



Office of Information
Technology Services

NYS Grants Management: Getting Started

April 2, 2026

NYS Grants Management

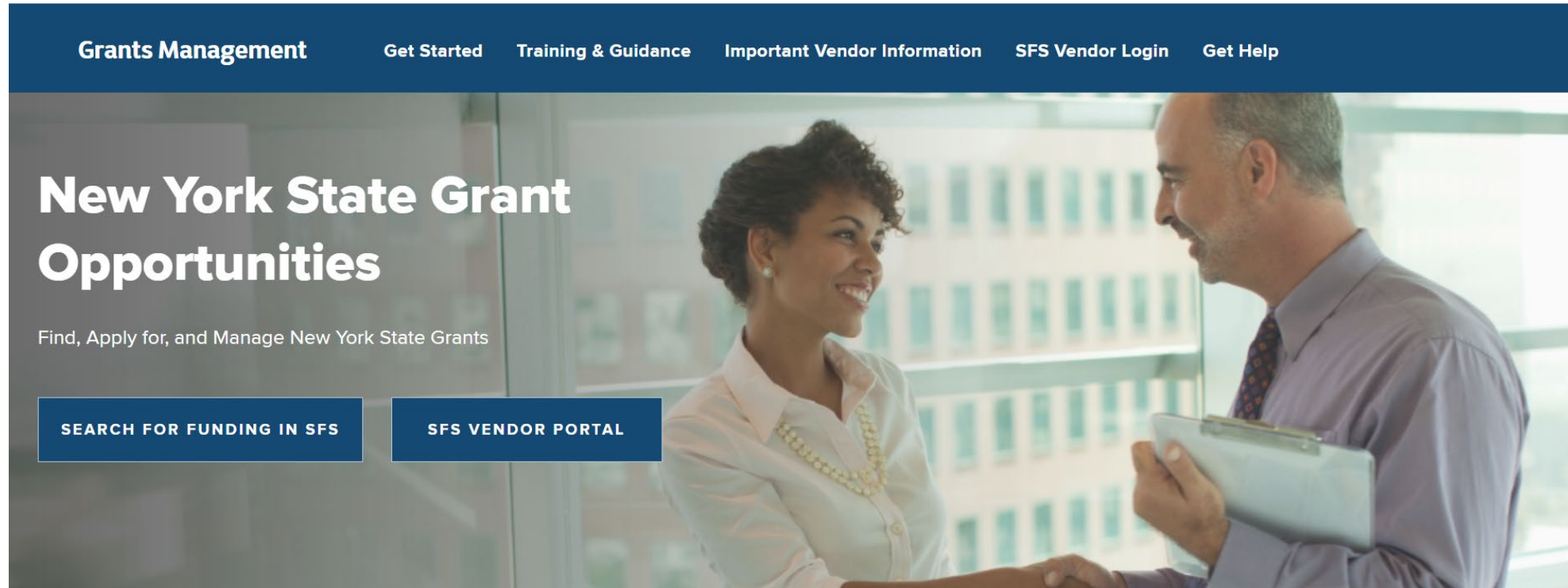
The majority of NYS Grantmaking activities are conducted in the Statewide Financial System (SFS). Grants business in SFS includes:

- Identifying Grant Opportunities
- Prequalification
- Completion and submission of grant applications
- Contract Development
- Contract Approval
- Progress Reporting
- Claims Management

The NYS Grants Management Team supports grantees with utilizing the system through training, a help desk, and providing resources. The Grants Management Team also supports:

- Agency and Grantee Business Process transformation
- Day-to-day nonprofit activities

The Grants Management Website



<https://grantsmanagement.ny.gov>

Registration

SFS Registration

SECTIONS

Overview

How to Register

Registration Form Instructions

Registration Help

Forms for Download

Register Your Organization in SFS

Get Started Apply & Manage Training & Guidance Get Help Transition to SFS Grants Gateway Login

<https://grantsmanagement.ny.gov>

SFS Registration Overview

Organizations must be registered in the Statewide Financial System to compete for New York State grants.

Types of Registration ([Forms Located here](#)):

New SFS Registration: Select this option if your organization is not already registered as a vendor in SFS. Access to Grants Management will be provided as part of your initial registration. Download, Complete, and Attach the Substitute W-9 Upload: Request for Taxpayer Identification Number and Certification

Access Grant Management: Existing SFS Vendors only. Select this option if your organization is already an SFS vendor but has not been provided access to Grants Management. Provide your SFS Vendor ID.

