Grant Application Instructions

Step 1: ACCOUNT LOGON

You must have an Account Log on before beginning an Application. Go to:
https://www.grantinterface.com/Home/Logon?urlkey=cfmi

If you already have an account, Logon to begin the Application process, if you do not have an account, click on the “Create New Account” and complete the process.

Step 2: CREATE NEW ACCOUNT

You must create an account before beginning. From this account you may submit multiple Letters of Intent and/or applications.

- If you already have an account, Log On.
- If you do not have an account, complete the registration process as seen below.

The account registration process has multiple steps. Fields with an asterisk (*) are required. Detailed instructions are below:

A. Organization Information
   - First, create information for the organization you represent.
B. Individual Contact Information:
   a. Complete YOUR contact information. If this is the same as above, the system will allow you to copy organization information into the next fields.
   b.
C. Your Individual email will be the email used when you Logon
D. Executive Office
   a. If you are not the executive officer, please provide that information.
E. Create a Password
F. Email confirmation – you will receive an online email confirmation sent to your email address.

Once you create an account, you may not go back and edit. Kindly contact The Catholic Foundation of Michigan with any necessary updates. Please call 248.204.0332 or email meg@CatholicFoundationMichigan.org.

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ORGANIZATION INFORMATION

EIN: please enter the 9 digits separated by a hyphen xx-xxxxxxxx

Once you complete the organization information hit NEXT.
Next, Complete YOUR contact information. If this is the same as above, the system will allow you to copy organization information into the next fields.

Once you complete the Contact information hit NEXT.

Continue with the next two questions
CREATE A PASSWORD

Once you create a password, your account will be created.

You will then receive this prompt to confirm email and continue.

This will then take you to your Organization’s Dashboard. From the Dashboard you can create a Letter of Intent or Apply.

From this page you can edit and/or update your profile and usernames – See the green arrows.
Step 3: COMPLETE LETTER OF INTENT

A. Start from your Dashboard.
   - It is always best to start from your applicant dashboard. From this page you will receive updates. It is also from this page you can complete the Letter of Intent (LOI) and eventually, the application.
   - From this page you can edit and/or update your profile and usernames.
   - Click Apply.
B. The Letter of Intent will determine if your organization is eligible to receive this grant.
   o This will direct you to choose a process.
   o For the Letter of Intent, no Access Code is needed.
   o For more information on the description of a Letters of Intent and suggestions for completing the Letter of Intent, click How to Write an LOI.
     ▪ The letter of intent is simply a thumbnail sketch of the organization, the need being addressed and a brief description of the project plan.

C. Due Date: All letters of Intent must be submitted on or before end of the day, May 28, 2021.

D. Kindly review the Grant guidelines to verify this is the process that best applies to your project and Select “Apply” to begin the process. Click “preview” to review the application questions.
   o Impact Grants: For nonprofits and ministries in line with Catholic Social Teachings
   o Church in the City Grants – For Catholic organizations located in Detroit, Hamtramck or Highland Park.
   o St. Oscar Romero Grants: For parishes, schools and registered nonprofit organizations that improve the quality of life for the Latino or Hispanic community in the northeast region of the Archdiocese of Detroit.
   o Spirit of Innovation Grant: For Catholic parishes, schools and organizations in the Archdiocese of Detroit

E. Submit LOI
   a. When the Letter of Intent is completed, click “Submit LOI” at the bottom of the page
   b. If at any point you need to finish the LOI at a later date. Simply click “Save LOI.”
F. **Confirm Submission:** You will receive 3 forms of confirmation that the LOI was submitted correctly.
   - You will receive the below confirmation on the website
   - The LOI will be visible on your Dashboard

G. All letters of Intent must be submitted on or before end of the day May 28, 2021