Instructions for Applying for a Veterans Cemetery Grant
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BEFORE YOU BEGIN THE PROCESS PLEASE NOTE THE FOLLOWING:

- The Veterans Cemetery Grant Program is for STATES, TERRITORIES, OR FEDERALLY RECOGNIZED TRIBAL GOVERNMENTS USE ONLY.

- In compliance with the Office of Federal Financial Management (OFFM) policy directive, electronic submission is mandatory through grants.gov

- For funding consideration in the 2014 fiscal year, applications must be submitted by July 1, 2013

STEP 1: Registration

- To participate in the Veterans Cemetery Grants Program, you must be registered at (http://www.grants.gov/applicants/get_registered.jsp)

STEP 2: Complete the initial request for a Veterans Cemetery Grant.

NOTE - *In order to view the application package, you will need to install the* PureEdge Viewer. *This is a small, free software program that provides access to the grant application. This software is available at the following link: http://www.grants.gov/PEViewer/ICSViewer602_grants.exe*

To operate the PureEdge Viewer, your computer must meet the following system requirements as follows:

- *Windows 98, ME, NT 4.0, 2000, XP*
  500 MHz processor
  128 MB of RAM
  40 MB disk space
  Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2 or 7.

If you are a non-Windows users, please refer to this support page, http://www.grants.gov/resources/resources.jsp.

STEP 3: The following information must be submitted when making the initial Request for a grant:

- Download and complete the official Department of Veterans Affairs forms: SF 424, SF 424C, SF 424D

- *Once you have downloaded the application package, you can complete it offline, a handy feature that allows you to share the document in your office and complete it at your own pace.*

STEP 4: Attach a narrative project description/scope document.

STEP 5: Save your application.

- *Save your application to your computer as changes are NOT automatically saved.*
- *Remember to click the Save button when you have completed the package and are ready to submit it.*
- *The package cannot be submitted until all required fields have been completed.*

STEP 6: Submit the above to the http://www.grants.gov/ web site.

- *Using the username ID and password you entered when you registered, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using the PureEdge Viewer.*
- *The "Submit" button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package. Click on the "Submit" button once this process is complete and you are ready to send the completed application to Grants.gov.*
- *Next, review the provided application summary to confirm the application will be submitted to the correct program. Click the "Yes" button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username ID and password.*
- *After you have clicked the "Sign and Submit" button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's official date and time. Record this number so that you may refer to it*

NOTE - The above is only the first step in the process, upon receipt of the written notice of the status of your application you will be asked to submit additional information to complete the process.

Once the above documents have been received by the State Cemetery Grant Program they will be reviewed and you will be notified, in writing, of the status of your application.

You may review the status of your grant request at http://www.grants.gov/ web site.

STEP 7: Track the Status of a Completed Grant Application.

- Once an application has been submitted, you can check the status on the Track My Application page at http://www.grants.gov/applicants/track_my_application.jsp .
- You may identify your application by CFDA Number (64.203), Funding Opportunity Number (VA-GRANTS-NCA-FY2013), and/or Grants.gov Tracking Number.

Helpful Hints:
Remember that all username ID and passwords are case sensitive. If the Submit button is not active, please check to be sure you have:
- Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Completed Documents for Submission box.
- Clicked the Save button AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box.
- Closed all Internet browser windows.
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have the latest version for the PureEdge Viewer.
- If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. A high-speed Internet connection or DSL connection will process the application much faster.

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