

## Grant Application Detail Instructions

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

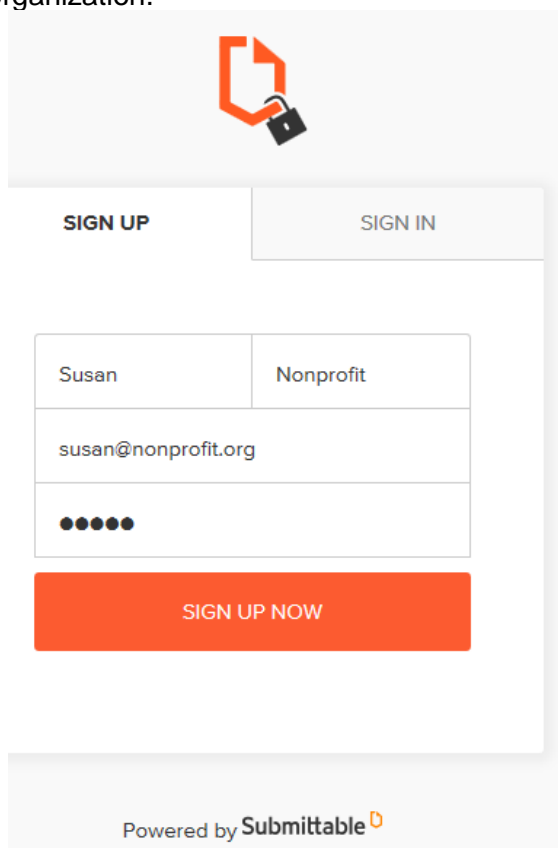
You can access the online system by visiting the Community Foundation website ([www.mason-foundation.org](http://www.mason-foundation.org)) and then clicking on “Grants.” **Prior to submitting a grant, please review our grant Priorities and Grant Guidelines to be sure your proposal is a fit for funding.**

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, rather than an email tied to an individual with your organization – e.g. [grants@muskegonfoundation.org](mailto:grants@muskegonfoundation.org)**

We do not recommend signing in with Facebook as it ties your application to your Facebook account, rather than your organization.




The screenshot shows a sign-up form on a light gray background. At the top left is an orange icon of a document with a lock. Below it are two tabs: "SIGN UP" (active) and "SIGN IN". The form contains several input fields: a name field with "Susan" and a dropdown menu with "Nonprofit" selected; an email field with "susan@nonprofit.org"; and a password field with five black dots. Below the fields is a large orange button labeled "SIGN UP NOW". At the bottom of the form, it says "Powered by Submittable" with the Submittable logo.

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)

## 2. Beginning an Application of Intent


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



community foundation  
Muskegon County



community foundation  
Mason County



community foundation  
Oceana County

Welcome! You'll use this site to apply for scholarships, teacher mini-grants, and competitive grants.

- To start an application, click on the "Apply" button below.
- To continue a saved application, click on your name above, and then click "Submissions" and "Saved Drafts."

If you need to re-read the instructions, follow these links:

- [Click here for scholarship instructions](#)
- [Click here for teacher mini-grant instructions](#)
- [Click here for competitive grant instructions](#)

**If you have any questions, please contact Foundation Staff:**

**Scholarship Assistance:** Dana Scott, Scholarship Program Coordinator: 231-332-4104, [dscott@cffmc.org](mailto:dscott@cffmc.org)

**Technical Assistance:** Jocelyn Hines, Program Associate: 231-332-4118, [jhines@cffmc.org](mailto:jhines@cffmc.org)

### Application of Intent

Ends on August 17, 2018

[More](#) ▼ Apply

This Application of Intent is your first step in the grant application process, where you share a brief overview of your project, including the timeline, budget, and alignment with our grant priorities. After submitting, you'll receive an automated email confirmation. Foundation staff will review your form, and let you know via email within three business days if we welcome a full grant application. Access to the full grant application comes via a web link in that email.

