



# *How to Apply for*



# **Competitive Grants 101**

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UNITED STATES DEPARTMENT OF LABOR  
Employment and Training Administration

# Agenda

- 1 Find open grant opportunities
- 2 Understand the solicitation
- 3 Outline and plan for development
- 4 Develop your application
- 5 Finalize and submit your application
- 6 Questions

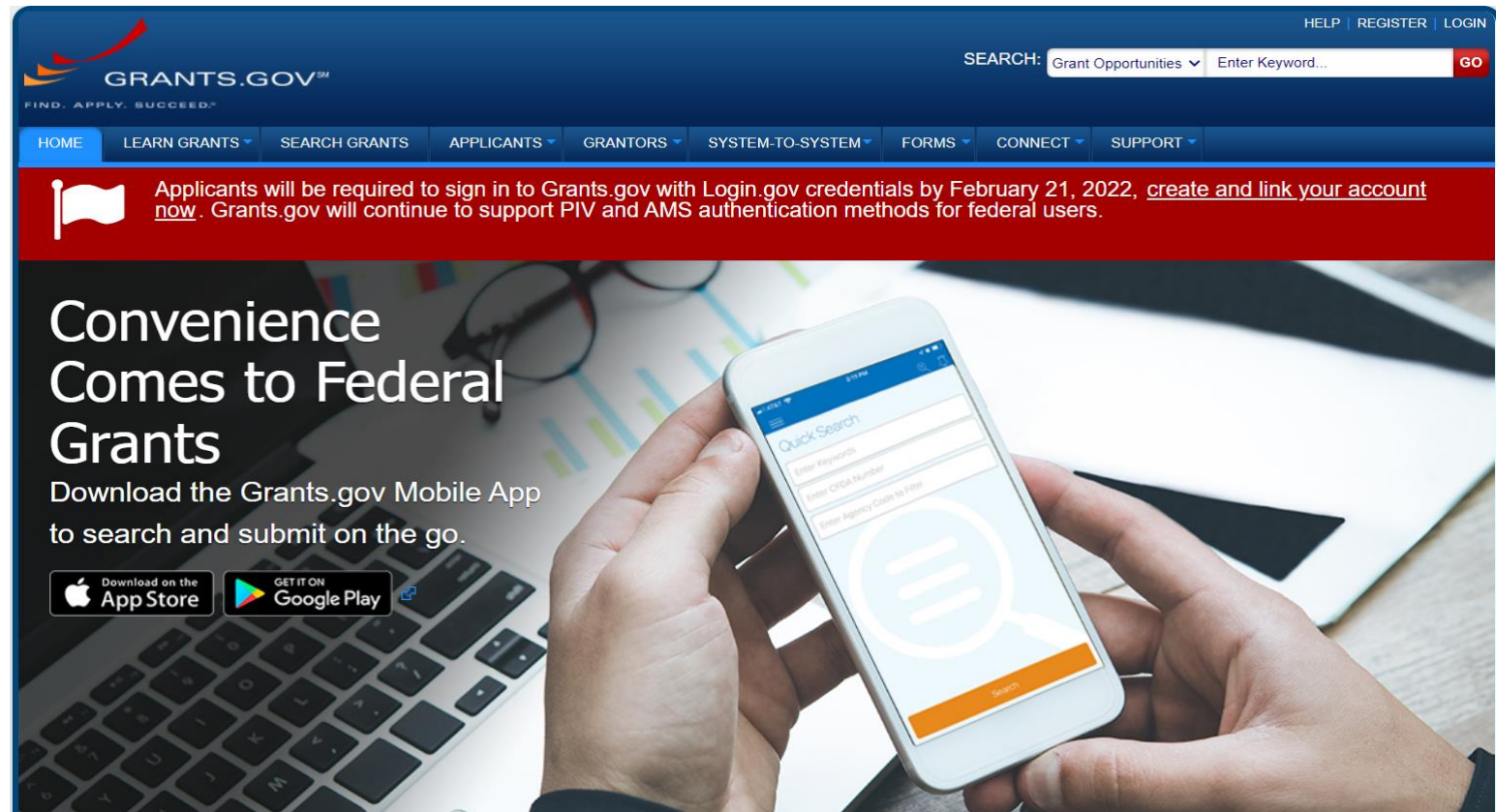
# Find open grant opportunities: Grants.gov

