

**Instructions for Application to the
Grants for Adaptive Sports Programs for
Disabled Veterans and Members of the Armed Forces program
*Opportunity Number: VA-SPORTS-24 and VA-EQUINE-24***

BEFORE YOU BEGIN THE PROCESS PLEASE NOTE THE FOLLOWING -

- VA Adaptive Sports Grant Program is for non-federal government entities with significant experience in managing a large-scale adaptive sports program for persons with disabilities, if those disabilities are those that many Veterans and members of the Armed Forces have experienced.
- Electronic submission via Grants.gov is mandatory; hard copy submissions are not accepted.
- Applications for the FY2024 VA Adaptive Sports Grant program must be submitted by 3:00 p.m. Eastern Time on March 27, 2024.
- Information including Frequently Asked Questions and Required Forms are posted on the VA Adaptive Sports Grant Program webpage (<https://www.blogs.va.gov/nvspse/grant-program/>) during the application period.
- All attachments the applicant develops should be in Arial font, 12-point, black print on white background.
- If the adaptive sports activities will be implemented through partnerships, signed documentation of the partners confirming a partnership are strongly recommended. Without the partnership documentation, the project will be evaluated as the proposed partnership has not been officially established and cannot be verified.

STEP 1: The applicant must have and maintain a Unique Entity Identifier ([SAM.gov | DUNS - Sam UEI](https://www.sam.gov/)), and then register in the System for Award Management (SAM) (<https://www.sam.gov/SAM/>). Finally, the applicant must register at Grants.gov ([grants.gov/register](https://www.grants.gov/register)).

- Registration may take up to 4 weeks to complete all steps.
- UEI Number has replaced the DUNS and Bradstreet Number
- NOTE – There are no fees associated with any step of this application process, this includes registration SAM.gov and Grants.gov, and acquiring a UEI number.

- Resources for SAM registration can be found at SAM Learning Center (https://www.fsd.gov/gsafsd_sp/?id=gsa_landing).
- Some browsers, such as Internet Explorer or other legacy browsers, will not access SAM.

STEP 2: Identify Opportunity Number VA-SPORTS-24 or VA-EQUINE-24 in [Grants.gov](https://www.grants.gov) to create your application. Training on using Grants.gov Workspace is located at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

STEP 3: Include the following VA Forms and documents in your application

- Access and complete the **SF-424 Application for Federal Assistance** using Grants.gov Workspace (required)
- Upload the additional application form and documents to your Grants.gov Workspace:
 - **VA Form 10096 Adaptive Sports Grant Application** (required)
 - **Narrative** (required)
 - **Budget Details** (required)
 - **Partnerships** (required, if applicable per the NOFA)
 - **Support** (Optional)
- Complete the **VA Form 10091 Vendor File Request** through the VA Customer Engagement Portal: <https://www.cep.fsc.va.gov/>(required)

NOTE:

SF-424 is located in Grants.gov. Information to complete these forms are located at Grants.gov (<https://www.grants.gov/web/grants/forms/sf-424-family.html>).

VA Form 10091 and VA Form 10096 are available on the VA Adaptive Sports Grant webpage in the “Apply tab” <https://department.va.gov/veteran-sports/grant-program/>

STEP 4: Before you submit, be sure to:

- Review all documents for completeness and accuracy.
 - Grants.gov does not provide a review process for mandatory data
- Review all documents for mandatory signatures.
- Review all documents for allowable expenses. Unallowable expenses are not authorized and are grounds for elimination of the application from consideration

for award. Expenses that are not clearly allowable will be deemed unallowable by VA.

- Review documents for compliance with naming protocols established in Section IV.(B) of the VA-SPORTS-24 and VA-EQUINE-24 Notice of Funding Availabilities (NOFA).
 - SF-424.pdf (required)
 - VA-10091.pdf (required)
 - VA-10096.pdf (required)
 - Narrative.pdf (required)
 - Budget Details.pdf (required)
 - Partnership.pdf (required, if applicable)
 - Support.pdf (Optional)

How to know your submission is complete:

After clicking on the “*Sign and Submit*” button in Workspace you will receive the *Confirmation Page* and be provided a tracking number.

You may review the status of your grant request at <http://www.grants.gov/> website.

How to track the status of a completed grant application:

- The applicant can check the status on the Track My Application page at <http://www.grants.gov/web/grants/applicants/track-my-application.html>.
- The applicant may identify their application by Assistance Listing, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.
- The Track My Application feature only provides information on whether or not VA has downloaded the application for review. Therefore, once it is downloaded, subsequent information on status will be provided by VA. Notifications from VA are estimated to be sent on or prior to September 30, 2024.
- Applicants will not necessarily be contacted by VA prior to the award announcements.