



FMCS

FEDERAL MEDIATION &
CONCILIATION SERVICE

March 1, 2016

Dear Prospective Applicant:

We are delighted to learn of your interest in our Fiscal Year 2016 Labor-Management Cooperation Grant Program. We are enclosing the following materials for your convenience:

- (1) The Application Solicitation (listing the application requirements);
- (2) SF-424 (Application for Federal Assistance);
- (3) The Financial and Administrative Grants Manual (to assist you in drafting the Application—it includes a sample set of completed forms);
- (4) Drug-Free Workplace Certification;
- (5) Registration for DUNS, System for Award Management (SAM.gov) and Grants.gov; and
- (6) A copy of the law authorizing our grants program.

Please pay special attention to the following requirements:

1. All applicants must submit a completed Application for Federal Assistance (SF-424) with all proposals. **The (SF-424) form must be signed by both a labor representative and a management representative.** In lieu of signing the SF-424 form, representatives may type their name, title, and organization on plain bond paper with a signature line signed and dated, in accordance with block 18 of the SF-424 form. Failure to include the 424 form or its equivalent will disqualify your grant application.
2. The Federal Government requires all applicants for Federal grants and cooperative agreements to have a DUNS Number and register with System for Award Management (SAM.gov). A DUNS Number can be obtained by contacting Dun & Bradstreet at 1-866-705-5711 or FEDGOV.DNB.com/webform. If you have questions about creating, updating or renewing your SAM registration, please visit the website at SAM.gov or contact the SAM Help Desk at 866-606-8220.

3. Applications must be submitted on or before **May 31, 2016**. FMCS will start accepting applications beginning March 1, 2016. Submit your applications thru Grants.gov.
4. FMCS will not review or issue comments on draft or pre-applications. Please review our webinars on grants 101 and writing a grant at FMCS.gov. However, if you continue to have questions regarding the application process or guidelines, you may contact Linda Gray-Broughton at lgbroughton@fmcs.gov or 202.606.8181.
5. A key deficiency in many applications is the lack of specific and measurable goals and objectives. Even new committees must specify the results they will achieve during the life of the grant in order to be considered for grant funding.
6. Applicants must prepare their budget narrative and milestone chart using a start date of "month one" and an end date of "month twelve" or "month eighteen," as appropriate. Thus, if applicant is seeking a twelve month grant, use figures reflecting months one through twelve.

To facilitate our review of your application, **number your pages and follow the narrative sequence suggested under the "Required Program Elements" section of the Application Solicitation.** A table of contents would be appropriate. Please remember that the applications are judged on their merits, not their length. Avoid including irrelevant data, reports, and appendices, etc., to your application. Videotaped material will not be considered.

Again, thank you for your interest in our grants program and much success on your grant application.