- One-stop shop for funding opportunities from 26 federal agencies as well as some state and local governments that allows the public to:
  - Receive e-mails when grant competitions open
  - Download application package to complete off-line
  - Submit grant applications via Grants.gov portal to awarding agency
- Standardizes grant information, application packages and processes for finding and applying for federal grants
- Register once to apply to as many federal agencies and grant programs as needed with just one secure login



# Find open grant opportunities: Grants.gov

- Houses information on over 1,000 grant programs and vets grant applications for federal grant-making agencies\*
- You do not have to register with Grants.gov to find opportunities, but you do need to register to submit applications



\*Most federal agencies also publish open grant opportunities on their websites and, in limited instances, in the Federal Register. DOL ETA open grant opportunities are located at: <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities>.

# Find open grant opportunities: Searching

- By clicking Search Grants, you can search Grants.gov for your federal grants by keyword, eligibility, agency name or other specific criteria
- Select an opportunity from the list to view the synopsis

GRANTS.GOV™  
FIND. APPLY. SUCCEED.®

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME LEARN GRANTS **SEARCH GRANTS** APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

**List of open opportunities**

**SEARCH GRANTS**

**BASIC SEARCH CRITERIA:**  
 Keyword(s):   
 Opportunity Number:   
 CFDA:   
**SEARCH**

**OPPORTUNITY STATUS:**  
 Forecasted (275)  
 Posted (2,407)  
 Closed (4,999)  
 Archived (60,963)

**FUNDING INSTRUMENT TYPE:**  
 All Funding Instruments  
 Cooperative Agreement (1,019)  
 Grant (1,841)  
 Other (162)

**SEARCH TIPS | Export Detailed Data | Save Search »**

**SORT BY:** Posted Date (Descending) ▾ **Update Sort** **DATE RANGE:** All Available ▾ **Update Date Range**

**1 - 25 OF 2682 MATCHING RESULTS:** « Previous 1 2 3 4 5 6 ... 108 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
USDA-NIFA-OP-009221	Urban, Indoor, and Emerging Agriculture	USDA-NIFA	Posted	06/07/2022	09/22/2022
2023TTPSF	2023 Tribal Transportation Program Safety Fund	DOT-FHWA	Forecasted	06/07/2022	
2022TTPSF	2022 Tribal Transportation Program Safety Fund	DOT-FHWA	Posted	06/07/2022	09/15/2022
RFA-DK-22-509	Limited Competition for the Continuation of the NIDDK Diabetic Foot Consortium - Clinical Research Units (U01 Clinical Trial Optional)	HHS-NIH11	Posted	06/07/2022	08/17/2022
20220901-AV	Dialogues on the Experience of War	NEH	Posted	06/07/2022	09/01/2022
O-OVC-2022-171364	OVC FY 2022 Invited to Apply - Administrative Funding Adjustment to Previously Funded FY2021 Human Trafficking Awards	USDOJ-OJP-OVC	Posted	06/07/2022	06/17/2022
HHS-2022-ACF-OCC-TP-0000	Preschool Development Grant Birth through Five (PDG)	HHS-ACF-	Forecasted	06/07/2022	

# Find open grant opportunities: Viewing

- Click on the application package tab to view the Funding Opportunity Announcement (FOA) document and the Application Package documents

The screenshot shows the GRANTS.GOV website interface. At the top, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with tabs: HOME, LEARN GRANTS, SEARCH GRANTS (highlighted), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled "VIEW GRANT OPPORTUNITY" and displays the following information:

- USDA-NIFA-OP-009221
- Urban, Indoor, and Emerging Agriculture
- Department of Agriculture
- National Institute of Food and Agriculture

There are two red buttons: "Apply" and "Subscribe". Below this information is a tabbed interface with the following tabs: SYNOPSIS, VERSION HISTORY, RELATED DOCUMENTS, and PACKAGE (highlighted with a red circle). To the right of the tabs is a "Print Synopsis Details" link with a question mark icon. Below the tabs is a "General Information" section with the following details:

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	USDA-NIFA-OP-009221	Posted Date:	Jun 07, 2022
Funding Opportunity Title:	Urban, Indoor, and Emerging Agriculture	Last Updated Date:	Jun 07, 2022
Opportunity Category:	Mandatory	Original Closing Date for Applications:	Sep 22, 2022

# Find open grant opportunities: Downloading

- Download the application package and its instructions by selecting the “Related Documents” tab
- Select and click on the filename to download the document

