GRANTS OFFICE
empowering communities

JustGrants Explained

What Every DOJ Grant Applicant Needs to Know

Today's Presenters



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Grants Office
Manager of Community Engagement



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Grants Office
Senior Grants Development Consultant

TODAY'S AGENDA

01 | What is JustGrants?

02 | First Things First…Registrations

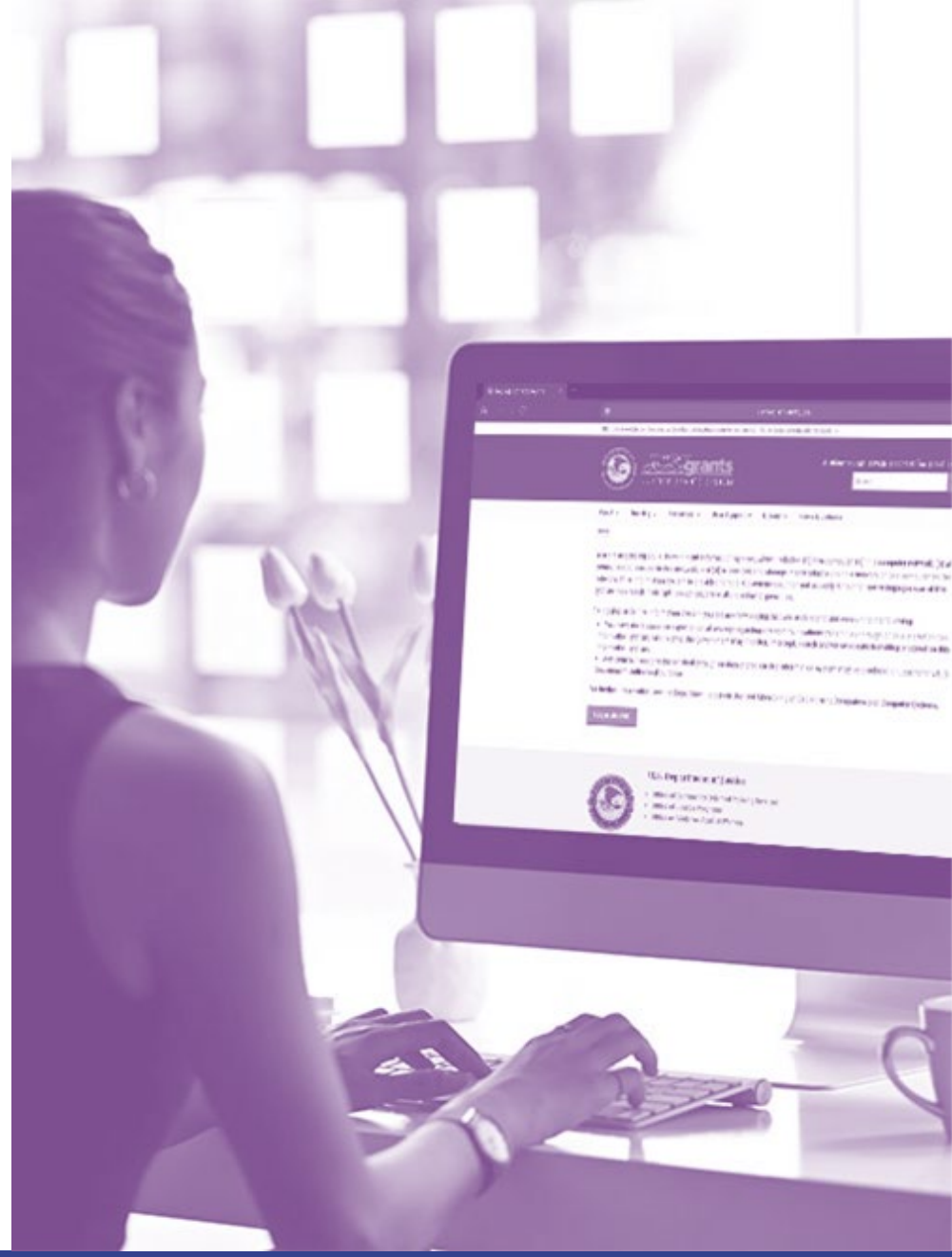
03 | Starting in Grants.gov

04 | JustGrants Application

05 | Common JustGrants Pitfalls and How to Avoid Them

06 | Grants Office Services and How to Engage

07 | Q&A



What is JustGrants?

Federal Sources of Funding

















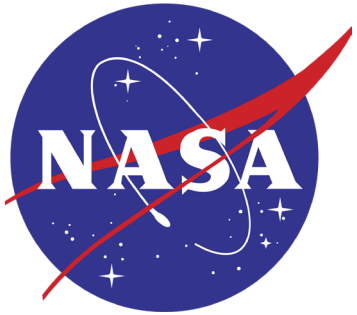














Watch our Grantscast:
Getting Started with Grants.gov: Finding and Applying for Federal Grants



An official website of the United States government, Department of Justice. Here's how you know

JustGrants Resources Website

SAM.gov Entity Registration and Renewal Requirement

All entities seeking Department of Justice (DOJ) grant funding must have an "active" registration in SAM.gov. **Begin the SAM.gov registration or renewal process 30 days prior to any deadlines** to allow time to complete the full process.

For additional support, visit SAM.gov Help.



Video: DOJ Grant Application Process Overview

Want to apply for Department of Justice (DOJ) funding? This video offers a quick look at the systems you'll use to complete your grant application—SAM.gov, Grants.gov, and JustGrants—and shows you where to find assistance with any step in the grant application process.

End-to-end grant management system

01

Office of Justice Programs (OJP)

Focuses on data, research, and systemic reform. OJP funds evidence-based strategies to reduce crime, support victims, and improve the justice system.

02

Office on Violence Women (OVW)

Provides both formula grants and competitive awards specifically dedicated to victim services, domestic violence prevention, and offender accountability.

03

Office of Community Oriented Policing Services (COPS Office)

Funds initiatives that build local trust, support community policing, hire officers, and improve cooperation between police departments and the neighborhoods they serve.

First Things First…Registrations

Key Things to Know About Registering

1. **Multiple Systems Are Required**

   If applying to a DOJ grant opportunity, organizations must be registered with SAM.gov, Grants.gov, and JustGrants

2. **Registering with SAM.gov Must be Done First**

   Registration steps are sequential. You must obtain a Unique Entity Identifier (UEI) through SAM.gov before registering in Grants.gov and JustGrants.

