Illinois Grant Accountability and Transparency Act

About the Illinois Arts Council (IAC)
The IAC provides public funding to:

- Not-for-profit, tax exempt 501(c)(3) organizations
- Units of government (e.g., Municipal, County, Libraries, Park Districts, etc.)
- Charitable trusts
- Universities, Schools and PTOs, PTAs, and other school affiliate organizations
- Religious organizations

Illinois Grant Accountability and Transparency Act (GATA)
Before submitting an application through the IAC's Salesforce system, applicants must provide proof of eligibility by completing a validation process through the [State of Illinois's Grantee Portal](#) and obtain a pre-qualification status. The IAC recommends that applicants start this process as soon as possible to allow time to address requirements related to their pre-qualification status. The IAC will not be able to consider an application for funding until the applicant has completed this step.

To obtain a pre-qualification status, go to the [State of Illinois's Grantee Portal](#):
1. Create an account for accessing the portal.
2. Sign in through the portal and register your organization. Preparing and having on-hand the following proof of eligibility information for your organization will help expedite the registration and pre-qualification process:
    - UEI number
    - Federal Employer Identification Number (FEIN)
    - Organization type and Illinois Secretary of State File Number
    - Active SAM registration and CAGE Code
    - Fiscal year-end date

After registration is complete, applicants can view their pre-qualification status in the Grantee Portal (see example further below). If any pre-qualification requirements need further attention, the Help section provides guidance on remediation steps applicants can take.

Unique Entity ID (UEI Number)
Since April 4, 2022 all Federal Systems require a UEI number. For all applicants with an established [SAM.gov](#) account (active or inactive) the UEI number can be found by logging into your [SAM.gov](#) account. New applicants will set-up a UEI as part of the [SAM.gov](#) registration.

All IAC applicants must enter their UEI number in the Salesforce Applicant Information tab during the application process.

Illinois Grant Accountability and Transparency Act

GATA Pre-Qualification Status

Pre-Qualification Status		
Your organization not in good standing. Items in red require your action.		
Requirement	**Status**	**Remediation**
SAM.gov Account	Good	[Help]
Federal Employer ID (FEIN)	Good	[Help]
Federal Excluded Parties List	Good	[Help]
Illinois Secretary of State	Unknown	[Help]
Illinois Stop Payment List	Good	[Help]
Illinois DHFS Sanction List	Good	[Help]

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

The Pre-Qualification Status section of the Grantee Portal displays a summary of an organization's eligibility status. The example above shows an organization that does not meet Pre-Qualification Status and needs to address the Illinois Secretary of State requirement.

Pre-qualification through the Grantee Portal is required for all organizations, units of government, and schools and school-affiliate organizations applying for grant funding from the IAC. The grantees are required to maintain GATA Pre-Qualification in good standing throughout the grant cycle. If your organization has already completed this step as part of receiving a state award from another Illinois agency, you do not need to create an additional account or registration for the purposes of applying for funding from the IAC.
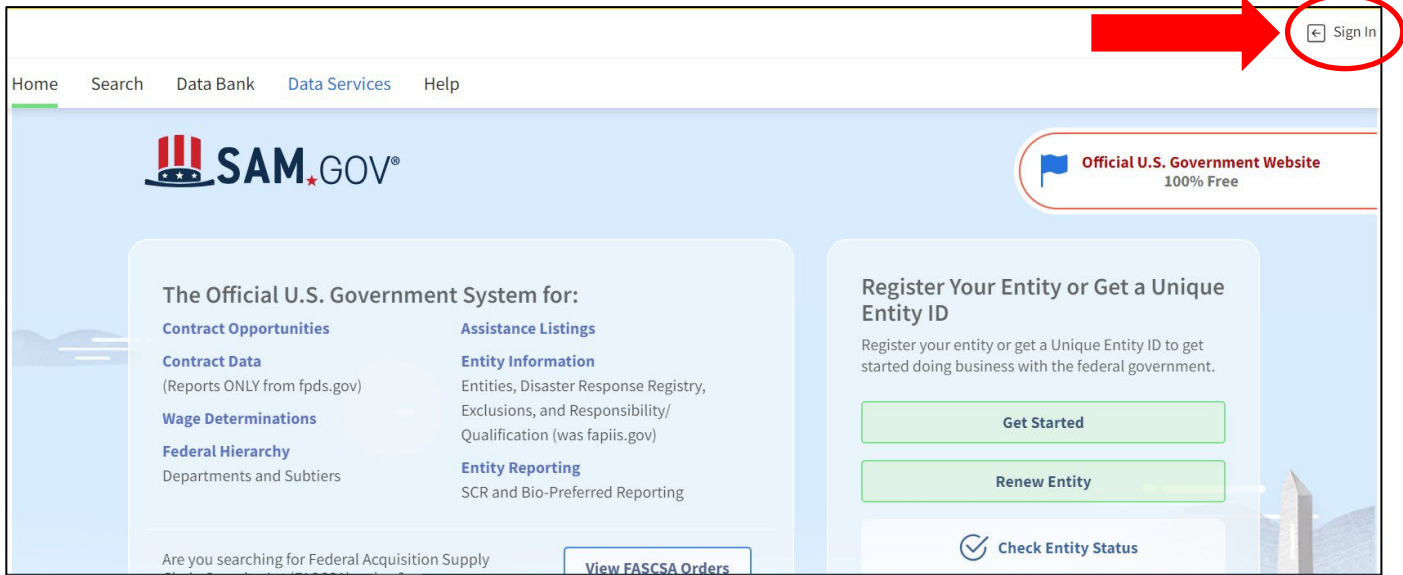
SAM Registration and CAGE Code

