

Muskegon County Teacher Mini-Grant Application (TMG) Instructions

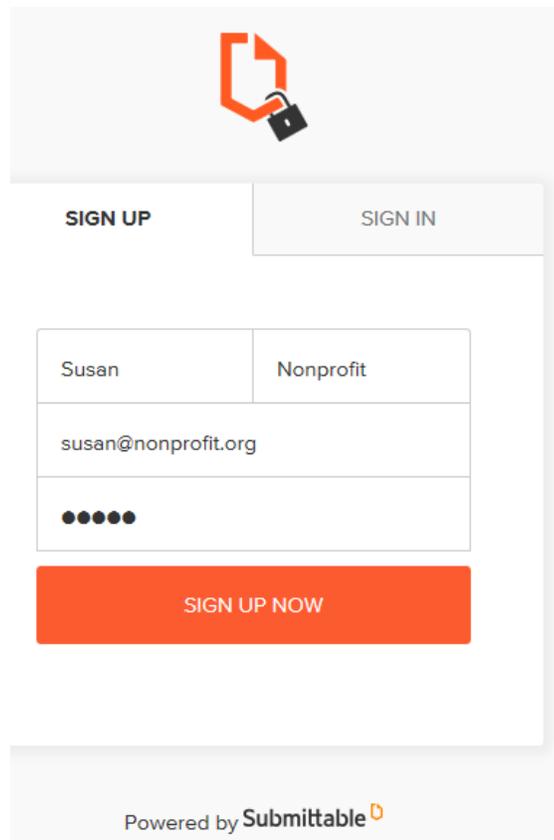
This handout will provide you with the detailed information for navigating our online grant application process. Information in our Submittable system may be shared by Foundation Staff with Donors, Grant Review Committees and other interested parties.

You can access the online system by visiting the Community Foundation website (www.muskegonfoundation.org/grants/teacher-mini-grants/). Scroll down near the bottom of the page to “How” and you’ll see a hyperlink to [Submittable](#). Read the directions and scroll down to the “Teacher Mini-Grant Application”.

The deadline for your Teacher Mini-Grant Application is **Friday, October 26 at 5 p.m.**

1. Sign Up

You will create a login using your email and a password. **Make sure to use your own personal email and password when applying for TMG’s (do not use your school’s credentials).** *Note: when creating a login with Facebook, Facebook ties your application to your personal Facebook account, rather than your organization.*



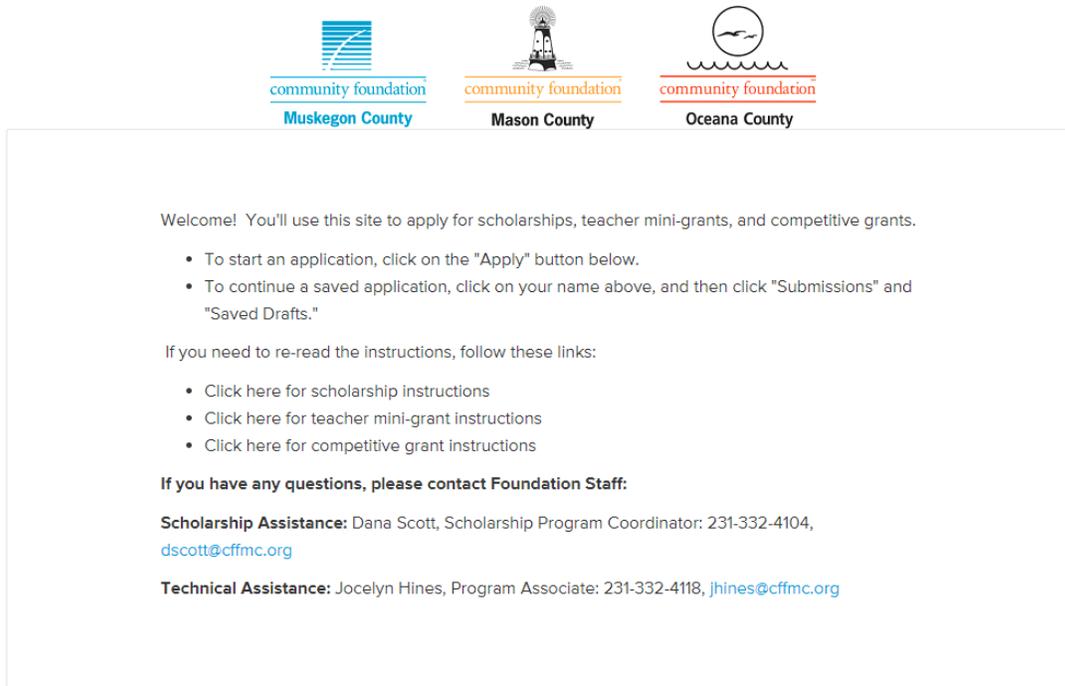
The image shows a screenshot of a web form for signing up. At the top, there is a logo consisting of an orange square with a white 'S' and a black padlock. Below the logo are two tabs: 'SIGN UP' (selected) and 'SIGN IN'. The form contains several input fields: a name field with 'Susan', a dropdown menu with 'Nonprofit', an email field with 'susan@nonprofit.org', and a password field with six dots. Below these 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