Disclaimer: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

SFS Registration Instructions

Download and complete the Grants Management [Registration Form for Statewide Financial System \(SFS\) Vendors](#)

- The form must be authorized by the head of the organization.
- The form must be notarized. The notary must complete each box in the “Acknowledgement to be completed by a Notary Public” section and then sign and stamp the form. Please note: NYS now allows Electronic Notarization. Notaries must be physically located in NYS for this service to be valid. For more information on electronic notarization, visit the [NYS Department of State Website](#).
- If your organization does not already have a New York State SFS Vendor ID, complete and attach the [Substitute W-9 Form](#)
- If your organization already has an SFS Vendor ID, do not submit a Substitute W-9 Form.
- Return all forms by email to grantsmanagement@its.ny.gov.

Help Desk: Contact the Help Desk at grantsmanagement@its.ny.gov for assistance with your registration form.

SFS Access and Roles

SFS Access and Roles

When your organization is registered in SFS, your primary contact will receive an enrollment email with login credentials and instructions on how to access [SFS](#).

Your primary contact will designate a Delegated Administrator for your organization to manage user accounts.

Your Delegated Administrator will add users and roles to those users.

Resources to assist with this process:

- [SFS Vendor Role Guide](#) (Excel)
- [SFS Vendor Portal Access Reference Guide](#) (Interactive PDF)
- Creating a new SFS Account: [JAA-VEN101-003](#)
- Adding roles to an existing SFS Account: [JAA-VEN101-031](#)

If you do not have access to the enrollment email described above, the SFS, or if your Primary Contact is unable to reset your password, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov.

Prequalification

The screenshot shows a website interface for Grants Management. On the left is a dark navigation menu with the following items: Overview (highlighted in orange), Prequalification Requirement, How to Prequalify, Required Forms and Documents, Helpful Resources, and Maintaining Prequalification. The main content area has a blue header with the title 'Grants Management' and several menu items: Get Started, Apply & Manage, Training & Guidance, Get Help, and Grants. Below the header is a large image of a man and a woman looking at a laptop. Overlaid on the image is the text 'Get Prequalified' in large white font, followed by 'Prequalification Information for Nonprofits' in a smaller white font.

<https://grantsmanagement.ny.gov>

Overview

Nonprofit organizations must Prequalify to do business with New York State agencies before they can compete for State grants. This process allows nonprofits to address questions and concerns prior to entering a competitive bid process. Nonprofits are strongly encouraged to begin the Prequalification process as soon as possible.

To become prequalified, a nonprofit must register with the Statewide Financial System (SFS) **AND** complete an online Prequalification application. This includes completing basic questions regarding the organization and uploading key organizational documents.

Please note: Registering in SFS is NOT prequalification. It is step one. There is a separate process for Prequalification.

Disclaimer: *New York State reserves 5-10 business days from receipt of a complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.*

Prequalification Policy

- Nonprofits must receive approved prequalification status prior to grant application and execution of contracts.
- Grant proposals from nonprofits that are not prequalified in SFS at the application due date and time will not be evaluated.
- Nonprofits are strongly encouraged to begin the prequalification process as soon as possible.
- Once prequalified, it is the responsibility of nonprofits to maintain prequalification.
- Three financial documents - the IRS990, Financial Statement, and Charities Bureau filing - expire on an annual basis.
- Current versions of these documents must be uploaded and submitted annually to maintain prequalification.

Required Questions and Documents

Categories of questions to complete:

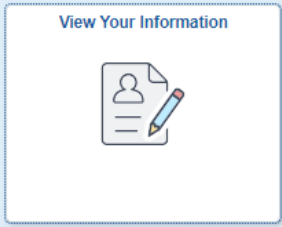
- Organizational Capacity
- Organizational Compliance
- Organizational Integrity

Documents that must be uploaded include:

- Certificate of Incorporation of equivalent document
- DBA Certificate (if applicable)
- IRS 501C determination letter
- IRS 990
- Audit/Reviews and Findings
- CHAR500 or CHAR410
- Board of Directors Profile
- Senior Leadership Resumes
- Corporate Bylaws
- Organization Chart

[Full List of all Prequalification Questions and Documents](#)

The SFS Vendor Portal and Grants Information



To view your prequalification status in the SFS, begin by logging in to the SFS Vendor Portal.

