

# **A Guide to Federal and New York State Grants**

*How to Navigate the Grant Process*

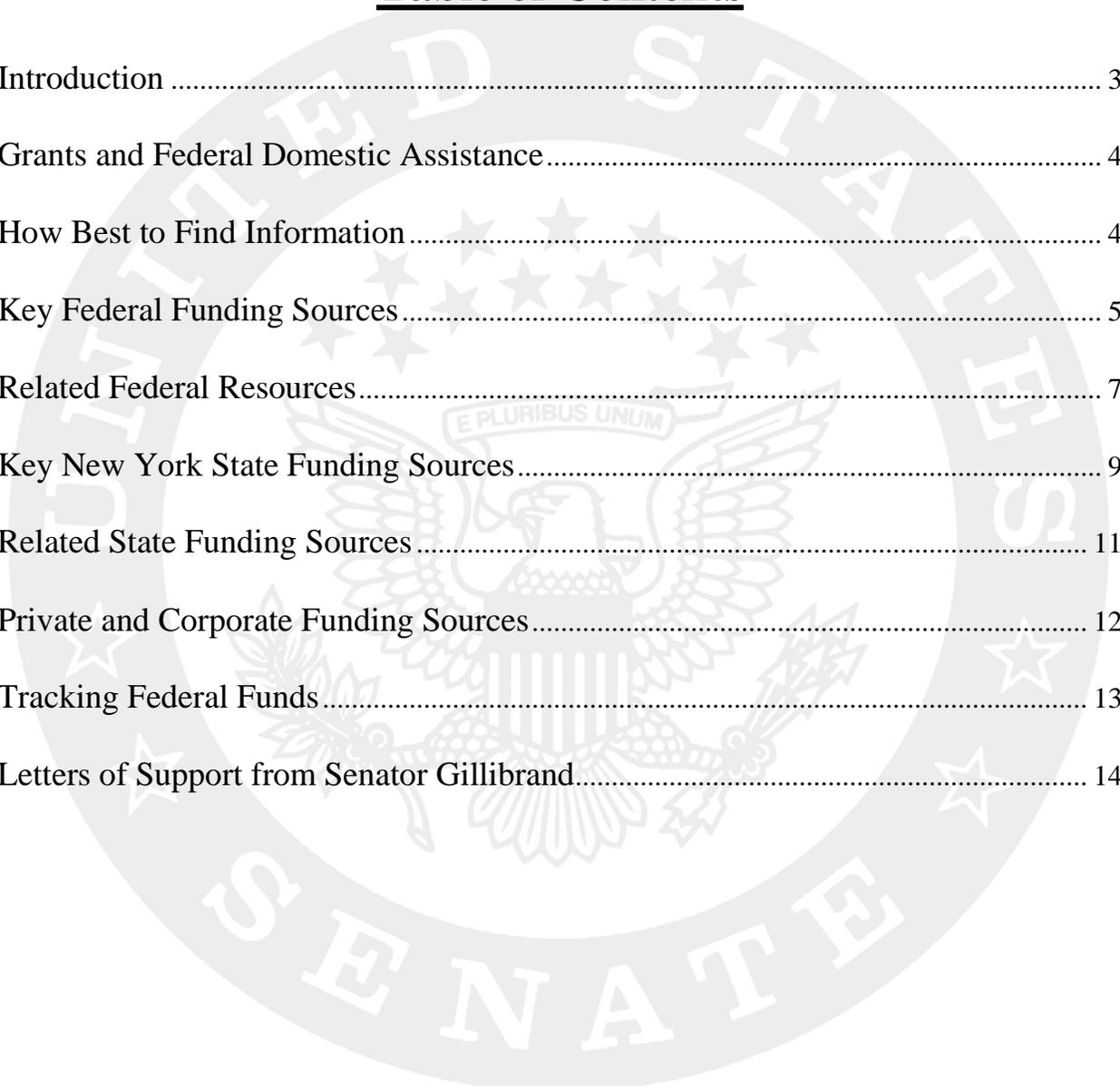
Compliments of  
U.S. Senator Kirsten E. Gillibrand  
New York



