billions of dollars are distributed in federal grants and loans to institutions and organizations throughout the country. New Jersey's Sixth Congressional District's non-profit organizations, small businesses, universities, colleges, and local governments are well-qualified to compete for these funds. My staff and I are working to make sure you are aware of the numerous competitive grant opportunities through the federal government.

The federal grants landscape is complex, and the application process can be daunting, but I know how important providing much-needed services to our communities is to you, and I am committed to providing you with the tools you need to compete for funds on a national level. This guidebook is another tool in your arsenal as you navigate the federal grants application process. It briefly describes a few major components of the funding environment and points you to more detailed explanations elsewhere.

Please know that my staff and I are here to assist in any way possible, so do not hesitate to reach out if we can be of assistance to you or your organization.

Thank you for all you do to serve our communities. I wish you the best of luck as you seek funds to support your work, and look forward to working with you.

Frank Pallone, Jr.



What are federal grants?

A "grant" is a general term for funds that are not expected to be repaid. Grants are a way for the government to fund ideas and projects to provide public services and stimulate the economy. Grants support critical recovery initiatives, innovative research, and many other programs, often targeting community needs. Federal grants are authorized by Congress and are intended to meet goals stated in the authorizing legislation. **Federal grants are not guaranteed benefits or entitlements to individuals.** More than 80% of federal grant funds go to state and local governments, which then distribute funds to other local entities.



Federal grants generally fund one or more of the following:

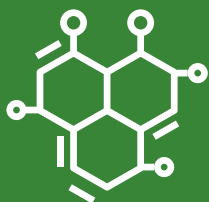
- research
- public services -- i.e. public safety, healthcare, social services, etc.
- education
- community services
- recovery initiatives
- infrastructure
- economic revitalization

What is NOT a grant?

Grants are not the same as financial assistance for individuals seeking financial help. For these needs, benefits or loans may be available.

- Individuals looking for government benefits (such as child or health care, housing or energy costs, disability or veterans' needs, or "living assistance") may find the website <http://www.benefits.gov> useful.
- Students seeking financial aid can search Student Aid on the web at <https://studentaid.gov/>.
- To start or expand a small business, the federal government may provide help in the form of loans and advisory and technical assistance (such as business counseling). See the Small Business Administration (SBA) website at <http://www.sba.gov> to find programs and state or local SBA offices.

Types of Federal Funding



Formula Grants

Formula grants are funding programs that are not competitive, even though you must submit an application and meet other specified requirements. They are usually administered and managed by State Administering Agencies. Statutes or congressional appropriations acts generally govern exactly how funds are distributed based on a specific formula. Formula grants may also be referred to as block or mandatory grants.

Discretionary Grants

Discretionary grants are awarded directly by a federal agency to eligible recipients, most often on a competitive basis. Applications are reviewed for completeness and to ensure the applicant meets the eligibility requirements. They are scored based on the degree to which they meet the program objectives and priorities outlined in the grant solicitation.



Pass-Through Grants

Pass-through grants are issued by a federal agency to a state agency or institution, then transferred to other state agencies, units of local government, or other eligible groups per the award terms. The state agency or institution is considered the "prime recipient," while any secondary recipients are referred to as "subrecipients." The prime recipient issues the subawards as competitive or noncompetitive as dictated by the prime award terms and authorizing legislation.

Cooperative Agreements

A cooperative agreement, typically a discretionary award, is a legal funding mechanism that allows a federal agency to transfer funds to carry out a public need authorized by federal statute. What differentiates a grant from a cooperative agreement is the federal agency's need to retain substantial involvement in the project.



Community Project Funding

Community Project Funding, formerly known as an earmark, directs approved funds to be spent on specific projects. These awards do not mandate additional government spending but allocate approved spending for specific purposes. They are referred to as "Congressionally Directed Spending" in the Senate and can be satisfied through a grant or cooperative agreement. For more information about these awards, see page 12.

Who is eligible?



Determining whether you are eligible to apply for and receive a federal grant is very important. If you are not legally eligible for a specific funding opportunity, you will waste a lot of time and money completing the application process when you cannot actually receive the grant. Federal grant notices of funding opportunity will always note eligibility.



