

## 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.

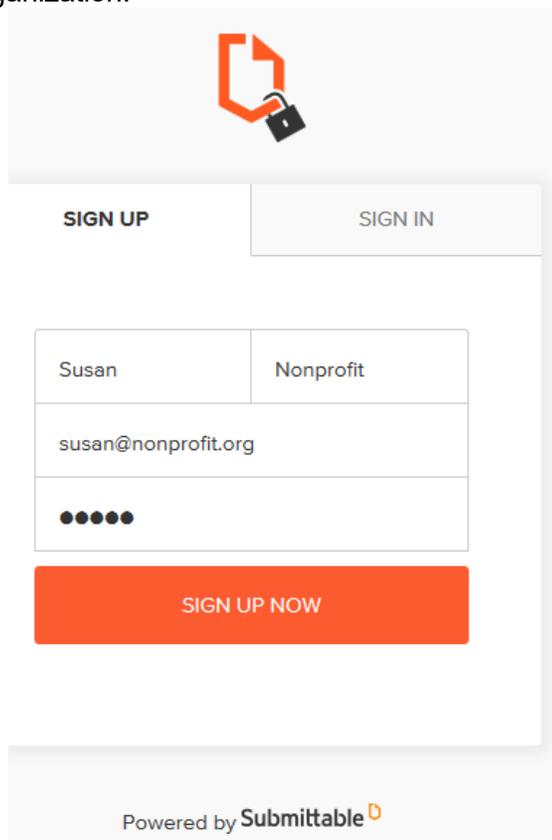
You can access the online system by visiting the Community Foundation website ([www.muskegonfoundation.org](http://www.muskegonfoundation.org)) and then clicking on “Grants.” **Prior to submitting a grant, please review our grant Priorities and Grant Guidelines to be sure your proposal is a fit for funding.**

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.



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' and a dropdown menu with 'Nonprofit' selected; 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](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:



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

Follow these links to review the instructions:

**Applying for a Scholarship?** The scholarship deadline is **February 1, 2020**. [Click here](#) for "Scholarship Application Detailed Instructions."

**Applying for a Teacher Mini-Grant?** Teacher mini-grants will open again in 2020.

**Applying for a grant from the Community Foundation for Muskegon or Mason Counties?**

- For Mason County - grant application deadline is **February 28, 2020**. There is no application of intent - the only step is the grant application. Updated instructions will be uploaded soon.
- For Muskegon County - we are welcoming grant applications for select grant committees. The Application of Intent deadline is **February 14**, and the full grant application is due **February 28, 2020**.

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

**Grant Application Assistance:** Jocelyn Hines, Program Officer: 231-332-4118, [jocelyn@muskegonfoundation.org](mailto:jocelyn@muskegonfoundation.org)

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

**Technical Assistance:** [support@submittable.com](mailto:support@submittable.com)

For Muskegon County grant applicants, the Application of Intent is your first step in the grant application process. Share a brief overview of your project, including the timeline, budget, and alignment with our Community Foundation values. After submitting, you'll receive an automated email confirmation. The Community 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 to the email specified.

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

**Spring: Apps of Intent due February 11 – Full Grant App due February 25**

**Fall: Apps of Intent due September 9 – Full Grant App due September 23**

*Note that in the spring of 2021, the Community Foundation will only be entertaining applications for the following grant committees:*

*Environment – environmental projects and programs*

*Muskegon County Lions Club – hearing and vision services*

*Muskegon County Medical Society – medical training and STEM education*

*Greater Muskegon Service League's Women and Children's Fund – needs of women and children*

*Youth Advisory Council – mental health needs for youth*

*White Lake Community Fund – programs and projects that benefit the White Lake Area*

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.