July 2009

*This document will be continuously updated as information becomes available.*

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## **Introduction**

Dear Fellow New Yorker:

I want to take this opportunity to provide you with some important information regarding the grants process. Each year the federal government distributes billions of dollars in grant and loan money to institutions throughout the United States. New York's non-profit organizations, colleges, universities, and local governments are exceptionally well qualified to compete for these funds. The information in this packet is meant to provide assistance to those New York institutions seeking federal funds.

Finding the resources that meet your needs in this complex web of agencies can be an impossible task. For this reason, I have created this guidebook to serve as a starting point in providing information about what resources are available to individuals, businesses, community organizations and local governments. Its contents are by no means comprehensive and will be updated periodically as more details become available.

The guidebook is comprised of 6 different sections providing information about grant funding sources, strategies for writing effective grant proposals and ways in which my office can assist you in this process.

My Senate website ([www.Gillibrand.senate.gov](http://www.Gillibrand.senate.gov)) is continually updated with critical information about various funding opportunities that are available to you, how to access them, and where to apply. In addition, I send out a monthly grants newsletter called the GOAL (Grant Opportunity Action Listing), that has up-to-date information about new grant announcements and funding opportunities that may be of interest to you. Once my new website is online, you can sign up for the GOAL by checking the "grants" box on the newsletter signup page.

As you move forward with any grant opportunities, please contact Jon Cardinal, my Grants Director, for letters of support, when applicable. You can reach him in my Washington, D.C. Office at [Grants@Gillibrand.Senate.gov](mailto:Grants@Gillibrand.Senate.gov), or (202)-224-4451.

Sincerely,



Kirsten E. Gillibrand

## ***Grants and Federal Domestic Assistance***

*Guidance and key resources to help eligible grantseekers find information on federal grants, loans, and nonfinancial assistance, as well as on private funding.*

*Prepared by the Congressional Research Service for the U.S. Senate, updated October 2008.*

1. **How Best to Find Information**
2. **Key Federal Funding Sources**
3. **Related Federal Sources**
4. **Key New York State Sources**
5. **Related State Funding Sources**
6. **Private and Corporate Funding**
7. **Tracking Federal Funds**
8. **Letters of Support from Senator Gillibrand**

### ***How Best to Find Information***

- A. **Find out** Who is eligible for a Grant? (<http://www.grants.gov/aboutgrants/eligibility.jsp>) Other government websites may be more suitable for personal need ([http://www.govbenefits.gov/govbenefits\\_en.portal](http://www.govbenefits.gov/govbenefits_en.portal)), student loans (<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>), small business assistance (<http://www.sba.gov/>), or other business opportunities ([http://www.usa.gov/Business/Business\\_Gateway.shtml](http://www.usa.gov/Business/Business_Gateway.shtml)) such as government contracting. The website Government Benefits, Grants, and Financial Aid (<http://www.usa.gov/Citizen/Topics/Benefits.shtml>) may also be of help.

#### **Grants Action News, New York State Assembly**

(<http://assembly.state.ny.us/gan/20090201/>) This website provides information, including descriptions, eligibility, funding, and deadline for NYS grants, as well as some info on Federal and private funding.

#### **New York State Citizens Guide**

(<http://www.nysegov.com/citguide.cfm?superCat=102&cat=410&content=main>)

The website provides information on available grants, as well as guidelines for application as well as eligibility.

- B. **If eligible, search for programs** in the Catalog of Federal Domestic Assistance (CFDA) by Keyword and other indexes ([http://12.46.245.173/pls/portal30/CATALOG.FIND\\_ASSISTANCE\\_PROGRAM\\_DYN.show](http://12.46.245.173/pls/portal30/CATALOG.FIND_ASSISTANCE_PROGRAM_DYN.show)); includes grants, loans, business and nonfinancial help.
- C. **Contact federal office** given in CFDA program description: if state or local office is indicated, use CFDA Appendix IV: Federal Regional or Local Office Addresses (<http://www.cfda.gov/CFDA/pdf/appx4.pdf>).

