

## Oceana & Mason Counties Teacher Mini-Grant Application (TMG) Instructions

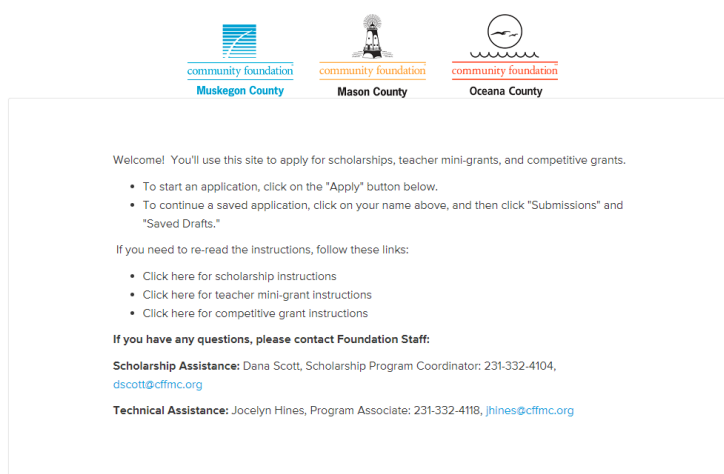
This handout will provide you with the detailed information for navigating the online Teacher Mini-Grant application process. Information in our Submittable system may be shared by Foundation Staff with Donors, Grant Review Committees and other interested parties.

You can access the online system by visiting your Community Foundation website:

**Mason County:** [www.mason-foundation.org](http://www.mason-foundation.org) (deadline is Friday, October 12, 2018)  
**Oceana County:** [www.oceana-foundation.org](http://www.oceana-foundation.org) (deadline is Wednesday, October 31, 2018)

Hover over “Grants” (top tab), then select “Teacher Mini-Grants” from the dropdown.

Scroll down to “How” and you’ll see the [Submittable](#) link. Click it and from there you’ll be redirected to an overview of the grant process, a link to instructions, and contact information:



### 1. Beginning the Application

Scroll down to start the TMG Application, click the orange “Apply” button.

Teacher Mini-Grant Application

More ▾

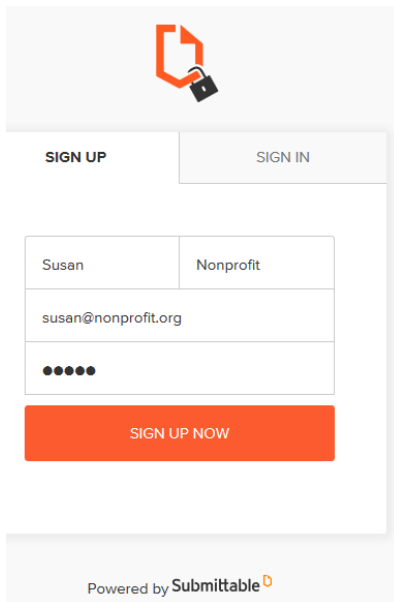
Apply

*The TMG application is a fillable form that auto-saves, but you are welcome to save any time by scrolling down and clicking on the “Save Draft” button.*



### 2. Sign Up/Create Account

You will create a login using your email and a password. **Make sure to apply using your actual name (not your school/district’s name) and your own personal or school email.** *Note: If creating a login with Facebook, Facebook ties your application to your personal Facebook account.*

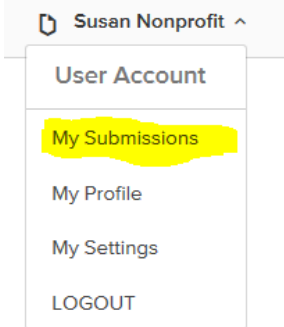


Once you've signed up, you'll use the "Sign In" tab to login in the future. If you forget or lose your password, please contact Submittable at [support@submittable.com](mailto:support@submittable.com)

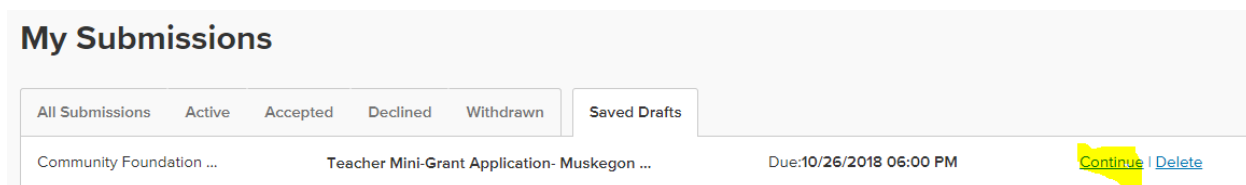
When you've completed your TMG Application, click the orange "Apply" button and your application will be submitted to the Foundation. You'll receive an email confirmation that your application was received.

### 3. Saving Your Form and Completing It Later:

If you save a draft and return to it later, you'll find it by clicking on your name in the upper right-hand corner of the screen, and clicking on "My Submissions":



This will direct you to your Saved Drafts – click on "Continue" to access your draft application.



When your application is complete, click the orange "Apply" button at the bottom of the screen. If you've missed any required sections, you'll be brought back to that portion of the application.

When your application is successfully submitted, you'll receive an email confirmation.

To access your completed application or other submissions, again click on your name, select “My Submissions,” and navigate between your submissions using the tabs:

Susan Nonprofit

My Submissions

All Submissions Active Accepted Declined Withdrawn Saved Drafts

Accepted	West Michigan Nonprofit	Community Foundation for Muskegon County - Application of L...	06/12/2018
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1 result



Optionally add a message to Community Foundation for Muskegon County about your edits...

Done

#### 4. The Final Grant Report (FGR)

The last phase of your application is the TMG final grant report. To access the final grant report, once again, click on your name and “My Submissions,” and select “All Submissions”.

Click on the Teacher Mini-Grant Application that you’re reporting on, and navigate to the “Teacher Mini-Grant Final Grant Report” tab:

Complete the questions, and then hit the “Submit” button and you’re all done!

Once committee decisions have been made, you’ll receive an email notification of your status (accepted or declined) and if applicable, funds will be awarded and sent to your school district shortly after receiving your acceptance email.

***For additional questions or comments, please contact your Foundation staff/YAC Advisor:***

**Mason County:** Andrea Large, [alarge@cffmc.org](mailto:alarge@cffmc.org), 231-845-0326

**Oceana County:** Tammy Carey, [tcarey@cffmc.org](mailto:tcarey@cffmc.org), 231-861-8335

***Please Note:***

All Final Grant Reports are due by the end of the academic year on June 1<sup>st</sup>. You are encouraged to complete your FGR before that date if your project/program finishes before then.

If you received a previous TMG within the older system, eGrant, please fill out your FGR here: <https://foundationgrants.egrant.net/login.aspx?PIID=147&OID=68> (This is the last time you’ll utilize this site).

Thanks for being our partner!