

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) 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[®], and you'll

The deadline for your Teacher Mini-Grant Application is **Friday, November 8 at 5 p.m.**

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.*

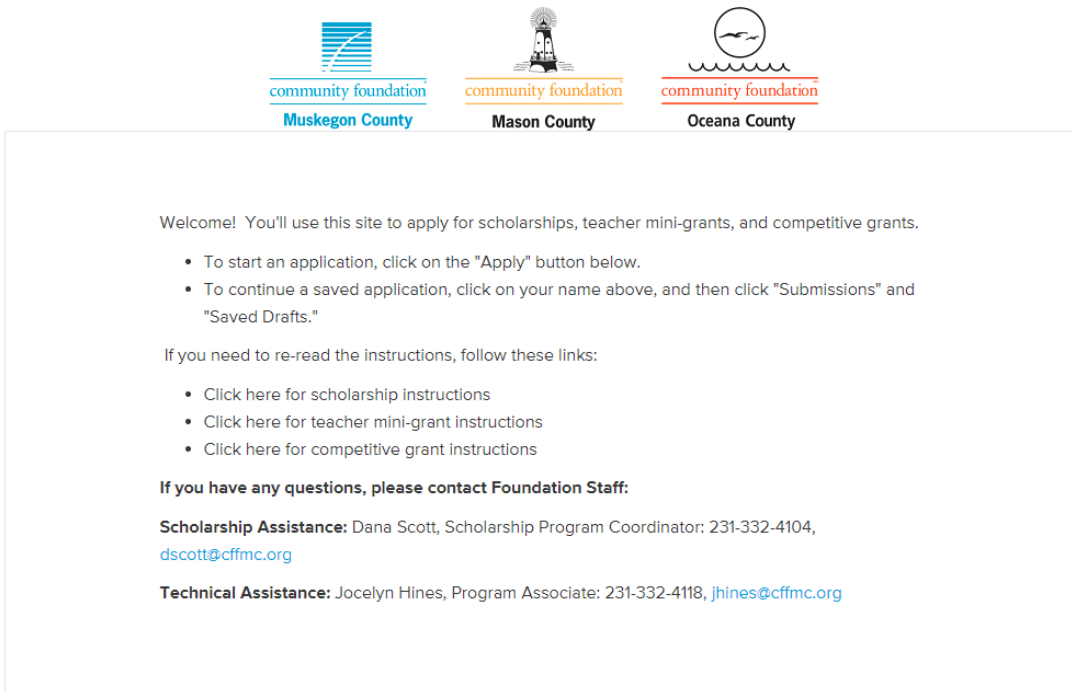
The screenshot shows a sign-up form on a light gray background. At the top center is an orange icon of a document with a padlock. Below it are two tabs: 'SIGN UP' (active) and 'SIGN IN'. The form contains several input fields: a name field with 'Susan', an organization field with 'Nonprofit', an email field with 'susan@nonprofit.org', and a password field with five black dots. A large orange button labeled 'SIGN UP NOW' is positioned below the password field. 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:



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

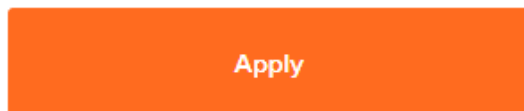
Teacher Mini-Grant Application

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.

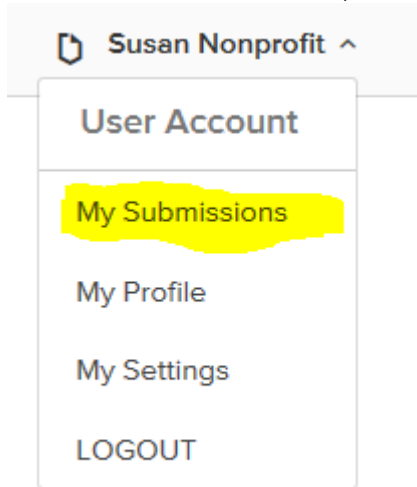
To retrieve a draft you've saved, you'll just click again on the "Apply" button next to the Application of Intent.



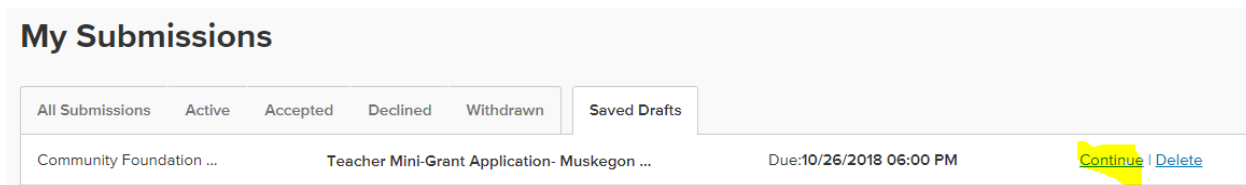
Once you have completed your TMG Application, click the orange "Apply" button and your application will be submitted to the Foundation. You'll receive an email confirmation that your application was received.

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"



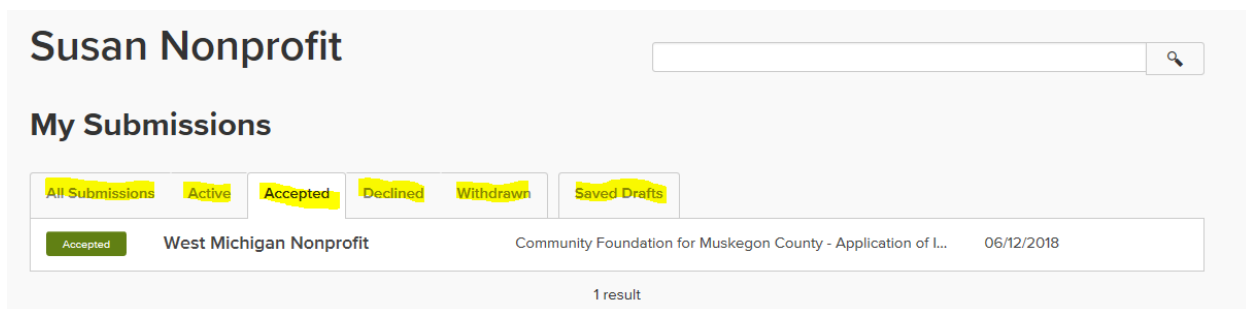
This will direct you to your Saved Drafts – click on "Continue" to access your draft application.



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:



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 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/.

For additional questions or comments, please contact Colleen Zahrt, YAC Advisor, at colleen@muskegonfoundation.org or 231-332-4131.

Thanks for being our partner!