- D. **Search federal websites** given in each CFDA program description for more information and for state administering agencies responsible for managing these programs.
- E. **Check current federal grants opportunities** at Grants.gov (<http://www.grants.gov/>), sign up for email notification, and apply online.
- F. **Search foundations** for project funding: use the Foundation Center (<http://www.foundationcenter.org/>) website or Foundation Center Cooperating Collections (<http://www.foundationcenter.org/collections/index.html>) in libraries to identify national, state, and community foundations.
- G. **Learn how to write grant proposals:** follow guidelines in CFDA's Developing and Writing Grant Proposals ([http://12.46.245.173/pls/portal30/CATALOG.GRANT\\_PROPOSAL\\_DYN.show](http://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show)), or take the Foundation Center Proposal Writing Short Course (<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>).

### *Key Federal Funding Sources*

- ❖ **Grants.gov**, Department of Health and Human Services (<http://www.grants.gov/>) Federal grants website that allows eligible grantseekers (grant eligibility website: <http://www.grants.gov/aboutgrants/eligibility.jsp>) to find and apply for current competitive grant opportunities from ALL federal agencies. Grantseekers can check on notices of funding availability (NOFAs) posted in the last 7 days; sign up to receive e-mail notification of grant opportunities; and apply for federal grants through a unified process by downloading the application and submitting online. The website guides grantseekers in obtaining a DUNS (Dun and Bradstreet) number and registering at Grants.gov to apply and to track applications. For full federal program descriptions, see the Catalog of Federal Domestic Assistance (CFDA) below.
- ❖ **Catalog of Federal Domestic Assistance**, General Services Administration (<http://12.46.245.173/cfda/cfda.html>)  
The CFDA, issued annually and updated continuously on the Web, describes some 1600 federal grants and non-financial assistance programs. Grantseekers can identify programs that might support their projects and can learn the program's objectives, requirements, application procedures and contacts. For current notices of funding availability, see Grants.gov.

❖ **Catalog Indexes and Listings**, Catalog of Federal Domestic

Assistance ([http://12.46.245.173/pls/portal30/CATALOG.FIND\\_ASSISTANCE\\_PROGRAM\\_DYN.show](http://12.46.245.173/pls/portal30/CATALOG.FIND_ASSISTANCE_PROGRAM_DYN.show))

Although keyword searching is often a good place to start, also browse by broad subject ("functional area"), by federal department or agency, or by beneficiary to identify more federal funding programs. CFDA program descriptions refer to local and regional federal office addresses, to related programs, and to Office of Management and Budget circulars, all available full-text on the Internet.

❖ **Developing and Writing Grant Proposals**, Catalog of Federal Domestic

Assistance ([http://12.46.245.173/pls/portal30/CATALOG.GRANT\\_PROPOSAL\\_DYN.show](http://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show))

Guidance in formulating federal grant applications, including initial proposal development, basic components of a proposal, review recommendations, and referral to federal guidelines and literature.

❖ **Federal Regional or Local Office Addresses**, Catalog of Federal Domestic Assistance Appendix IV ([http://12.46.245.173/pls/portal30/CATALOG.GRANT\\_PROPOSAL\\_DYN.show](http://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show))

Much of the federal grants budget moves to the states through formula and block grants -- state, regional, and local federal offices often handle grants applications and funds disbursement. If the CFDA program description refers to a state or regional Information Contact as listed in Appendix IV, grantseekers should contact them *before* applying for funding to obtain the most up-to-date information.