3. **Information Across Systems Must Match Exactly**

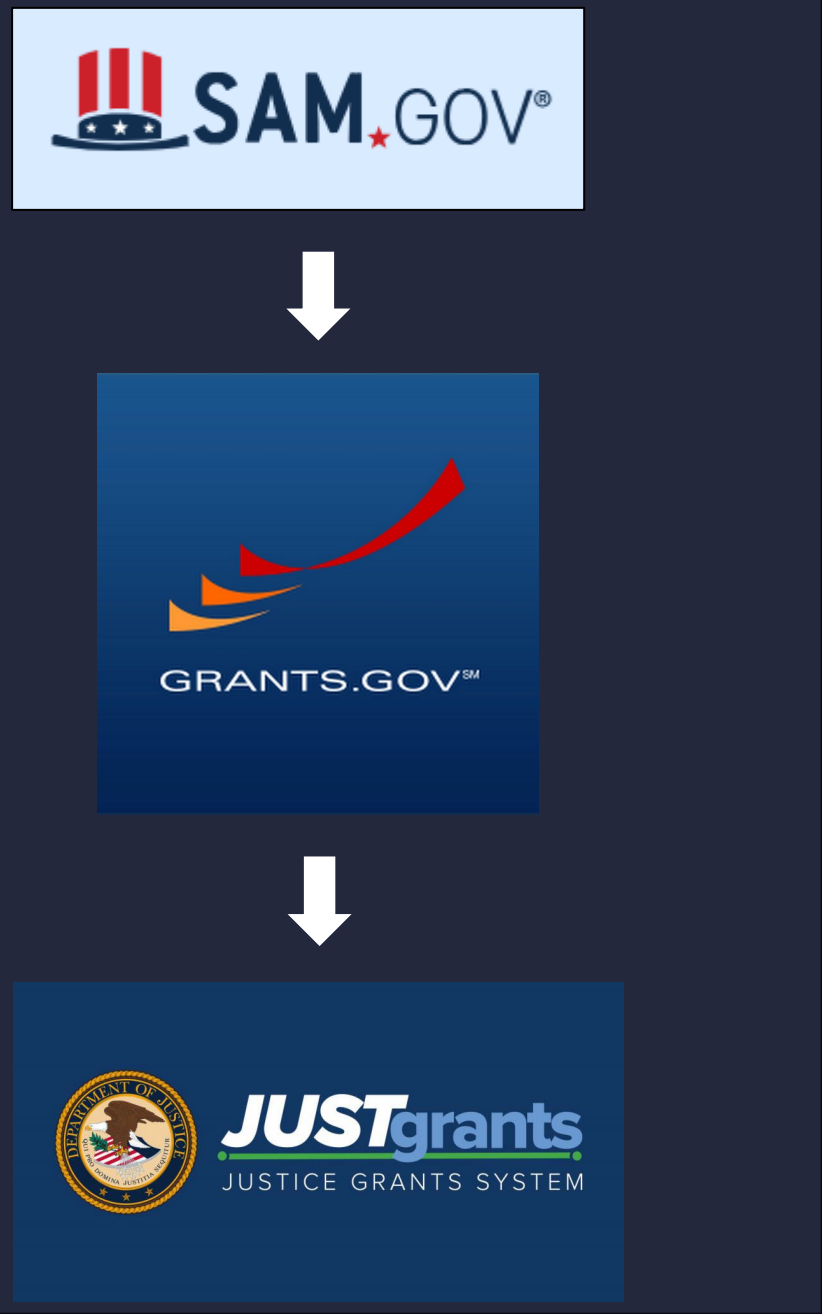
   Your legal business name and entity details (like the EBiz POC) must match across all systems. Even small discrepancies can cause delays.