Government Organizations

Government organizations may include state governments, county governments, city or township governments, special district governments, and Native American tribal governments.



Education Organizations

Education organizations may include independent school districts, public and state-controlled institutions of higher education, and private institutions of higher education.



Nonprofit Organizations

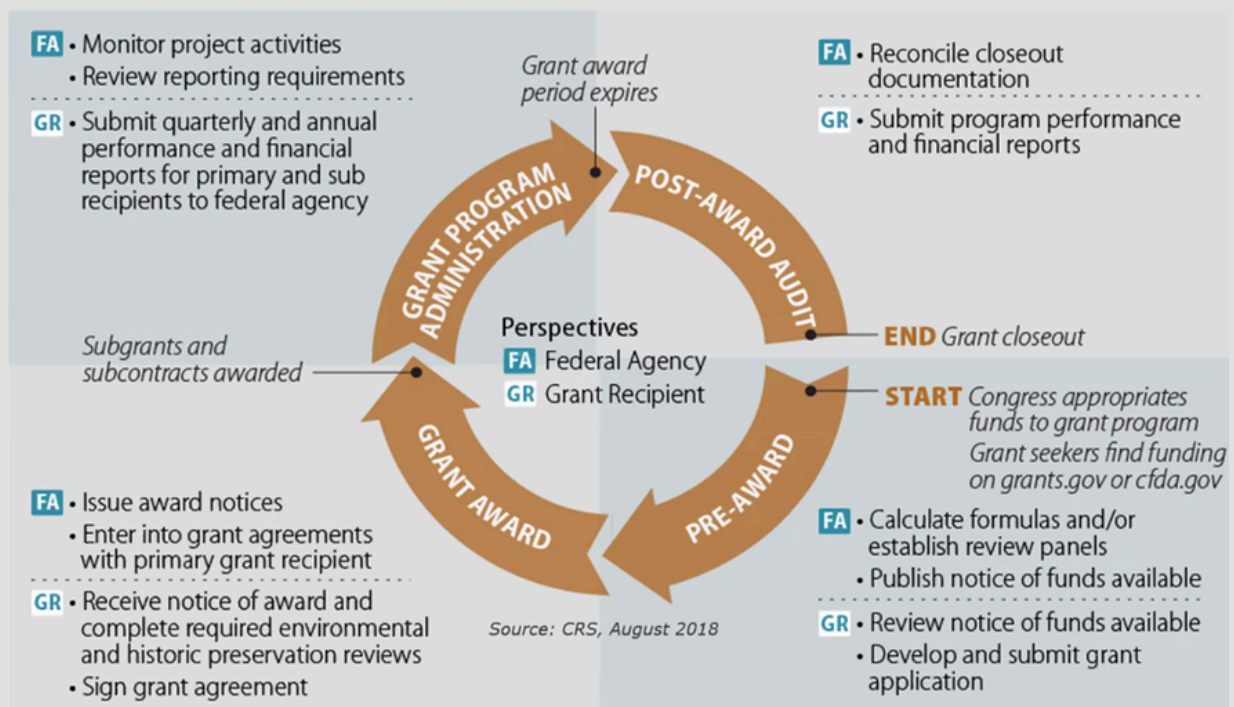
Nonprofit organizations generally include those who have a 501(c)(3) status with the Internal Revenue Service (IRS), but may include those who do not. Public and Indian Housing Authorities may also be eligible to apply for federal grants.



For-profit Organizations

For-profit organizations generally do not include small businesses

What is the lifecycle of a federal grant?



The grant lifecycle can be long and involved, including some complex elements. The process has four major stages—including pre-award, grant award, grant program administration, and post-award audit—which generally remain consistent amongst federal agencies. The lifecycle begins with creating the funding opportunity, applying, making award decisions, reporting and monitoring, and successfully implementing the award.