- From the SFS Vendor Portal homepage, select the **View Your Information** tile, followed by the **View Grants Information** tile.
- Additional grants information such as Charities Registration Number, Number of Staff, Current Operating Budget, and Mission Statement can all be viewed/updated as well.

Note: To access the **View Grants Information** tile, users must be mapped to the **Delegated Admin** or **Vendor Inquiry** role.

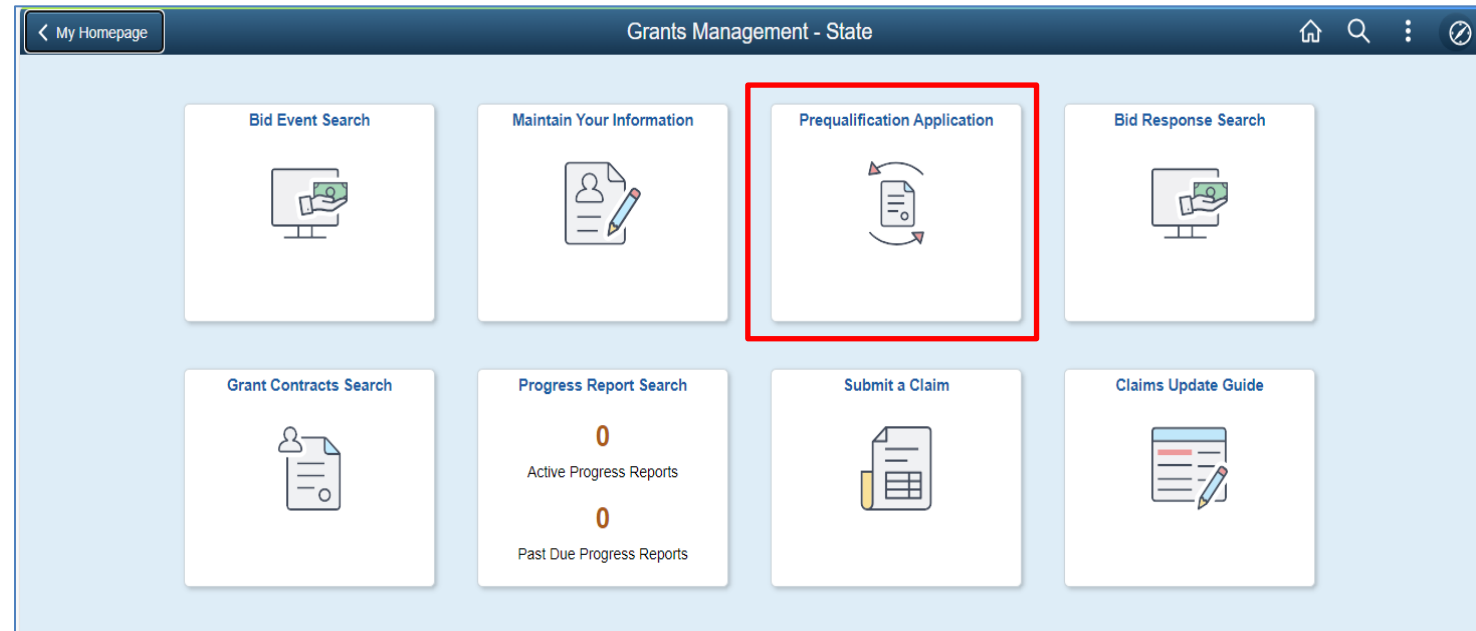
The screenshot illustrates the navigation path from the SFS Vendor Portal homepage to the View Grants Information page. The homepage features a 'View Your Information' tile (highlighted with a red box). Clicking this tile leads to the 'Maintain Your Information' page, where the 'View Grants Information' tile is also highlighted with a red box. This tile leads to the 'View Grants Information' page, which displays the following details:

SetID	SHARE	Supplier ID	[Redacted]
Find View All First 1 of 1 Last			
Effective Date: 06/26/2023		Prequalification Page	
Prequalification Exemption: <input type="checkbox"/>		Additional Documents	
Prequalification Required: <input checked="" type="checkbox"/>		Audit Log	
Organization Type: Not-For-Profit		Tax Year End Date: 12/31	
Charities Registration No.:		Current Operating Budget: [Redacted]	
Exemption State/Code: N/A		Number of Part Time Staff: 52	
Prequalification Status: Prequalified		Number of Volunteers: 321	
Prequalification Exp.Date: 11/15/2025		Number of Full Time Staff: 192	
Sectarian Entity: <input type="checkbox"/>			
Mission Statement:		[Redacted]	

Prequalification in the SFS Vendor Portal

Select the **Prequalification Application** tile to enter and submit a new application, or work on an in-process application.