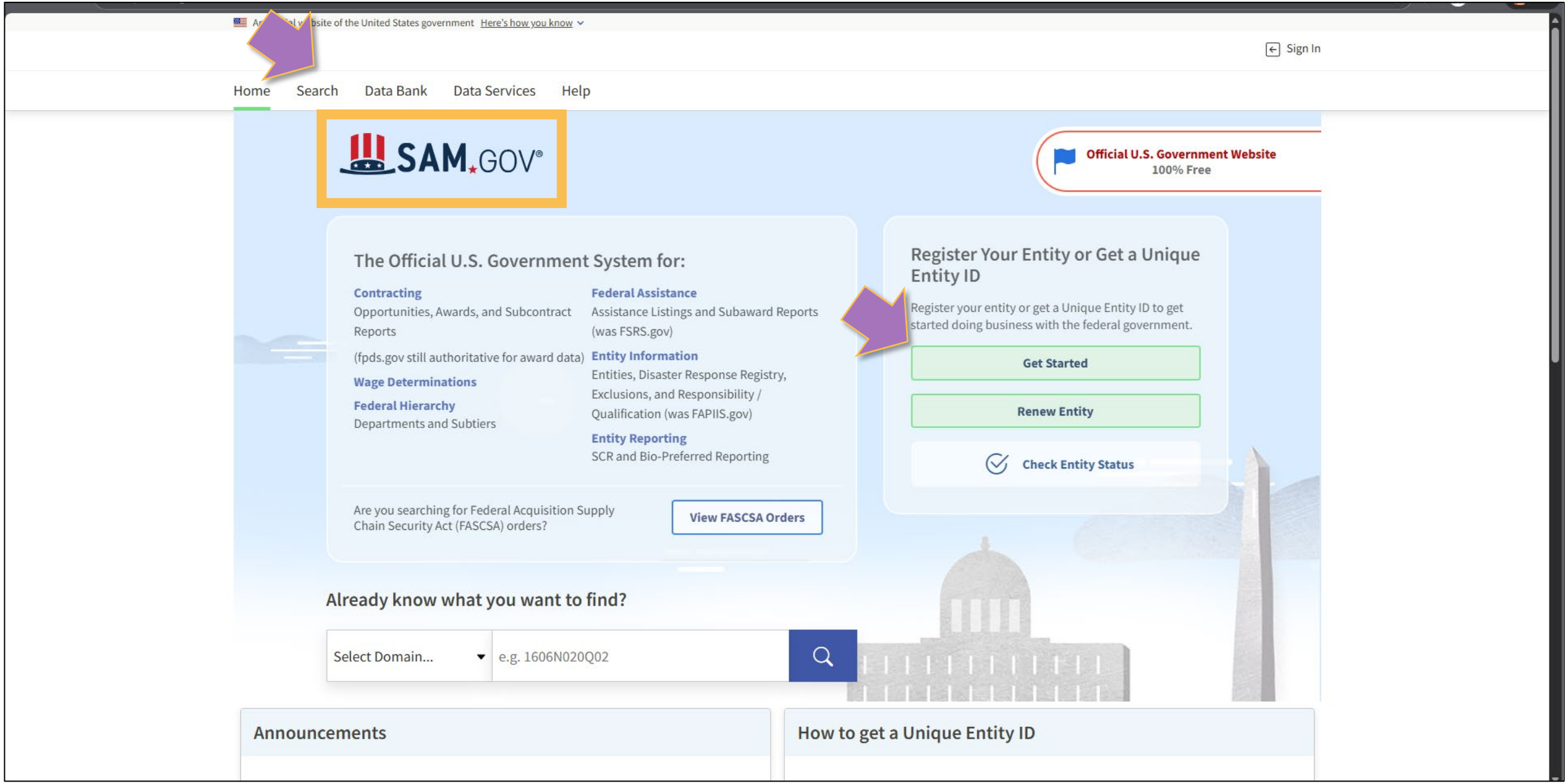
4. **It Can Take Several Weeks**

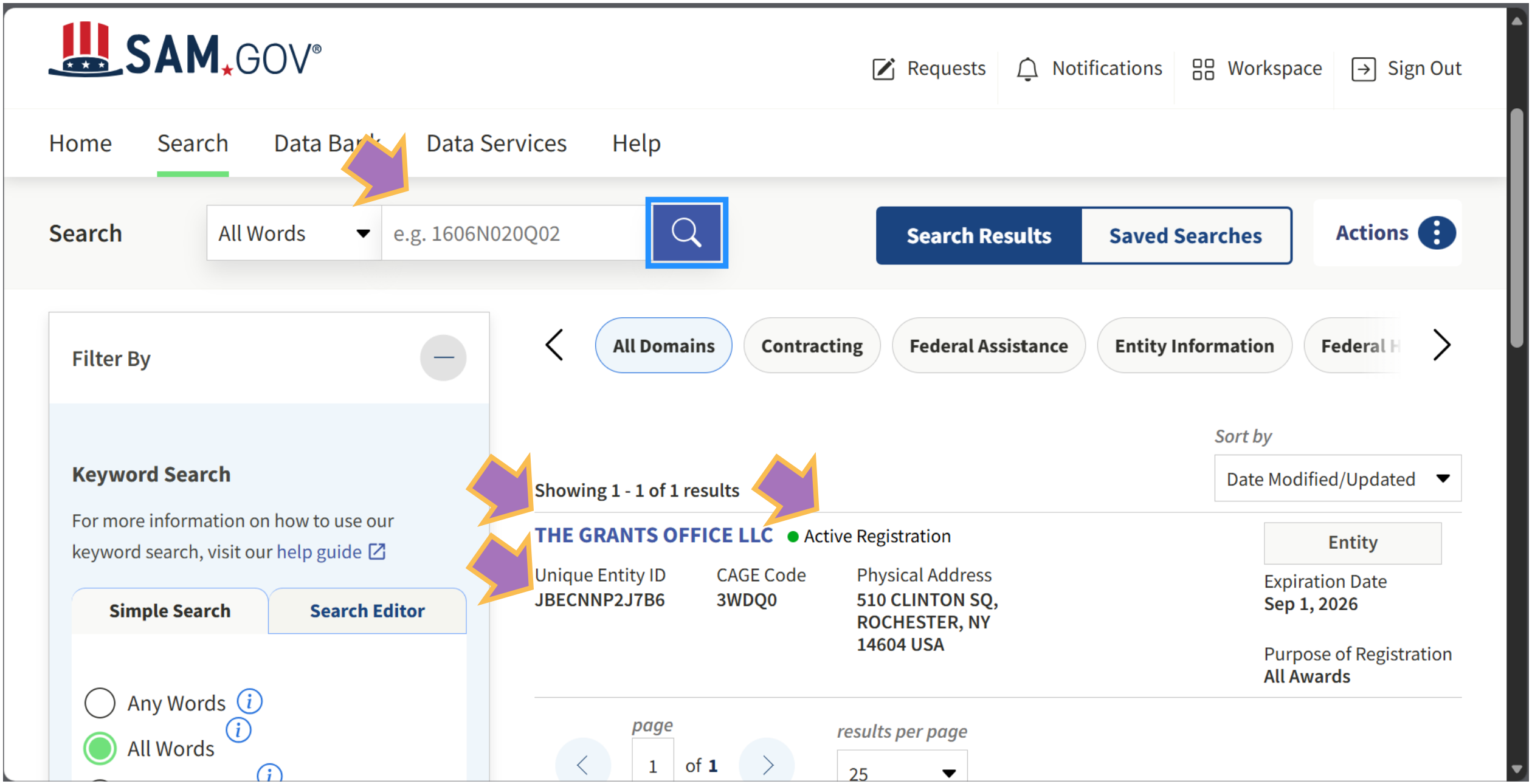
   So, start early. SAM.gov registration also requires annual renewal and must be active at time of submission. Check status early and often.

5. **Role Assignments Matter**

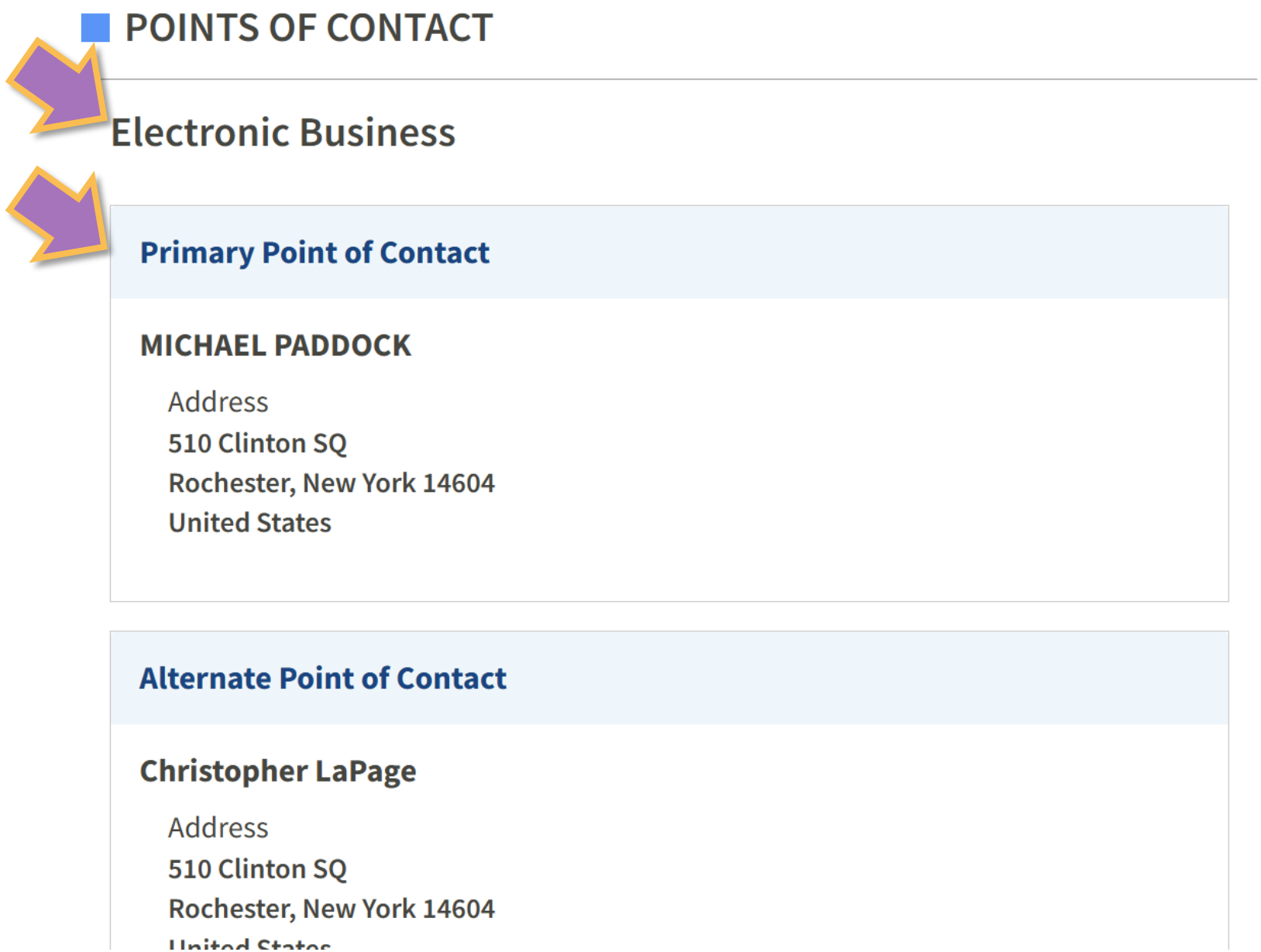
   Roles are assigned in JustGrants, each with specific access / permissions. Update / maintain these roles with intention.




site of the United States government Here's how you know
Sign In
Home
Search
Data Bank
Data Services
Help
SAM.GOV®
Official U.S. Government Website
100% Free
The Official U.S. Government System for:
Contracting
Opportunities, Awards, and Subcontract Reports
(fpds.gov still authoritative for award data)
Wage Determinations
Federal Hierarchy
Departments and Subtiers
Federal Assistance
Assistance Listings and Subaward Reports (was FSRS.gov)
Entity Information
Entities, Disaster Response Registry, Exclusions, and Responsibility / Qualification (was FAPIIS.gov)
Entity Reporting
SCR and Bio-Preferred Reporting
Are you searching for Federal Acquisition Supply Chain Security Act (FASCSA) orders?
View FASCSA Orders
Register Your Entity or Get a Unique Entity ID
Register your entity or get a Unique Entity ID to get started doing business with the federal government.
Get Started
Renew Entity
Check Entity Status
Already know what you want to find?
Select Domain...
e.g. 1606N020Q02
Announcements
How to get a Unique Entity ID


SAM.GOV®
Requests
Notifications
Workspace
Sign Out
Home
Search
Data Bank
Data Services
Help
Search
All Words
e.g. 1606N020Q02
Search Results
Saved Searches
Actions
Filter By
All Domains
Contracting
Federal Assistance
Entity Information
Keyword Search
For more information on how to use our keyword search, visit our help guide
Simple Search
Search Editor
Any Words
All Words
Showing 1 - 1 of 1 results
Sort by
Date Modified/Updated
THE GRANTS OFFICE LLC
Active Registration
Entity
Unique Entity ID
JBECNNP2J7B6
CAGE Code
3WDQ0
Physical Address
510 CLINTON SQ,
ROCHESTER, NY
14604 USA
Expiration Date
Sep 1, 2026
Purpose of Registration
All Awards
page
1
of 1
results per page
25

Make sure your points of contact and their details are correct!