GR = Grant Recipient

FA = Federal Agency

STEP 1:

Register with SAM.gov



START SETTING UP YOUR
REGISTRATIONS EARLY TO
AVOID ANY HICCUPS

- The System for Award Management (SAM) is a government-wide registry for vendors doing business with the Federal government, where grantee information is centralized. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.
 - **There is no cost to register with SAM.gov.**
 - It will take you about 30 minutes to submit a registration, and 1-10 business days to be validated by the agency after submission.
 - SAM registration requires annual renewal, and if you do not renew your registration, it will expire. It may be helpful to renew 30 days in advance of your status expiration date to ensure that SAM.gov has sufficient time to complete its validation process and resolve any issues. Your entity's information must be updated prior to your renewal date if any information changes.
- Visit the [SAM.gov entity registration](#) page to learn how to begin your registration or to review training and reference materials.
 - SAM.gov also provides a number of helpful [Quick Start Guides](#) for entity registration. The guides provide direction on registering different types of entities and updating entity registration.

Is my entity already registered on SAM.gov?

If you are not sure whether your entity is already registered with SAM.gov, sign in and [search](#). This can save you time and energy!



STEP 2: Obtain a UEI



CLICK HERE for a video from the General Services Administration walking through the UEI registration process

What is a Unique Entity Identifier (UEI)?

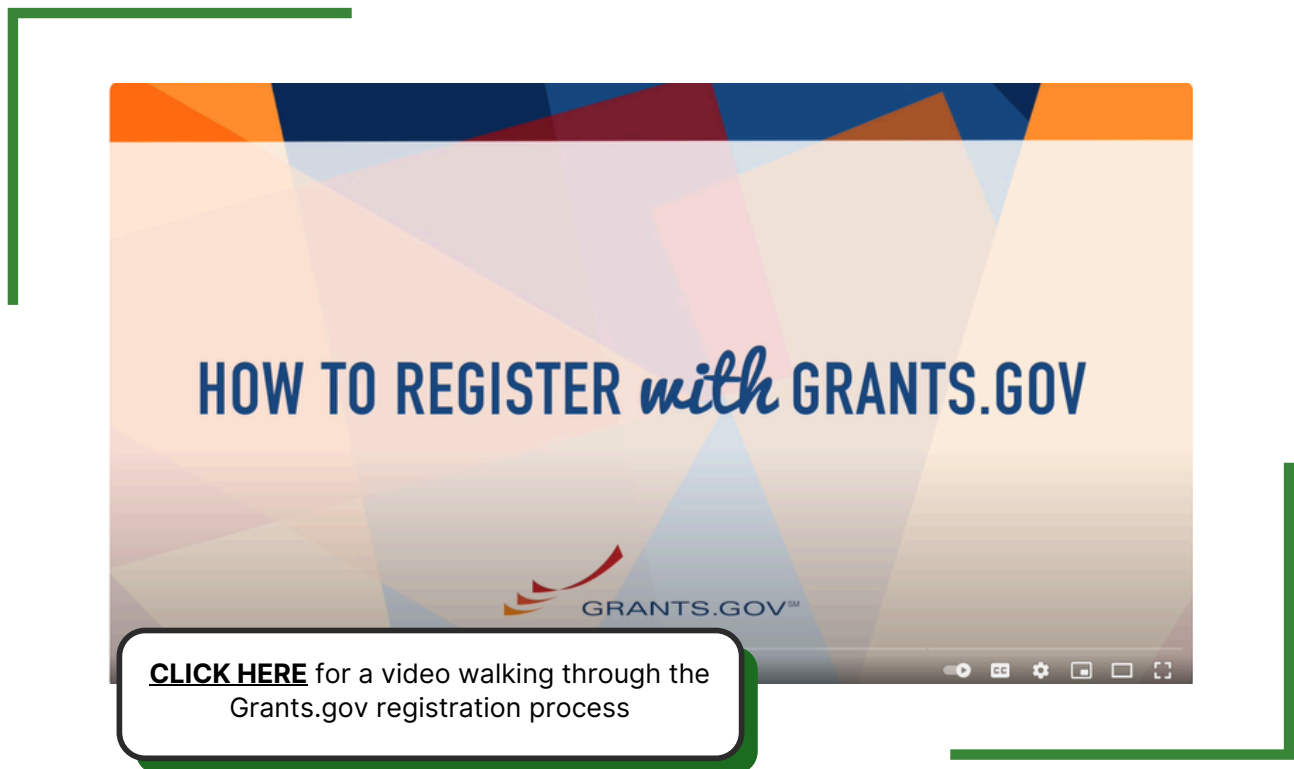
- On April 4, 2022, the federal government stopped using DUNS numbers, which stands for "Data Universal Numbering System" number, a unique nine-digit identifier assigned to businesses by Dun & Bradstreet. The DUNS Number was replaced by a new identifier that is provided by SAM.gov called the Unique Entity Identifier (UEI), or the Entity ID.
- Any entity that wishes to do business with the federal government and who will receive federal funds or a sub-award must have a valid registration on www.SAM.gov as well as a UEI number issued via www.SAM.gov. You should elect to be assigned a UEI as part of SAM.gov registration.

