



## Catholic Foundation of Michigan

### 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.**



## Catholic Foundation of Michigan

Logon Page

Email Address\*

Password\*

[Forgot your Password?](#)



# 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](mailto:Christina@CatholicFoundationMichigan.org).**

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ORGANIZATION INFORMATION


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[Cancel Account Creation](#)

### Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

 Using the browser's back button will delete your registration information.

 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information / Información de la organización

NOTE: You will not be able to change your organization information after registering / NOTA: No podrá cambiar la información de su organización una vez que se haya registrado.

<p>Organization Name / Nombre de la organización*</p> <input type="text" value="s"/>	<p>EIN / Tax ID (##-#####)* <small>For U.S. applicants only.</small></p> <input type="text"/>
<p>Web site / Sitio web</p> <input type="text"/>	<p>Telephone Number / Número de teléfono*</p> <input type="text"/>
<p>Email / Correo electrónico</p> <input type="text"/>	<p>Address 1 / Dirección 1*</p> <input type="text"/>
<p>Address 2 / Dirección 2</p> <input type="text"/>	<p>City / Ciudad*</p> <input type="text"/>
<p>State / Estado*</p> <input type="text"/>	<p>Postal Code / Código postal*</p> <input type="text"/>
<p>Country / País*</p> <input type="text"/>	

[Next >](#)

Your Information / Su información

Executive Officer / Director de la organización



**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.

Your Information / Su información

Copy Address from Organization

<b>Salutation / Título*</b>	<b>First Name / Nombre*</b>
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### INDIVIDUAL CONTACT INFORMATION

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Organization Information / Información de la organización

Your Information / Su información

Copy Address from Organization

<b>Salutation / Título*</b>	<b>First Name / Nombre*</b>
Salutation / Título is Required	
<b>Last Name / Apellido*</b>	<b>Business Title / Título en su organización*</b>
<b>Email/Login/ Correo Electrónico/Entrar*</b>	<b>Email/Login Confirmation / Correo Electrónico/Entrar Confirmación*</b>
<b>Telephone Number / Número de teléfono (###-###-####)*</b>	<b>Mobile Number / Teléfono celular (###-###-####)</b>
<b>Fax Number / Número de Fax (###-###-####)</b>	<b>Address 1 / Dirección 1*</b>
<b>Address 2 / Dirección 2</b>	<b>City / Ciudad*</b>
<b>State / Estado*</b>	<b>Postal Code / Código postal*</b>
<b>Country / País*</b>	

← Previous
Next →

Once you complete the Contact information hit NEXT.

Continue with the next two questions

Organization Information / Información de la organización

Your Information / Su información

Executive Officer / Director de la organización

**Are you the Organization's Executive Officer? / ¿Es Ud. el director de la organización?\***

Yes  
 No

← Previous
Next →

Additional Executive Officer Information / Información ad...

Presione el botón Copy Address from Organization para copiar la dirección de su organización.

Address 2 / Dirección 2

[← Previous](#) [Next >](#)

A blue arrow points to the 'Next >' button.

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## CREATE A PASSWORD

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

Password / Contraseña

Password must be at least 6 characters and can only contain letters, numbers and the following: !@#\$%^&\*()\_ / Su contraseña debe tener un mínimo de 6 caracteres y sólo puede contener letras, números y/ o cualquiera los siguientes signos: ! @ # \$ % ^ & \* ( ) \_

Attention: The following page is in English only. Please [click here](#) for the Spanish translation of the following page / Importante: La siguiente página es sólo en inglés. Si lo requiere, [Haga clic aquí](#) para acceder a la traducción al español.

Password\*  Confirm Password\*

[← Previous](#) [Create Account](#)

A blue arrow points to the 'Create Account' button.

Email Confirmation

You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully, if you do not see an email from, 'Catholic Foundation of Michigan (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Catholic Foundation of Michigan (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email  
 Continue without checking  
 I have not received the email

[Send Email Again](#) [Continue](#)

A blue arrow points to the 'Continue' button.

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.


[Apply](#)
[Fax to File](#)


## Applicant Dashboard

### Applicant:

Ms. Sally Sample  
 SallySample@hotmail.com  
 123-123-1234  
 1145 West Long Lake Rd. Suite 201  
 Bloomfield Hills, MI 48302 USA



### Organization:

Sample Service Site  
 12-1234567  
 123-123-1234  
 1145 West Long Lake Rd. Suite 201  
 Bloomfield Hills, MI 48302 USA

[Contact Email History](#)

**i** If your organization information does not appear correct, please contact the funder. Thank you.

**i** You have not submitted any applications. Click [Apply](#) to begin the application process.

# 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.


[Apply](#)
[Fax to File](#)


## Applicant Dashboard

### Applicant:

Ms. Sally Sample  
 SallySample@hotmail.com  
 123-123-1234  
 1145 West Long Lake Rd. Suite 201  
 Bloomfield Hills, MI 48302 USA



### Organization:

Sample Service Site  
 12-1234567  
 123-123-1234  
 1145 West Long Lake Rd. Suite 201  
 Bloomfield Hills, MI 48302 USA

[Contact Email History](#)

**i** If your organization information does not appear correct, please contact the funder. Thank you.

**i** You have not submitted any applications. Click [Apply](#) to begin the application process.



**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.**

Catholic Foundation of Michigan Sally Sample ▾

[Catholic Foundation of Michigan](#) [Home](#) [Apply](#) [Fax to File](#)

Quick Search ✕

**Impact Grants** Accepting Submissions from 04/20/2018 to 06/30/2018 [Apply](#)

Grant applications available to address needs within the foundations three focus areas.

- **Parish Life** - Our parish is where we encounter Jesus – in the sacraments, as well as in the people of our faith community. It is where we worship, learn, and serve. It's our home and it is our privilege to create a strong parish environment. Examples include but not limited to
  - Catholic Parishes in Michigan,
  - Resource Equipment & materials, technology development for communications and outreach related to parish community development, training opportunities and new staff positions related to parish community development
- **Catholic Education and Formation** - Catholic education encompasses all types of faith formation for people of every age. We encourage all stages of educational and spiritual development to enhance vibrant discipleship. Examples include but not limited to:
  - Faith formation
  - Parochial schools
  - Preselected religious order ministries
  - Young adult, youth or senior ministries
  - Resource, materials etc...
- **Social outreach:** Addressing vital social services needs such as food, shelter, medicine for the sick, hope for those in despair and vulnerable within our community. Examples include but not limited to:
  - Diocesan, religious or parish sponsored nonprofits
  - Nonprofit organizations that embody Catholic Social Teaching

[Preview](#)

**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.”

[Save LOI](#) [Submit 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

Catholic Foundation of Michigan Sally Sample ▾

[Catholic Foundation of Michigan](#) [Home](#) [Apply](#) [Fax to File](#)

**Confirmation Page**

✔ Your LOI has been submitted.

[Continue](#)