

## 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](http://www.muskegonfoundation.org)) and then select “Grants,” “Teacher Mini-Grants.”

Click here to **Submit**

On the left-hand side, click on “Apply for a Grant,” scroll down to be directed to Submittable.

Powered by Submittable<sup>®</sup>, and you'll

### 1. Sign Up

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.*

The screenshot shows a web form for signing up. At the top left is a logo consisting of an orange outline of a document with a black padlock over it. Below the logo are two tabs: 'SIGN UP' and 'SIGN IN'. The 'SIGN UP' tab is active. The form contains several input fields: a name field with the text 'Susan', an organization field with 'Nonprofit', an email field with 'susan@nonprofit.org', and a password field represented by five black dots. Below these fields is a large orange button with the text 'SIGN UP NOW'. At the bottom of the form, it says 'Powered by Submittable'.

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. Filling out the Application:

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



**COMMUNITY  
FOUNDATION**  
for Muskegon County



community foundation

**Mason County**

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

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

Teacher Mini-Grant Application

More ▾

Apply

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.

Apply

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 [YAC 2018 Community Needs Assessment Survey](#). These areas include:

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

Additionally, there's a question on the application that asks you to share the names of any resources or lesson plans you will use in implementing your grant program. This is not a required field, but we'd like to use this as a resource to share with other educators. Feel free

to visit [www.LearningToGive.org](http://www.LearningToGive.org) if you're looking for ideas- this is a great resource for lesson plans!

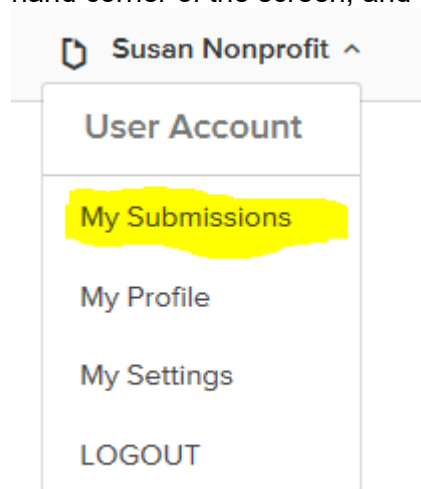
As a resource to educators, we're sharing that **Learning to Give** is also offering mini-grants for service learning from September 22, 2018 through March 22, 2019. Mini-grant applications will be reviewed on the 22nd of each month and awarded throughout the 2018-19 school year. Click to learn more: <https://www.learningtogive.org/get-started/mini-grants-service-learning>

After submitting, you'll receive an automated email confirmation. TMG's will then be submitted to the Youth Advisory Council for review.

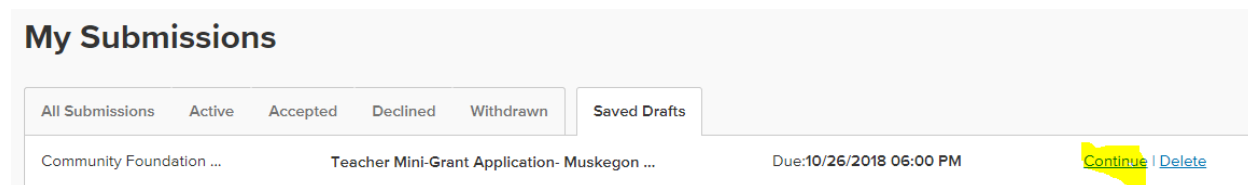
You will be able to access your submitted application by logging into your Submittable account.

### 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:

## My Submissions

**All Submissions** Active Accepted Declined Withdrawn Saved Drafts

Accepted	West Michigan Nonprofit	Community Foundation for Muskegon County - Application of I...	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 and you’re done!

To learn all about the Youth Advisory Council, visit [www.muskegonfoundation.org/youth/](http://www.muskegonfoundation.org/youth/).

For additional questions or comments, please contact [grants@muskegonfoundation.org](mailto:grants@muskegonfoundation.org).

Thanks for being our partner!