



Submitting an Application Using Grants.gov

1. Log into [Grants.gov](https://www.grants.gov)
2. Click **Apply for Grants** link in the center of the page
3. Select the **Download a Grant Application Package** link
4. Search for Funding Opportunity Number: **COPS-#h) -20** , click the **Download Package** button
5. Click the **Download** link at the bottom of the page
6. To view the 424 instructions, click the **Download Application Instructions** link
7. To start the application, click the **Download Application Package** link
8. Enter an **"Application Filing Name"** in the supplied text box
9. In the Mandatory Documents field:
 - a) Select **Application for Federal Assistance (SF-424)** and click the **Move Form to Complete** button
 - b) Select **COPS Short Application Attachment to SF-424** and click the **Move Form to Complete** button
10. Fill in all Required Fields on the displayed documents (Yellow fields with Red borders)
11. Click the **Save** button at the top of the document
12. In the Save As dialogue box:
 - a) **Browse to an easy to find file location (ex. Desktop or My Documents)**
 - b) Select **Save** button
13. Once application is complete, select the **Save & Submit** button at the top of the document
14. Overwrite the previous document or save in a different location for redundancy
15. Enter Username and Password for the AOR account
16. Wait until Confirmation Page appears to close the document
17. Three Grants.gov emails will be received:
 - a) One thanking for submission
 - b) One confirming Grants.gov validation
 - c) One stating the application was received by the agency
18. One COPS office email received (Within 20 minutes)
 - a) One stating application passed COPS validation and providing a link to CAP

Or

 - b) One stating that the COPS validation has failed and that the issues must be corrected and resubmitted.