

CHAPTER 1 – FINDING GRANT OPPORTUNITIES

A. FINDING GRANT OPPORTUNITIES

Grants.gov provides you with the ability to search for Federal government-wide grant opportunities and to sign up to receive grant opportunity email notifications.

To begin your search:

- Click [FIND GRANT OPPORTUNITIES](#) at the top of any screen on Grants.gov.
- Next, click [SEARCH FOR GRANT OPPORTUNITIES](#).

Grants.gov - Microsoft Internet Explorer

http://www.grants.gov/

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Get Started Find Grant Opportunities Apply For Grants Customer Support

FIND. APPLY. SUCCEED

Grants.gov allows organizations to electronically find and apply for more than \$400 billion in Federal grants. Grants.gov is THE single access point for over 1000 grant programs offered by all Federal grant-making agencies. The US Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community.

Navigation of Grants.gov is simple. Use the colored tabs and/or links at the top of the screen to access primary sections of the site or the links to the left and below to access information on specific topics.

Find Grant Opportunities

- [Search for Grant Opportunities](#)
- [Register for Email Notification of Grant Opportunities](#)
- [Resources for Grants](#)
- [Find Information on Government Benefits for Individuals](#)

Apply For Grants

- [Prepare to Apply for Grants Through Grants.gov](#)
- [Access Active grant application packages](#)
- [Download grant application packages](#)
- [Complete a Grant Application Package](#)
- [Submit a Completed Grant Application Package](#)
- [Check the Status of an Application Submitted via Grants.gov](#)

WHAT'S NEW

[Find out about the Grants.gov Updates!](#)

[Citrix Server Available for Non-Windows Users beginning 12/20!](#)

Review the latest [Stakeholder Meeting Minutes!](#)

Download the [Registration Brochure](#) to get started today!

Learn more about [P.L. 106-107](#).

[Grant Opportunities](#) posted in the last 7 days.

[Grant Application Packages](#) available on Grants.gov today.

QUICK LINKS

Access the most requested information and features.

Select A Topic

SIGN UP NOW

Stay informed. Register now.

B. SEARCHING FOR GRANT OPPORTUNITIES

On Grants.gov you can search for Federal Government-wide grant opportunities by topic, agency, or business area. You can search for these opportunities through a Basic Search, Browse by Category, Browse by Agency, and Advanced Search.

Once you find an opportunity of interest, write down the CFDA Number, Funding Opportunity Number or Funding Category ID number. You will use this number to download a grant application package from Grants.gov.

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for 'Grants', 'Applicants', 'EBiz', 'About Us', 'Resources', 'P.L. 106-107', 'Privacy', 'FAQs', 'Tech Library', 'Site Map', and 'HELP'. Below this is the 'GRANTS.GOV' logo and a set of colored buttons: 'Get Started', 'Find Grant Opportunities', 'Apply For Grants', and 'Customer Support'. The main content area is titled 'Home > Find Grant Opportunities' and features a large graphic with the text 'FIND grant opportunities'. Below the graphic, there is a paragraph of text about the site's ability to search for grant opportunities, followed by a section titled 'Search Grant Opportunities' with a list of search options: 'Basic Search', 'Browse by Category', 'Browse by Agency', and 'Advanced Search'. A large white arrow points to this section. To the right, there is a section titled 'Receive Grant Opportunity Emails' with a list of options: 'Selected Notices based on Funding Opportunity Number', 'Selected Notices based on Advanced Criteria', 'All Grants Notices', and 'Unsubscribe from Grant Notices'. Below this, there is a 'NOTES' section with additional information. The left sidebar contains links for 'FIND', 'QUICK LINKS', and 'RESOURCES'. The bottom of the screenshot shows the Windows taskbar with the Start button, several open applications, and the system clock showing 10:55 AM on 10/15/05.

