

Grants for Great Ideas! On-Line Application Instructions

1. Go to link provided for access to application
www.efoundationsolutions.com/FEF/FEF/grants
2. Log in as a new applicant-click the register new user link to create your account:
Create User Name – **THIS MUST BE YOUR FISD EMAIL ADDRESS**
Create Password – **PLEASE WRITE DOWN AND KEEP IN A SAFE PLACE AS WE WILL NOT HAVE ACCESS TO RETREIVE LOST PASSWORDS AND YOU WILL HAVE TO START OVER!**
3. You will need to fill out each page and **save each page before going to the next** (save icon is on the top right hand side of each page, looks like a computer disk, under the status bar and next to the printer icon).
 - A. Classroom Application-Principal/Supervisor info will automatically generate an email to your principal to review and approve your grant submission.
 - B. About Funding
 - C. About Project
 - D. About Budget

Each page will then reflect a **GREEN CHECK** mark next to the appropriate name of the page located along the top of the application reflecting you have completed that page.

IMPORTANT!

DO NOT SUBMIT your application until you are absolutely sure you are finished with it. Once you submit, you will not be able to go back in and edit. As long as you have not submitted your application you may go in and out of it to edit as long as you save it.

Once application is submitted, applicant will receive an email confirming application has been successfully submitted.

4. You may log into your application to see status: Submitted/Accepted and print even after you have submitted but you will not be able to edit.
5. **Deadline is 5:00pm October 23rd. The system will lock down at that time and any un-submitted applications will not be accepted or available to complete and submit.**
6. It is the applicant's responsibility to check status of application to be sure application reflects submitted status and accepted status.