❖ **State 'Single Points of Contact'**, Office of Management and Budget

(<http://www.whitehouse.gov/omb/grants/spoc.html>)

Under Executive Order 12372, some states require federal grants applicants to submit a copy of their application for state government level review and comment. The state offices listed here coordinate federal financial assistance and may direct federal development. For help in identifying state-level grants, other state government agencies websites may be found at State and Local Agencies by Topic ([http://www.usa.gov/Agencies/State\\_and\\_Territories/Agencies\\_by\\_Topic.shtml](http://www.usa.gov/Agencies/State_and_Territories/Agencies_by_Topic.shtml)).

❖ **CFDA in Local Libraries**, Government Printing Office

Although CFDA is available full-text on the Internet, some may prefer a print edition. However, only the Web version is continuously updated -- the published volume is annual with no supplements. The CFDA is available in all states in Federal Depository Libraries (<http://catalog.gpo.gov/fdlpdir/>).

## ***Related Federal Resources***

- ❖ **A-Z Index of U.S. Department and Agencies**, General Services Administration  
([http://www.usa.gov/Agencies/Federal/All\\_Agencies/index.shtml](http://www.usa.gov/Agencies/Federal/All_Agencies/index.shtml))  
To better develop a grant proposal, search a department or agency's Home Page to learn more about its programs and objectives. The site USA.gov (<http://www.usa.gov/>) also links to Government Benefits, Grants and Financial Aid (<http://www.usa.gov/Citizen/Topics/Benefits.shtml>).
  
- ❖ **Homeland Security State Contacts and Grant Award Information**, Department of Homeland Security (<http://www.dhs.gov/xgovt/grants/index.shtml>)  
Click on map for state allocations and contact information. Most Homeland Security non-disaster grant programs are designated for state and local governments and specific entities such as colleges, etc. Unsolicited applications from individuals are generally not accepted. Includes Urban Area Security Initiative, Citizens Corps, Medical Response System, Operation Stonegarden (border security), and Infrastructure Protection. Programs for firefighters may be found at Assistance to Firefighters (<http://www.firegrantsupport.com/>).
  
- ❖ **Disaster Assistance**, Federal Emergency Management Agency  
(<http://www.fema.gov/hazard/index.shtml>)  
Disaster assistance programs activate only after a Presidential disaster declaration is issued and is restricted to those residing within the disaster area. FEMA disaster assistance falls into three general categories: Individual and Households; Public Assistance for emergency services and repair or replacement of damaged public facilities; and Hazard Mitigation funding to reduce future losses to public and private property.
  
- ❖ **USA.gov for Business**, General Services Administration  
([http://www.usa.gov/Business/Business\\_Gateway.shtml](http://www.usa.gov/Business/Business_Gateway.shtml))  
Includes contracting with the federal government, international trade and exporting, and small business. See also financial assistance links at Business.gov (<http://www.business.gov/>) and the Small Business Administration (<http://www.sba.gov/>) websites.
  
- ❖ **USA.gov for Nonprofits**, General Services Administration  
(<http://www.usa.gov/Business/Nonprofit.shtml>)  
Links to federal department and agency information and service for nonprofit organizations, including

fundraising and outreach, grants, loans and other assistance, laws and regulations, management and operations, online services, registration and licensing, and tax information.

❖ **Faith-Based and Community Initiatives**, Office of Faith-Based and Community Initiatives

(<http://www.whitehouse.gov/government/fbci/centers.html>)

Federal departments and agencies operate a number of programs to serve Americans in need for which faith-based and community organizations may apply. Consult *Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government*

([http://www.whitehouse.gov/government/fbci/guidance\\_document\\_01-06.pdf](http://www.whitehouse.gov/government/fbci/guidance_document_01-06.pdf)), *Federal Funds for Organizations That Help Those in Need* (<http://www.whitehouse.gov/government/fbci/grants-catalog-05-2006.pdf>), and *A Guide to Federal Economic Development Programs for Faith-Based and Community Organizations*

([http://www.whitehouse.gov/government/fbci/EconDevCatalogue\\_v2.pdf](http://www.whitehouse.gov/government/fbci/EconDevCatalogue_v2.pdf)). Many are formula grants made available to states and local governments, which in turn award grants to grassroots and local organizations. To learn about them, contact local and state agencies responsible for managing these programs.

