

All applicants are required to submit the application narrative, logic model, budget and performance measures using eGrants, the Corporation for National and Community Service's online application system. The eGrants system can only be accessed from the CNCS website. Items required to be emailed to grants@onestarfoundation.org must be submitted by the application deadline.

Deadline for Formula New/Recompete application submission is **Thursday, March 30, 2017 at 10:59:59 PM Central.**

Deadline for Formula Continuation application submission is **Thursday, April 27, 2017 at 10:59:59 PM Central.**

Late applications in whole or in part will not be accepted.

eGrants Technical Assistance

Contact the National Service hotline at 800-942-2677 or via [eGrants online](#) if a problem arises when creating an account or preparing or submitting the application. Be prepared to provide the application ID, organization's name, and the *Notice* to which the organization is applying. National Service Hotline hours are as follows: Monday – Friday, 9am – 7pm ET (Jan, Aug, Sept); Monday – Thursday 9am – 7pm ET (Oct, Nov, Dec).

Note: Encountering difficulties using eGrants when submitting an application is not considered an excuse for late submission. We strongly encourage you to create or update your eGrants account and begin your application at least ten (10) days prior to the final submission deadline and begin pasting your application into eGrants no later than 48 hours before the deadline. This should allow you time to address technical issues prior to the deadline.

CREATING AND SUBMITTING A NEW APPLICATION IN EGRANTS

Applicants need to establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account." For specific requirements on creating an account, see [Creating an eGrants Account](#).

SELECTING YOUR PRIME

1. Log in to eGrants with the username and password provided to you by eGrants.
2. At the bottom of the home page, click on **Start a New Application**.
 - Do not click on start a new concept paper – that is for VISTA only.
3. Select **AmeriCorps** for your program area
4. Select the following NOFA:
 - If you are applying as an **State Cost Reimbursement Grant**:
 - *FY 2017 AmeriCorps State Commission (New and Continuations)*
 - If you are applying as a **Fixed-amount Program**:
 - *FY 2017 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)*
5. The next page will prompt you to select the state in which you are applying, select **Texas**
6. Select the following Prime Application ID
 - If you are applying as a **State Cost Reimbursement Grant**:
 - *Prime Application ID: 16AFHTX001*
 - If you are applying as a **Fixed-amount Program**:
 - *Prime Application ID: 17ES189789*

For further instructions on entering text into eGrants see the [Application Instructions](#) beginning on page 9.

Note: When selecting the correct eGrants application, you will see a Due Date of 1/18/2017 associated with the application listed above. Please ignore this deadline as this date is pre-populated by CNCS to align with their National deadlines, not individual State deadlines. Please ignore this date and ensure that you are selecting the correct NOFO and Prime Application ID according to the above Submission Instructions.