



## Pennsylvania Creative Industries

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### PRE-APPLICATION CHECKLIST

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#### ABOUT THIS DOCUMENT

The Pre-Application Checklist is intended for applicants to Pennsylvania Creative Industries grant programs. Acknowledgement of receipt and understanding of this checklist is required to proceed with your application. Please review carefully.

#### BEFORE STARTING THE APPLICATION

- Start early! Due dates are non-negotiable and can be reviewed here: [Due Dates for Grants](#).
- Verify eligibility. See specific program guidelines for details and/or call an agency staff member.
- Check the [PA Supplier Portal](#) to confirm your organization has a vendor registration. If not, follow the instructions on the Portal Page to get one.
  - You must have a Vendor Number to receive grant payments. The Vendor Account must be registered with [Payable Services Center](#).
  - To make any changes to a non-procurement registration, you can do so here: [Non-Procurement Vendor Help](#). Incorrect vendor information will delay disbursement of your award, if granted.
  - The Payable Services Center is part of the Bureau of Payable Services in the Office of Comptroller Operations and includes a call center and a vendor data center. For assistance hours and information, please visit: [Payable Services Center](#)
  - **Payments are made by ACH (Automated Clearing House).** To receive direct deposit payments, please visit: [Sign Up for Direct Deposit & e-Remittance](#)

#### COMPLETING THE APPLICATION

- To submit an application, visit <https://grants.pa.gov>.
- Access to [grants.pa.gov](https://grants.pa.gov) is powered by [Pennsylvania Keystone Login Portal](#). New users will need to register for a Keystone Login ID.

- When prompted, make sure to enter your organization's Vendor Number (see above,) Federal Employer Identification Number (FEIN,) and Unique Entity ID (UEI/UEID.) For information and to register for a UEID, please visit [SAM.gov](https://sam.gov)
- Confirm that your organization is up to date with all state taxes such as payroll, unemployment, sales, etc. Any delinquencies will halt the processing and payment of your grant.
- Ensure that the person that you listed in the application as your Signing Authority has a registered Keystone ID and will be able to eSign the grant award contract, if awarded.

### **AFTER SUBMITTING THE APPLICATION**

- Check to make sure that your application has an Application ID assigned to it. Only submitted applications have an Application ID.
- Look for a Grant Award Letter and instructions emailed to your Signing Authority, if awarded, several months after application has been submitted. Most, not all, agency grants are approved by the Council in the summer.
- Follow instructions in Grant Award Letter ASAP

### **TO RECEIVE YOUR GRANT AWARD**

- Your Signing Authority should receive an email from [coa-esignature@pa.gov](mailto:coa-esignature@pa.gov) instructing them to follow a link to the grant award agreement. Please make sure that your signing authorities' email inbox is set up to accept messages from this email address so that it does not go into spam.
- eSign your grant award agreement by following the emailed link and then clicking the "Sign" button. Your award must be e-signed within the timeframe specified in the eSign notification. Most agency programs do not allow for extensions of time to sign agreements.
- Some grants programs are made on a reimbursement basis and will require an approved Request for Reimbursement before grant payments can be made. Please refer to the Reimbursement Guide for more info.

### **Help Desk**

**Phone: 833-448-0647 7AM – 6PM EST Monday through Friday**

**Email: [egrantshelp@pa.gov](mailto:egrantshelp@pa.gov)**