

**Instructions for Submitting a Conforming Preapplication
for a
Veterans Cemetery Grant Opportunity**

BEFORE YOU BEGIN, PLEASE NOTE THE FOLLOWING

- Only states, territories, federally recognized tribal governments and counties can use the Veterans Cemetery Grant Program (VCGP)
- Following the Office of Federal Financial Management (OFFM) policy directive, electronic submissions are mandatory through grants.gov
- Preapplications for any fiscal year must be sent by July 1 of that fiscal year
- Do not make multiple Submissions of same Preapplication through grants.gov (i.e. revisions to scope/ budget). Every submission creates a new FAI Number for same project. Applicants must request in writing VCGP withdraw duplicate FAI #s. Instead, after discussion with VCGP, email revised preapplications to vcgp@va.gov

Step 1: Click [this link](#) to register with GRANTS.GOV

Step 2: Once registered, return to GRANTS.GOV and click the *SEARCH GRANTS* tab

Step 3: Type “Cemetery” next to Keyword(s) and click *SEARCH*

Step 4: Select “VA-NCA-VCGP-2023” beneath the MATCHING RESULTS window

Step 5: Review the *SYNOPSIS*, *VERSION HISTORY*, *RELATED DOCUMENTS* and *PACKAGE* tabs.

Step 6: Click the *RELATED DOCUMENTS* tab, then click the link to [CFR 39.31 Preapplication Requirements](#). Please include all assurances, supporting documentation and Forms for a Conforming preapplication described in §39.31 paragraphs (a) through (d).

Note: there are two sets of Forms to complete and send:

[Click here](#) to download editable Veterans Cemetery Grants Forms

[Click here](#) to download editable SF-424 Family and Budget Narrative Attachment Forms (these forms also available on the *PACKAGE* tab)

Step 8: Click the red *Apply* button, login to GRANTS.GOV. Consider creating a *Workspace*, which allows a team or individual to access and edit different forms within the application. Applicants can also save and upload from their computer the needed Forms and assurances for a Conforming preapplication.

Step 9: Save and send your preapplication

Step 10: [Click here](#) to track the status of a completed Grant Opportunity Preapplication using CFDA Number (64.203) or Grants.gov Tracking Number

Helpful Hints:

1. All username ID and passwords are case sensitive
2. If *Submit* button is not active, check 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 you have moved all documents to the Mandatory Completed Documents for Submission box.
 - Completed all mandatory fields in all optional forms that you have moved to the Optional Completed Documents for Submission box.
 - Closed all Internet browser windows.

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