Grant Application Instructions

Step 1: ACCOUNT LOGON

You must have an Account Log 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 ext 4. or email Christina@CatholicFoundationMichigan.org.

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

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 Apply to the first step of the process and create an online Letter of Intent. From this page you can also edit and/or update your profile and usernames – See the green arrows in image screenshot below.

If you have any issues at this point of the process or if anything looks incorrect, kindly call (248) 204-0332 and one of our staff members can help you troubleshoot.
Step 3: COMPLETE LETTER OF INTENT

A. Start from your Dashboard.
   o 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.
   o From this page you can edit and/or update your profile and usernames.
   o Click Apply.
B. The Letter of Intent will determine if your organization is eligible to receive this grant.
   - This will direct you to choose a process.
   - For the Letter of Intent, no Access Code is needed.
   - 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. 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.

E. Submit LOI
   - When the Letter of Intent is completed, click “Submit LOI” at the bottom of the page
   - 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 conformation on the website
   - The LOI will be visible on your Dashboard