

## Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Grants.gov Lobbying Form
Form Version Number	1.1
OMB Number	4040-0013
OMB Expiration Date	02/28/2025

## Form Field Instructions

Field Name	Required or Optional	Information
Applicant's Organization	Required	This is the legal name of the organization that will undertake the assistance activity. This should normally be the name under which the organization has registered with the Business Partner Network. Pre-populated from the SF 424 if submitted through Grants.gov.
Prefix	Optional	This is the prefix (e.g., Mr., Mrs., Rev.) for the name of the Authorized Representative. Pre-populated from the SF 424 if submitted through Grants.gov.
First Name	Required	This is the first (given) name of the Authorized Representative who is signing this form. Pre-populated from the SF 424 if submitted through Grants.gov.
Middle Name	Optional	This is the middle name of the Authorized Representative. Pre-populated from the SF 424 if submitted through Grants.gov.
Last Name	Required	This is the last (family) name of the Authorized Representative signing this form. Pre-populated from the SF 424 if submitted through Grants.gov.
Suffix	Optional	This is the suffix (e.g., Jr, Sr, PhD) for the name of the Authorized Representative. Pre-populated from the SF 424 if submitted through Grants.gov.
Title	Required	This is the title of the Authorized Representative who is signing this form. Pre-populated from the SF 424 if submitted through Grants.gov.
Signature	Required	It is the organization's responsibility to assure that only properly authorized individuals sign in this capacity and/or submit the application to Grants.gov. If this application is submitted through Grants.gov leave blank. If a hard copy is submitted, the AOR must sign this block.

Field Name	Required or Optional	Information
Date		If this application is submitted through Grants.gov, the system will generate this date. If submitting a hard copy, enter the date the AOR signed the application.