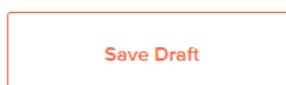
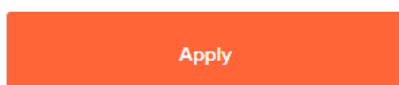
Applications of Intent are due two weeks prior to the following grant deadlines:

**Spring: Apps of Intent due February 14- Full Grant App due February 28**

**Fall: Apps of Intent due August 15- Full Grant App due August 29**

To start the Application of Intent, click the orange "Apply" button.

The Application of Intent 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.



This form will autosave

To retrieve a draft you've saved, you'll just click again on the "Apply" button next to the Application of Intent.

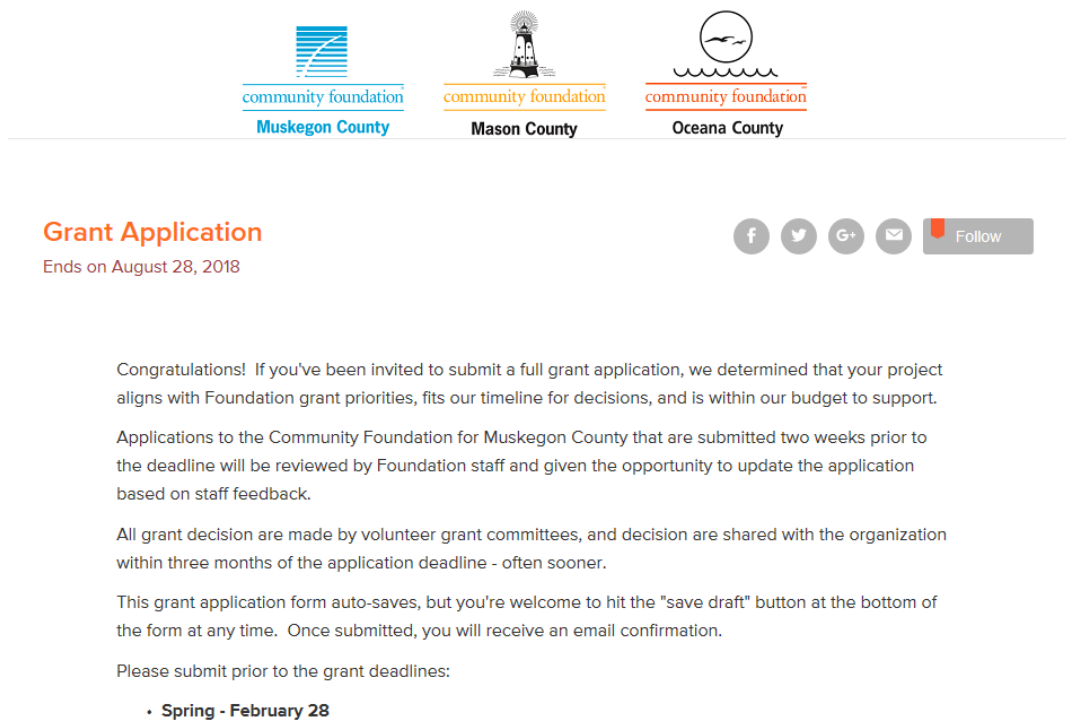
Once you have completed your Application of Intent, click the orange "Apply" button and your application will be submitted to the Foundation. You'll receive an email confirmation that your application was received.

Within three business days, the Foundation will contact you to let you know the status of your Application of Intent.

## 2. The Full Grant Application

Congratulations! If you are invited to submit a full Grant Application, your program is a fit for Foundation funding. You will receive an email notification from "**Community Foundation for Muskegon County**" with the subject "**Full Grant Application Now Open!**"—this has the link to the Grant Application.

Click the link provided in the email, and you will launch the Grant Application form:



Again, your form will auto-save, or you can save at any time by clicking the "Save Draft" button at the bottom of the form.

