Standard Federal Grant Elements

August 31, 2017

**DUNS Number**
Before you can bid on government proposals, you need to obtain a Dun & Bradstreet, or D-U-N-S, Number, a unique nine-digit identification number for each physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants.

If you already have one but don't know it, search the Dun & Bradstreet website [http://www.dnb.com/duns-number/lookup.html](http://www.dnb.com/duns-number/lookup.html).

If you need to acquire one, go to the federal System Award Management (SAM) website [http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F](http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F) to start the process. You'll need the following information:

- Legal name
- Headquarters name and address for your business
- Doing Business As (DBA) or other name by which your business is commonly recognized
- Physical address, city, state and ZIP Code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location

**Catalog of Federal Domestic Assistance and Grants.gov**
The Catalog of Federal Domestic Assistance (CFDA) provides a full listing of all Federal programs available to State and local governments and current grant opportunities.

[https://cfda.gov/](https://cfda.gov/)

Grants.gov is the single access point for over 900 grant programs offered by the 26 Federal grant-making agencies, allowing organizations to electronically find and apply for competitive grant opportunities.

[https://www.grants.gov/web/grants/search-grants.html](https://www.grants.gov/web/grants/search-grants.html)
State Clearing House and Single Point of Contact
Most federal agencies require that all grant applications be shared with a designated state representative called the Single Point of Contact (SPOC) at the State Clearinghouse. The purpose of this third-party is to review all applications for state/federal environmental compliance and for coordination with existing state/federal initiatives.

In Kentucky, the SPOC (as of April 2017,) is

Ms. Lee Nalley
Department for Local Government
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
Telephone: (502) 573-2382 Ext. 274
Fax: (502) 573-1519
Email: lee.nalley@ky.gov

Standard Requirements
The following forms are standard requirements for all federal applications:

SF 424
The required cover sheet for submission of all pre-applications/applications and related information for federal grants.


SF 424-A
The required budget form for non-construction federal grants.


SF 424-C
The required budget form for construction federal grants.