How do you obtain a UEI?

- It generally takes about 30 minutes to go through the full registration process, and 1-10 business days after submitting an application to be validated by the agency and receive a confirmation email with your UEI.
- **There is no cost to obtain a UEI.**
- The Federal Service Desk, available at www.FSD.gov includes answers to commonly asked questions related to UEIs.

STEP 3:

Register with Grants.gov



After obtaining a UEI from SAM.gov, register with Grants.gov. Most federal grant applications are submitted through this system.

There is no fee for registering with Grants.gov.

After registering with Grants.gov and creating an Organization Applicant Profile, a request for Grants.gov roles and access is sent to the designated Electronic Business Point of Contact or EBiz POC (selected by the registrant and often the organization's chief financial officer or authorizing official) registered at SAM.gov.

Your organization's EBiz POC must:

- Create a Grants.gov account with the same email address as used in SAM.gov for EBiz POC, and
- Add a profile with Grants.gov using the UEI obtained from SAM.gov.

The EBiz POC can then delegate administrative roles to other users. Read the Help article, [Manage Roles for Applicant](#) for instructions.

Federal Funding Sources



SAM.gov

Official descriptions of more than 2,200 federal assistance programs (including grants, loans, and other financial and nonfinancial assistance described above) can be found on [SAM.gov](https://sam.gov). The website, maintained by the General Services Administration (GSA) houses federal assistance listings previously found in the now-retired Catalog of Federal Domestic Assistance (CFDA). Each federal assistance program has a corresponding CFDA program number; these CFDA numbers are still used as numerical program identifiers. Programs are searchable at the "Assistance Listings" domain at SAM.gov.

Constituents seeking federal funding search SAM.gov by keyword, beneficiary, agency, and other options for identifying appropriate program information.

SAM.GOV VS GRANTS.GOV WHAT'S THE DIFFERENCE?

Both SAM.gov and Grants.gov house federal funding opportunities. However, SAM.gov listings a wider range of historical and current federal assistance programs including grants, contracts, and loans. Grants.gov listings primarily showcase available grant opportunities from various federal agencies, allowing users to search, filter, and apply directly for grants through the platform. Some grantseekers identify programs in SAM.gov then apply in Grants.gov.

Grants.gov

Managed by the Department of Health and Human Services, Grants.gov is an E-Government initiative operating under the Office of Management and Budget. The office was chartered to deliver a system that provides a centralized location for grant seekers to find and apply for federal funding opportunities. Today, the Grants.gov system houses information on over 1,000 grant programs and vets grant applications for federal grant-making agencies awarding more than \$500 billion annually.

To search for opportunities, navigate to the "Search Grants" tab, and enter keywords, CFDA number (if you know it), or specific opportunity numbers in the search fields to find relevant grant listings. You can then refine your results by using the filters on the left side of the page. [See here](#) for information about conducting a more advanced search.

Federal Agency Websites

Individual federal agency websites often have additional information that may be helpful to grant seekers, including previous Notices of Funding Opportunity (NOFOs,) agency contacts, events, webinars, and more. Keep in mind that most agencies have subagencies or offices that oversee specific grant programs. For example, if you are interested in funding a project related to domestic violence prevention, you may want to visit the Department of Justice's grant webpage. Their Office on Violence Against Women oversees grant programs designed to develop the nation's capacity to reduce domestic violence, dating violence, sexual assault, and stalking by strengthening services to victims and holding offenders accountable.

