Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to initiate an application in Grants.gov.

Introduction

To apply for a Federal Emergency Management Agency (FEMA) preparedness or mitigation grant, you must begin the application process through Grants.gov. Once the initial application for Federal Assistance (SF-424) is complete in Grants.gov, the application will be automatically migrated for initial review in ND Grants. Once the initial review is complete, the application will be released to be completed in ND Grants.

Note

- If you complete the SF-424 in Grants.gov, you will be the Authorized Official for the application—only the Authorized Official can submit an application in ND Grants

Prerequisites

To apply for a non-disaster grant:

- Your organization must have an Employer Identification Number (EIN) and a Data Universal Numbering System (DUNS) number
- You must have an account with Grants.gov

Step 1

Open the Applicants dropdown and click the Apply Now link.

Figure 1. Click the Apply Now link under the Applicants dropdown
Step 2

Enter the Funding Opportunity number or the Opportunity Package ID into the text boxes and click the Create Workspace button.

![Figure 2. Enter the Funding Opportunity Number or Opportunity Package ID and click the Create Workspace button](image)

Step 3

To begin the application, click the Webform link in the Actions column.

![Figure 3. Click the Webform link](image)
Step 4
Complete the application using the Grants.gov instructions as a guide.

Step 5
To submit the application, click the Sign and Submit button.
Step 6

When the application is submitted, the Confirmation pop-up will appear. Note the Grants.gov Tracking Number, and use the tracking number to verify that the application is downloaded into ND Grants.

![Confirmation pop-up](image)

Figure 5. Note the Grants.gov Tracking Number on the Confirmation pop-up

**Note**

- The Confirmation popup indicates that the application has been submitted. It does not confirm that the application has been accepted
Step 7

To verify that the Grants.gov application was downloaded into ND Grants, select the Check Application Status link on the Applicant Center page.

Figure 6. Click the Check Application Status link
Step 8

Enter the Funding Opportunity Number or Grant Tracking Number and click the **Search** button.

**Figure 7. Enter the funding opportunity number into the Funding Opportunity Number field**

**Note**
- Once the application is downloaded to ND Grants, the Status column will read Agency Tracking Number Assigned

**Questions?**

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076 | NDGrants@fema.dhs.gov