

**Instructions for Application to the
Grants for Adaptive Sports Programs for
Disabled Veterans and Members of the Armed Forces program
Opportunity Number: VA-SPORTS-20**

BEFORE YOU BEGIN THE PROCESS PLEASE NOTE THE FOLLOWING -

- VA Adaptive Sports Grant Program is for non-federal government entities with significant experience in managing a large-scale adaptive sports program for persons with disabilities, if those disabilities are those that many Veterans and members of the Armed Forces have experienced.
- Electronic submission is mandatory; hard copy submissions are not accepted.
- Applications for the FY2020 VA Adaptive Sports Grant must be submitted by 8:00 p.m. Eastern Time on March 17, 2020.
- Information and updates including frequently asked questions and mandatory application forms that need to accompany grants.gov submissions are posted on the VA Adaptive Sports Grant Program webpage (<https://www.blogs.va.gov/nvspse/grant-program/>) during the application period.
- All attachments the applicant develops need to be in Arial font, 12 point, black print on white background.
- If the adaptive sports activities will be implemented through partnerships, signed documentation of the partners confirming a partnership are strongly recommended. Without the partnership documentation, the project will be evaluated as the proposed partnership has not been officially established and cannot be verified.

STEP 1:

The applicant must have a D-U-N-S number (<http://fedgov.dnb.com/webform>), and then register in the System for Award Management (SAM) (<https://www.sam.gov/SAM/>). Finally the applicant must registered at Grants.gov (<http://www.grants.gov/web/grants/register.html>).

NOTE: Registration may take up to 4 weeks to complete all steps.

NOTE- Applicants must maintain current and valid registration in each system. If one or more registrations expire, the organization may be deemed ineligible.

NOTE – There are no fees associated with any step of this application process, this includes registration SAM.gov and Grants.gov, and acquiring a DUNS number.

NOTE- Resources for SAM registration SAM Learning Center (https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM).

NOTE – After registering in grants.gov, if roles need to be adjusted to allow access to submit an application, the organization’s E-Business point of contact (EBIZ POC) for Grants.gov will be able to assist with modifying the roles. To identify an EBIZ POC for an organization, contact Grants.gov.

NOTE – Some browsers, such as Internet Explorer or other legacy browsers, will not access SAM.

STEP 2: Identify Opportunity Number VA-SPORTS-20 in www.grants.gov to create your application.

NOTE – Training on using Grants.gov Workspace is located at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

STEP 3: Include the following forms and documents in your application

- Access and complete the following official forms using Grants.gov Workspace:
 - **SF-424**
 - **SF-424A**
- Add the following official forms to your Grants.gov Workspace:
 - **VA Form 10091 FMS Vendor File Request Form**
 - **VA Form 10096 Adaptive Sport Grant Application**
- Add additional documents you create to your Grants.gov Workspace, which may include:
 - **Narrative.PDF**
 - **VA-10096 Supplement (Optional)**
 - **Support.PDF (Optional)**

NOTE- SF-424 and SF-424A are already in Grants.gov.

NOTE- Information to fill out Standard Forms (SF-424 and SF-424A) required in the application are located at Grants.gov (<https://www.grants.gov/web/grants/forms/sf-424-family.html>).

NOTE- VA Form 10091 and VA Form 10096 are available on the VA Adaptive Sports in the “Apply tab” on the VA Adaptive Sports Grant webpage <https://www.blogs.va.gov/nvspse/grant-program/>

NOTE- VA Form 10091 must be signed with a wet signature, Financial Management System (FMS) does not accept electronic signatures when processing this form.

STEP 4: Before you submit be sure to:

- Review all documents for completeness and accuracy.
 - Grants.gov conducts a review for inclusion of mandatory data in the SF-424 Series Forms in order to allow submission through Grants.gov; however, Grants.gov does not provide a review process for mandatory data in other attachments such as VA Forms and other required and optional documents.
- Review all documents for mandatory signatures.
- Review all documents for allowable expenses. Unallowable expenses are not authorized and are grounds for elimination of the application from consideration for award. If an expense is unclear, VA may assess it as unallowable.
- Review documents for compliance with naming protocols established in Section IV.(B) of the VA-SPORTS-20 Notice of Funding Availability (NOFA).
 - Narrative.pdf
 - SF-424.pdf
 - SF-424A.pdf
 - VA-10091.pdf
 - VA-10096.pdf
 - VA-10096 Supplement.pdf (Optional)
 - Support.pdf (Optional)

NOTE – The Frequently Asked Questions document located in the “Apply” tab at the VA Adaptive Sports Grant Program webpage <https://www.blogs.va.gov/nvspse/grant-program/> provides more information.

How to know your submission is complete:

After clicking on the “*Sign and Submit*” button in Workspace you will receive the *Confirmation Page* and be provided a tracking number.

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

How to track the status of a completed grant application:

The applicant can check the status on the Track My Application page at <http://www.grants.gov/web/grants/applicants/track-my-application.html>.

The applicant may identify their application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

NOTE – The Track My Application feature only provides information on whether or not VA has downloaded the application for review. Therefore, once it is downloaded, subsequent information on status will be provided by VA. Notifications from VA are estimated to be sent on or prior to September 30, 2020.

NOTE – Applicants will not necessarily be contacted by VA prior to the award announcements.

Additional Assistance:

There is a frequently asked questions document posted on our website
<https://www.blogs.va.gov/nvspse/grant-program/>

Additional questions on the application process can be addressed to:

Dr. Alison Pruziner
Office of National Veterans Sports Programs & Special Events
Sports4Vets@va.gov