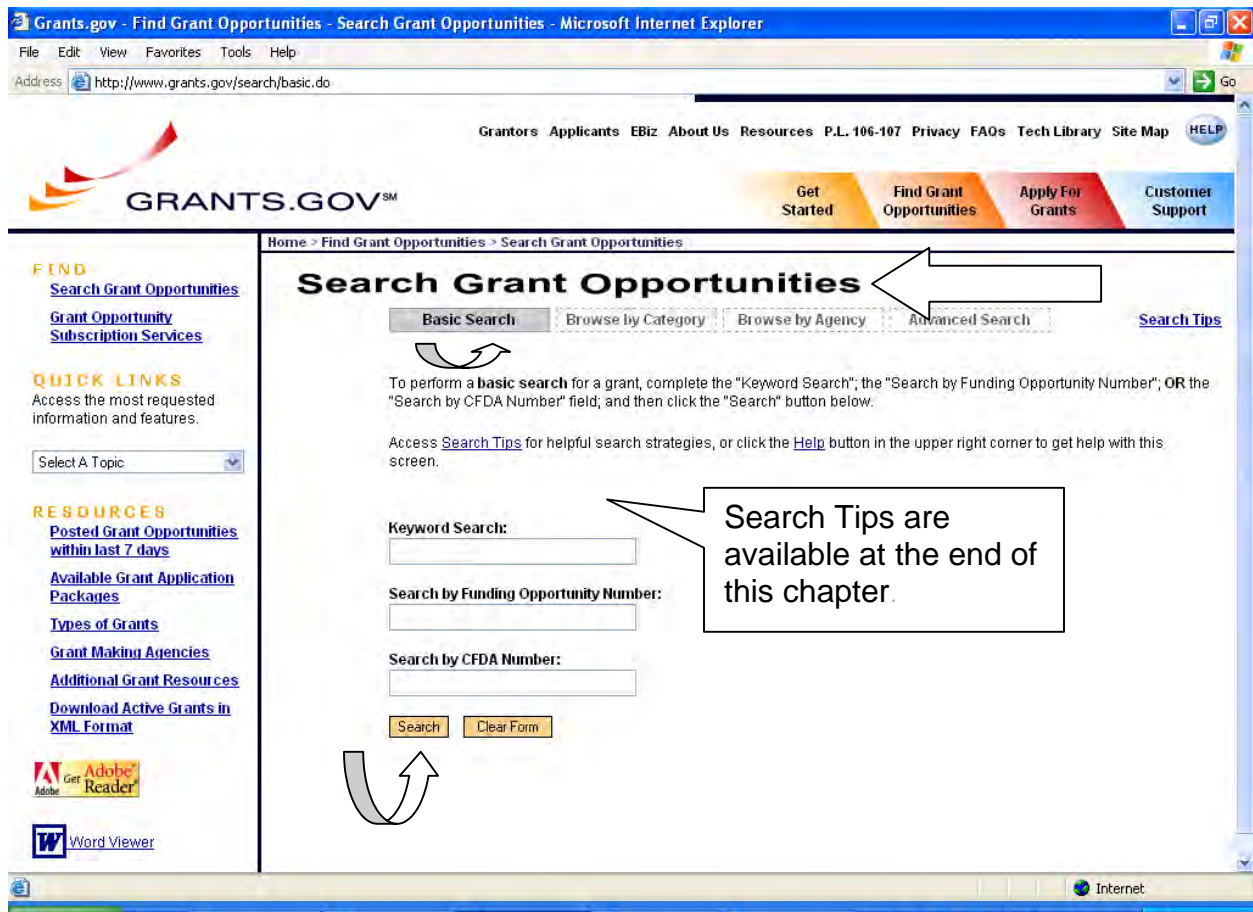
B1. Basic Search

Allows you to search by Keyword, Funding Opportunity Number, or CFDA Number.

To use the **Basic Search** option, follow the instructions below:

1. Click the **Basic Search** button on the **Search Grant Opportunities** screen.
2. Enter your search criteria into one of the fields below and click **Search**.

Note: If more than one field is completed, only those opportunities meeting all the criteria will be returned.



3. To use the **Keyword Search** field, enter part or all of the text for the title of the grant you are searching for.
4. If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:

- Use an asterisk “ * ” to replace one or more characters.
 - Use a question mark “?” to replace one character.
5. If you know the offering agency’s Catalog of Federal Domestic Assistance (CFDA) number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA number:
- Use an asterisk “ * ” to replace one or more characters.
 - Use a question mark “?” to replace one character.
6. To clear the **Basic Search** form, click the **Clear Form** button.