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

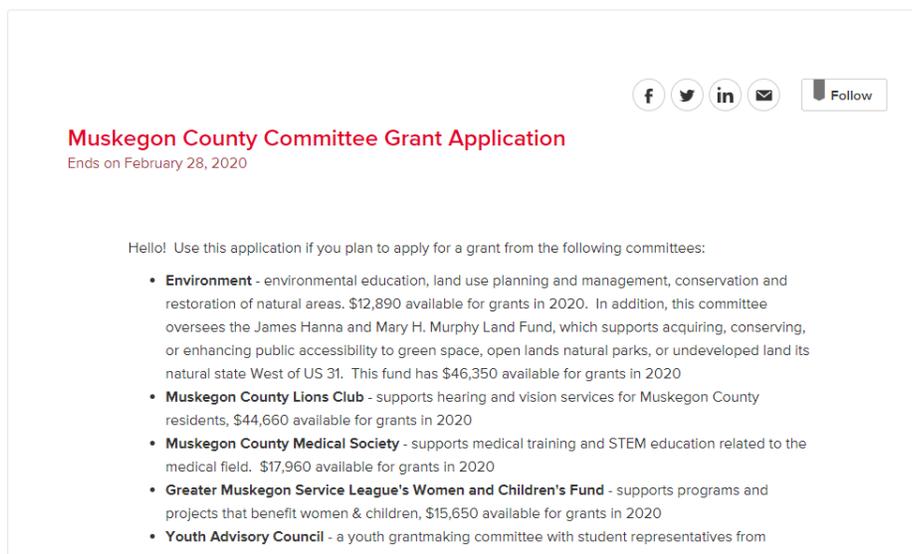
Once you have completed your Application of Intent, click the orange “Apply” button and your application will be submitted to the Community Foundation. You’ll receive an email confirmation that your application was received.

Within three business days, the Community 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 aligns with the Community Foundation values. 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 PDFs 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 PDFs. **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.

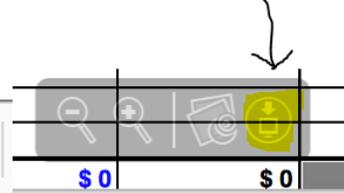
In Google Chrome:



In Internet Explorer:

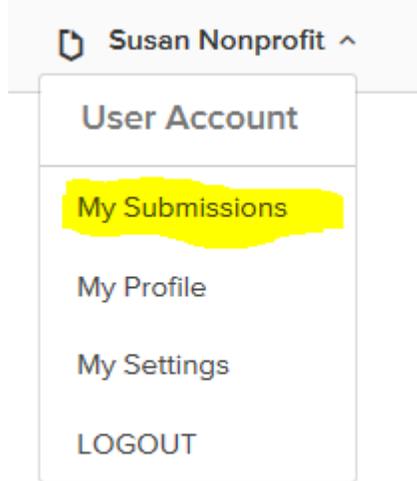


In Safari:

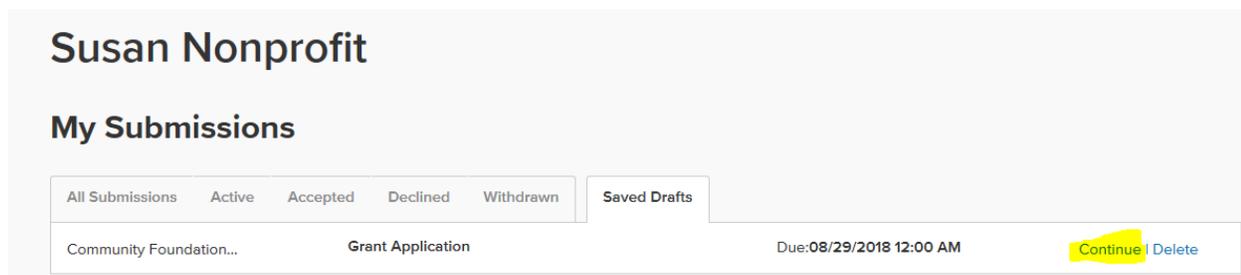


Once you've completed and saved the forms, please upload.

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:

Susan Nonprofit

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

1 result

### 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:

Susan Nonprofit

My Submissions

All Submissions Active Accepted Declined Withdrawn Saved Drafts Sort by date (newest to oldest)

Editable West Michigan Nonprofit Community Foundation for Muskegon County - Grant Applicati... 06/12/2018

Accepted 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 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:



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