



**Council on  
the Arts**

# **10 Tips on Prequalification**

# Overview

- Nonprofits must Prequalify on the Grants Gateway ([www.grantsgateway.org](http://www.grantsgateway.org)) before they can compete for state grants from NYSCA (or any other state agency).
- Register
- Upload and submit a Vault
- Review by agency and Prequalification

# Step 1: Register

- Register your organization in the Grants Gateway
- Registration Documents listed here  
<https://grantsmanagement.ny.gov/register-your-organization>
- A notarized registration form signed by org head
- An organizational chart
- A signed W-9 for your organization
- Note: your Vault ID is separate from a NYS vendor ID that you may receive.



# Steps 2/3: Submit Vault and Prequalify

- Upload and submit a Vault on the Grants Gateway:  
[www.grantsgateway.org](http://www.grantsgateway.org)
- Review by NSYCA and Prequalification
- Instructions and checklists  
here: <https://grantsmanagement.ny.gov/get-prequalified>

***You must be Prequalified by the application deadline or your application cannot be reviewed by NYSCA.***

# Tip #1: Start Early!

- You may Prequalify at any time – we recommend you start **now**.
- NYSCA and Grants Gateway are not likely to resolve any issues by the application deadline in any Vault submitted less than 7 days before an application deadline.

***You must be Prequalified by the application deadline or your application can't be reviewed by NYSCA.***

## Tip #2: Be sure all contact information is up-to-date

Make sure the email addresses you have provided to Grants Gateway are up-to-date. If the addresses on file are incorrect, you may miss important notifications, instructions, and requests regarding your prequalification status.

# Tip #3: Check Your Document Vault Status

Check the current status of your Document Vault, learn of key expiration dates, and view notes posted for your review and action by viewing the ***State Prequalification Application Status Report***.

Find this report in the Management Screens section near the bottom of your Document Vault main page.



# Tip #3 Continued

## Prequalification Application Status Report

**Status:** Document Vault Prequalified  
**Submission Date:** 01/11/2022 10:07:31AM  
**Name of Roles Assigned:** Omar Estrada, Mamee Geller  
**Email of Roles Assigned:** omar.estrada@arts.ny.gov, mamee.geller@arts.ny.gov

**Legal Name:** [REDACTED]  
**Payee Name:** [REDACTED]  
**SFS Vendor ID:** [REDACTED]

| Prequalification Element                            | Date Modified                                | Review Status | Date Of Status        | Internal Comments | Comments for Vendor |
|---|--|---------------|-----------------------|-------------------|---------------------|
| Organization Capacity                               | 01/10/2022 01:09:03PM                        | Approved      | 01/11/2022 10:02:13AM |                   |                     |
| Organization Compliance                             | 01/10/2022 01:11:59PM                        | Approved      | 01/11/2022 10:02:49AM |                   |                     |
| Organization Integrity                              | 01/10/2022 01:22:01PM                        | Approved      | 01/11/2022 10:01:28AM |                   |                     |
| Certificate of Incorporation or Equivalent Document | 07/11/2013 05:20:00PM                        | Approved      | 01/30/2014 12:38:19PM |                   |                     |
| IRS 501(c) Determination Letter                     | 07/10/2013 02:05:01PM                        | Approved      | 01/30/2014 12:38:35PM |                   |                     |
| IRS 990   | 01/11/2022 09:53:01AM<br>Expires: 11/15/2022 | Approved      | 01/11/2022 09:52:52AM |                   |                     |
| Audit/Reviews and Findings                          | 01/11/2022 09:55:06AM<br>Expires: 11/15/2022 | Approved      | 01/11/2022 09:55:00AM |                   |                     |
| CHAR500 or CHAR410                                  | 01/11/2022 10:09:18AM<br>Expires: 11/15/2022 | Approved      | 01/11/2022 10:09:07AM |                   |                     |
| Board of Directors Profile                          | 01/11/2022 08:50:21AM                        | Approved      | 01/11/2022 09:51:57AM |                   |                     |
| Senior Leadership Resumes                           | 01/22/2019 11:51:46AM                        | Approved      | 02/13/2019 10:22:29AM |                   |                     |
| Corporate Bylaws                                    | 07/11/2013 05:20:32PM                        | Approved      | 01/30/2014 12:45:04PM |                   |                     |





# Tip #4: Designate Roles Carefully

The Grantee Delegated Administrator is the only role that can make updates to the Document Vault and submit the vault for review.

