

# Creating an eGrants Account

This document is being provided as a resource only. Do not enter information into or submit this document.

## EGRANTS

All required applicants are to apply using eGrants, CNCS's online application system. The eGrants system can only be accessed from the Corporation for National and Community Service (CNCS) website (<https://egrants.cns.gov/>).

For technical assistance while setting up your account or working on your application, contact the CNCS Help Desk:

- **Phone:** 1-800-942-2677
- **Online:** <https://questions.americorps.gov/app/ask>
- **Hours of operation:** 9:00 AM to 7:00 PM Eastern time, Monday through Thursday

Encountering difficulties using eGrants when submitting an application is not considered an excuse for late submission. We strongly encourage you to create or update your eGrants account and begin your application at least fifteen (15) days prior to the final submission deadline and begin pasting your application into eGrants no later than 24 hours before the deadline. This should allow you time to address technical issues prior to the deadline.

### Employer Identification Number (EIN)

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is used to identify a business entity and is used when setting up an eGrants account. If you do not have an EIN you can apply for one online through the IRS Web site, [www.irs.gov/businesses/small](http://www.irs.gov/businesses/small). If your organization does not yet have an EIN, you should apply for one as soon as possible. Without this number you will not be able to set up an eGrants account.

### Previous Applicants

If you have applied on-line to CNCS in the past or if your organization is a current sub grantee of another CNCS grant, you should already have an eGrants account created for your organization. It is important to use this account to apply for AmeriCorps State funding. If your organization already has an eGrants account, but the old Grantee Administrator is no longer available to approve requests, please contact the Help Desk immediately to request approval for a new user.

### Access Roles

You have three access role options; however, you will need to appoint at least one person from your organization as the Grantee Administrator, as this is the person who can approve or deny access for other users. You will also need at least one person from your organization to have budget access. At this point, you should also determine who in your organization will be responsible for officially submitting your grant application in eGrants. This decision should be based on your organization's policy regarding who is permitted to enter into legal contracts and submit grant requests. Applicants must ensure that this person has an eGrants account and is available to submit the full application in eGrants. The access roles are as follows:

- **No Access**
  - The user has not yet been approved and cannot access the eGrants system.
- **Grantee Without Access to Budget**
  - Has limited application information; no budget access
  - Cannot assign user role
  - Can authorize, assure, and certify
- **Grantee With Access to Budget**
  - Has access to entire application information, including budget information
  - Cannot assign user role
  - Can authorize, assure, and certify

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- **Grantee Administrator**

- Has access to entire application, including budget information
- Can assign user role and update organizational information ○
- Can authorize, assure, and certify
- Has access to Portal functions for all programs, operating sites, and/or service locations.

**Once you have your EIN and have determined what access roles you will request, you will be able to create an eGrants account. Go to: <https://www.nationalservice.gov/resources/amicorps/create-and-manage-egrants-account-presentation> for a step-by-step tutorial from CNCS on creating an eGrants account.**