# You need the following
# to apply for Government Grants

- **Employer Identification Number or EIN, aka Federal Identification Number**
- **IRS 501(c)3 Designation (letter)**
- **DUNS Number (unique locator number) assigned by Dun & Bradstreet**
- **Register with Grants.gov (for Federal Grants)**
- **Register with the Central Contractor Registry (for Federal Grants) to submit via Grants.gov**

MIAMI-DADE
COUNTY

1

# Grants.gov Registration and Submission Process

▶ **STEP 1: Obtain DUNS Number**
**Same day.** Your organization will need to obtain a DUNS Number. Go to Dun & Bradstreet's website at http://fedgov.dnb.com/webform to obtain the number.

▶ **STEP 2: Register with CCR**
**Two days or up to one to two weeks.** Register your organization with the Central Contractor Registry (CCR) at http://www.ccr.gov.

▶ **STEP 3: Obtain Username & Password**
**Same day.** Create a username and password with Operational Research Consultants (ORC), the Grants.gov credential service provider. You will need to use your organization's DUNS Number to access the ORC website at http://apply07.grants.gov/apply/OrcRegister.

MIAMI·DADE COUNTY

# Grants.gov Registration and Submission Process Continued

❖ **STEP 4: Grants.gov Registration**
**Same day.** Register with Grants.gov to open an account using the username and password you received from Operational Research Consultants (ORC) at https://apply07.grants.gov/apply/GrantsgovRegister.

❖ **STEP 5: AOR Authorization**
**Time depends on responsiveness of your E-Biz POC.** The E-Business Point of Contact (E-Biz POC) at your organization must respond to the registration email from Grants.gov and login at Grants.gov to authorize you as an Authorized Organization Representative (AOR).

❖ **STEP 6: TRACK AOR STATUS**
At any time, you can track your AOR status at the Applicant home page of Grants.gov in "Quick Links" by logging in with your username and password. Login as an Applicant here (enter your username & password you obtained in Step 4): https://apply07.grants.gov/apply/ApplicantLoginGetID

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