

# NCUA Grant Application Guidelines

Registration & Preparation	Application	Implementation
<p>There are 4 steps / items needed in order to proceed to the Application. You can email CUREAPPS@ncua.gov if you have any questions.</p> <ul style="list-style-type: none"> <li>❑ <b>Low Income Designation:</b> A low-income designation from the NCUA is required. Check with your NCUA examiner for eligibility and steps.</li> <li>❑ <b>CyberGrants Account:</b> You will need an active account on Cyber Grants. It is the automated grant management system utilized by NCUA to apply and manage grants.</li> <li>❑ <b>DUNS Number:</b> You will need your DUNS number. The Data Universal Number System (DUNS) is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.</li> <li>❑ <b>Registered on SAM:</b> Credit unions are required to maintain an active status with the System for Award Management (SAM). The registration and annual recertification process is free.               <ul style="list-style-type: none"> <li>❑ Start by creating a SAM user account</li> <li>❑ Then login and register your credit union.</li> <li>❑ It may take 7-14 days to get confirmation of registration.</li> </ul> </li> </ul> <p>Once you complete the “Registration and Preparation” column, you will begin your application in the CyberGrants portal.</p>	<p><b>To begin the application, navigate to your <a href="#">CyberGrants Account</a>.</b></p> <p><b>Required Application Information:</b> Examples below are for the “Urgent Needs” grant but are common on other grant applications. Please see the <a href="#">NCUA Urgent Needs Guidelines for more information</a>.</p> <p>Once you enter the application - you be asked for the following information:</p> <ul style="list-style-type: none"> <li>❑ <b>Project Title</b> – 100 character limit</li> <li>❑ <b>Proposal Narrative</b> – Provide details that address your situation and how the funds will support your credit union. (500 characters required/ 2000 character max).</li> <li>❑ <b>Project Vendor:</b> You will need to upload a PDF file of a bid, proposal or quote for the project you are requesting funds.</li> <li>❑ <b>Request Amount</b> – Enter the amount your credit union is requesting for the initiative.</li> <li>❑ <b>Total Project Cost</b> - Provide an estimate of the total cost expected.</li> </ul>	<p><b>Grant Approval and acceptance:</b> Once your application has been submitted, you will be notified via email if your grant was approved. You will be sent a “Grant Agreement” that highlights important award details and other information related to your grant. After reviewing all the terms and conditions, it is necessary to log into the CyberGrants portal to accept and submit the grant agreement to the NCUA by the specified deadline, to formally accept the award.</p> <p><b>Reimbursement Request:</b> <i>The credit union must use its own funds for the approved project, then request a reimbursement when the project is fully completed and the credit union has received the goods and/or services obtained with the grant funds.</i> In general, each reimbursement request requires the credit union to provide evidence of the project expenses and an outcome summary about the grant’s impact. Be aware of the grant expiration date and deadline to submit a reimbursement request.</p> <p><b>Expense Guideline:</b> All credit unions must follow the expense guidelines that apply to the approved grant initiative. Specific information about eligible and ineligible uses of the grant is outlined in the Post Award Guideline.</p>