JustGrants User Roles



Entity Administrator

Org "gatekeeper" who manages the entity profile, invites users, and assigns roles and applications to team members.



Application Submitter

User responsible for directly drafting, completing, and submitting the full proposal package within JustGrants.



Authorized Representative

Highest-ranking legal signatory with authority to sign contracts & legally accept/decline a federal award on behalf of the org.



Financial Manager

Financial POC responsible for certifying, modifying, & submitting all required quarterly financial reports on behalf of the org.



Grant Award Administrator

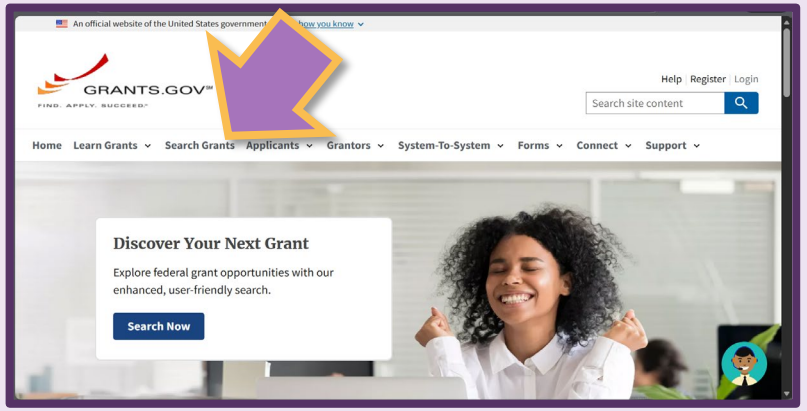
Primary POC for post-award compliance who completes & submits program requirements, reports, & closeout steps.

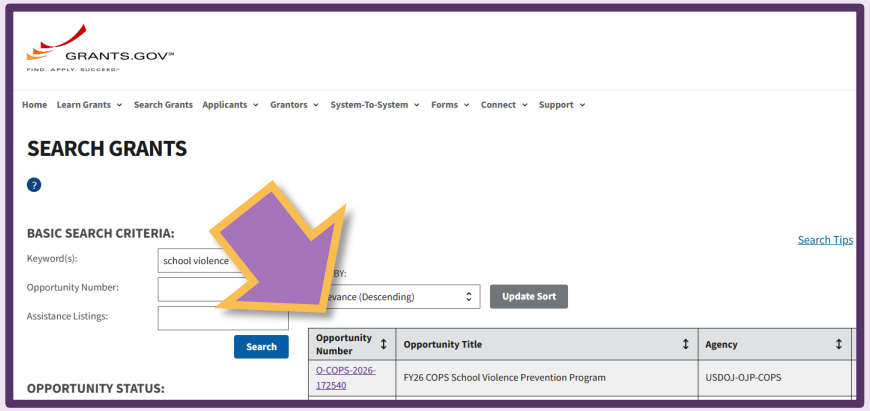


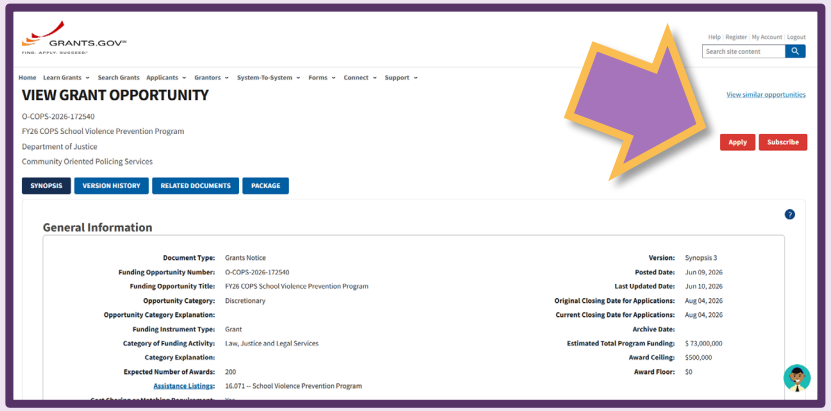
Alternate Grant Award Administrator

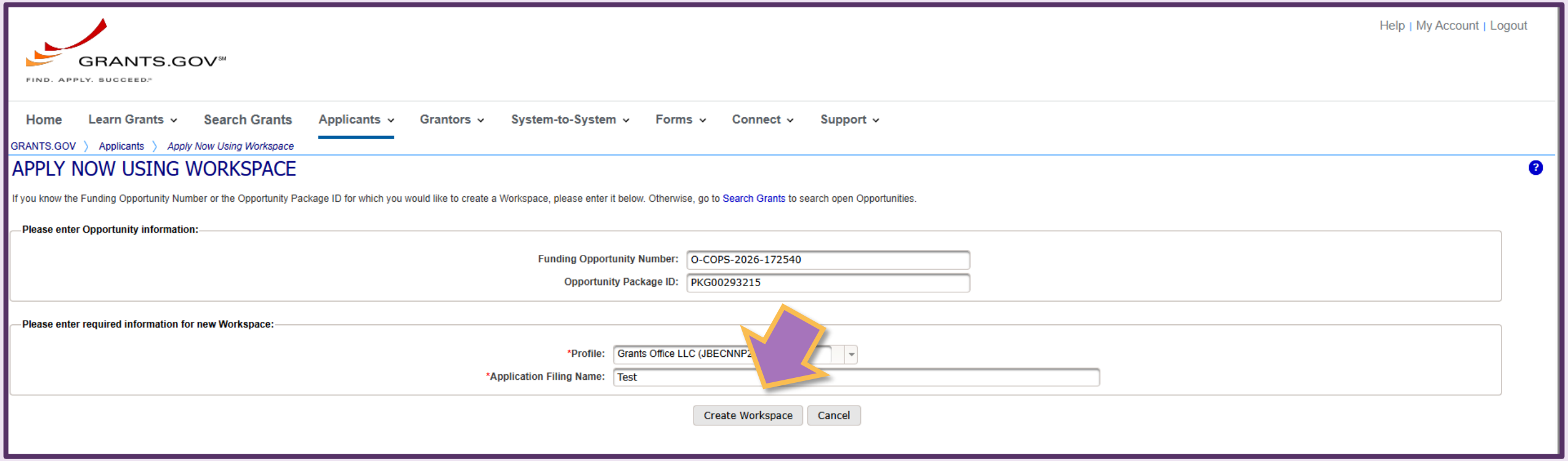
Backup support user with identical capabilities to the Grant Award Administrator.

