Foundation of Monroe County Community Schools
Grants to Equip, Inspire, & Innovate
Grant Applications Instructions:

1. To review the Grants to Equip, Inspire & Innovate program and submission dates log onto the Foundation's website @ www.mccsfoundation.org

2. Click on Grants

3. The grant categories, descriptions, and application periods will be displayed. Review each investment priority to determine which category best fits your project. Below each grant category is a blue Apply button. Click the button to be linked to the related program details and application

4. After clicking the blue button you will be connected to the Program Details of the application in Smarter Select. The displayed page includes a description and the requirements of the grant.

5. You may view the grant application by clicking on the **Preview** button (located at the bottom of the page) to familiarize yourself with the application requirements. When you are ready to start the application click the green Apply button or if you have already started an application select Continue and Existing Application.

6. You must have an account in Smarter Select to create a grant application.

After clicking the green Apply button you will be prompted to set up your account and password. If you already have an account you do not need to create a new one. If you do not remember your password please contact us at fmccs@mccsc.edu to reset your password.

Create New Account	Sign In

Create New Account

First Name *

Last Name *

Email Address *

Confirm Email

Preferred Language

English ▼

Do you wish to receive text message notifications?

◯ Yes

◯ No

Password *

Confirm Password

Submit

7.   You are now ready to write your Grant Application. The system will load the grant questions, questions with a red asterik must be completed in order to submit the application. The application is divided into sections. On the right side of the screen the sections are displayed and you can click on them to advance to that section of the application. Your application can be saved at any time by clicking the Update Application button located at the bottom of the application. If you save your application please follow the steps in Additional Information to return to your application at a later time. The system will send you an email confirming your application has been started, when it is updated, and when it is submitted.

1. Applicant Information

Applicant

First Name *

Last Name *

Email *

MCCSC school or building where you work. *

Your position / title / and grade level(s) students you work with. If you are a student please list "student" as your title. *

Student applicant please include name and school of your sponsoring teacher. If not a student list N/A. *

Click to jump to this page.

On the Grant Budget page you will download the budget template and complete it for your project. You will need to save the budget to your computer and then upload the completed file to the application. Grant applications will not be considered without a detailed budget.

Grant Budget

Download and complete the Grant Budget Worksheet. Highlight the link below then right click or control click to open the file.

http://www.mccsfoundation.org/wp-content/uploads/2016/08/grant-budget-template-2016-1.xlsx

Save the project budget on your computing device then upload to the application.

All applications must include a completed budget to be considered for funding. If your program budget is larger than the amount of funding requested please ensure your budget clearly states what budgeted items you are requesting in your application. Please do not include sales tax as FMCCS is tax exempt.

Upload budget file. *

📎 Select File   No file attached

Maximum File Size: 5MB

If your budget is different from amount requested please explain.

Have other funding options been explored? *

☐ Yes

☐ No

The grant application will ask for your principal's and building representative's contact information. A complete list of building representatives is available on our website www.mccsfoundation.org. Note: Elementary Library Grants and High Impact Grant Proposals do not require building representative approval.

3. Grant Approvals

Building Representative Approval

Please complete the name and email for your Building Representative. A listing of FMCCS Building Representatives is available on our website.

An email will be generated to the representative letting them know a grant has been submitted and providing them with instructions on how to approve your grant at the building level.

It is also a good idea to confirm with your Building Representative that they received this email and are aware of the approval process this year. It is possible the email may fall into SPAM by the server.

Building Representative's First Name First Name *

Building Representative's Last Name Last Name *

Building Representative Email Address *

Building Representative Phone Number

The final step in the grant application is to type in your name. Click Submit button. Please note once you have submitted the application you cannot return to it to make any changes.

4. Submission

Electronic Signature / Approval

By typing my name, I confirm that I have written this grant and if funded agree to implement in my school or classroom during this school year. You must click submit for grant submission to be finalized. *
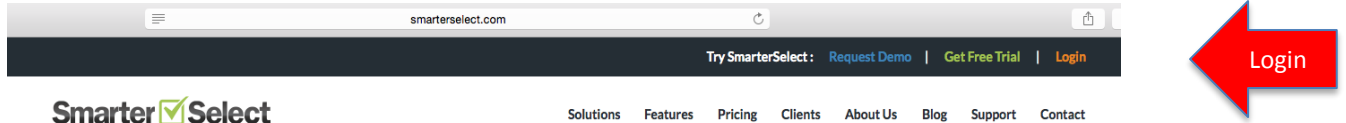
💡 You must click the Submit button below to complete this form.

Previous   Save Cancel   Submit

Additional Information:

You may save your grant application work on it at a later date. To return to your account and application you will:

Log into www.SmarterSelect.com
Click the orange Login in the upper right corner of the screen

You will be prompted for your account email and password. If you have forgotten your password please email the Foundation at fmccs@mccsc.edu to reset the password.

Select the application and continue your work. You will select Edit Application to continue your work.
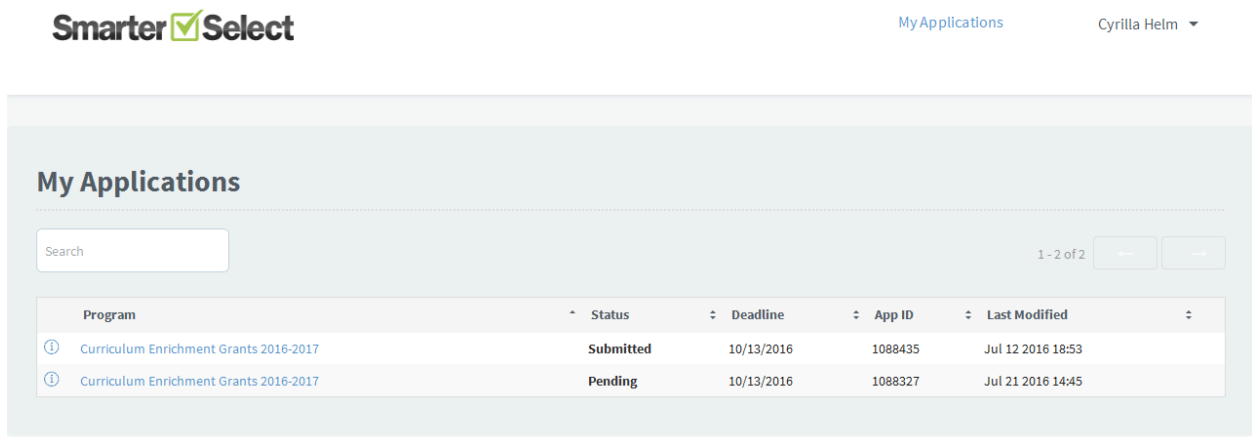
You can also check the status of your grant application by logging into your account. Once you have submitted the grant the grant will be in a "pending" status until a confirmation response has been received from your principal and building representative. This response is a confirmation that they have received the email stating your grant has been submitted and they have received approval instructions. Once this confirmation is received the application will status will be updated to "submitted." You will receive emails indicating that the confirmation responses have been received and when the application is status becomes "submitted."

If your grant status does not change to "submitted" by the close of the grant cycle please follow up with your principal and building representative. You may also contact the Foundation.