

## Grant Application Detail Instructions

This handout will provide you with detailed information for navigating our online grant application process. Information in our Submittable system may be shared by Community Foundation staff with donors, grant review committees, and other interested parties.

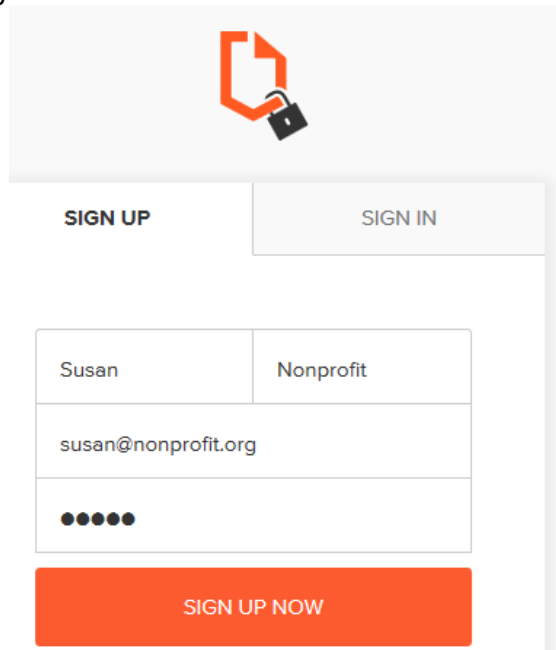
You can access the online system by visiting the Community Foundation website ([www.mason-foundation.org](http://www.mason-foundation.org)) and then clicking on “Grants.” **Prior to submitting a grant, please review our grant Priorities and Grant Guidelines to be sure your proposal is a fit for funding.**

On the left-hand side, click on “Apply for a Grant,” and then click on “enter Submittable.”

### 1. Sign Up

You will create a login using your email and a password. **Whenever possible, utilize a general email – e.g., [grants@muskegonfoundation.org](mailto:grants@muskegonfoundation.org) – as opposed to an email tied to an individual with your organization.**

We do not recommend signing in with Facebook because it ties your application to your Facebook account instead of your organization.



SIGN UP		SIGN IN
Susan	Nonprofit	
susan@nonprofit.org		
●●●●●●		
SIGN UP NOW		

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)

The first screen you’ll see shares an overview of the grant process, a link to instructions, and contact information.

Grant Applications are due by 11:59 p.m. on the following dates:

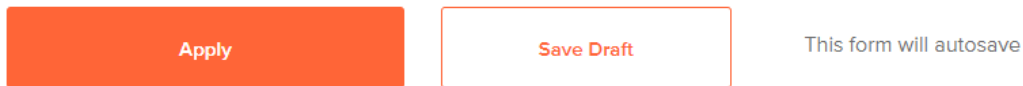
**Spring: Grant Application due February 28**

**Fall: Grant Application due September 23**

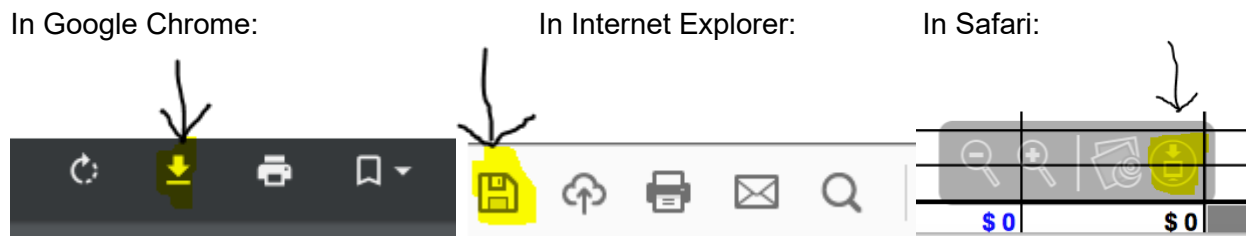
## 2. Completing your grant application

The screenshot shows the top of a grant application page. At the top, there are two logos for 'community foundation' for 'Muskegon County' and 'Mason County'. Below the logos, the page title is 'Grant Application' in orange, with a sub-header 'Ends on August 28, 2018'. To the right of the title are social media icons for Facebook, Twitter, Google+, and Email, along with a 'Follow' button. The main content area contains several paragraphs of text: 'Congratulations! If you've been invited to submit a full grant application, we determined that your project aligns with Foundation grant priorities, fits our timeline for decisions, and is within our budget to support.'; 'Applications to the Community Foundation for Muskegon County that are submitted two weeks prior to the deadline will be reviewed by Foundation staff and given the opportunity to update the application based on staff feedback.'; 'All grant decision are made by volunteer grant committees, and decision are shared with the organization within three months of the application deadline - often sooner.'; 'This grant application form auto-saves, but you're welcome to hit the "save draft" button at the bottom of the form at any time. Once submitted, you will receive an email confirmation.'; and 'Please submit prior to the grant deadlines:'. Below this is a bullet point: '• Spring - February 28'.

