



179 Front Street, Owego
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Our vision is to inspire & support a
vibrant, creative community
in and around Tioga County.

Grants Gateway

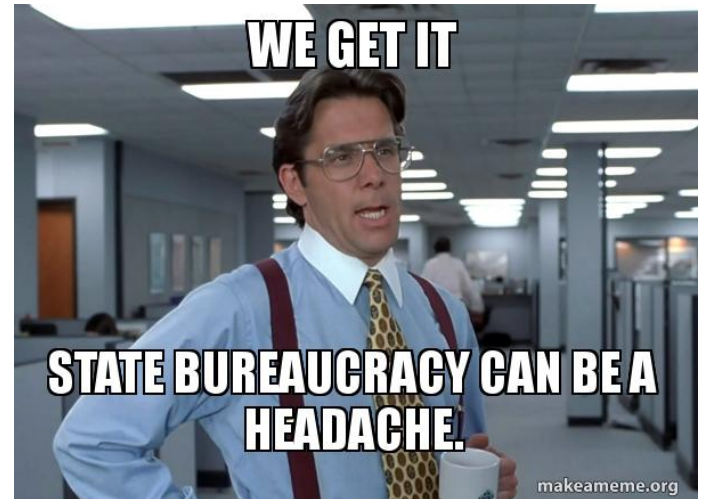
Non-profit organizations must be prequalified in order to be eligible for grants from New York State. In order to prequalify, non-profits must submit an online application through the Grants Gateway: www.grantsreform.ny.gov

NYS says Grants Gateway...

- Simplify grants management
- Streamline contract processes and standardize terms and conditions
- Facilitate more timely payments to non-profits
- Improve the effectiveness and accelerate performance of local grant programs
- Improve compliance with State and Federal legal and audit requirements

What we've found...

- Be prepared well in advance. This process takes time.
- This is not a one-time effort. Grants Gateway must be updated every 6-12 months.
- This website can be difficult to navigate.



Registration

1. Depending on the number of people working on it, the registration process can take several days.
2. Choose TWO Delegated Administrators who will manage your user account(s).
3. Complete the Grants Gateway Registration Form for Administrators. → → → → → → →
4. Your Registration form must be signed, notarized + mailed.
5. Your organization will receive an email from Grants Gateway with an assigned user name + password within a few days.



New York Grants Gateway
Registration Form for Administrator

Organization Information		
Legal Name		
Doing Business As (DBA) Name (if applicable)		
Federal ID	SFS Vendor ID (if applicable)	
DUNS Number (if applicable)		
Street Address 1		
Street Address 2		
City	State	Zip
Organization Type		
Check one:		
<input type="checkbox"/> Not for Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Governmental Entity
<input type="checkbox"/> Prequalification Exemption Request**	<input type="checkbox"/> Tribal Organization	<input type="checkbox"/> Individual
Delegated Administrators		
Last Name		First Name
Title		Phone Number
Email*		
Last Name		First Name
Title		Phone Number
Email*		
Authorization		
This section is to be completed by the Head of the Organization (i.e. Executive Director or comparable title). I hereby authorize the Delegated Administrators identified above to manage users within the Grants Gateway on behalf of my organization. I understand that my organization is solely responsible for all activities undertaken within the Grants Gateway by users associated with my organization.		
Head of Organization		
Title		Phone Number
Email*		
Signature		Date
Acknowledgement to be completed by a Notary Public		
State of		County of
On the	day of	in the year
before me, the undersigned, personally appeared		
personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.		
Notary Public Signature		
Notary Public Stamp		

*This should be an individual email address; confidential user information will be sent to this address

**See Instructions, Page 2



Streamlining State Grant Processes

Home | State Agencies | Grantees | Videos

The New York State Grants Gateway is Live.



Click [HERE](#) to access the Portal or browse for more information below.

- NYS Master Contract for Grants
- Multi-Year Contracting
- Grants Gateway
- Prequalification

NYS Master Contract for Grants

A Master Contract for Grants has been released to significantly reduce time and costs both for New York State and grantees. Standard Statewide Terms and Conditions will eliminate redundant iterations of contract language across state agencies and reduce the complexity grantees face in reviewing contract terms prior to entering into an agreement. The benefits include:

- Streamlines approvals at both the State and grantee levels
- Creates a known quantity; recipients know what to expect
- Reduces discrepancies and inconsistencies



[Download PDF](#)

We get it: State bureaucracy can be a headache.

We Know We Can Do Better

The Grants Reform initiative is working to fix a broken system:



HERE!



Grant Opportunity Portal - Home

Welcome to the Grants Gateway

The **Grant Opportunity Portal** is online and available to the public, providing a one-stop shop for anyone interested in locating grant funding opportunities with State agencies.