Need help logging in? Contact the Grants Gateway Help Desk.

# Tip #5: Prepare Policies and Procedures

You will be asked if your organization has certain policies and procedures. NYSCA does not mandate any particular policy form or language, but do not wait until the last minute to find out which polices are required.

See page 12 of the [Vendor Prequalification Manual](#).

## Tip #6: Format Board Info

Grants Gateway requires that your board information be provided in a particular format. Please do not submit a copy of a website page as it may not contain sufficient information.

There is a sample format available at

<https://grantsmanagement.ny.gov/system/files/documents/2019/01/sample-board-directors-profile-v2.pdf>

# Tip #7: Show Internal Controls for Contract Signing and Payment

Each organization must have two or more individuals authorized to pay contracts and sign contracts.

If you answer Question 8 in Organization Compliance that the same person signs your contracts and pays them, you will not be Prequalified.

# Tip #8: Remember to Update Documents Annually

Remember to update the following documents on an annual basis:

- IRS 990
- Audit / Reviews and Findings
- CHAR500/CHAR410

# Tip #9: Check Dates and Documents

Make sure that financial documents are correct, complete and correspond to the proper fiscal year.

For detailed information on which documents are required for your organization, click here:

<https://grantsmanagement.ny.gov/resources-grant-applicants>



# Tip #10: Don't Forget to Submit!

After your updates have been completed, be sure to submit your vault for review.

How: To submit your document vault for review, scroll halfway down the document vault page to click the link to submit the document vault, follow the prompts to update and/or save the sections indicated above, click submit again, and then click "I Agree" to submit your vault. Your status will change to "in review" and an automated email will be generated and sent to the email addresses provided to Grants Gateway IMMEDIATELY.

**Document Vaults in modification, review, or open status are not considered Prequalified.**



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# Tip #10 Continued

Browser address bar: <https://trn.grantsgateway.ny.gov/IntelliGrants>

Page title: IntelliGrants - Document M... x Information for Current and P...

Buttons: CHECK GLOBAL ERRORS, SHOW P...

|  |  |            |                     |                     |
|--|--|------------|---------------------|---------------------|
|  | <a href="#">Board of Directors Profile</a> | [REDACTED] | 5/5/2015 2:44:08 PM | 5/5/2015 2:44:43 PM |
|  | <a href="#">Senior Leadership Resumes</a>  | [REDACTED] | 5/5/2015 2:46:25 PM |                     |
|  | <a href="#">Corporate Bylaws</a>           | [REDACTED] | 5/5/2015 2:47:23 PM |                     |

Status Change

[Click Here to Submit your Document Vault](#)

Form Optional Documents

- [Licenses \(Site or Professional\)](#)
- [Certificate of Assumed Name or DBA](#)
- [Certificate of Insurance - Disability](#)



# Resources

- [Vendor Prequalification Manual](#)
- [Website Resources Document](#)
- [Prequalification FAQ Document](#)
- [Get Prequalified Videos](#)
- Weekly Live Webinars —sign up at <https://grantsmanagement.ny.gov/live-webinars#registration-and-prequalification>
- Find these resources at: <https://grantsmanagement.ny.gov/get-prequalified>



# Contacts

## Marnee Geller

NYSCA Prequalification Specialist Lead

[Marnee.Geller@arts.ny.gov](mailto:Marnee.Geller@arts.ny.gov)

(212) 459-8819

## Grants Gateway Help Desk

[grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)

Weekdays 8AM – 4PM:

(518) 474-5595

After Hours: (800) 820-1890

## NYSCA Help Desk

[Help@arts.ny.gov](mailto:Help@arts.ny.gov)

(212) 459-8800



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**THANK YOU!**