❖ **Student Aid on the Web**, Department of Education

(<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>)

financial assistance for education beyond high school is generally "needs-based" and often includes loans and work-study, in addition to some grants. College and university applications, websites, and brochures usually include financial aid information for prospective and incoming students.

❖ **GovBenefits.gov**, Department of Labor ([http://www.govbenefits.gov/govbenefits\\_en.portal](http://www.govbenefits.gov/govbenefits_en.portal))

Government grants are not direct assistance to individuals, but fund state and local programs providing help to those in need. This online screening site can be used to identify state and local government benefits and how to apply. Covers direct payments, loans, insurance, training, or other services.

❖ **FTC Consumer Alert**, Federal Trade

Commission (<http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt134.shtm>)

The FTC warns consumers to beware of paying "processing fees" for information that is available free to the public. Ads claiming federal grants are available for home repairs, home business, unpaid bills, or other personal expenses are often a scam.

❖ **OMB Grants Management Web Site**, Office of Management and

Budget (<http://www.whitehouse.gov/omb/grants/index.html>)

OMB establishes government-wide grants management policies and guidelines through circulars and common rules. OMB Circulars (<http://www.whitehouse.gov/omb/circulars/index.html>) are cited in *Catalog* program descriptions and may be printed out full-text.

## ***Key New York State Funding Sources***

### **Office of Alcoholism and Substance Abuse Services**

<http://www.oasas.state.ny.us/hps/grants/grants.cfm>

Grantseekers are provided with a list of numerous grants that may relate to their cause. The applicant deadlines are posted on the website; however, not all grants will have deadlines. Each grant description contains a detailed outline relating to the amount of funding and the applicant's eligibility.

### **Office of Temporary and Disability Assistance**

<http://www.otda.state.ny.us/main/cgo/default.asp>

The grants provided OTDA can be obtained by the grantseeker after a bid has been placed. Before a bid can be placed, an application has to be completed, which is provided on the website. Once the application has been submitted, a list of bidding opportunities has been made available to find grants pertaining to specific causes.

### **New York State Parks, Recreation, and Historic Preservation**

<http://www.nysparks.state.ny.us/grants/>

OPRHP has established state grants that pertain to the environment that encourage preservation, improvement, restoration, and rehabilitation. While the descriptions of the grants are made available through the website, the applications are not always distributed electronically. Applications can be obtained by contacting OPRHP at their offices located in Albany and Waterford.

### **Division of Housing and Community Renewal** <http://www.dhcr.state.ny.us/>

With an updated database, the Division of Housing and Community Renewal pinpoints specific housing issues that are paired with grants. The required forms and applications are readily available through this website.

### **New York State Department of Health**

<http://www.health.state.ny.us/funding/index.htm>

The Department of Health offers the opportunity to obtain grants, submit proposals and bids, and inquiries for information. Each section has a detailed timeline from when the opportunity has been posted to when it will expire, in addition to supplying the application on the website.

**New York State Department of Environmental Conservation**

<http://www.dec.ny.gov/pubs/grants.html>

The Department of Environmental Conservation provides grants that are meant for environmental improvement and protection. An applicant will be classified in one of three groups, which will determine the size of the grant. The grants specifically focus on areas that include, water protection, environmental cleanup, land and forest protection, environmental justice, and solid waste.

**Environmental Facilities Corporation**

<http://www.nysefc.org/home/index.asp?page=687>

In relation to the American Recovery and Reinvestment Act, the Environmental Facilities Corporation (EFC) distributes grants to assist environmental initiatives. The EFC deals with issues pertaining to water reuse and conservation, energy efficiency, and environmental innovation. Grantseekers will be able to obtain applications through the EFC's website.