The **Grantee Document Vault** is also available, allowing existing grantees and potential applicants to store key organizational information in a single secure online location for use by all State agencies. In order to use the Document Vault, a grantee must register as a user on the system and provide information on a Delegated Administrator who will manage their user account. This requires submission of a Registration form and accompanying organizational diagram. Note that your Registration form must be signed, notarized and mailed to Gateway Administrators. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.

Check back regularly as additional functionality, including online application, contract development and signature, and financial claiming and reporting is on track for release later this year.

For additional information see the Grants Reform Website. www.grantsreform.ny.gov

BROWSE

Looking for a listing of funding opportunities? Use the Browse feature to get started.

[Browse Now!](#)

SEARCH

Looking for information about a specific funding opportunity? Use the Search feature to narrow your focus.

[Search Now!](#)

NOTIFICATION

Want to be kept informed of upcoming and available funding opportunities? Provide your email address, and identify the types of grants that interest you.

[Sign-up Now!](#)

[Already Signed-up?](#)

[Click here to update preferences.](#)

REGISTRATION

If you are already a vendor with NYS or are interested in becoming a vendor request access here.

[Request Access Now!](#)


For a complete listing of all New York State procurement and grant opportunities, please visit the [Contract Reporter](#).

Document Vault: Required Information

The Document Vault allows grantees to submit commonly requested documents, such as incorporation papers, one time. Some of the requirements include:

- Substitute Form W-9. → → → → →
- Corporate Bylaws
- Certificate of Incorporation
- BOD profile + Senior Leadership Resumes
- IRS 501(C) Determination Letter
- IRS 990
- Audit/review findings
- CHAR 500
- Answer a series of questions about Organization Integrity, Compliance + Capacity
- Answer a series of questions that describes the types of services your organization offers and the geographic location those services are offered

AC 3237-S (Rev. 4/15)

 NEW YORK STATE OFFICE OF THE STATE COMPTROLLER SUBSTITUTE FORM W-9: REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION	
<i>TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.</i>	
Part I: Vendor Information	
1. Legal Business Name:	2. Business name/disregarded entity name, if different from Legal Business Name:
3. Entity Type (Check one only):	
<input type="checkbox"/> Individual Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Corporation <input type="checkbox"/> Not For Profit <input type="checkbox"/> Trusts/Estates <input type="checkbox"/> Federal, State or Local Government <input type="checkbox"/> Public Authority <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Exempt Payee <input type="checkbox"/> Other	
Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type	
1. Enter your TIN here: (DO NOT USE DASHES) See instructions.	
2. Taxpayer Identification Type (check appropriate box):	
<input type="checkbox"/> Employer ID No. (EIN) <input type="checkbox"/> Social Security No. (SSN) <input type="checkbox"/> Individual Taxpayer ID No. (ITIN) <input type="checkbox"/> N/A (Non-United States Business Entity)	
Part III: Address	
1. Physical Address:	2. Remittance Address:
Number, Street, and Apartment or Suite Number	Number, Street, and Apartment or Suite Number
City, State, and Nine Digit Zip Code or Country	City, State, and Nine Digit Zip Code or Country
Part IV: Certification and Exemption from Backup Withholding	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (TIN), and	
2. I am a U.S. citizen or other U.S. person, and	
3. (Check one only):	
<input type="checkbox"/> I am not subject to backup withholding. I am (a) exempt from back up withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding), or <input type="checkbox"/> I am subject to backup withholding. I have been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, and I have not been notified by the IRS that I am no longer subject to back withholding.	
Sign Here:	
Signature	Title
Print Preparer's Name	Phone Number
	Date
	Email Address
Part V: Vendor Primary Contact Information – Executive Authorized to Represent the Vendor	
Primary Contact Name:	Title:
Email Address:	Phone Number:
DO NOT SUBMIT FORM TO IRS – SUBMIT FORM TO NYS ONLY AS DIRECTED	

Compliance with the Non-Profit Revitalization Act

All NYS non-profits must be in compliance with the New York State Non-Profit Revitalization Act. Organizations that are not compliant risk losing their 501c3 status.

Before submitting information to Grants Gateway...

- Review and, if necessary, revise your Non-Profit's policies + procedures.
- New Required Financial Reporting + Audit Procedures.
- Mandatory Whistleblower Policy.
- Mandatory Conflict of Interest Policy.
- Code of Ethics Certificate.
- Procurement Policy.



HINTS

- Choose administrators who will be with your organization for a while.
- Pay attention to email reminders + stay on top of maintenance.
- Passwords need to be changed every 90 days.
- For documents that do not change (ie. incorporation papers), set the date out.
- Communicate with your reviewer. If you don't have a document, let NYS know that your organization is still active by letting them know documents are coming.
- Remember to hit the 'submit vault for review' button.
- Keep a checklist.
- Ask questions.