

# Grantee Pre-Qualification Instructions and Resources

## Overview

All grant applicants must be pre-qualified to do business with the State of Illinois. To be pre-qualified for a grant award, an entity must: have a current DUNS number ([sign up for free](#)); have a current SAMS Cage# ([sign up for free](#)); must not be on the Federal Excluded Parties List ; and (if the applicant is a non-profit) be in good standing with the [Illinois Secretary of State](#).

## How to Pre-Qualify

To pre-qualify, register your organization on the Grantee Portal- <https://grants.illinois.gov/portal/>. This link will also direct you to frequently asked questions and tutorials.

## Helpful Resources

### Dun and Bradstreet Number (DUNS)

- Register for a DUNS- <https://www.dnb.com/duns-number/get-a-duns.html>

### Federal Employer Identification Number (FEIN)

- New organizations can check status of EIN application here:  
<https://www.irs-ein-tax-id.com/learn/faq/check-status-application/>

### Sam.gov registration <https://sam.gov/SAM/>

- Generally takes 7-14 business days for approval
- May require a notarized letter
- Requires renewal every 12 months
- The Federal Service Desk is a helpful resource- [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp), 1-866-606-8220
- A Quick Start Guide for Grant Registrations can be found here:  
[https://www.fsd.gov/gsafsd\\_sp?id=kb\\_article\\_view&sysparm\\_article=KB0029897](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0029897)
- Instructions on how to update an existing entity registration are here:  
[https://www.fsd.gov/gsafsd\\_sp?id=kb\\_article\\_view&sysparm\\_article=KB0016307](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0016307)
- Instructions on how to become the new administrator for an existing entity registration are here: [https://www.fsd.gov/gsafsd\\_sp?id=kb\\_article\\_view&sysparm\\_article=KB0016652](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0016652)

### Illinois Secretary of State registration

- Required for non-profits only
- Please note that this process may take 2-4 months
- Contact the IL Secretary of State's Business/ Not-for-Profit office for assistance
- Chicago Office Phone #: 312-793-3380, Springfield Office Phone #: 217-782-6961  
[https://www.cyberdriveillinois.com/departments/business\\_services/business\\_not-for-profit/home.html](https://www.cyberdriveillinois.com/departments/business_services/business_not-for-profit/home.html)
- They will send a form and may ask for articles of incorporation. Complete all requests.
- Once registration is complete, log into the Grantee Portal and enter the Secretary of State file number