1. **Create a profile on the OGM SM Apply Online Grants Application platform.** (**https://mcmdgrants.smapply.org/**) OGM will collect applications for almost all County grant program through this platform. Familiarize yourself with the platform, add colleagues as Collaborators, and start the Reusable Tasks that can be used with a click across all applications.

2. **Visit OGM's NEW County website.** (**https://montgomerycountymd.gov/ogm/**) This site will be the one-stop-shop for all County grants information. OGM will post all County grant opportunities, other grant related information, and post application trainings here.

3. **Register for the NEW OGM Newsletter.** OGM will use this newsletter as the primary means of advertising new County grant opportunities, training events, and other important grant related County updates. To register go to the OGM County website, scroll down to the bottom, type in your email in the **eSubscription** box, and click the blue Subscribe button.

   Scroll down to the bottom of the list of County newsletters and click the "**Office of Grant Management**" and "**Montgomery County Grant Opportunities**." Then click the "**Submit**" button. As OGM develops we will add other, more focused newsletters.

4. **Register and stay in Good Standing with the Maryland Department of Assessment and Taxation (SDAT).** (**https://egov.maryland.gov/businessexpress/**) The County cannot award a grant or make a grant payment to an organization that is not registered or in Good Standing with SDAT. Keeping your SDAT status in compliance is **ESSENTIAL** for both applicants and award winners.

5. **Register your organization with Montgomery County's Central Vendor Registration System (CVRS).** (**https://mcipcc.net/**) The County processes all payments, including grants, through CVRS and OGM now **requires** all grant applicants to be registered in CVRS. Also, grant award winners need to have an open and **ACCURATE** registration to receive grant payments.

You do **NOT** need to wait for a grant competition to open to complete these tasks!