



All applicants are required to apply using eGrants, the Corporation's online application system. The eGrants system can only be accessed from the Corporation for National and Community Service (CNCS) website (<https://egrants.cns.gov/>).

For technical assistance while setting up your account or working on your application, contact the eGrants help desk:

Phone: 888-677-7849

Email: egrantshelp@cns.gov

Hours of operation: 8:00 am to 6:00 pm Eastern time, Monday through Friday

NOTE: Difficulties using eGrants when submitting an application is not considered an excuse for late submission. We strongly encourage you to create or update your eGrants account and begin your application at least ten (10) days prior to the final submission deadline and begin pasting your application into eGrants no later than 48 hours before the deadline. This should allow you time to address technical issues prior to the deadline.

CREATING AN EGRANTS ACCOUNT

If your organization has previously applied on-line to CNCS then use the following instructions for "Previous Applicants". If your organization has not applied on-line to CNCS then use the following instructions for "New Applicants".

PREVIOUS APPLICANTS

If you have applied on-line to CNCS in the past or if your organization is a current grantee of another CNCS grant, you should already have an eGrants account created for your organization. It is important to use this account to apply for AmeriCorps*State funding. If your organization already has an eGrants account, but the old Grantee Administrator is no longer available to approve requests, please contact the eGrants help desk immediately to request approval for a new user.

NEW APPLICANTS

**** If your organization does not yet have a DUNS number and an EIN, you should apply for one as soon as possible. Without both of those numbers, you will not be able to set up an eGrants account.**

Dun & Bradstreet (DUNS) Number

All applicants will need their organization's Data Universal Number System (DUNS number) and Employer Identification Number (EIN) to set up an account. An EIN, also known as a Federal Tax Identification Number, is used to identify a business entity. You can apply for an EIN online through the IRS Web site, www.irs.gov/businesses/small.

A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). A DUNS number can be requested from D&B using the On-line DUNS Request Service (<http://fedgov.dnb.com/webform>). If you are not able to use the on-line service and your organization is located in the United States, Puerto Rico, or US Virgin Islands, you may call 1-866-705-5711.

Most large organizations, independent libraries, colleges and research universities already have a DUNS number. Prior to requesting a DUNS number, you should investigate if your organization already has one. You should ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS number. You can determine if your organization has a DUNS number by using D&B's DUNS Request Service (<http://fedgov.dnb.com/webform>).



If requesting a new DUNS number, please have the following information available:

- Name of your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Organization address
- Mailing Address (if separate from Headquarters and/or physical address)
- Local phone number
- Name of the CEO/Organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)
- Contact Name and Title

As a result of obtaining a DUNS Number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want for your name or organization to be included on this marketing list, request to not be listed when you contact D&B. If you already have a DUNS Number, it will be available for use immediately. If D&B has to issue you a new DUNS number, it should be available for use the next business day.

Employer Identification Number (EIN)

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is used to identify a business entity and is used when setting up an eGrants account. If you do not have an EIN you can apply for one online through the IRS Web site, www.irs.gov/businesses/small.

DETERMINING EGRANTS ACCESS ROLES

You have three access role options; however you will need to appoint at least one person from your organization as the Grantee Admin, as this is the person who can approve or deny access for other users. You will also need at least one person from your organization to have budget access. At this point, you should also determine who in your organization will be responsible for officially submitting your grant application in eGrants. This decision should be based on your organization's policy regarding who is permitted to enter into legal contracts and submit grant requests. Applicants must ensure that this person has an eGrants account and is available to submit the full application in eGrants. The access roles are as follows:

- **No Access** – The user has not yet been approved and cannot access the eGrants system.
- **Grantee Without Access to Budget** – The user can log onto the system but cannot access their organization's budget pages or assign user roles and privileges.
- **Grantee With Access to Budget** – The user can access all areas of eGrants associated with their organization, except the screens used to assign user roles and privileges.
- **Grantee Admin** – The user can access all areas of eGrants associated with their organization, including screens to manage their organization's budget and user roles and privileges.

CREATING AN EGRANTS ACCOUNT

Once you have your DUNS number and EIN, and have determined what access roles you will request, you will be able to create an eGrants account. Go to <http://www.nationalservice.gov/egrants/index.asp> and click on *Please click here to Use eGrants*. This will take you to the eGrants login page. At the bottom of the page is an option to set up a new account. Click on *Don't have an eGrants account? Create an account*, and then click on *Create a Grantee Account*. At this point, you will be asked to enter in your personal information, including your desired access role, as well as your organization's information, and then you will submit your request. The first user to request an account will initially be given all three access roles. This can be edited later.

Once you receive your user name and password from eGrants, you are ready to create a new application in eGrants.