Once you have entered the necessary search criteria, click the **Start Search** button to begin the search. Your results will display on the **Search Results** screen.

B2. Browse By Category

Conduct a search by category such as housing, arts, environment, transportation, or social services.

Start by selecting a grant category that interests you.

To use the **Browse by Category** option, follow the instructions below:

1. At the **Search Grant Opportunities** screen, click the **Browse by Category** button.
2. Access a listing of grants by category by **clicking the title** that best describes the type of grant you are looking for. For this example **Housing** is selected.

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for Grants, Applicants, EBiz, About Us, Resources, P.L. 106-107, Privacy, FAQs, Tech Library, Site Map, and HELP. Below this is the Grants.gov logo and a navigation menu with buttons for Get Started, Find Grant Opportunities, Apply For Grants, and Customer Support. The main content area is titled "Search Grant Opportunities" and features four search options: Basic Search, Browse by Category, Browse by Agency, and Advanced Search. A white arrow points to the "Browse by Category" button. Below the search options, there is a section titled "To browse by Category, please select any of the links below." followed by a list of categories. A white arrow points to the "Housing" link in this list. The left sidebar contains sections for "FIND" (Search Grant Opportunities, Grant Opportunity, Subscription Services), "QUICK LINKS" (Select A Topic dropdown), and "RESOURCES" (Posted Grant Opportunities within last 7 days, Available Grant Application Packages, Types of Grants, Grant Making Agencies, Additional Grant Resources, Download Active Grants in XML Format). At the bottom of the page, there is a Windows taskbar with the start button, system tray, and open browser window.

3. Your results will display a listing of grants within the category you selected on a **Search Results** screen. The following results are from the Housing Category.

http://www.grants.gov - Grants.gov - Find Grant Opportunities - Search Results Grant Opportunit - Microsoft Internet Explorer

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Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

Search Results [New Search](#)

Sort: Close Date, Ascending [Sort by Open Date](#) Results 1-9 of 9

Close Date	Opportunity Title	Agency	Funding Number
04/15/2004	1890 Facilities Grant Program	CSREES	USDA-GRANTS-030204-001
05/13/2005	Farm Labor Housing Loans and Farm Labor Housing Grants	Rural Development	USDA-RD-RHS-05-003
05/18/2005	Doctoral Dissertation Research Grant (DDRG)	US Department of Housing and Urban Development	FR-4950-N-07
05/18/2005	Community Development Work Study Program (CDWS)	US Department of Housing and Urban Development	FR-4950-N-08
05/20/2005	Housing Choice Voucher Family Self-Sufficiency	US Department of Housing and Urban Development	FR-4950-N-17
05/24/2005	Section 811 Supportive Housing for Persons with Disabilities	US Department of Housing and Urban Development	FR-4950-N-20
12/01/2005	Children, Youth, and Families at Risk Sustainable Community Projects	CSREES	USDA-GRANTS-093005-001
02/16/2006	AmeriCorps States and Territories Competitive Grant Program	Corporation for National and Community Service	CNCS-GRANTS-081605-001
03/14/2006	AmeriCorps State Education Award Program	Corporation for National and Community Service	CNCS-GRANTS-081705-001

Results Page: 1 [New Search](#)

QUICK LINKS
Access the most requested information and features.
Select A Topic

RESOURCES
[Posted Grant Opportunities within last 7 days](#)
[Available Grant Application Packages](#)
[Types of Grants](#)
[Grant Making Agencies](#)
[Additional Grant Resources](#)
[Download Active Grants in XML Format](#)

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B3. Browse By Agency

Access a list of grant opportunities by **Agency** by clicking on a **Federal Agency**.

To use the [Browse by Agency](#) option, follow the instructions below:

1. Click the **Browse by Agency** button on the **Search Grant Opportunities** screen.
2. Access a listing of grants by **Agency** by clicking the name of the **Agency** that is offering the grant you are looking for. For this example the **U.S. Department of Housing and Urban Development** is selected.



- Your search results will display a listing of grants offered by the **Agency** you selected on a **Search Results** screen. The following results are from the **U.S. Department of Housing and Urban Development**.

