



Tips for Applicants

- To do business with the Federal Government and to submit your application electronically using Grants.gov, you must:
 - Have a Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN);
 - Be registered in SAM.gov, the Government's primary registrant database;
 - Provide your UEI number and TIN on your application; and
 - Maintain an active SAM registration with current information throughout the application review period and, if you are awarded a grant, during the project period.

Required Action	Timing to Obtain/Submit	Support Resources
Obtaining Your Organization's UEI Number (if you do not already have one)	7-10 business days	UEI Quick Start Guide
Establishing an Active SAM.gov Account (if you do not already have one)	7-10 business days	Quick Start Links
Obtaining a TIN/EIN (if you do not already have one)	Up to 2 weeks	Applying for EIN Online
Creating your Grants.gov profile and registering your Authorized Organizational Representative (AOR)	Up to 2 weeks	Register with Grants.gov

- Register in [Grants.gov](https://www.grants.gov) and submit applications early. **DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE.** AMS encourages you to submit your application at least two weeks before the application deadline to ensure all certifications are met.
 - The applicant organization registration process may take **more than four weeks** to complete. You should register your organization early in your application process to allow enough time to meet the required application submission deadline. Organization applicants can find complete instructions at [Organization Registration](#).
- Thoroughly read the RFA and follow all instructions (font size, page limits, required documents, etc.). Failure to comply with all instructions could result in a reduction in the score your application receives from reviewers.
- Thoroughly read the Project Narrative Form and Project Narrative Form Guide. Follow all instructions and make sure that you address all of the questions within each section.
 - The Project Evaluation Criteria is provided within the RFA and provides additional information regarding how your application will be reviewed and scored. Think like a reviewer when you are reading through your application before submission and make sure that all aspects of the evaluation criteria are addressed.
- Thoroughly review the [AMS General Terms and Conditions](#) to understand allowable and unallowable costs.
- Apply to the correct grant program in Grants.gov using the correct Assistance Listing Number (Example: Local Food Promotion Program has the listing number 10.175 and Funding Opportunity Number USDA-AMS-TM-LFPP-G-24-0011”).
- Ensure you have the most recent copy of [Adobe Reader](#) installed on your computer and that it is compatible with [Grants.gov](#) software.
- Limit application file size/file name characters to 50 or less.
- Avoid special characters in file names (\$, %, &, *, Spanish "ñ", etc.).
- When uploading attachments, click the “Add Attachments” button (do NOT use the “paperclip” icon in Adobe Reader)
- Do not password-protect your documents and make sure all tracked-changes are “accepted.”
- Input the correct UEI number on the SF-424 form cover page.
- Review the Grants.gov Applicant User and Registration Guides:
 - [Grants.gov Workspace Overview](#)
 - [Grants.gov Applicant FAQ](#)

Contact Us and Learn More!

For questions about these grant opportunities, after closely reviewing the RFA and FAQs, please email:

FMLFPPGrants@usda.gov for questions related to the Farmers Market and Local Food Promotion Program.

IPPGGrants@usda.gov for questions related to the Regional Food System Partnership Grant.

Program Website Links:

- [Farmers Market Promotion Program](#)
- [Local Food Promotion Program](#)
- [Regional Food System Partnership Program](#)

Visit <https://wwwcp.umes.edu/extension/ams-grants-evaluation-bipoc/> for more technical assistance resources.

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