



## Application Readiness Checklist

- ☐ **Confirm access to [Intelligrants 10.0 \(IGX\)](#).**

Your organization must be registered in IGX, the Justice and Public Safety Cabinet (JPSC) electronic grants management system, to apply for funding. You can register at any time – you don’t have to wait until a funding opportunity is open. If you’ve used this system in the past, check that your registration and users are current, as IGX accounts deactivate after one year of inactivity.
- ☐ **Verify your organization’s SAM Unique Entity Identifier.**

To receive federal funding, your organization must have a Unique Entity Identifier assigned through the federal System for Award Management (<http://sam.gov>). Registration is free.
- ☐ **Make sure your eMARS vendor profile is up to date.**

Organizations are not required to have an active eMARS organization profile unless awarded funding. However, returning applicants can streamline the award acceptance process by ensuring information within their eMARS vendor profiles is current. Visit [vss.ky.gov](http://vss.ky.gov) to view your vendor profile. Please note this system is not maintained by the JPSC Grants Management Division (GMD) and requests for assistance should be directed to Kentucky’s Vendor Self Service at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) or by telephone at (502) 564-9641.
- ☐ **Address name changes early.**

501(c)(3) organizations must provide an IRS designation letter demonstrating 501(c)(3) status to accept a subaward contract. The organization name listed in the letter must match the eMARS vendor organization name. If your organization’s legal name has changed, [request an affirmation letter from the IRS](#) as soon as possible. Do not wait until a contract has been offered to complete this step to prevent a delay in the contracting process.
- ☐ **Sign up for funding announcements.**

GMD will continue to send press releases announcing new notices of funding opportunities to points of contacts listed in IGX. Other individuals may sign up for funding announcements by contacting GMD at [JUSIGX@ky.gov](mailto:JUSIGX@ky.gov).