The 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.

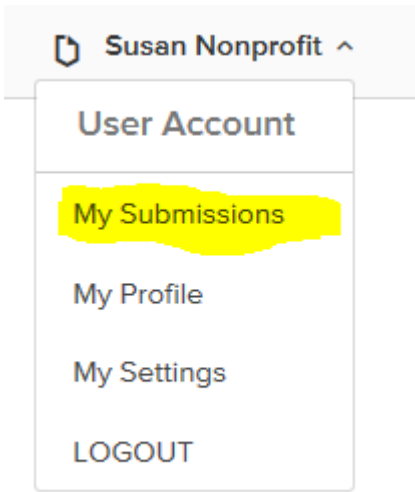


**Important: the Grant Budget is a fillable PDF that needs to be completed as part of your application.** For this template, a link is provided that will open the fillable PDF. **Before you enter data in the form, please download the form and save it on your computer.** If you fill out the data in the form on the screen, it won't save, and you'll upload a blank document.

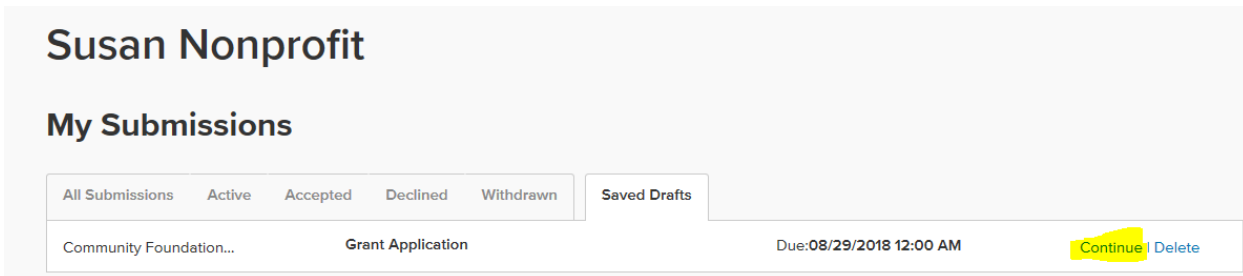


Once you've completed and saved the form, please upload.

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.”



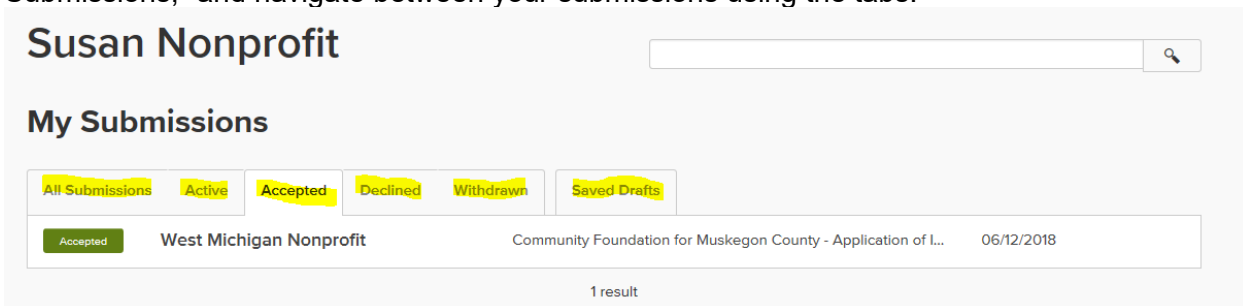
This will direct you to your Saved Drafts – click on “Continue” to access your draft application.



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:



### 3. Editing your Application

If the Community Foundation staff has questions or changes that need to be made in your application, you will receive an email instructing you to edit your form. To do so, navigate to the “My Submissions” page – you will notice your application will have a purple “editable” button:


## My Submissions

All Submissions	Active	Accepted	Declined	Withdrawn	Saved Drafts	Sort by date (newest to oldest)	
<b>Editable</b>							
West Michigan Nonprofit						Community Foundation for Muskegon County - Grant Applicati...	06/12/2018
<b>Accepted</b>						Community Foundation for Muskegon County - Application of I...	06/12/2018


2 results

Click on the button and you will be brought to your form. To update the content of any of the fields, click on the pencil icon next to that field:


ACTIVITY & MESSAGES | **CONTENT** | FINAL GRANT RE... | [Download](#) | [Withdraw](#)

Legal Agency Name 

West Michigan Nonprofit


Foundation Applying to: 

Muskegon

Project Name 

s

You have the option of adding comments for the Community Foundation staff at the bottom of the form. When you have completed your edits, click the “Done” button at the bottom of the form:

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

**Done**

#### 4. The Final Grant Report

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

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

ACTIVITY & MESSAGES | **CONTENT** | **FINAL GRANT RE...** | [Download](#) | [Withdraw](#)

Complete the questions, and then hit the “Submit” button. You’re done! Thanks for being our partner!