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SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME LEARN GRANTS ▾ SEARCH GRANTS APPLICANTS ▾ GRANTORS ▾ SYSTEM-TO-SYSTEM ▾ FORMS ▾ CONNECT ▾ SUPPORT ▾

GRANTS.GOV > Search Grants

## VIEW GRANT OPPORTUNITY

USDA USDA-NIFA-OP-009221  
Urban, Indoor, and Emerging Agriculture  
Department of Agriculture  
National Institute of Food and Agriculture

« Back | Link

Apply Subscribe

SYNOPSIS VERSION HISTORY **RELATED DOCUMENTS** PACKAGE

**List of documents to download** Print Related Documents List ?

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - FY22-UIE-RFA	<a href="#">USDA-NIFA-OP-009221-Full Announcement - FY22-UIE-RFA.zip</a>	Jun 07, 2022 04:13:37 PM EDT	412.1 KB
FY2022-Urban, Indoor, and Emerging Agriculture - RFA	<a href="#">FY22-UIE-RFA-508-F.pdf</a>	Jun 07, 2022 04:13:37 PM EDT	427.6 KB

# Grants.gov Registration

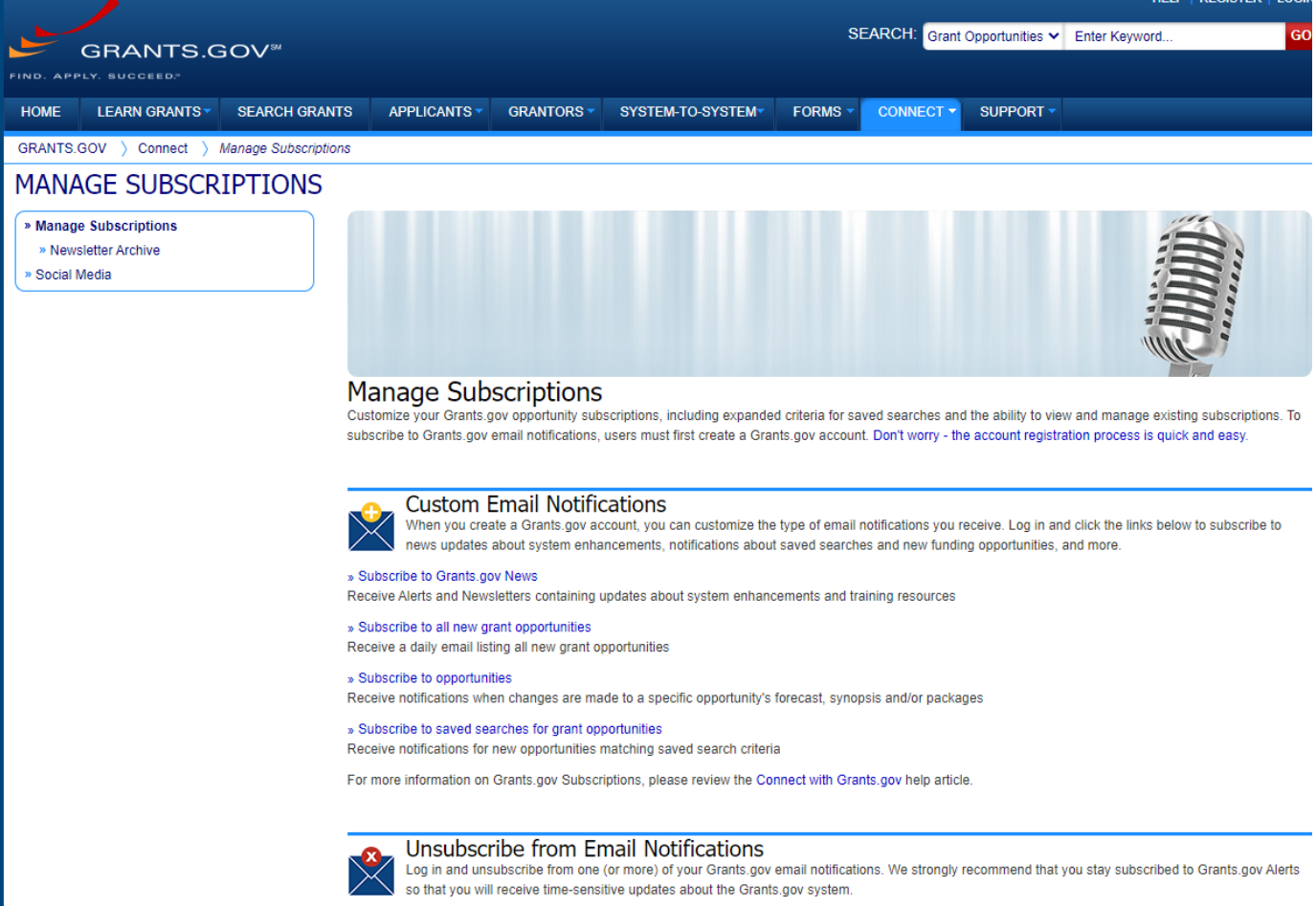
- Your organization must register in grants.gov to submit an application
- Recommend to register at the beginning of this process

