2019 Grant Writing Workshop

Preface to the Live GEMS Demonstration
The Grant Management Enterprise System – or GEMS – is where you will enter your project application to apply for funding.

This is the login page to access the GEMS system.

You will need a current NCID to be able to access the GEMS system.
Today we will be presenting a live demonstration of how to enter a new project application in the GEMS system.

Once you have logged into the GEMS system, you should see this page header:

- Click on + PROJECT to start a new project application.
Project Application Basics
Let’s Begin . . . .

- Start planning now!!
- Have all individuals involved in working with the grant apply for an NCID if they do not have one
  - Project Director
  - Organizational Administrator
  - Financial Officer
  - Authorizing Official
- Access the North Carolina Identity Management (NCID) at www.nc.ncid.gov
The following individuals should have an **ACTIVE** NCID account:
- Project Director
- Organizational Administrator
- Financial Official
- Authorizing Official
- And staff that enter financial information and documentation

NCID passwords must be updated every three months. If your password has expired, use the links on the NCID home page.

**NOTE!** NCID IDs and passwords should **NOT** be shared!!
SAM.gov Accounts

- On the SAM.gov home page:
- You can search records or check the status of your SAM registration.
SAM.gov Accounts

- On the SAM.gov home page, on the lower portion of the page you can also search records or check the status of your account:

- **Create a new account**: Start by creating a SAM user account.
- **Register Entity**: After creating your SAM user account, log in to register to do business with the U.S. government.
- **Search Records**: Do a public search for existing entity registration records or exclusion records.

Search records for account status

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Governor’s Crime Commission

North Carolina Department of Public Safety
SAM.gov Accounts

- Remember, if your SAM registration expires during the application period, it takes longer to renew the registration!
- Renewing your SAM registration requires that you submit a NOTARIZED document requesting the renewal of your SAM account.
- Check the status of your account early in the application period so that you will have time to renew it if it expires in January.
SAM.gov Account Status

- Search Records
- Search Results
- Expiration Date
DUNS Numbers

- If your agency does not have an active DUNS number, apply for one at www.dandb.com

- Clicking on D-U-N-S Number will take you to a second screen that will allow you to search for your agency’s DUNS number
Applying for a DUNS Number

To apply for a DUNS number, from the home page, scroll down until you see this section, where you will request a DUNS number:
NCID/SAM/DUNS

- Again, keep in mind that some of these registrations take time to process.

**START THE PROCESS NOW!!**

- Start your project planning now so you will be ready to start your application when the application period opens on November 1st!!!

- The grant application process begins November 1, 2019 and ends on January 31st at 12:00 NOON.

DO NOT WAIT UNTIL THE LAST WEEK OF JANUARY TO START YOUR PROJECT APPLICATION!!!
Start Planning in October!

- Make sure that the following individuals are in place:
  - Authorizing Official
  - Financial Officer
  - Project Director

- Roles are merged from information in the GEMS system. Make sure all individuals are active in GEMS. Each person must review and sign off on the application.
Plan Ahead: Know what you plan to do and what you plan to ask for:

- Purpose of the project
- Goals
- Objectives
- Budget
Start Planning in October!

- Preplanning tasks to start in October:
  - Determine your funding source
  - Set your project goals
  - Develop your objectives
  - Plan out your project budget
    - Know what is allowable based on the funding source
Project Budgeting

- Plan your budget
  - Personnel
  - Supplies
  - Equipment
  - Match funding – if applicable
    - Match funding is required for VOCA, VAWA, and JJ projects

VOCA: 20%          VAWA: 25%          JJ: 25%
If at all possible, have your application complete and submitted by the end of December or the first week of January!

People leave, systems have technical issues, software fails, program activities still continue, reports are still due, problems come up.

Keep This In Mind!!
Call us!

We want you to succeed!

If you have questions or are not sure about something, give us a call. This is what we do and we are here to help you if you have problems or questions about your application.

(919) 733-4564