- This is also where you would go if your prequalification status has expired, and you need to submit a new application to renew your prequalification status.
- You must have an SFS Vendor Portal account and be assigned the **Prequalification Processor** role in the SFS Vendor Portal to see the **Prequalification Application** tile.



Prequalification Welcome Page

On the Welcome Page, you are presented with one of the following options:

- **Initiate a Prequalification Application:** Allows you to start a brand-new application. This option only displays for application version 1.
- **Collaborate on a Prequalification Application:** Allows you to update an application that is in progress but has not yet been submitted for NYS Agency approval.
- **Update a Prequalification Application:** Is available once an organization's previous application has been approved/expired and begins a new application version.

The screenshot shows a web browser window titled "Welcome Page" with a breadcrumb "Grants Management - State". The page content includes:

- Welcome Page** (tab)
- Introductory text: "New York State requires that all non-governmental organizations seeking grant funding from the State, excluding tribal organizations, prequalify in the Statewide Financial System (SFS) unless explicitly exempted by the Division of the Budget. The prequalification process allows the State to deem an organization qualified prior to allowing them to compete for a grant and potentially receive a State contract."
- Key requirements and reminders:
 - Organizations must receive approved prequalification status prior to grant application and execution of contracts.
 - New York State reserves up to 5-10 business days from the receipt of a complete prequalification application to conduct its review after which a determination of "Prequalified" or "Not Prequalified" will be made.
 - Due to the length of time this process could take to complete, it is advised that organizations submit their Prequalification Application as soon as possible.
 - Please note that approved prequalification status does not guarantee award of a contract. If an organization submits a grant application without successfully completing the prequalification process by the application due date and time, the grant application will be disqualified.
 - An organization will not be able to submit a grant application in the SFS unless they are prequalified.
- Instructions: "To get started, select one of the following options, then hit 'Next':"
 - "Initiate a Prequalification Application" allows you to start a brand-new application.
 - "Collaborate on a Prequalification Application" allows you to update an application that is in progress but has not yet been submitted for NYS Agency approval.
 - "Update a Prequalification Application" is available once an organization's previous application has been approved/expired and begins a new application version.
- Some Reminders:
 - Use the "Next" and "Previous" buttons to move between steps (data entered will save as you move between steps).
 - Once you have provided all the required information, select "Submit" to submit your application for review.
 - You will receive an email confirmation shortly after submitting your application.
- Additional information: "Additional information and instructions related to the prequalification process can be found in the New York State Prequalification Manual for Grantees located on the Grants Management website." and "If you have any questions regarding the prequalification process, please contact the SFS Help Desk by clicking on the SFS Support tile on your homepage, emailing HelpDesk@sfs.ny.gov, or calling 877-737-4185 toll-free."
- Activity selection: "Select an activity below" with a radio button for "Update Prequalification Application" (highlighted with a red box).
- Supplier ID field with a search icon.
- Metadata: "Prequalification Application Started 04/05/2024" and "Organization Type Not-For-Profit".
- Buttons: "Next" and "View Version history".

Streamlined Prequalification Process and Questions

- User-friendly screens
- Easy navigation between sections
- Save for Later
- Versioned applications

Prequalification Application

Organization Information (Visited)

Required Documents (Not Started)

Contacts (Not Started)

Submit (Not Started)

Not-for-profit organizations must answer the following questions designed to provide State agencies with the information needed to make informed prequalification determinations.

Supplier ID: [Redacted] Supplier Information

Supplier Name: [Redacted]

Email ID: test123@sfs.ny.gov

Prequalification Status: Application In Progress

Prequalification Expiration Date: [Redacted]

Organization Type: Not-For-Profit

State Agency: DOH01

Department of Health

Tax Year End Date: 12/31 (MM/DD)

Version: 2

Application ID: 000016132

View Version History

Save For Later

Profile Questions

1) Within the past five years, have you, the organization, and/or any organization affiliate:

a. Been suspended or debarred from any contracting process or been disqualified on any government procurement?

