

Instructions for Applying for a Veterans Cemetery Grant

BEFORE YOU BEGIN THE PROCESS PLEASE NOTE THE FOLLOWING:

- The Veterans Cemetery Grant Program is for STATES, TERRITORIES, AND FEDERALLY RECOGNIZED TRIBAL GOVERNMENTS USE ONLY.
- In compliance with the Office of Federal Financial Management (OFFM) policy directive, electronic submission is mandatory through grants.gov
- For funding consideration in the 2019 fiscal year, applications must be submitted by July 1, 2019

STEP 1: Registration

- To participate in the Veterans Cemetery Grants Program, you must be registered at (<https://www.grants.gov/web/grants/applicants/registration.html>)

STEP 2: Complete the initial request for a Veterans Cemetery Grant.

STEP 3: The following information must be submitted when making the initial Request for a grant:

- Download and complete the official Department of Veterans Affairs forms: SF 424, SF 424C, SF 424D
- *Once you have downloaded the application package, you can complete it offline, a handy feature that allows you to share the document in your office and complete it at your own pace.*

STEP 4: Attach a narrative project description/scope document.

STEP 5: Save your application.

- *Save your application to your computer as changes are NOT automatically saved.*
- *Remember to click the Save button when you have completed the package and are ready to submit it.*
- *The package cannot be submitted until all required fields have been completed.*

STEP 6: Submit the above to the <http://www.grants.gov/> web site.

Once the above documents have been received by the Veterans Cemetery Grant Program they will be reviewed and you will be notified, in writing, of the status of your application.

You may review the status of your grant request at <http://www.grants.gov/> web site.

STEP 7: Track the Status of a Completed Grant Application.

- Once an application has been submitted, you can check the status on the Track My Application page at

<https://www.grants.gov/web/grants/applicants/track-my-application.html>

- You may identify your application by CFDA Number (64.203), Funding Opportunity Number (VA-GRANTS-NCA-FY2019), and/or Grants.gov Tracking Number.

Helpful Hints:

Remember that all username ID and passwords are case sensitive. If the Submit button is not active, please check to be sure you have:

- Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Completed Documents for Submission box.
- Clicked the Save button AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box.
- Closed all Internet browser windows.

Last Updated 6/26/2018