Other Funding Sources

Community Project Funding

Community Project Funding, formerly known as an earmark, directs approved funds to be spent on specific projects. Each member of Congress can recommend important local projects for federal funding as part of the appropriations (federal funding) process, which begins in March every year.

We receive many requests for funding each fiscal year, but only a limited number of those requests (as determined by the Appropriations Committee) may be submitted by each Member of Congress to the Appropriations Committee for review. Of those submitted, there is no guarantee of inclusion in the final bill to receive funding.

Community Project Funding requests are generally limited to municipalities and non-profit organizations. Requests may include funding for projects such as a community center, senior center, recreation center or park, water infrastructure, transportation infrastructure, health care services, education programs, social services, police services or equipment, and other local government projects and programs.

Guidelines for each fiscal year generally do not become available until March, but it may be helpful to review examples of past requests for funding on the [House Appropriations Requests website](#).

Congressman Pallone's past requests are available [here](#).

Pallone Secures Nearly \$1 Million to Upgrade Communications System for First Responders in Piscataway



Pallone Secures \$1.1 million to Enhance Public Safety in Carteret



Pallone secured \$425,000 in federal funding to make United Way's Financial Opportunity Center



NJ State Grant Resources

- New Jersey state departments and agencies provide financial assistance for a variety of programs through grants. Information available on the web about grants offered by each state agency can be accessed [here](#).
- The New Jersey Treasury's [Grants Management Office](#) makes grant opportunities and resources easily accessible for municipalities, counties, nonprofit organizations, and other interested stakeholders. With a mission to increase the amount of federal grant dollars New Jersey receives, GMO works to help build the capacity of partners to successfully apply for and manage grant programs.
- Grant seekers can also contact their New Jersey state representatives for additional information about State grants that might be available to them

Candid Grants Space

Candid Grants Space is a gateway to information about private funding sources, the grant-seeking process, guidelines on writing a grant proposal, addresses of state libraries with grants reference collections, and links to other useful Internet websites. The Center maintains a comprehensive database on foundations; produces print and electronic directories and guides; conducts research and publishes studies in the field; and offers a variety of training and educational seminars.

- [How do I find grants for my nonprofit?](#)
- [Proposal Writing Short Course](#) (also in Spanish, French, and other languages)
- [Foundation Information Network](#) Check for locations at Grants Space, Find Us. Free funding information is available in libraries, community foundations, and other nonprofit centers nationwide, including access to the Foundation Directory Online database.

Private Grant Resources by State

The Grantsmanship Center provides a map with links to information about a state's foundations, community foundations, corporate giving programs and the state's home page.

Community Foundations Locator

There are more than 750 community foundations in the U.S., which are grantmaking public charities dedicated to improving the lives of people in a defined local geographic area. The Council on Foundations has a listing of community foundations by state.

Tips for Applying

1

Understand program NOFOs

Notices of Funding Opportunity (NOFO) can be lengthy; however, you should view the NOFO as your roadmap to success. Read it in its entirety to ensure you meet eligibility; have ample time to apply; can fulfill program requirements, meet deadlines, and satisfy any cost-shares; etc.



2

Start preparing early

Make sure all required registrations are current and you have login information. You do not have to wait until a grant opportunity is announced to prepare. Review NOFOs from prior years (if applicable) to determine what you can develop early and gather documents that will likely be necessary (i.e. non-profit designation, organizational charts, etc.



3

Attend trainings and access resources

Review Grants.gov, the NOFO and agency website for information about any available trainings related to the agency's general application process or the specific grant program to which you are applying. Review all documents available that may assist you in the application process.



4

Be brief, concise, clear, and compelling

As you prepare your application, be sure to: 1) provide complete and clear responses, 2) assume that reviewers are unfamiliar with your organization, 3) keep the review criteria in mind, 4) present information in the prescribed format, 5) provide accurate information, and 6) use data whenever possible.



5

Track your application

You want to track your application along the way. You can create a grant calendar to track deadlines, stay on schedule and ensure that you are submitting requirements timely. Additionally, after submission, you can track your application using the number received by Grants.gov. [See here](#) for additional information.