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

Sort: Close Date, Ascending [Sort by Open Date](#) Results 1-4 of 4

Close Date	Opportunity Title	Agency	Funding Number
05/18/2005	Doctoral Dissertation Research Grant (DDRG)	US Department of Housing and Urban Development	FR-4950-N-07
05/18/2005	Community Development Work Study Program (CDWS)	US Department of Housing and Urban Development	FR-4950-N-08
05/20/2005	Housing Choice Voucher Family Self-Sufficiency	US Department of Housing and Urban Development	FR-4950-N-17
05/24/2005	Section 811 Supportive Housing for Persons with Disabilities	US Department of Housing and Urban Development	FR-4950-N-20

Results Page: 1 [New Search](#)

B4. [Advanced Search](#)

If you still have not found what you are looking for by completing the basic search or browsing, use the advanced search. This allows you to search by the following categories:

- Key word
- Open Opportunities, Closed Opportunities, Archived Opportunities
- Funding Opportunity Number
- Dates
- CFDA Number
- Funding Activity Category
- Funding Instrument Type
- Eligibility (e.g., nonprofit, State, etc.)
- Agency and SubAgency

The screenshot shows a web browser window with the following elements:

- Left Sidebar (RESOURCES):**
 - [Posted Grant Opportunities within last 7 days](#)
 - [Available Grant Application Packages](#)
 - [Types of Grants](#)
 - [Grant Making Agencies](#)
 - [Additional Grant Resources](#)
 - [Download Active Grants in XML Format](#)
 - Adobe Get Adobe Reader
 - Word Viewer
- Main Search Area:**
 - Keyword Search:** [Text Input Field]
 - *Required Search In:** Open Opportunities Closed Opportunities Archived Opportunities
 - Search by Funding Opportunity Number:** [Text Input Field]
 - Dates to Search:** [Dropdown Menu: All Days, Last 3 Days, One Week, Two Weeks, Three Weeks]
 - Search by CFDA Number:** [Text Input Field]
 - Search by Funding Activity Category:** [Dropdown Menu: All Categories of Funding Activity, Agriculture, Arts (see "Cultural Affairs" in CFDA), Business and Commerce, Community Development]
 - Search by Funding Instrument Type:** [Dropdown Menu: All Funding Instrument Types, Grant, Cooperative Agreement, Other, Procurement Contract]
 - Search by Eligibility:** [Dropdown Menu: All Eligibility Types, State governments, County governments, City or township governments, Special district governments]
 - Search by Agency:** [Dropdown Menu: All Agencies, Appalachian Regional Commission, Christopher Columbus Fellowship Foundation, City of Orlando, Corporation for National and Community Service]
 - Buttons:** Search, Clear Form, Select Sub Agencies
- Callout Boxes:**
 - Top Callout: "To perform an advanced search for a grant, complete any combinations of fields and click the **Search** button."
 - Bottom Callout: "On some browsers it may be necessary to hold down the **CONTROL** or **SHIFT** key to select multiple items. You can select all that apply. Mac users should hold the **APPLE** or **SHIFT** keys."

To use the [Advanced Search](#) option, click the **Advanced Search** button on the **Search Grant Opportunities** screen and follow the instructions below.

1. Enter information in one or more of the fields listed and then click the **Start Search** button. You are not required to enter information in all fields before clicking the **Start Search** button.
2. Select whether you want to search **Open Opportunities**, **Closed Opportunities**, or **Archived Opportunities** in the **Search In** section by clicking the radio button next to the corresponding field. **Open Opportunities** are grant opportunities that are still available for applicants to submit applications. **Closed Opportunities** are opportunities that are no longer active for applicants to submit applications but are still visible within the database. **Archived Opportunities** are opportunities that are no longer active for applicants to submit applications.
3. If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:
 - Use an asterisk “ * ” to replace one or more characters.
 - Use a question mark “?” to replace one character.
4. Select the time period for which you want to search in the **Dates to Search** field.
5. If you know the offering agency’s Catalog of Federal Domestic Assistance (CFDA) number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA number:
 - Use an asterisk “ * ” to replace one or more characters.
 - Use a question mark “?” to replace one character.
6. Select the funding activity category from the **Search by Funding Activity Category** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** key. Mac users should hold the **APPLE** or **SHIFT** key.
7. Select the funding instrument type from the **Search by Funding Instrument Type** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** key. Mac users should hold the **APPLE** or **SHIFT** key.
8. Select the opportunity eligibility from the **Search by Eligibility** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** key. Mac users should hold the **APPLE** or **SHIFT** key.
9. Select the offering agency from the **Search by Agency** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** key.
10. If you would like to include a sub agency in your search, click the **Select Sub Agencies** button to display a **Search by Sub Agency** field. Select the desired **Sub Agency** from the list. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** key. Mac users should hold the **APPLE** or **SHIFT** key.