If yes, identify the government entity/owner(s) involved, project(s), contract number(s), relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s).

Explanation/Comments: [Dropdown: No]

Text Responses: [Text Area]

1) Within the past five years, have you, the organization, and/or any organization affiliate:

b. Been subject to a denial or revocation of a government prequalification?

If yes, identify the government entity/owner(s) involved, project(s), contract number(s), relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s).

Explanation/Comments: [Dropdown: No]

Text Responses: [Text Area]

Uploading Required Documentation

Attachments can be uploaded during the **Required Documents** step of the Prequalification Application.

Prequalification Application

Organization Information Visited

Required Documents Visited

Contacts Not Started

Submit Not Started

Organizations must upload documents via "Attach" or "Attach with Additional Details" link below, depending on the specific document, which will be evaluated as part of the prequalification process. Documents must be in PDF format and under 20MB in size.

Supplier ID [Redacted]

Supplier Name [Redacted]

Save For Later

Attachments 10 rows

Required Documents	Attach	View/Delete	Attach with Additional Date Details	Date Attached/Uploaded	Attached/Uploaded By
1 Certificate of Incorporation or Equivalent Document	Attach	View/Delete	Attach with Additional Date Details		
2 Certificate of Assumed Name or DBA, if applicable	Attach	View/Delete	Attach with Additional Date Details		
3 IRS 501(c) Determination Letter	Attach	View/Delete	Attach with Additional Date Details		
4 Board of Directors Profile	Attach	View/Delete	Attach with Additional Date Details		
5 Senior Leadership Resumes	Attach	View/Delete	Attach with Additional Date Details		
6 Corporate Bylaws	Attach	View/Delete	Attach with Additional Date Details		
7 Organization Chart	Attach	View/Delete	Attach with Additional Date Details		
8 IRS 990	Attach	View/Delete	Attach with Additional Date Details		
9 Financial Statement/Audit	Attach	View/Delete	Attach with Additional Date Details		
10 CHAR500 or CHAR410	Attach	View/Delete	Attach with Additional Date Details		

Comments

Adding Prequalification Contacts

Enter prequalification-specific contacts to receive system-generated reminders and notifications.

✕ Exit Prequalification Application >>>

< Previous Next >

Organization Information
● Visited

Required Documents
● Visited

Contacts
● Visited

Submit
 Not Started

Identify the contact information for your organization.

Supplier ID

[Save For Later](#)

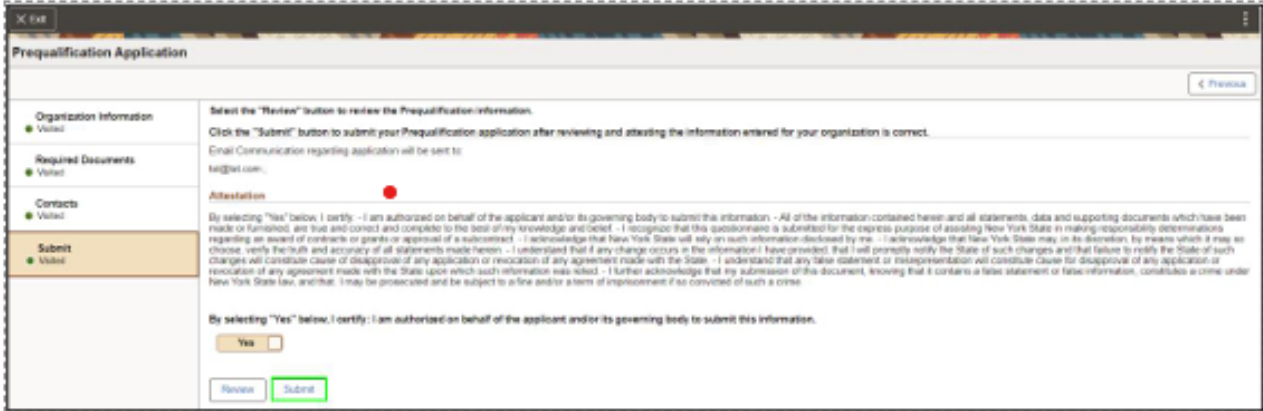
2 rows

SetID	Supplier ID	Contact Name	Telephone	Contact Type	Email ID		
1	<input type="text"/>	Jane Doe	555-123-4567		jdoe@test.com		
2	<input type="text"/>	Bob Smith	555-123-4568		bsmith@test.com		