Starting in Grants.gov


GRANTS.GOV
Home
Learn Grants
Search Grants
Applicants
Grantors
System-To-System
Forms
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Support
Discover Your Next Grant
Explore federal grant opportunities with our enhanced, user-friendly search.
Search Now

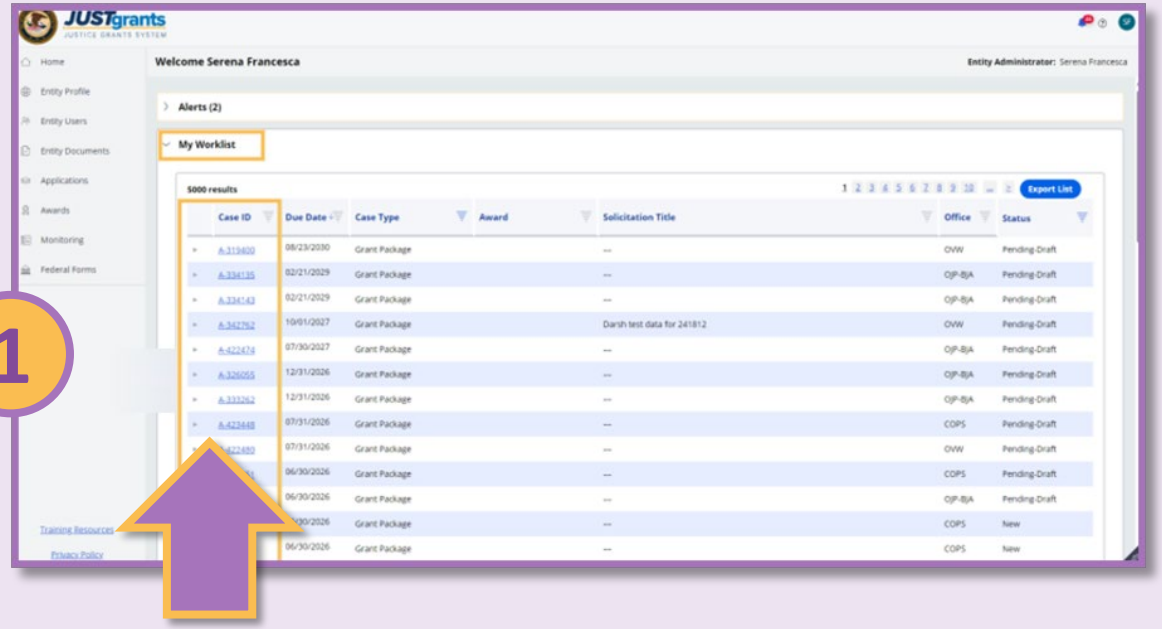

GRANTS.GOV
SEARCH GRANTS
BASIC SEARCH CRITERIA:
Keyword(s):
school violence
Opportunity Number:
Assistance Listings:
Search
Update Sort
Search Tips
OPPORTUNITY STATUS:
Opportunity Number
Opportunity Title
Agency
O-COPS-2026-172540
FY26 COPS School Violence Prevention Program
USDOJ-OJP-COPS


GRANTS.GOV
VIEW GRANT OPPORTUNITY
O-COPS-2026-172540
FY26 COPS School Violence Prevention Program
Department of Justice
Community Oriented Policing Services
Apply
Subscribe
SYNOPSIS
VERSION HISTORY
RELATED DOCUMENTS
PACKAGE
General Information


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FIND. APPLY. SUCCEED.
Help | My Account | Logout
Home
Learn Grants
Search Grants
Applicants
Grantors
System-to-System
Forms
Connect
Support
GRANTS.GOV 〉 Applicants 〉 Apply Now Using Workspace
APPLY NOW USING WORKSPACE
If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to Search Grants to search open Opportunities.
Please enter Opportunity information:
Funding Opportunity Number: O-COPS-2026-172540
Opportunity Package ID: PKG00293215
Please enter required information for new Workspace:
*Profile: Grants Office LLC (JBECNNP2
*Application Filing Name: Test
Create Workspace
Cancel