The results below are from a search using **Keyword – Housing, Archived Opportunities, All Days, Housing Category, Grant Funding Instrument Type, All Eligibility Types, and Agency - U.S. Department of Housing and Urban Development.**

The screenshot shows the Grants.gov search page with the following filters and their corresponding arrows:

- Keyword Search:** A text box containing "Housing" with an arrow pointing to it from the right.
- Required Search In:** Radio buttons for "Open Opportunities" and "Closed Opportunities". The "Archived Opportunities" checkbox is checked, with an arrow pointing to it from the right.
- Dates to Search:** A dropdown menu with "All Days" selected, with an arrow pointing to it from the right.
- Search by CFDA Number:** An empty text box.
- Search by Funding Activity Category:** A dropdown menu with "Housing" selected, with an arrow pointing to it from the right.
- Search by Funding Instrument Type:** A dropdown menu with "Grant" selected, with an arrow pointing to it from the right.
- Search by Eligibility:** A dropdown menu with "All Eligibility Types" selected, with an arrow pointing to it from the right.
- Search by Agency:** A dropdown menu with "US Department of Housing and Urban Development" selected, with an arrow pointing to it from the right.

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Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

Search Results [New Search](#)

Sort: Relevance, Descending [Sort by Open Date](#) Results 1-20 of 61

Close Date	Opportunity Title	Agency	Funding Number
05/20/2005	Housing Choice Voucher Family Self-Sufficiency Program Coordinator	US Department of Housing and Urban Development	FR-4950-N-17-REPOST
07/29/2005	Revitalization of Severely Distressed Public Housing HOPE VI Revitalization Grants	US Department of Housing and Urban Development	FR-4982-N-01
05/20/2005	Housing Choice Voucher Family Self-Sufficiency	US Department of Housing and Urban Development	FR-4950-N-17
06/22/2004	HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM COORDINATORS	US Department of Housing and Urban Development	FR-4900-N-30
06/09/2005	Housing Opportunities for People with AIDS (HOPWA)	US Department of Housing and Urban Development	FR-4950-N-14
02/01/2005	Revitalization of Severely Distressed Public Housing; HOPE VI Revitalization Grants	US Department of Housing and Urban Development	FR-4921-N-01-HOPE-VI
07/18/2005	Public Housing Graduation Incentive Bonus Program	US Department of Housing and Urban Development	FR-4984-N-01
05/24/2004	Rural Housing and Economic Development	US Department of Housing and Urban Development	FR-4932-N-01
05/17/2005	Rural Housing and Economic Development (RHED)	US Department of Housing and Urban Development	FR-4950-N-34
06/06/2005	Fair Housing Initiatives Program Private Enforcement Initiative (PEI)	US Department of Housing and Urban Development	FR-4950-N-18A
06/14/2005	Lead Hazard Reduction Demonstration Grant Program	US Department of Housing and Urban Development	FR-4950-N-30
06/06/2005	Fair Housing Initiatives Program - Fair Housing Organizations Initiative (FHOI)	US Department of Housing and Urban Development	FR-4950-N-18B
09/07/2005	HOPE VI Main Street	US Department of Housing and Urban Development	FR-4962-N-01
06/17/2004	Public Housing Neighborhood Networks	US Department of Housing and Urban Development	FR-4900-N-32
06/27/2005	Housing Counseling Program	US Department of Housing and Urban Development	FR-4950-N-05
07/25/2005	ROSS Homeownership Supportive Services	US Department of Housing and Urban Development	FR-4950-N-22
06/08/2005	ROSS-Homeownership Supportive Services	US Department of Housing and Urban Development	FR-4950-N-22C
07/06/2005	ROSS-Service Delivery Models Elderly/Disabled	US Department of Housing and Urban Development	FR-4950-N-22B

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- To clear the **Advanced Search** form, click the **Clear Form** button.
- Once you have entered in the necessary search criteria, click the **Search** button to begin the search.