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and the tagline "FIND. APPLY. SUCCEED." The search bar contains "Grant Opportunities" and "Enter Keyword...". The main navigation menu includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The central content area features a large "REGISTER" button and a section titled "Registering with Grants.gov" which explains that one account manages all profiles, applications, and subscriptions. Below this, there are two sections: "Applicants" and "Grantors", each with a list of steps for registration. A red button labeled "Get Registered Now »" is positioned at the bottom of the registration instructions. On the right side, there is a video player titled "Intro to Grants.gov - How to Register with Grants.g..." with a play button and a "Share" link. The footer contains social media links for Blog, Twitter, YouTube, Alerts, RSS, XML Extract, and Get Adobe Reader.



# Grants.gov – Manage Your Subscription

- Your organization may also sign up for e-mail notifications from grants.gov. These e-mails will assist you in identifying grant opportunities soon after the FOA is open.



The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The "CONNECT" option is highlighted. Below the navigation menu, the breadcrumb trail reads "GRANTS.GOV > Connect > Manage Subscriptions". The main heading is "MANAGE SUBSCRIPTIONS". Underneath, there is a sidebar with a list of links: "Manage Subscriptions", "Newsletter Archive", and "Social Media". The main content area features a large blue banner with a microphone icon and the heading "Manage Subscriptions". Below the banner, there is a paragraph explaining that users can customize their Grants.gov opportunity subscriptions and that account registration is quick and easy. The page is divided into two main sections: "Custom Email Notifications" and "Unsubscribe from Email Notifications". The "Custom Email Notifications" section includes a list of subscription options: "Subscribe to Grants.gov News", "Subscribe to all new grant opportunities", "Subscribe to opportunities", and "Subscribe to saved searches for grant opportunities". The "Unsubscribe from Email Notifications" section includes a link to unsubscribe from one or more email notifications.

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Connect > Manage Subscriptions

## MANAGE SUBSCRIPTIONS

- » Manage Subscriptions
  - » Newsletter Archive
  - » Social Media

### Manage Subscriptions

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)

#### Custom Email Notifications

When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

- » [Subscribe to Grants.gov News](#)  
Receive Alerts and Newsletters containing updates about system enhancements and training resources
- » [Subscribe to all new grant opportunities](#)  
Receive a daily email listing all new grant opportunities
- » [Subscribe to opportunities](#)  
Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages
- » [Subscribe to saved searches for grant opportunities](#)  
Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the [Connect with Grants.gov help article](#).

#### Unsubscribe from Email Notifications

Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

# SAM Registration

- All applicants must have a current registration with SAM
- If new – register at the beginning of the application process
- If a returning grantee – make sure your registration is current before the day of submission

The screenshot shows the USFCR website's SAM Registration page. The header is dark blue with the USFCR logo on the left and navigation links for Company, Registrations, Services, Resources, and Search in the center. A red 'Register' button is on the right. Below the header, the main content area is white. It features a heading 'Register or Renew your SAM Registration' and a paragraph explaining that a SAM registration is required for federal contracts. Two main options are presented in light blue boxes: 'Start a New SAM Registration' and 'Renew a SAM Registration'. Each option includes a brief description and a corresponding button ('New Registration' and 'Renew Registration').

NEW Check Your SAM Registration Status! (877) 252-2700 Contact

USFCR Company Registrations Services Resources Search Register

Register Renew

### Register or Renew your SAM Registration

A SAM registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds. These include for profit businesses, nonprofits, government contractors, government subcontractors, state governments, and local municipalities.

#### Start a New SAM Registration

Start a new System for Award Management (SAM) Registration in order to work as a federal contractor or receive business or nonprofit grants. Once approved, your SAM Registration will be valid for one year.