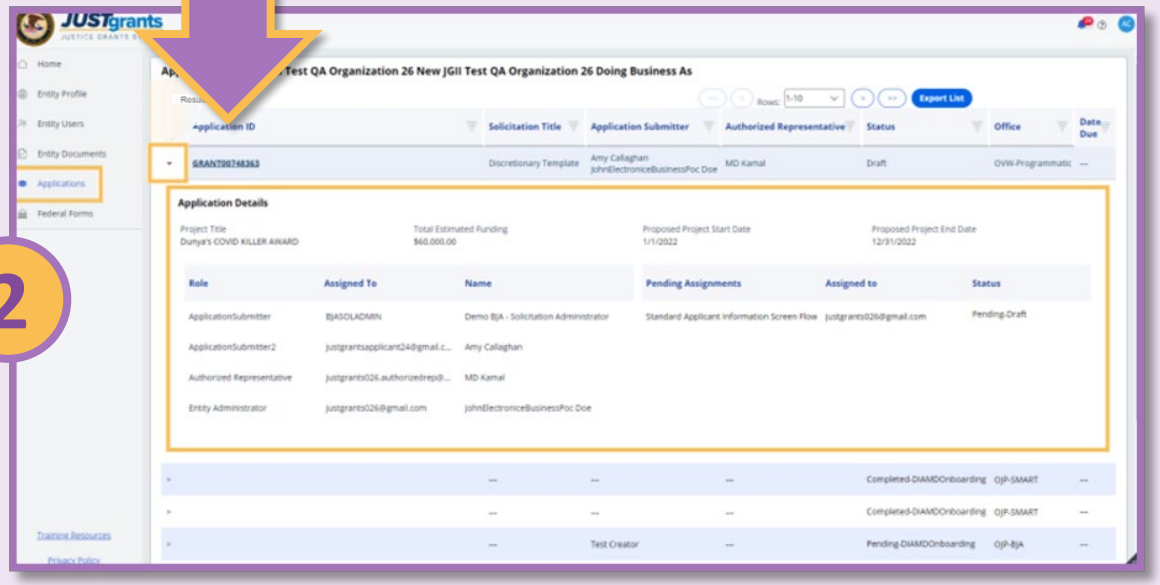
JustGrants Application

Starting the Application

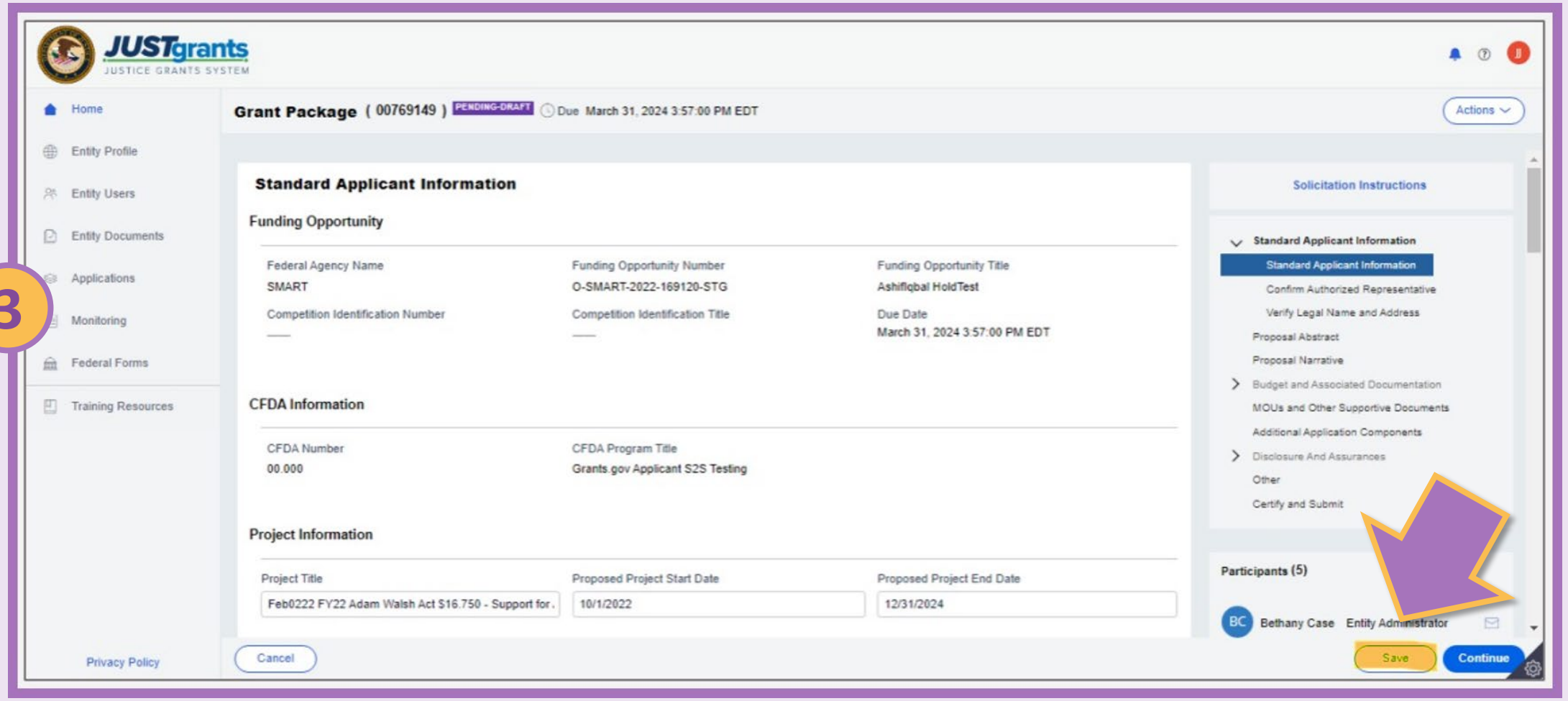


This is your full list of active applications

This is what you'll see when you open an individual application



Application Components

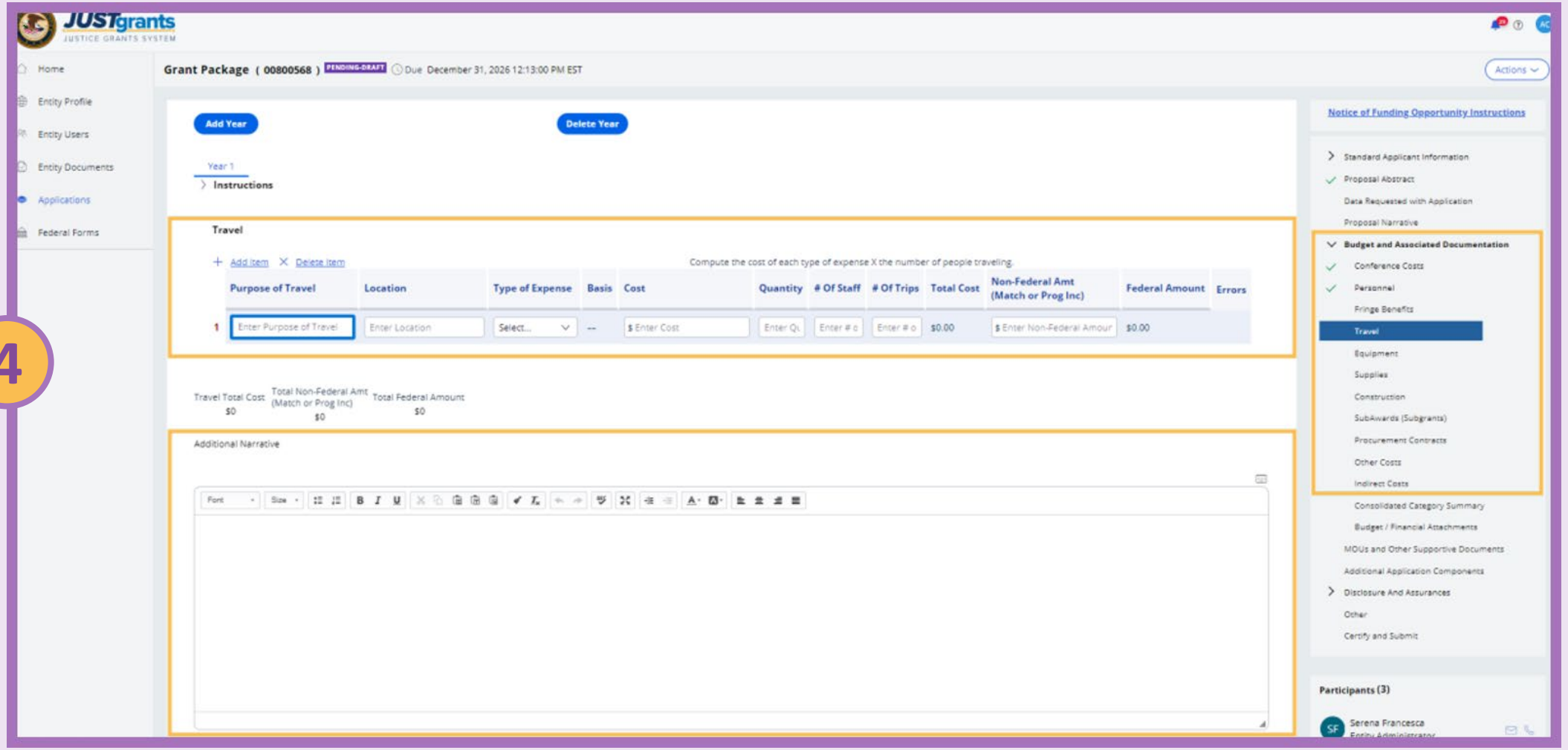


Common Application Components



Budget Categories

4



Common JustGrants Pitfalls and How to Avoid Them

Common Pitfalls and Solutions

Missing Deadlines

Remember: You cannot access or submit your proposal in JustGrants if you miss the initial Grants.gov window.

Unassigned Roles

If required roles aren't delegated, you cannot submit. Ensure your SAM.gov E-Biz POC designates the JustGrants Entity Administrator early.

Losing Unsaved Info

JustGrants does not autosave. The system will log you out after 15 minutes of inactivity, erasing any unsaved text entries. Save often.

Common Pitfalls and Solutions

Incorrect Formatting

Information is entered directly into web-based forms with strict character limits. If you write everything beforehand, paste it into Notepad first to remove formatting.

Misaligned Budgets

The overall budget total entered on the Grants.gov SF-424 must perfectly match your JustGrants final budget total. SF-424 amount can be updated in the Project Information Section.