The System for Award Management (SAM) is an official website of the U.S. federal government. Applicants must register with and be validated through SAM as part of the pre-qualification process for receiving a grant from an Illinois state agency. It may take up to **10 business days** after submitting your organization's information through SAM for your organization's registration to become active.

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned by the U.S. Defense Logistics Agency. Organizations that do not have a CAGE Code will be automatically assigned one during processing after completing SAM registration.
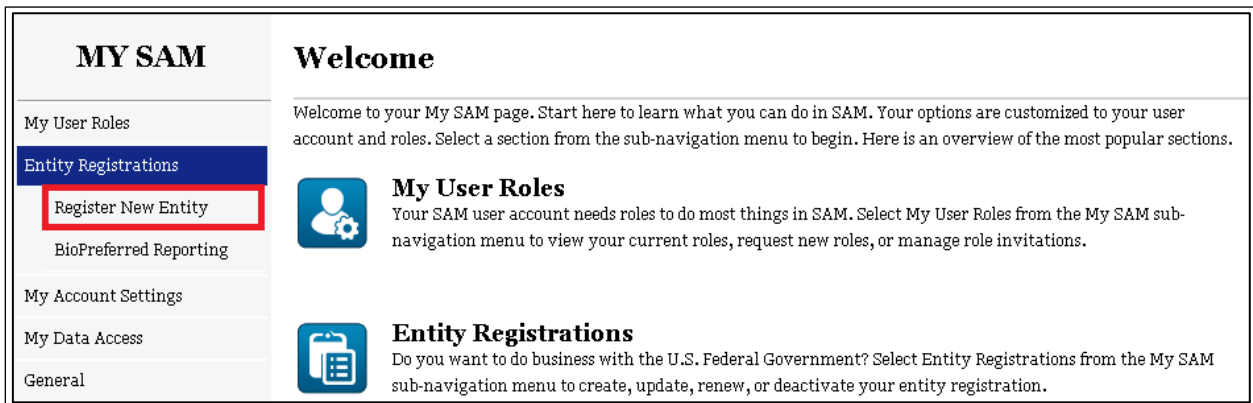
To register your organization through the SAM website: System for Award Management (SAM)

1. Create an Individual User Account by clicking on **Sign In** and then **Create an account**.
   You will need to provide a valid email address and phone number as part of the account creation process.

Illinois Grant Accountability and Transparency Act

2. Log in and register your organization through the SAM website's Entity Registration function. Preparing and having on-hand the following information for your organization will help expedite the registration process:
   - UEI Number as well as the legal business name and physical address
   - Taxpayer Identification Number (TIN), i.e. FEIN
   - CAGE Code, if your organization already has one (otherwise, one will be assigned during processing). For more information and detailed guidance on registering with SAM, refer to Section 3 of the SAM User Guide: System for Award Management (SAM)

Federal Employer Identification Number (FEIN)

Applicants are required to provide a Federal Employer Identification Number (FEIN) assigned by the Internal Revenue Service. Applicants must hold tax-exempt status from federal income tax under Section 501(c)(3) of the Internal Revenue Code and must qualify as a charitable organization under Section 170(c) of the Internal Revenue Code of 1986 as amended. Units of government, institutions of higher education, and Federally recognized Indian tribal governments are not required to obtain this status and are still eligible to apply.

The IAC uses GuideStar's Charity Check to verify status. For information on how to obtain tax-exempt status, go to: http://www.irs.gov/Charities-&-Non-Profits/Application-Process.

Organization Type and Illinois Secretary of State File Number
The IAC provides public funding to not-for-profit, tax exempt 501(c)(3) organizations, units of government, and institutions of higher education.

All applicants must indicate their correct organization type when registering through the Grantee Portal. Additionally, applicants of the organization type "Corporation – Not For Profit" must provide their eight-digit [Illinois Secretary of State file number](). Other types of organizations, such as branches of government, schools, and religious organizations, are not required to provide an Illinois Secretary of State file number as such entities are not required to be incorporated in Illinois.