

EGRANTS ORGANIZATION REGISTRATION FORM INSTRUCTIONS

To prevent multiple entries, it is imperative that the information provided is accurate.

Organization Legal Name:

- No abbreviations unless it is part of the corporate/agency title.
For example: If "Louisiana" is part of your agency's name spell it out.
- Do not include "The" or "A" unless it is part of the agency's official name.
- The name of the parish/city/town/village, etc. should come first, i.e., Acadia Parish as opposed to Parish of Acadia.
- Add parish name to offices within that parish, i.e., Acadia Parish Department of Juvenile Services.
- District Attorney's Office and District Courts should be entered by the judicial district not the parish within it resides, i.e., 1st Judicial District Attorney's Office, 1st Judicial District Court as opposed to Caddo Parish District Attorney and Caddo Parish District Court.

Physical Location/Mailing Address:

- Courthouse (one word).
- When identifying room numbers in a building, use Room "[#]" then building name, i.e., Room 25 Courthouse Building rather than 25 Courthouse Building or Courthouse Building – Room 25.
- Suite numbers should follow the street address (on the same line). Or should come after the building name.
- You must include the zip code+4
- The only abbreviations allowed are PO (post office), St. (street), Ave. (avenue), Blvd. (Boulevard), Rd. (Road)

Federal ID / DUNS / CCR-NCAGE Numbers:

- Agency is required to have a Data Universal Numbering System (DUNS) number.
- Provide verification that agency is active and current with Central Contractor Registration (CCR).
- A printout of the CCR/CAGE Code and effective dates will fulfill this requirement.

Note: Federal Regulations prohibit the allocation and awarding of funds to an entity that is not registered and current with DUNS and CCR/CAGE registrations.

Non-Profit Organization:

- Provide verification that organization is active and in good standing with the Louisiana Secretary of State Commercial Division.

Agency Contact's Name:

- Full name of person to contact within the organization—First, Middle, Last, Suffix, i.e., John Smith, Jr.

Contact Phone Number and Email Address:

- Email address is required for the Agency Contact person. This helps us to contact you with information as quickly as possible. Funding Announcements and other agency correspondence will be directed to this email address.