

# Instructions for Applying for a Federal Grant through Grants.gov

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**IMPORTANT: United Charitable staff requires at least 10 business days to review an Application Package before it is submitted.**

1. Go to the [www.grants.gov](http://www.grants.gov) website.
2. Click on 'Find Grant Opportunities' in the red box in the upper left-hand corner of the home page.
3. Search for grants by one of the criteria provided; click on 'Search'.
4. You will be presented with the specific grant opportunity, or a list, depending on the search criteria you entered.
5. Click on the desired grant opportunity.
6. You will be directed to a *Synopsis* page, summarizing the grant requirements. You may choose to see the *Full Announcement* and the *Application* from this page.
7. Please make sure to read all the instructions very carefully before downloading the grant application.
8. On the next page you will need to enter your email address so that you can be notified of any changes to the application before the closing date.
9. On the following page, download the *Application Instructions* and the *Application Package*. NOTE: The Application must conform 100% to the instructions, or it will be rejected.
10. We are available to help you navigate through the Application Package, and we will provide you the technical information relative to United Charitable, the Applicant.
11. Once you have completed the requirements of the Application, 'Save' the Package as a .pdf file\* and forward it to Katie Kern at [katie@unitedcharitable.org](mailto:katie@unitedcharitable.org) to start the United Charitable in-house review process. NOTE: We require at least 10 business days to complete this review process.

We will be in touch with you if we have any questions during the review process. When the Application Package is ready to be submitted, we will submit it with our Executive Director's signature authorization.

\* Once the Package has been saved as a .pdf file and submitted to United Charitable, please do not make any further changes to it. Katie will be the primary point of contact for any modifications to the Application. The file is not dynamic, i.e., it can only be edited by one person at a time, saved by that person and forwarded to Katie as the most current version. We here in the home office may need to add or modify specific United Charitable- related information in the document, as well. So, if you need to make any changes at all to the Application, please contact Katie via email or phone, 460,620-3007 to make sure that you receive the most current document.