Introduction to Sam.gov and Grants.gov
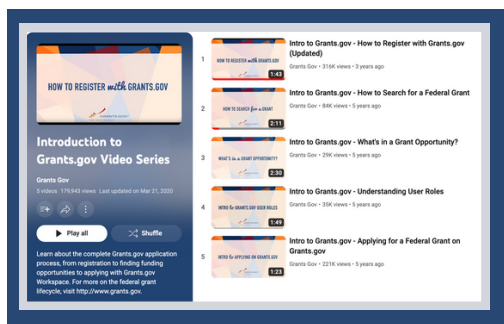## Resources & Trainings

Navigating the federal grants system can be intimidating at first, but there are a number of great resources to help. Applicants will likely need to work through at least two key government websites:

- SAM.gov, the government's system for tracking those who do business with or receive financial assistance from the federal government.
- Grants.gov, which houses information about federal funding opportunities and serves as an online portal for many federal grant application submissions.

Follow these initial registration steps:

1 Register in the System for Award Management (SAM) at SAM.gov. Through registration, applicants will receive a Unique Entity ID (UEI). <u>IMPORTANT:</u> The SAM.gov registration process can take several (up to 6-8) weeks - make sure to get this done early! SAM.gov registration must be renewed annually.

2 Create an account on Grants.gov. An account can then be associated with different profiles, allowing the individual to apply on behalf of an organization.

3 Create a <u>Login.gov</u> account, which is needed to download forms from Grants.gov or work on them online. When you register at Grants.gov, you will be prompted to link your Grants.gov account to your Login.gov account.

4 Add an organization applicant profile or an individual applicant profile to your Grants.gov account. To add an organization profile, applicants need the organization's UEI and a completed SAM.gov registration.

5 Create a workspace in Grants.gov to begin applying for a grant. The online workspace is a shared environment where various members of a team may simultaneously access and edit different forms within an application.

Looking for a deeper dive?

Grants.Gov has a great "Introduction to grants.gov" video **playlist** and the Hispanic Access Foundation created **four step-by-step videos** for navigating SAM.gov.

Grants.gov also has a **Quick Start Guide for Applicants**, a robust **Learning Center**, an online **help section**, and **Community Blog** with answers to a wide range of applicant questions. Grants.gov's free Applicant Support is available at 1-800-518-4726 or support@grants.gov.

Don't understand an acronym or term? Check out this **glossary**!

The **Federal Service Desk** offers free technical support with SAM.Gov and other federal systems. Local **APEX Accelerators** offices also provide free assistance with SAM.gov registration.

Introduction to Sam.gov and Grants.Gov: Linked Resources

The Grants.gov "Introduction to grants.gov" video playlist
http://bit.ly/48Cs9UA

Hispanic Access Foundation's Navigating SAM.gov videos
https://bit.ly/4hA56Pv

The Grants.gov "Quick Start Guide for Applicants"
http://bit.ly/48Cs9UA

Grants.gov Grants Learning Center
https://bit.ly/3HcFqHz

Grants.gov online help section
https://bit.ly/4b1E2nN

Grants.gov Community Blog
https://bit.ly/3H81BPs

Federal Service Desk
https://bit.ly/3VIM00T

APEX Accelerators
bit.ly/4b4F6HF