Budget/Narrative Discrepancies

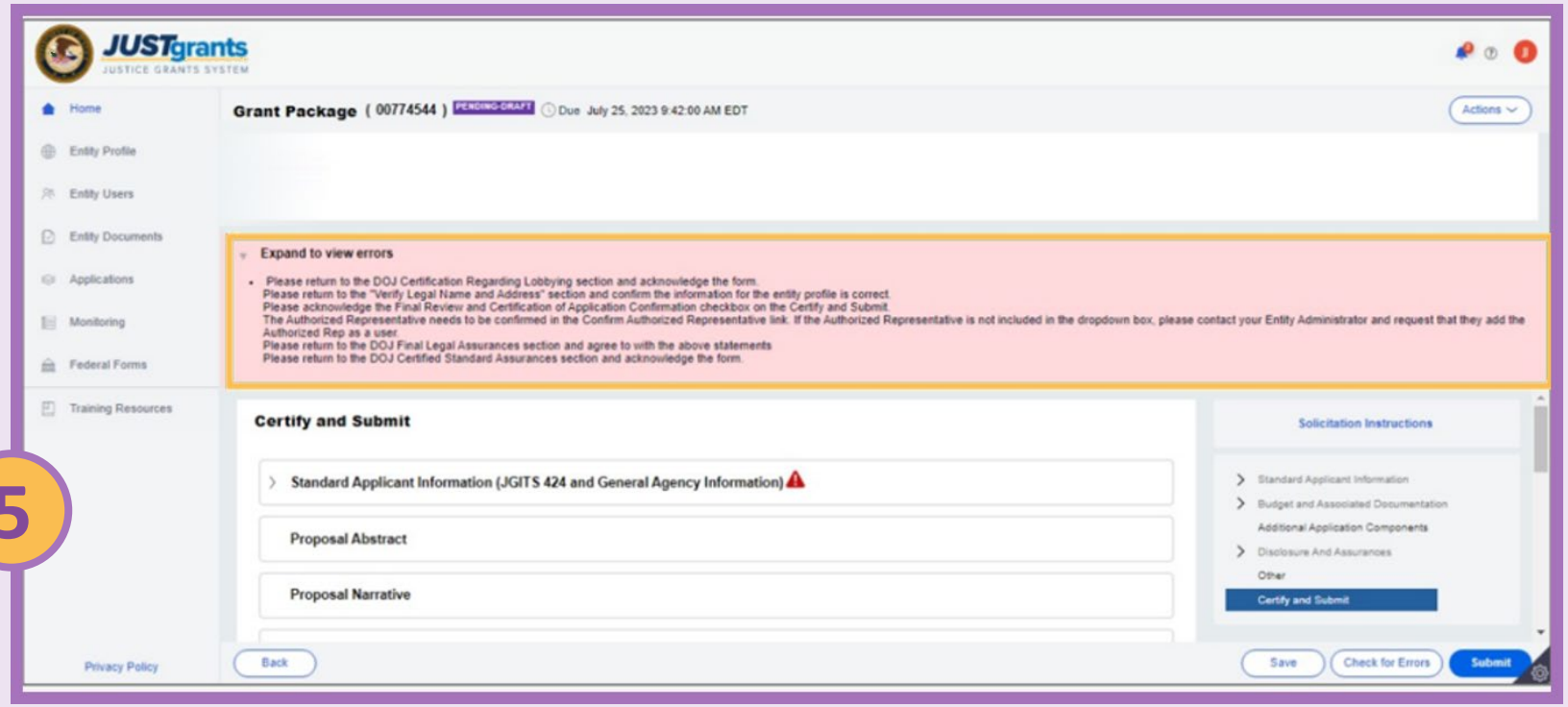
Reviewers will question discrepancies. Make their job easy by ensuring every position, piece of equipment, and operational cost itemized in the budget is explicitly justified in your narrative.

Common Pitfalls and Solutions

Last Minute Scramble

You will hit some roadblocks. Give yourself, and your team, plenty of time to navigate them.

Final Steps

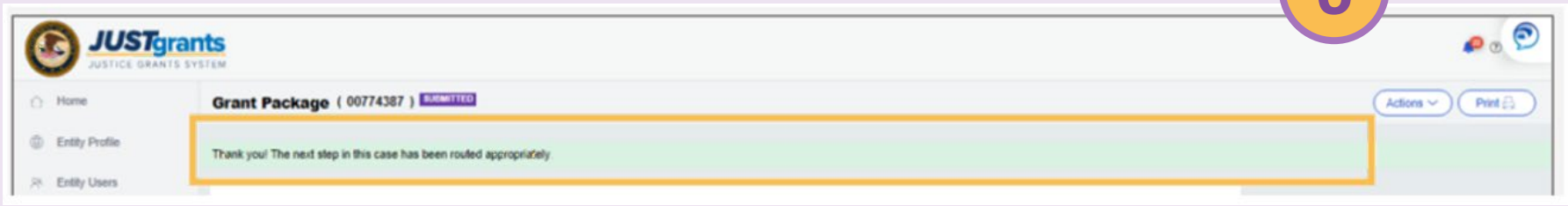


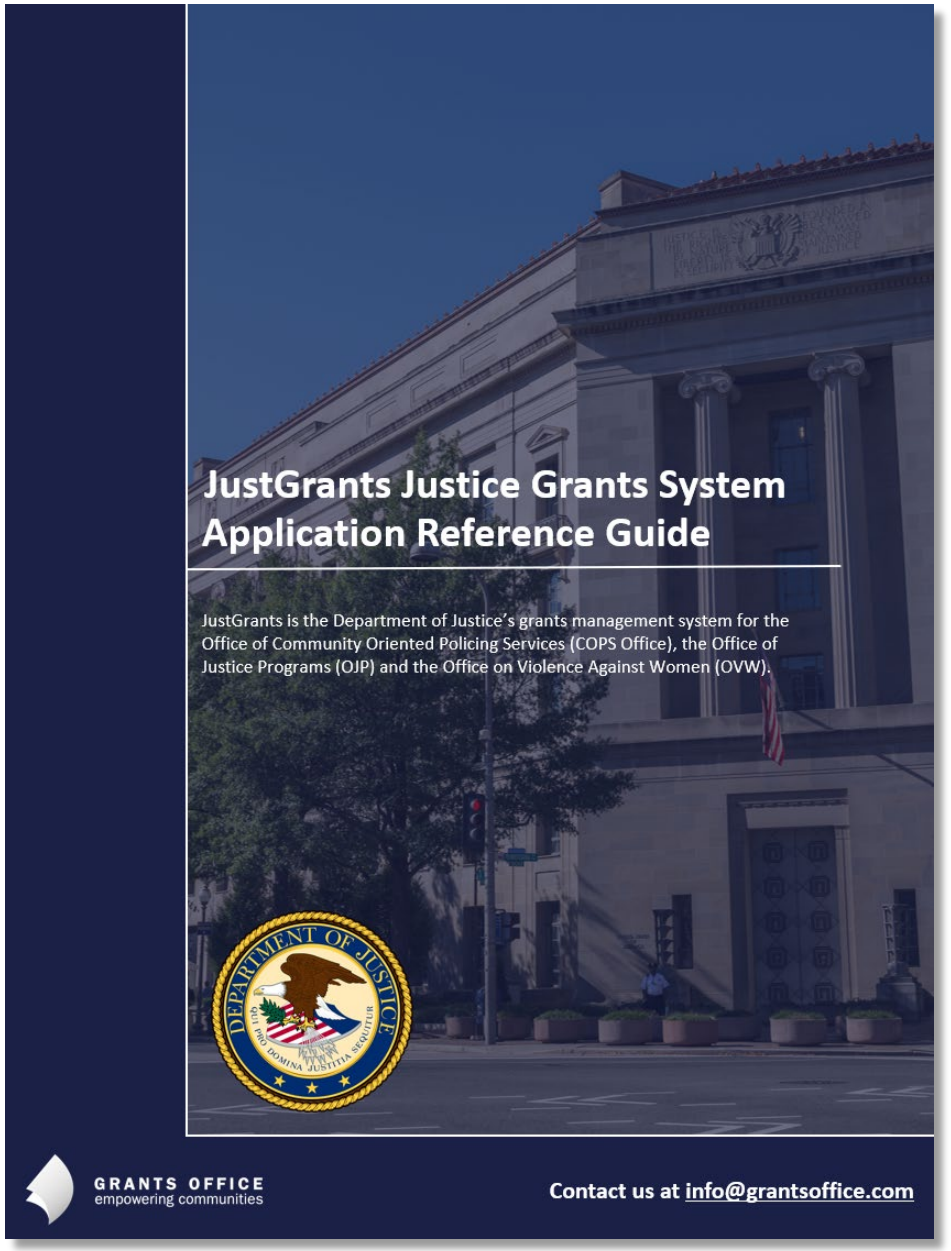
5

Check for Errors

6

Congratulations!