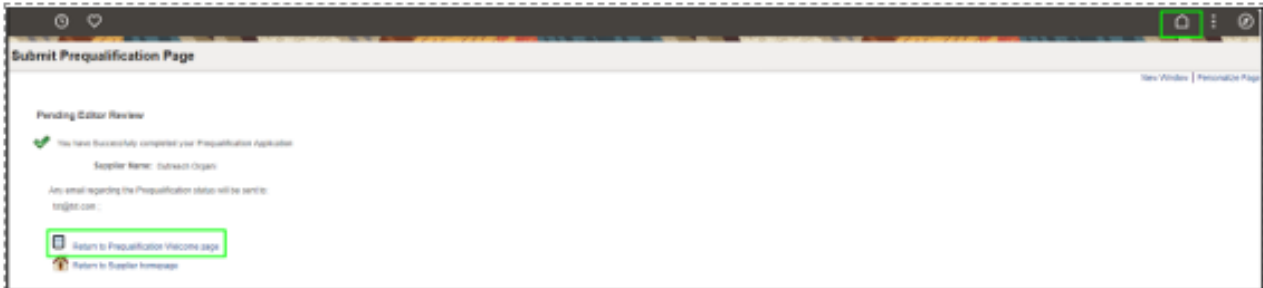
[Add Contacts](#)

Submission

- Prequalification (PQ) Applications must be submitted for evaluation by NYS Prequalification Specialists (PQS)
- PQ applications may be returned to a vendor if the PQS finds deficiencies or needs additional information.
- If additional information is required, log into SFS and navigate to your application. Updates can be made when the PQS returns the application to you.
- PQ applications expire annually (based on the expiration date of the 990 uploaded)
- People listed in the Contacts section of the application will receive warning emails when an application is due to expire.
- Proactively complete and submit the next version of the PQ application prior to expiration.



Step	Action
63.	To submit the application for agency review, click the Submit button.



Prequalification Resources

A variety of resources are available to assist with prequalification.

A complete overview of the policy, questions, and required documents can be found in the [Grantee Prequalification Manual](#).

Additional helpful documentation (e.g., Organization Chart Examples, Sample Board of Directors Profile, Senior Management CV Templates, etc.) to assist you with completing your Prequalification Application is available on the [Grants Management Website](#).

Step-by-step guidance focused on entering a Prequalification Application in the SFS Vendor Portal is available in the **Enter and Submit a Prequalification Application** (Begins on Page 23) topic in the [Grantee Processing in SFS Handbook](#).