Note: Once you find an opportunity you wish to apply for you will need to record the **Funding Opportunity Number** or **CFDA Number** and enter it manually.

C. RECEIVE GRANT OPPORTUNITY EMAILS

Sign up to receive email notifications of new grant postings.

On Grants.gov you can subscribe to receive email notifications of new grant postings by selecting **Grant Opportunity Subscription Services**. When you sign up for this service, Grants.gov will automatically notify you via email when a new grant has been posted.

To subscribe:

- Click **FIND GRANT OPPORTUNITIES** at the top of any screen on Grants.gov.
- Next click [RECEIVE GRANT OPPORTUNITY EMAILS](#).

The screenshot shows the Grants.gov website interface. At the top, there are navigation tabs: 'Get Started', 'Find Grant Opportunities', 'Apply For Grants', and 'Customer Support'. The main heading is 'FIND grant opportunities'. Below this, there is a section for 'Receive Grant Opportunity Emails' with three bullet points: 'Selected Notices based on Funding Opportunity Number', 'Selected Notices based on Advanced Criteria', and 'All Grants Notices'. A 'NOTES' section below explains that users need to record the Funding Opportunity number or CFDA number and enter it manually on the 'Download Application Packages' screen in the 'Apply for Grants' section. The page also features a sidebar with 'QUICK LINKS' and 'RESOURCES'.

You can receive email notifications of grant opportunities grouped in the following ways:

- Register to receive **Selected Notices based on Funding Opportunity Number**.
- Register to receive **Selected Notices based on Advanced Criteria**.
- Register to receive **All Grant Notices** (You can choose to receive all grant notices or limit your selection).

If you click on **Select Notices based on Advanced Criteria** you can receive notices based on the following criteria:

- By Funding Opportunity Number
- By Category of Funding Activity
- By Funding Instrument Type
- By Eligible Applicant Types (e.g., Nonprofit, State, etc.)
- By CFDA Number
- By Agency and Sub Agencies

The screenshot shows a web browser window with a taskbar at the top. The browser's address bar is partially visible. The main content area is titled "Required" and contains the following sections:

- Notes:** On some browsers, it may be necessary to hold down the **CONTROL**, **APPLE**, or **SHIFT** key to select multiple items. (Please choose all that apply)
- Funding Opportunity Number:** A text input field.
- Select Category of Funding Activity:** A dropdown menu with options: All Categories of Funding Activity, Agriculture, Arts (see "Cultural Affairs" in CFDA), Business and Commerce, and Community Development.
- Select Funding Instrument Type:** A dropdown menu with options: All Funding Instrument Types, Grant, Cooperative Agreement, Other, and Procurement Contract.
- Select Eligible Applicants:** A dropdown menu with options: All Eligibility Types, State governments, County governments, City or township governments, and Special district governments.
- CFDA Number:** A text input field.
- Select Agency:** A dropdown menu with options: All Agencies, Appalachian Regional Commission, Christopher Columbus Fellowship Foundation, City of Orlando, and Corporation for National and Community Service.

Below these sections are three buttons: "Subscribe to Mailing List", "Clear Form", and "Select Sub Agencies".

A callout box on the right side of the page contains the following text: "On some browsers, it may be necessary to hold down the **CONTROL** or **SHIFT** key to select multiple items. You can select all that apply. Mac users should hold the **APPLE** or **SHIFT** keys."



After you select the criteria, click on **Subscribe to Mailing List**.

D. UNSUBSCRIBING FROM GRANT NOTIFICATIONS

To unsubscribe from email notifications:

- Click **Find Grant Opportunities** at the top of any screen on Grants.gov.
- Next click [Unsubscribe from Grant Notices](#).
- This will take you to the Federal Grant Service Unsubscription Form.



- Enter your complete email address and click on **Unsubscribe from Mailing List**.