New Registration >

#### Renew a SAM Registration

A System for Award Management (SAM) Registration must be renewed each year to remain active and compliant. USFCR recommends renewing 90 days prior to the SAM expiration date to avoid service interruptions and penalties.

Renew Registration >

# Understand the solicitation: Structure

- Explains the available funding and application information
- Contains information applicants need to apply
- All Federal announcements must follow the same format (set by OMB)
  - Overview Content (in this order)
    - Federal Agency Name
    - Funding Opportunity Title
    - Announcement Type
    - Funding Opportunity Number (FOA-XXXX-XX-XX)
    - Catalog of Federal Domestic Assistance Number (CFDA)
    - Key Dates



# Understand the solicitation: Structure

- All Federal announcements must follow the same format, *continued*
  - FOA Sections (in this order)
    - I. Funding Opportunity Description
    - II. Award Information
    - III. Eligibility Information
    - IV. Application and Submission Information
    - V. Application Review Information
    - VI. Award Administration Information
    - VII. Agency Contacts
    - VIII. Other Information

# Understand the solicitation: Basics

- Determine if your organization is eligible to apply for grant funding
- Read the FOA thoroughly and become familiar with all of its contents and requirements
  - Go to [https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Annotated\\_FOA.pdf](https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Annotated_FOA.pdf) for an annotated sample FOA
- The FOA provides you with the framework for your grant application
- Applications that don't meet all requirements may be deemed “non-responsive” and may not be reviewed or considered for funding
- Be aware of the application process, methods, and closing date and time
- Determine whether the project to be funded is in line with the types of projects that your organization is in a position to support

# Understand the solicitation: Basics

- Find the anticipated grant award amount range and limits, and grant performance period
- Learn the allowable grant activities and eligible grant participants
- Know partnership requirements
- Determine if there are cost-sharing/matching requirements
- Other administrative requirements and restrictions
- Learn about the application submission, review, selection, and grant award processes
- The funding agency point of contact for the FOA
- Know the evaluation criteria to be used in scoring and ranking applications
- Take note of the point of contact for FOA questions

# Outline and plan for development: Tips

- Start early to give yourself and your project partners ample time
- FOA deadlines are not negotiable, and late applications are not reviewed
- Create an outline of your application based upon the evaluation criteria framework found in the FOA
- Make it easy for reviewers to find your responses to each criterion
- Create a concrete project plan for the entire application development process
- Define tasks, roles, timelines, and a checklist for completion



# Outline and plan for development: Tips

- Content and format
  - Cost Proposal, or budget request: Make sure that your budget amounts are consistent throughout the application
  - Technical Proposal, or a description of your proposed project and capabilities: Follow the outline of the evaluation criteria
  - Attachments to the Technical Proposal: Such as a letter(s) of commitment from project partners, a project Abstract, etc.
    - Only include letters of commitment as required by the FOA
    - Make sure that your project Abstract is complete and gives reviewers a great first impression



# Develop your application: Basics

- Be sure that your application is comprehensive, clear, and easy for reviewers to follow
- Demonstrate your capacity and a clear project plan
- Show the “how,” don’t merely tell the “what”
- Avoid using jargon and acronyms
- Don’t merely restate language from the FOA
- Demonstrate familiarity with existing programs, models, and strategies
- Don’t ask for funding to “reinvent the wheel”
- Document your need for federal funding with authoritative data, not anecdotes



# Develop your application: Things to do

- Your project plan and strategies should directly address the challenges outlined in your application's statement of need
- Your proposed project and project activities should reflect the funding opportunity description and allowable activities discussed in the FOA
- Don't propose activities not called for in the FOA
- Demonstrate your project management expertise and organizational capacity to manage a federal grant
- Discuss your previous relevant grant management success and results
  - Show how you will bring previous management experience to scale in support of this federal investment

# Develop your application: Good practices

- Provide evidence of robust strategic partnerships that can support your project
  - Don't merely “list” potential partners
  - Avoid using generic “form” letters of commitment
  - If the FOA requires evidence of need – use real statistics from BLS or creditable research
- Describe in detail:
  - Relationships among partners
  - Each partner's role
  - Partners' specific resource commitments
  - How each partner's strengths and resources will be leveraged and coordinated for the grant effort

