

FEDERAL MEDIATION AND CONCILIATION SERVICE
UNITED STATES GOVERNMENT
WASHINGTON, D.C. 20427
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April 16, 2009

Dear Prospective Applicant:

Thank you for your interest in our Grants program. Enclosed please find the FY2009 Application Kit for the program, more formally known as the Labor-Management Cooperation Program.

- (1) The Application Solicitation (listing the application requirements);
- (2) SF-424 (Application for Federal Assistance);
- (3) The Financial and Administrative Grants Manual (to assist you in drafting the application);
- (4) Mandatory application forms, including a Drug-Free Workplace Certification
- (5) DUNS Number Information; and
- (6) A copy of the law authorizing our grants program.

Everything you need to know about preparing an application can be found in the enclosed materials. Additionally, the Grants Manual includes a sample set of completed forms. There are a few details which, because of difficulties they have caused during previous application cycles, deserve special mention.

1. All applicants must submit a completed Application for Federal Assistance (SF-424) with all proposals. **The (SF-424) form must be signed by both a labor representative and a management representative.** In lieu of signing the SF-424 form, representatives may type their name, title, and organization on plain bond paper with a signature line signed and dated, in accordance with block 18 of the SF-424 form. Failure to include the 424 form will result in immediate disqualification of your grant application. *(Form Pending OMB Approval)*
2. With the exception of individuals who are not sole proprietors the Federal government requires that all applicants for Federal grants and cooperative agreements must have a DUNS Number. A Duns Number can be obtained by contacting D&B at 1-866-705-5711.
(See policy at: http://www.omb.gov/grants/grants_docs).

3. Federal contracting guidelines: Circular A-110 Language “All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing for such procurements.” Thus, a person who works on the grant application is ineligible to receive funding under the grant.
4. The date for application submission will be open, contingent upon fund availability, until **August 15, 2009**. Applications will be accepted beginning May 1, 2009.
5. FMCS will not review or issue comments on draft or pre-applications. However, if you have any questions regarding the application process or guidelines, you may call us at (202) 606-8181 or by email to Linda Stubbs at lstubbs@fmcs.gov.
6. A key deficiency in many applications is the lack of specific and measurable goals and objectives. Even new committees must decide what results they will achieve during the life of the grant in order to be considered for grant funding.
7. Applicants must prepare their budget narrative and milestone chart using a start date of “month one” and an end date of “month twelve” or “month eighteen,” as appropriate. Thus, if applicant is seeking a twelve month grant, use figures reflecting months one through twelve.

To facilitate our review of your application, **number your pages and follow the narrative sequence suggested under the “Program Elements” section of the Application Solicitation.** A table of contents would be appropriate. Please remember that the applications are judged on their merits, not their length. Avoid including irrelevant data, reports, etc., as appendices to your application. Videotaped material will not be considered.

Again, thank you for your interest in our program and best of luck.

Sincerely,

Linda E. Stubbs
Grants Management Specialist