**Important – there are two fillable PDF's that need to be completed as part of your application: a Diversity Table, and your Grant Budget.**

For these templates, a link is provided that will open the fillable PDF's. **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.

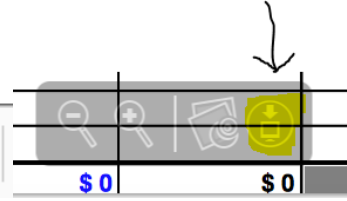
In Google Chrome:



In Internet Explorer:

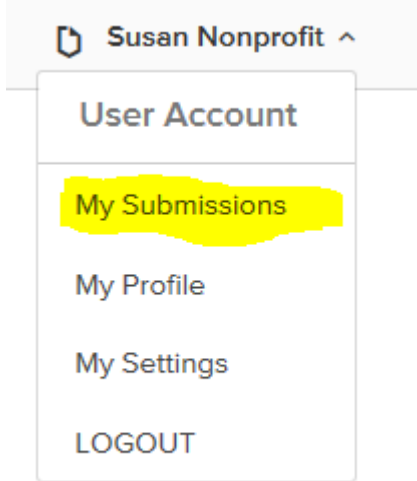


In Safari:

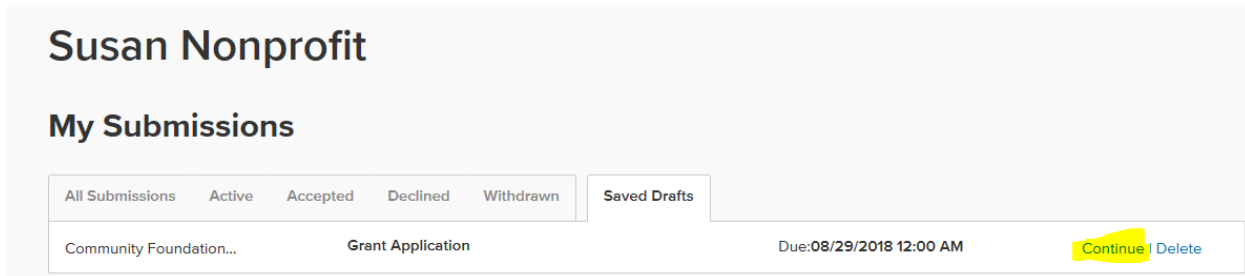


Once you've completed and saved the forms, please upload.

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"



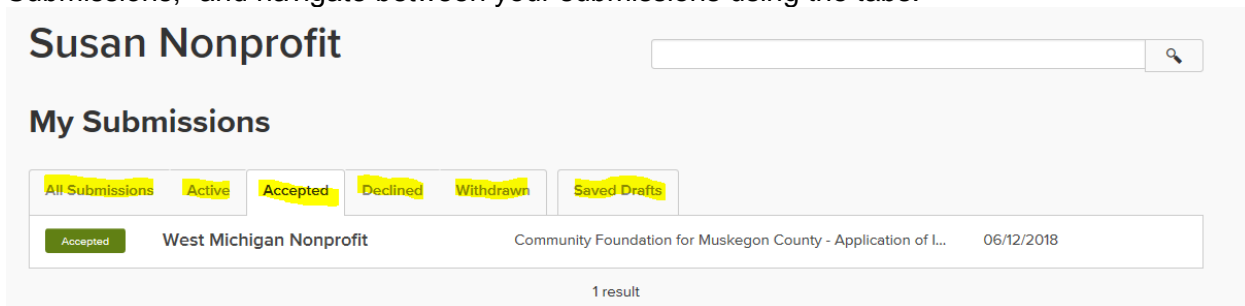
This will direct you to your Saved Drafts – click on "Continue" to access your draft application.



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 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:

Susan Nonprofit

### 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>				West Michigan Nonprofit	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 comment for 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!