



**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 by emailing registration documents to the Grants Gateway team at [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov) to request registration
- 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.***



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# 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:**

**Payee Name:**

**SFS Vendor ID:**

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 Expires: 11/15/2022	Approved	01/11/2022 09:52:52AM		
Audit/Reviews and Findings	01/11/2022 09:55:06AM Expires: 11/15/2022	Approved	01/11/2022 09:55:00AM		
CHAR500 or CHAR410	01/11/2022 10:09:18AM 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, see section 4.4 of the [Vendor Prequalification Manual](#).



# 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 header: CHECK GLOBAL ERRORS SHOW

	<a href="#">Board of Directors Profile</a>	5/5/2015 2:44:08 PM	5/5/2015 2:44:43 PM
	<a href="#">Senior Leadership Resumes</a>	5/5/2015 2:46:25 PM	
	<a href="#">Corporate Bylaws</a>	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

**THANK YOU!**