

AMS LAMP Grants: Tips for Applicants FY2025

1. Establish all accounts and identifications required to submit an application prior to application deadline.

To do business with the Federal Government and to submit your application electronically using Grants.gov, you must:

Required Action	Timing to Obtain/Submit	Support Resources
Obtain organization's UEI Number (if you do not already have one)	7-10 business days	UEI Quick Start Guide
Obtain a TIN/EIN (if you do not already have one)	Up to 2 weeks	TIN/EIN Guidance
Establish an active SAM.gov account	Up to 4 weeks	Quick Start Links
Create your GRANTS.gov profile and register your organization	Up to 4 weeks	Register with Grants.gov Registering an Organization

2. Allow time for Grants.gov Registration and Application Submission

- Register in [Grants.gov](#), develop your application within the system and submit applications early. **DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE.** AMS encourages you to submit your application at least two weeks before the application deadline to ensure all certifications are met.
- Additional Grants.gov resources for support:
 - [Applicant FAQs](#)
 - [Workspace Overview](#)

3. Read and Comply with All RFA Instructions and Requirements

- Thoroughly read the RFA and follow all instructions (font size, page limits, required documents, etc.). Failure to comply with all instructions could result in a reduction in the score your application receives from reviewers.
- Thoroughly read the Project Narrative Form and Project Narrative Form Guide. Follow all instructions and make sure that you address all questions within each section.
- The Project Evaluation Criteria is provided within the RFA and provides additional information regarding how your application will be reviewed and scored. Think like a reviewer when you are reading through your application before submission and make sure that all aspects of the evaluation criteria are addressed.

4. Review General Terms and Conditions

- Thoroughly review the [AMS General Terms and Conditions](#) to understand allowable and unallowable costs.

5. Ensure File Compatibility

- Ensure you have the most recent copy of [Adobe Reader](#) installed on your computer and that it is compatible with [Grants.gov](#) software.

6. Verify Accurate Data Entry

- Apply to the correct grant program in Grants.gov using the correct Assistance Listing Number (Example: Local Food Promotion Program has the listing number 10.175 and Funding Opportunity Number USDA-AMS-TM-LFPP-G-24-0011”).
- Verify that your UEI number is correctly entered on the SF-424 form cover page.

7. Comply with All Application Submission Requirements

- The Project Narrative Form is provided as an MS Word document, however applications must be converted to PDF and attached to the Grants.gov application package using the “Project Narrative Attachment Form” link in Grants.gov.
- Limit application file size/file name characters to 50 or less.
- Avoid special characters in file names (\$, %, &, *, Spanish "ñ", etc.).
- When uploading attachments, click the “Add Attachments” button (do NOT use the “paperclip” icon in Adobe Reader)
- Do not password-protect your documents and make sure all tracked-changes are “accepted.”

Contact Us and Learn More!

For questions about these grant opportunities, after closely reviewing the RFA and FAQs, please email:

FMLFPPGrants@usda.gov for questions related to the Farmers Market and Local Food Promotion Program.

IPPGGrants@usda.gov for questions related to the Regional Food System Partnership Grant.
Program Website Links:

- [Farmers Market Promotion Program](#)
- [Local Food Promotion Program](#)
- [Regional Food System Partnership Program](#)

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Local Agricultural Marketing Program (LAMP Grants)

Farmers Market Promotion Program

Direct Producer-to-Consumer Markets



Local Food Promotion Program

Intermediary Markets

Regional Food System Partnership Program

Partnerships