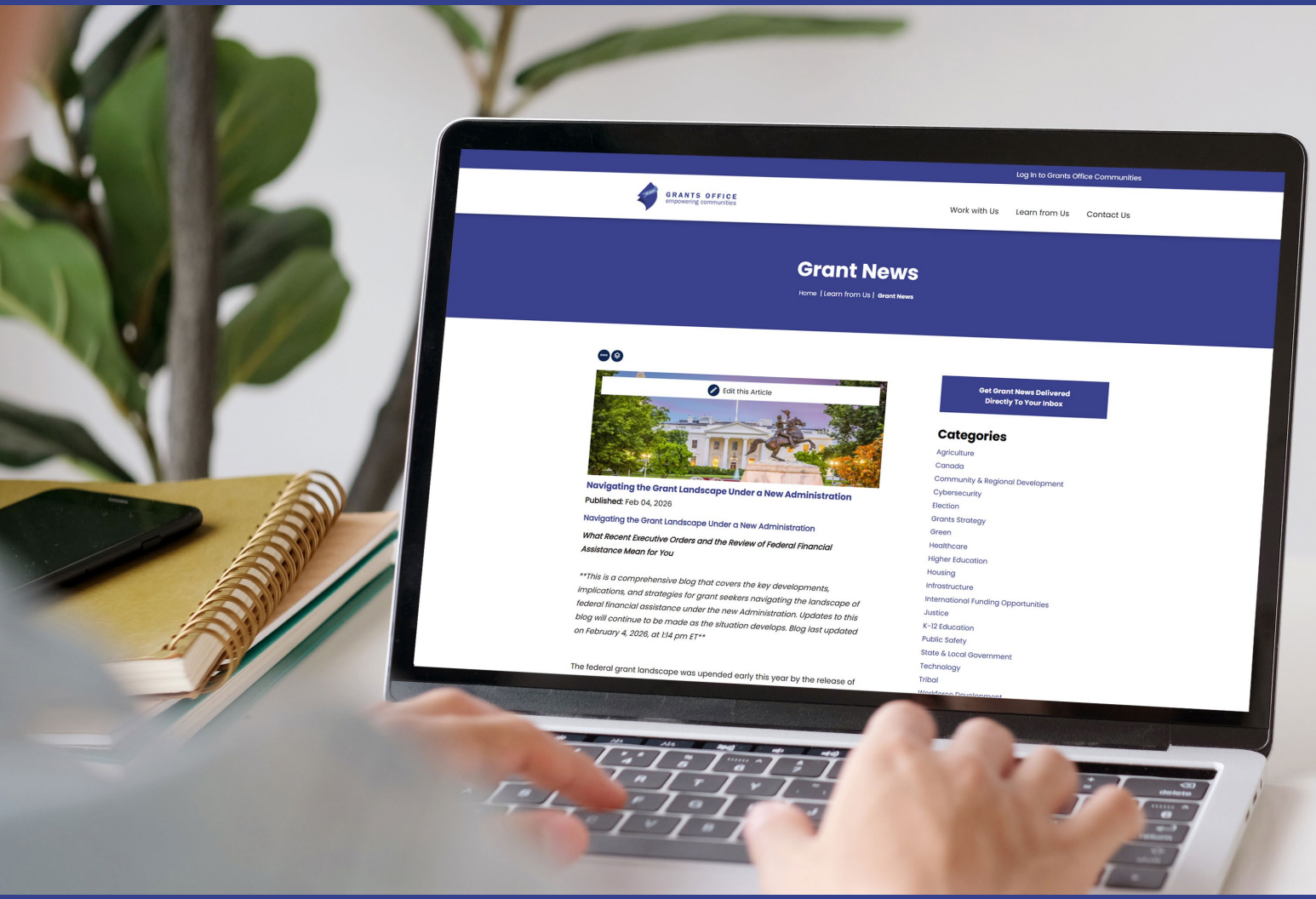


FREE: A Guide to JustGrants

- What is JustGrants?
- Preparing to Apply
- Assigning Roles in JustGrants
- Application Components
- Checking for Errors and Submitting Your Proposals

Download our **FREE** Guide and get started with JustGrants today!

Questions about FY26? We have the answers.





Scan for our
***FREE* Guidance**
for Grantseekers
resources!

Engage with Grants Office to Write Your Proposal

Step 1

Contact Us

Send your grant writing needs to our consultant team at: grantwriting@grantsoffice.com

Step 2

Initial Meeting

Grants Office will set up a time to discuss your project goals and development needs.

Step 3

Grant Writing will Begin

Your Grants Office Grant Writer will utilize materials you provide to write your grant proposal.

Step 4

Proposal Review

Meet with Grants Office to finalize your proposal and ensure all requirements have been met.

Step 5

Submit Application

Once completed, you will submit your grant application and let us know when you win!

Other Grants Office Services

SCAN HERE

Research & Consultation

Grants Office will identify what grants best fit your upcoming projects and develop next steps.

Project Building

Grants Office will advise on project development and material gathering with a particular grant in mind.

Grant Proposal Writing

Grants Office will write a competitive and engaging proposal.

Grant Proposal Review

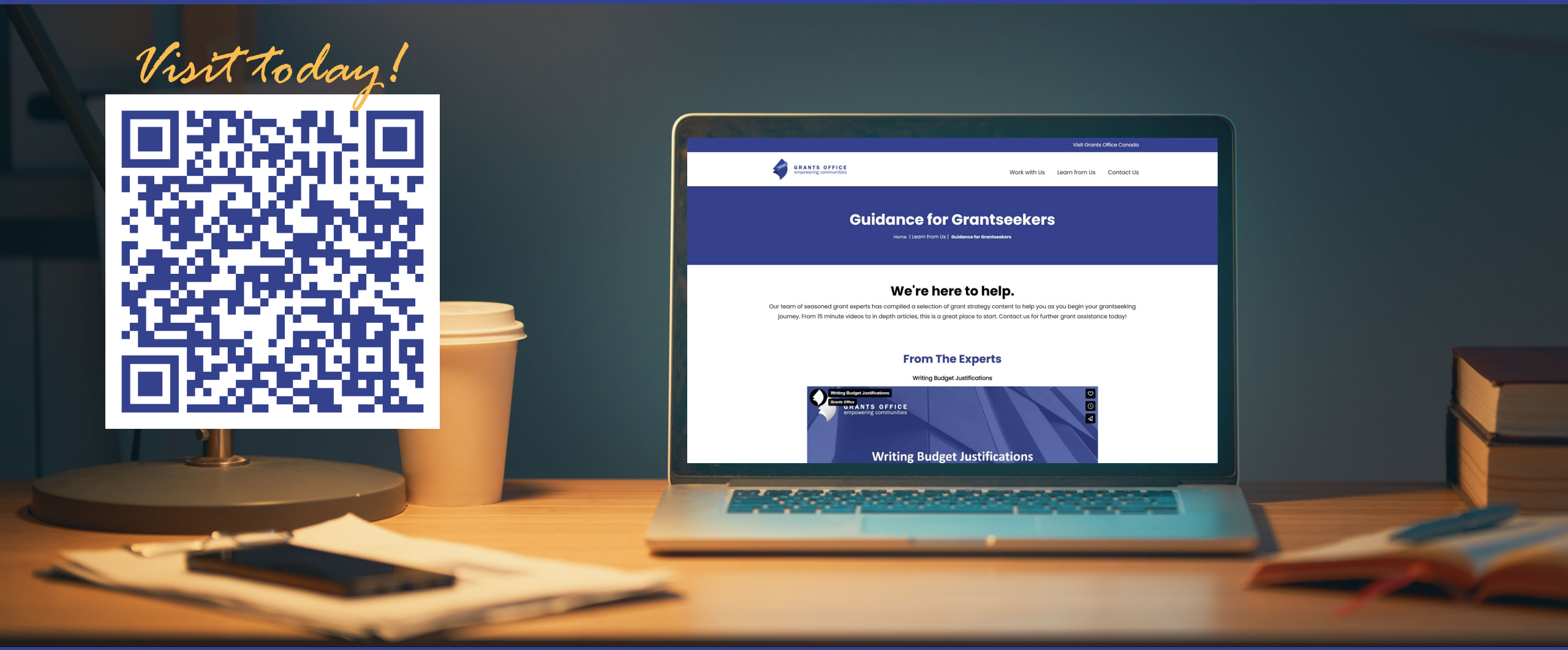
Grants Office will provide feedback on application materials, ensuring compliance with submission requirements.

Grants Office Communities

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Questions?

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