2. Filling out the Application:

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



The screenshot shows a header with three logos: Muskegon County (blue), Mason County (orange), and Oceana County (red). Below the logos is a white box containing the following text:

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:

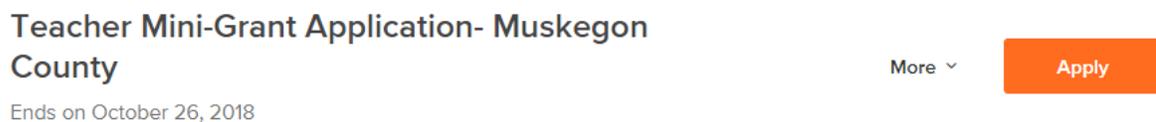
- Click here for scholarship instructions
- Click here for teacher mini-grant instructions
- Click here for competitive grant instructions

If you have any questions, please contact Foundation Staff:

Scholarship Assistance: Dana Scott, Scholarship Program Coordinator: 231-332-4104, dscott@cffmc.org

Technical Assistance: Jocelyn Hines, Program Associate: 231-332-4118, jhines@cffmc.org

To start the TMG Application, click the orange "Apply" button for the "Teacher Mini-Grant Application".



The screenshot shows a card for the "Teacher Mini-Grant Application- Muskegon County". The card includes the text "Ends on October 26, 2018", a "More" dropdown menu, and an orange "Apply" button.

The TMG 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.

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



The image shows two buttons: a solid orange button labeled "Apply" and a white button with an orange border labeled "Save Draft".

Once you have 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.

New This Round for Muskegon County Teachers

Preference will be given to Teacher Mini-Grant applications that are in support of programming that directly impacts areas of greatest need among youth in Muskegon County, as determined by the 2018 Community Needs Assessment Survey (For detailed information about the survey, visit www.muskegonfoundation.org/wp-content/uploads/YAC-2018-Needs-Assessment-Survey.pdf) .These areas include:

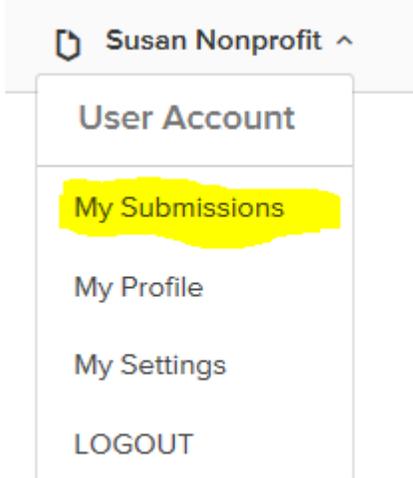
- Academic Stress
- Anxiety
- Bullying/Cyberbullying
- Mental Health
- Low Self-Esteem

Please share the names of any resources or lesson plans you will use in implementing your grant program. This is not a required field. Feel free to visit www.LearningToGive.org - this is a great resource for lesson plans!

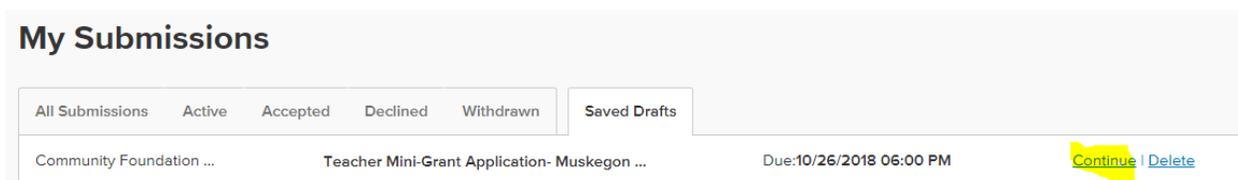
After submitting, you'll receive an automated email confirmation. TMG's will then be submitted to the Youth Advisory Council for review. You will be able to access your submitted application by logging into your Submittable account.

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

3. The Final Grant Report

The last phase of your application is the TMG final grant report. To access the final grant report, 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.
You’re done!

To learn all about the Youth Advisory Council, visit www.muskegonfoundation.org/youth/.

For additional questions or comments, please contact JacQuaye A. Payne, YAC Advisor at jacquaye@muskegonfoundation.org.

Thanks for being our partner!