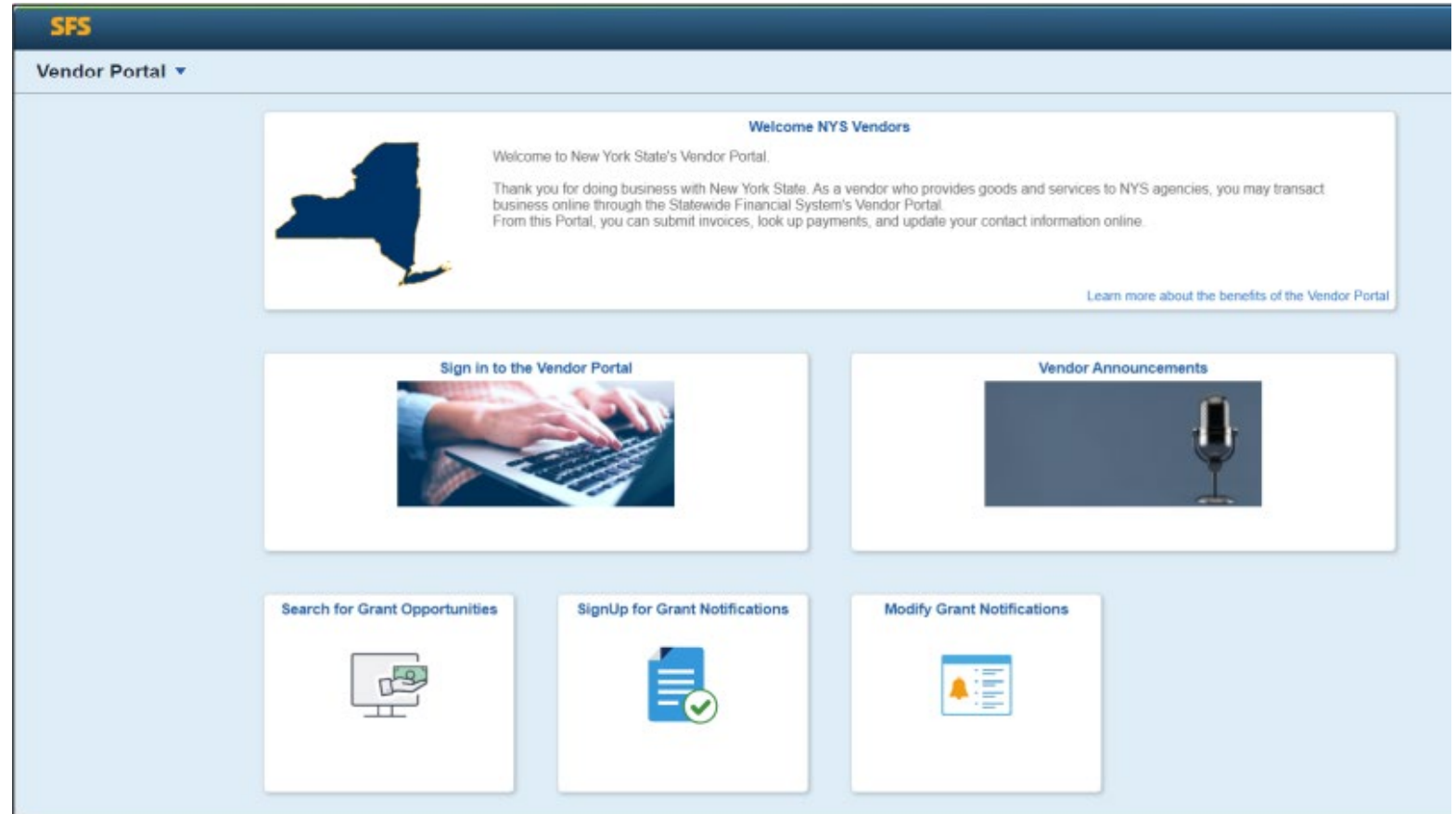
A webinar focused on [entering & submitting a Prequalification Application](#) is available to playback on-demand.

Bid Events

Using the SFS Public Portal

Using the SFS Public Portal, prospective grantees and the general public can:

- Search for Bid Events
- Sign up for Bid Event notifications
- Modify contact information or preferences previously selected for Bid Event notifications



- SFS Vendor Portal credentials are not required to access the SFS Public Portal

[SFS Public Portal Landing Page](#)

Searching for Bid Events

Bid Events can be searched for in a variety of ways, including by:




- Status (e.g., Available, Anticipated, etc.)
- Eligibility (e.g., Not-For-Profit, Governmental Entity, etc.)
- Service Area (e.g., Health Services, Family Supports, etc.)
- To respond to a Bid Event, grantees must have credentials to access the SFS Vendor Portal and nonprofits must be prequalified.

[Search for Bid Events](#)

Search for Grant Opportunities

Enter the search criteria and click the Search button

▼ Search Criteria

Event ID	<input type="text"/>
Search by Grant Opportunity	<input type="text"/>
Search by Due Date	From <input type="text"/> 
	To <input type="text"/> 
Search by Status	Available ▼
Search by Eligibility	Not-For-Profit ▼
Search by Funding Agency	<input type="text"/> 
Search by Service Area	Government Supp ▼

Signing up for Notifications

Individuals can sign up to be notified when Bid Events are posted in SFS.

- No login required
- Enter a few basic fields
 - Choose the Service Area(s) (e.g., Health Services, Family Supports, etc.) you are interested in being notified about

*First Name

*Last Name

*Organization

*Email

*Confirm Email

Service Area Preferences

Select the checkbox next to the service area or service areas you wish to be notified about.
[Click here](#) for a description of each service area.

