

Issue Date: September 11, 2024

## Enrolling in the VT AOE Grants Management System

Entities that wish to apply for state grants, but do not yet have active GMS accounts will need to follow these steps:

1. Locate your Unique Entity ID number and confirm active status on SAM.gov
  - a. If you do not know whether you have a UEI number, or you know you do not have one, you can check your status and create a new account through [SAM.gov](http://SAM.gov). This process can take several weeks to complete.
2. Locate your Federal Taxpayer Identification Number
  - a. In most circumstances, your TIN will be your organization's Employer Identification Number.
  - b. If you are unsure about your Federal TIN consult your organization's tax professional.
  - c. If you need to apply for an EIN, you can do so through the [IRS website](http://IRS website). This process will likely take between four and five weeks.
3. Complete a federal [W-9 form](#)
  - a. State of Vermont rules require your W-9 to be:
    - i. Dated within six months of submission
    - ii. Type-written
    - iii. Signed and dated in blue or black ink
      1. Electronic signatures are **not** acceptable
4. Complete this [Cognito Form](#), which will require all of the information above. This step should be taken as far in advance of your application deadline as possible to ensure adequate time for any corrections or additional information gathering that might be necessary.

Once GMS access has been granted, the following must be completed before any grant applications can be submitted:

1. Follow directions on the GMS landing page to create individual user-level accounts for all personnel who will need them.
2. Assign permissions as appropriate
  - a. At a minimum, your organization must have an assigned:
    - i. Authorized Representative – a director-level employee authorized to sign legally binding contracts on behalf of your organization.
    - ii. Business Manager – a senior-level employee with full knowledge of your organization's budget and business plan.
3. Complete your Central Data collection.