**Bureau of Justice Funding** <http://www.criminaljustice.state.ny.us/ofpa/index.htm>

The grants provided by the Bureau of Justice are available to benefit the criminal justice field and the state. The grants that are provided to the state are transparently available through a graph. The Bureau of Justice supplies resources to the grantees that will benefit their program.

**New York State Department of Agriculture and Markets**

<http://www.agmkt.state.ny.us/RFPS.html>

The Department of Agriculture reaches out to a wide range of grant seekers through their website. Grants have been made available to restaurants, support materials for farmers, nutrition programs, and individual funding. The grants can range from funding advertising to partnerships.

**New York State Archives** <http://www.archives.nysed.gov/a/grants/index.shtml>

To promote the importance of preservation of history, the New York State Archives offer grants to fund archival methods. For an individual to receive funding, one must contact Hackman Research Residency. The Archives recognizes students' efforts, and distribute awards that will aide them in their efforts. The main goal of these grants is to have a record of the twenty first century

**New York State Library: The Grant Resource Collection**

<http://www.nysl.nysed.gov/grantres.htm>

The New York State Library offers grants, resources, and assistance with fundraising. The State Library has partnered with the Foundation Center in order to offer proper

funding to grantseekers. The library offers an orientation about available grants that one could attend by making an appointment at the reference desk. (If you would like further information about available grants, information is available at <http://www.foundationcenter.org/>)

**New York State Education Department** <http://usny.nysed.gov/grants/>

Grants are available for students beginning with kindergarten and reaches out to higher education students. The grants have been implanted to further education through technology, assist with the cost of schooling, and improve their libraries. In addition to the students, teachers have the ability receive grants and awards for their teaching methods and programs.

**New York Energy Smart Program** <http://www.getenergysmart.org/>

A partnership between the New York State Energy Research and Development Authority (NYSERDA) and the Public Service Commission (PSC). The Energy Smart Program works closely with contractors, retailers, and manufactures to strengthen the impact of energy efficient solutions from the source.

**New York State Department of Transportation** <https://www.nysdot.gov/funding>

The grants distributed by the Department of Transportation exist to improve the roadways, the environment, and overall expense of commuting. The Department of Transportation also takes pedestrians and cyclists into consideration and offers grant opportunities for their commute.

**Higher Education Service Corporation** <http://www.hesc.com/content.nsf/>

HESC understands the rising cost of colleges and has created the Tuition Assistance Program (TAP) for students. In addition to TAP, HESC searches for available state grants and scholarships to relieve students of the cost of higher education.

**Offices of Children and Family Services** <http://www.ocfs.state.ny.us/main/bcm/>

The Office of Children and Family Services distributes grants to encourage after school activities for children, healthcare assistance, and early childhood development. The grants can be obtained by placing a bid on the supplied with on their website, where they are accompanied by specific deadline dates.

### *Related State Funding Sources*

**New York State Assembly – Grants Action News**

<http://www.assembly.state.ny.us/gan/>

An up-to-date newsletter for grantseekers to become informed about newly established grants. The newsletter outlines eligibility guidelines, deadlines, and contains contact information for further questions.

### **NYS DOS Division of Costal Relations**

[http://www.nyswaterfronts.com/grantopps\\_stategrants.asp](http://www.nyswaterfronts.com/grantopps_stategrants.asp)

Links to environmental and community improvement grants provided by the state that are accompanied by a detailed summary of each.

### **New York State Emergency Management Office**

<http://www.semo.state.ny.us/>

## *Private and Corporate Funding Sources*

### ❖ **The Foundation Center** (<http://www.foundationcenter.org/>)

Gateway to information about private funding sources, the grantseeking process, guidelines on writing a grant proposal, addresses of state libraries with grants reference collections, and links to other useful Internet websites. The Center maintains a comprehensive database on foundations; produces print and electronic directories and guides; conducts research and publishes studies in the field; and offers a variety of training and educational seminars.