# Develop your application: Good practices

- Describe how you and your partners will contribute non-Federal resources to the project:
  - Source, nature, and amount of resources
  - How resources will be used
  - How they will add value to the project
- Leveraged resources may demonstrate:
  - Your interest in magnifying the impact of the Federal investment
  - Your capacity to sustain the project after the Federal investment ends
- Demonstrate how your proposed project will connect with other similar activities in the area

# Develop your application: Justify budget

- Your funding request should be relative to your statement of need, level of effort, project activities, and outcomes
  - Don't request more than you can manage
  - Don't request "contingency funding"
- Budget form and budget narrative:
  - Make sure amounts are consistent throughout
  - Justify all budget line items in your budget narrative



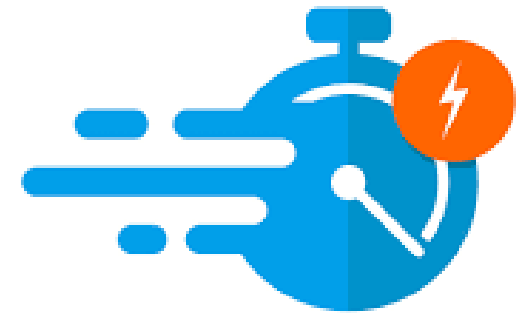
# Finalize and submit your application

- Do a final review of your application, project plan, and checklist
- Submit your application on time and through the acceptable method(s) noted in the FOA
  - Most funding agencies require electronic submissions due to the pandemic
- The funding agency will contact applicants selected for funding directly.
- Awarded grants are typically announced on the funding agency's web site
  - DOL ETA publishes information on awarded funds at <https://www.dol.gov/agencies/eta/grants/awards>
- If you are an unsuccessful applicant, you may request review feedback from the funding agency



# Quick Tips

- Congressional letters will not increase your score
- Check the required documents in Section III ELIGIBILITY INFORMATION of the FOA
- Double check your uploaded documents and make sure you have included all required documents.
- Make sure your SAM registration is current
- Make sure you have your grants.gov login, passwords for all staff involved in submitting
- Don't wait until the last minute to submit – computer glitches or internet trouble could disqualify you if you are late





## U.S. DOL – ETA, Region 6 Competitive Grant Types

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**Reentry Employment Opportunities Grant Programs:**

<https://www.dol.gov/agencies/eta/reentry/grantees>

**Senior Community Service Employment Grant Program:**

<https://www.dol.gov/agencies/eta/seniors>

**Strengthening Community Colleges Grant Program:**

<https://www.dol.gov/agencies/eta/skills-training-grants/scc>

**Workforce Pathways for Youth Grant Program:**

<https://www.dol.gov/agencies/eta/youth/workforce-pathways-for-youth>

**YouthBuild Grant Program:**

<https://www.dol.gov/agencies/eta/youth/youthbuild>





# U.S. DOL – ETA, Region 6 Competitive Grant Types

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## **Apprenticeship Grant Program:**

<https://www.apprenticeship.gov/investments-tax-credits-and-tuition-support/active-grants-and-contracts>

## **H-1B Grant Program:**

<https://www.dol.gov/agencies/eta/skills-grants/h1-b-skills-training>

## **National Farmworkers Job Program and Monitor Advocate System Grant Programs:**

<https://www.dol.gov/agencies/eta/agriculture>; and <https://www.dol.gov/agencies/eta/agriculture/monitor-advocate-system>

## **Idaho Jobs Corps Demonstration Grant Program:**

<https://www.dol.gov/newsroom/releases/eta/eta20181221-1>

## **National Dislocated Worker – Career Grant Program:**

<https://www.dol.gov/agencies/eta/dislocated-workers/grants/CAREERDWGs>

# QUESTIONS





# U.S. DOL – ETA, Region 6 Grant Presenters

- Dr. Mikala Rahn - Homeboy Industries, Re-entry Program Grantee  
**Contact:** [mrahn@homeboyindustries.org](mailto:mrahn@homeboyindustries.org)
- Sara Silva and Kim Hughes - EntreNous Youth Empowerment Services, Inc., YouthBuild Grantee  
**Contact:** [ssilva@entrenousyouth.org](mailto:ssilva@entrenousyouth.org) and [khughes@entrenousyouth.org](mailto:khughes@entrenousyouth.org)
- Chris Cagle - South Bay WIB, Apprenticeship Grantee  
**Contact:** [ccagle@sbwib.org](mailto:ccagle@sbwib.org)

# QUESTIONS



**Thank  
You**