Select/De-Select All

<ul style="list-style-type: none"> <input type="checkbox"/> Health and Human Services <ul style="list-style-type: none"> <input type="checkbox"/> Education Supports <input type="checkbox"/> Family Supports <input type="checkbox"/> Health Services <input type="checkbox"/> Housing and Shelter Services <input type="checkbox"/> Justice Services <input type="checkbox"/> Workforce Development 	<ul style="list-style-type: none"> <input type="checkbox"/> Non Health and Human Services <ul style="list-style-type: none"> <input type="checkbox"/> Agricultural Supports <input type="checkbox"/> Environmental Supports <input type="checkbox"/> Public Transportation Services <input type="checkbox"/> Public Safety Supports <input type="checkbox"/> Government Supports
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[Sign-up for Notifications](#)

Direct Links to Commonly Used On-Demand Training in SFS Coach



- SFS Vendor Portal Roles Reference Guides
 - [SFS Vendor Role Guide \(Excel\)](#)
 - [SFS Vendor Portal Access Reference Guide \(Interactive PDF\)](#)
- Creating/managing SFS accounts and role mapping
 - Creating a new SFS Account: [JAA-VEN101-003](#)
 - Adding roles to an existing SFS account: [JAA-VEN101-031](#)
 - [Grantee Delegated Administrator Access Presentation \(PDF\)](#)
- Grantee Handbook
 - [Grantee Processing in SFS](#)
- PDF Presentation from the vendor/grantee instructor led training sessions
 - [Entering a Prequalification Application](#)
 - [Responding to Bid Events \(Grant Opportunities\)](#)
- Videos from the vendor/grantee instructor led training sessions
 - [Entering a Prequalification Application](#)
 - [Renewing a Prequalification Application](#)
 - [Responding To Bid Events \(Grant Opportunities\)](#)
- Basic troubleshooting (for any SFS user)
 - [Troubleshooting Tips for SFS Users](#)

SFS Help Desk

- Questions regarding SFS functionality can be submitted to the SFS Help Desk.
 - Email: helpdesk@sfs.ny.gov
 - Phone: (518) 457-7717 or (855) 233-8363 (toll free)
 - Through the SFS Support Tile in the SFS Vendor Portal
- Please include as many details as possible when contacting the Help Desk:
 - A detailed description of the issue.
 - The SFS User ID you were using when you encountered the issue.
 - The date and time you encountered the issue.
 - The name of the training or reference material that you were following when you encountered the issue (if applicable).
 - The name of the page you were on when encountering the issue.
 - Impacted transaction IDs (if applicable).
 - Screenshots of the entire page where you are experiencing trouble including the URL and any error messages you are receiving (if applicable).
- As a reminder, the [Troubleshooting Tips for SFS Users](#) guide provides a list of basic troubleshooting tips, reminders, and contact information for users who are unable to log in to the system or need assistance with the system.
- **Note:** Help Desk ticket responses will come from nyoscprod@service-now.com.

Questions



NYS Executive Chamber Nonprofit Unit Office of Nonprofit Affairs

- Nonprofit Unit Website Resources

<https://www.ny.gov/programs/new-york-state-nonprofit-unit>

- Unit Leadership
- Not-for-Profit Contract Advisory Committee (NFPCAC Meeting Schedule and Board Members)
- Meetings and Events (NFPCAC Meeting Dates & Times)
- Nonprofit Trainings, Webinars and Workshops
- Featured News (Governor's initiatives and/or funding opportunities)
- Funding Opportunities (available grant opportunities on SFS and other platforms)
- State contract agencies (Contact info and links to their grant opportunities)
- New & Emerging Nonprofits (Incorporation, SFS registration and Prequalification)

- New York State Contract Reporter [NYS Contract Reporter](#) (for more grant opportunities)

- Contact the Nonprofit Unit Nonprofits@exec.ny.gov

- The New York Food Connect Database and Map Resource <https://map.thefoodpantries.org/>

- New 2026 NFPCAC Meeting Schedule is posted on the NPU website



NYS Executive Chamber Office of Nonprofit Affairs

2026 Calendar Year NFPCAC Meetings Schedule

👉 Tuesday, February 3, 2026

👉 Tuesday, April 28, 2026

👉 Tuesday, June 9, 2026

👉 Tuesday, September 15, 2026

Dates and meeting time from 12pm – 1:30pm subject to change, as needed.