- Guide to Funding Research (<http://foundationcenter.org/getstarted/tutorials/gfr/>) An overview of the funding research process for those seeking grants from foundations, corporations, and grantmaking public charities.
- Proposal Writing Short Course (<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>, also in Spanish, French, and other languages)
- Foundation Finder (<http://lnp.foundationcenter.org/finder.html>) Search for information about more than 70,000 private and community foundations.
- Requests for Proposals (<http://foundationcenter.org/pnd/rfp/>) Daily postings of requests for proposals (RFPs) from private funding sources by broad subject category.
- Foundation Center Cooperating Collections (<http://foundationcenter.org/collections/index.html>, search by state) Free funding information available in libraries, community foundations, and other nonprofit centers nationwide.

### **Community Foundation Locator**, Council on Foundations

(<http://www.cof.org/Locator/index.cfm?crumb=2>)

Community foundations have special interest in funding local and community projects.

### ❖ **Grants Resources by State**, Grantsmanship Center (<http://www.tgci.com/>)

Click on state map to find links to information about a state's foundations, community foundations, corporate giving programs and the state's home page.

- ❖ **Community Foundation Locator**, Council on Foundations

(<http://www.cof.org/Locator/index.cfm?crumb=2>)

Community foundations have special interest in funding local and community projects.

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### *Tracking Federal Funds*

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- ❖ **USAspending.gov**, Office of Management and Budget (<http://www.usaspending.gov/>)  
A free, searchable database of federal government spending based upon Census and General Services Administration statistical data. Grants (Assistance tab) and Contracts must be searched separately: by individual organization or grant recipient; by place of performance, including by congressional district; or by federal department or agency.
- ❖ **Federal Aid to States**, Census Bureau (<http://www.census.gov/prod/www/abs/fas.html>)  
FAS details actual expenditures of federal grant funds to state and local governments. Figures are presented to the state level by program area and agency.
- ❖ **Consolidated Federal Funds Report**, Census Bureau (<http://www.census.gov/govs/www/cffr.html>)  
In CFFR, grants generally represent obligations and include payments both to state and local governments and to nongovernmental recipients. Data are provided for state and county levels.

## *Letters of Support from Senator Gillibrand*

While Senator Gillibrand does NOT decide which organizations are awarded grants, there are instances in which it is appropriate for Senator Gillibrand to write a letter of support for an application. If you wish to request a letter of support for your application, you must supply Senator Gillibrand with the following:

1. A description of your organization,
2. a summary of the application,
3. a description of what the money will be used for, and
4. a draft letter of support

Please forward this information to the nearest regional office:

### **Capital District**

Senator Kirsten E. Gillibrand  
Leo W. O'Brien Federal Office Building  
1 Clinton Square  
Room 821  
Albany, NY 12207  
Phone: (518) 431-0120  
Fax: (518) 431-0128

### **Buffalo/Western New York**

Senator Kirsten E. Gillibrand  
Larkin at Exchange  
726 Exchange Street, Suite 511  
Buffalo, NY 14210  
Tel: (716) 854-9725  
Fax: (716) 854-9731

### **Long Island**

Senator Kirsten E. Gillibrand  
155 Pinelawn Road  
Suite 250 North  
Melville, NY 11747  
Phone: (631) 249-2825  
Fax: (631) 249-2847

### **Rochester Region**

Senator Kirsten E. Gillibrand  
Kenneth B. Keating Federal Office Building  
100 State Street  
Room 3280  
Rochester, NY 14614  
Phone: (585) 263-6250  
Fax: (585) 263-6247

### **Syracuse/Central New York**

Senator Kirsten E. Gillibrand  
James M. Hanley Federal Building  
100 South Clinton Street  
P.O. Box 7378  
Syracuse, NY 13261-7378  
Phone: (315) 448-0470  
Fax: (315) 448-0476

### **Westchester County**

Senator Kirsten E. Gillibrand  
Phone: (914) 725-9294  
Fax: (914) 472-5073

**New York City**

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**Washington, D.C.**

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