EXTRA TIP: Enlist Help

It may help to recruit a peer, mentor, volunteer, or colleague to review your content, check your grammar, and give you feedback. You may also want to consider working with a grant-writing consultant.

Note that due to ethics rules, our office CANNOT make recommendations.

Additional Resources



Small Business Resources

The federal government most typically assists businesses financially through loans rather than grants; however, the following resources might be useful to you in directing you to funding and/or advising on matters related to small businesses.

- [New Jersey Economic Development Association](#) (NJEDA) offers information on economic development opportunities, financing, and incentives for NJ business owners. Y
- New Jersey Small Business Development Centers (SBDC) provide training, counseling, and technical assistance to businesses
 - The Monmouth County SBDC at Brookdale Community College can be reached at 732-842-8685.
 - The Middlesex County SBDC at Rutgers New Brunswick can be reached at 848-445-8790 or njsbdcnb@business.rutgers.edu.
- The New Jersey State Library provides free business and grant research with their expert librarians. You can call 973-733-7779, or e-mail reference@npl.org to submit your questions. Please include a detailed description of your request. Alternatively, you may contact Leigh Clark (lclark@njstatelib.org), Business & Funding Information Librarian at the New Jersey State Library.
- The Service Corps of Retired Executives (SCORE) is a volunteer association sponsored by the US Small Business Administration. They provide expert advice on any business management topic. Visit <https://www.score.org/find-mentor> to schedule a meeting with a local advisor.
- [New Jersey Business Portal](#) is an online resource that provides information on operating and growing a business in New Jersey.

CRS Reports

The [Congressional Research Service](#) (CRS) provides research and analysis on all matters relevant to national policymaking, including federal funding. The following resources may be helpful:

- [Resources for Grantseekers](#)
- [How to Develop and Write a Grant Proposal](#)
- [Small Business Administration: A Primer on Programs and Funding](#)
- [Overview of the Federal Procurement Process and Resources](#)

Reporting Fraud

If you think you may have been a victim of a government grant scam, file a complaint with the Federal Trade Commission online at ReportFraud.ftc.gov, or call toll-free, 1-877-FTC-HELP (1-877-382-4357); TTY: 1-866-653-4261. You can also report grant-related scam attempts to the Health and Human Services (HHS) Fraud Hotline at 1-800-447-8477.

For more information visit: <https://www.grants.gov/learn-grants/grant-fraud>.

Tracking Federal Funds

- USAspending.gov - This is a free, searchable database of federal grants, contracts, loans, and other financial assistance. The website enables searching of federal awards from FY2008 to the present by state, congressional district (CD), county, city, and zip code.

*There are several ways to obtain grant assistance from Congressman Pallone's office.
Reach out today if we can help!*

How can we help?

67/69 Church St.
New Brunswick, NJ 08901
Phone: (732) 249-8892
Fax: (732) 249-1335



LETTER OF SUPPORT

Congressman Pallone may be able to provide a letter in support of your grant application. Requests must come from residents, business owners, municipal staff, etc. of the 6th Congressional District. All projects for which grant seekers are requesting letters of support must directly benefit constituents of the district.



GRANT RESEARCH

If you have a specific project you are looking to fund, our office can assist you with identifying potential federal funding sources. We may request additional information about the nature of the project in order to make appropriate recommendations.



LIAISING WITH AGENCY STAFF

Our staff may be able to help grant seekers in need of assistance communicate with a federal agency regarding a pending application or a current grant.



NEWSLETTER

Are you hoping to secure new funds to support your work? We've got you covered. Subscribe to our monthly Grants Newsletter [here](#) to stay updated on new grant opportunities. It only takes 30 seconds to sign up.



WEBSITE pallone.house.gov

Congressman Pallone's website includes helpful guidance and resources for grant seekers, including links to relevant websites and reports.

Stay Connected



pallone.house.gov



<https://www.facebook.com/RepFrankPallone/>



x.com/FrankPallone



[Instagram.com/RepFrankPallone](https://www.instagram.com/RepFrankPallone)



[Youtube.com/RepFrankPallone](https://www.youtube.com/RepFrankPallone)

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