

Instructions for Creating a Formula Application in eGrants

SUBMITTING YOUR APPLICATION IN EGRANTS

New and Recompeting Applicants.

New 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.*”

Once you have created an account and have been assigned user roles by going into the My Account tab and selecting the “*Assigning User Roles*” link follow these steps:

1. From the home page, select the *NEW* link to start a New Grant Application on the lower left hand side.
2. Next select *AmeriCorps* from the drop down in the Program Area field.
3. Next select the correct NOFO: [FY 2022 AmeriCorps State and Territory Commissions \(New and Continuation\)](#). Due Date: 01/05/2022. Summary: [This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants. \(Note that the date will be different as AmeriCorps uses the same NOFO that was used for the Competitive NOFO in the fall, 2021. Your application will be due to our Commission on April 21, 2022.](#)
4. Next *apply for new grant* link
5. Next pick *New Jersey* from the drop down
6. Next pick *22AC246076 – Formula programs* from the drop down.

This will have created your application. Continue to follow instructions in the 2022 AmeriCorps Application Instructions on page 4 to enter all of the required fields in your created application.