Mission and Ministry, Inc.
Mission Grant GUIDE TO APPLYING ONLINE
updated: April 1, 2016

Has your organization received *ANY* funding from MMI?
If YES, skip to LOG-IN information on page 2. If NO, please continue reading.

ACCOUNT SETUP: Please contact MMI at 812-963-7569 or email mmi.info@doc.org to discuss your eligibility and potential grant proposal with a staff member prior to creating an account for your organization.

1. If eligible to apply, MMI will provide an access code for the applicable grant program. Once you receive this code, go to the MMI online application system by clicking HERE.
2. DO NOT enter any information in the email or password section. Click on 'Create New Account' button.

3. Enter organization information and click 'Next' button.
   All fields are required fields with the exception of the
   website address. Please use the two letter abbreviation for your state.

4. The second screen allows you to set up your contact information. The person you enter here and the email address will be tied to the project and will receive all system correspondence. If the contact person is not the Executive Director/CEO of the organization, you will be able to enter the Executive Director/CEO information on the following screen. The salutation/suffix is very important especially for women religious. Please be sure and use the suffix to indicate your religious community. Click the 'Next' button.

5. Please answer if you are the Executive Director/Principal of the organization. Yes, will take you to Step 7. No, will allow you to enter the contact information for the Executive Director/Principal of the organization. Click the 'Next' button.

6. Complete the contact information for the Executive Director/Principal of the organization. Click the 'Next' button.

5.	Executive Officer/Principal of Scho

Are you the Organization's Executive Officer/Principal of School?*

○ Yes
◉ No

Previous Step   Next Step

6.

Additional Executive Officer/Principal of School Information

Copy Address from Organization

Salutation (Mr., Mrs., Ms. etc.)*   First Name*

Last Name*   Business Title

Email*   Telephone Number

Address 1   City

State   Postal Code

Previous Step   Next Step

7.

Password
Password*

Confirm Password*

Previous Step   Finish

7. Enter a password and then repeat it to confirm the password. The password may be any combination of letters and numbers. This will be the password you use each time you enter the online application system. Please write it down. Click 'Finish' to complete the organization and contact information set-up. Please use the 'Previous Step' button if you wish to review the information you've entered. You will not be able to edit the organization information. If there are changes, please contact MMI to make the changes. If you are ready to begin your LOI, please go to page 3, number 3 under LOG ON.

LOG ON: Click HERE when you are ready to Log On to MMI's online application system. This link is also available through the MMI website at www.mmi-doc.org

1. If your organization *received funding from MMI*, your organization is already set-up in the system. Enter your email address you previously used in the system and your password. Click on the 'Log On' button. **DO NOT CREATE A NEW ACCOUNT!!**

MMI
... stirring the flames of charity
MISSION & MINISTRY, INC.
A Ministry of the Daughters of Charity

1.

Logon Page

Email Address*

Password*

Forgot your Password?

Log On   or   Create New Account

Welcome to MMI'S Application Site!

If you are a returning user, please enter your email address and password.

If you are a new user, please contact MMI!

For ease and accuracy in applying, we highly recommend you use Google Chrome as your browser. Click here to download Google Chrome now.

If you have any questions, please contact us at mmi.info@doc.org or 812-963-7569.

Thank you!

The email used to apply for a grant is tied to that grant. ALL system generated communication is sent to the applicant's email address, so it is **very important** that it is the correct person and that it is always up to date. Please contact MMI immediately if anything changes. If you have forgotten your password, please click on 'Forgot your Password' in blue and follow the steps.

2. If you are a NEW USER but the organization is NOT new to MMI, please contact MMI to be set-up in the system. MMI will email you a temporary password. Once logged on, the temporary password may be changed by clicking on the arrow to the right of your name at the top right of the screen and choosing Edit My Profile from the dropdown menu.
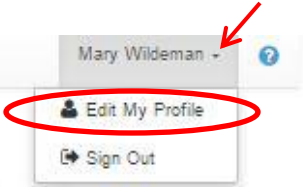
3. This is what you will see after you log-on to the system with your user name and password. Click on 'Apply' under requests on the left of the screen.
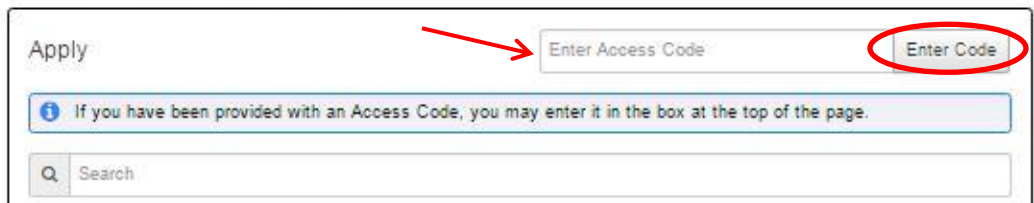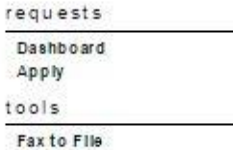

4. **ACCESS CODE:** Enter the access code you received from MMI in the box at the top right of the screen and hit enter code. The access code will take you to a description of the grant program (graphic below).

5. The Mission Grant access code will take you to a screen with a description of the Mission Grant. At the bottom of the page, please click on the 'Apply' button at the bottom of that page to begin entering information. You may click on the 'Preview' button to preview questions for the letter of interest (LOI).

6. **LETTER OF INTEREST (LOI):** This pre-application will be used to evaluate the project to see if MMI would like to receive a full application from your organization. You will be notified by email of our determination by the deadline listed on the mmi-doc.org website. For ease in applying, open the following hyperlink for a list of questions before beginning the LOI: LOI Question List

    After MMI approval to proceed to the full application, your screen will look similar to below. Click on Edit Application in blue and begin the full application. Click the following for a list of questions for the full application: Mission Grant Questions

7. **APPLICATION:** If you are notified that your LOI is approved, the information from the LOI will auto-fill into the application. To complete a full application, you will need:

   - Google Chrome - This is not mandatory but will ease the application process, allow for spell check, etc. There are some conflicts with Internet Explorer and the software company, Foundant, recommends all applicants use Google Chrome.

   - Scanner or Fax Machine – Documents will need to be uploaded as part of the application process. If a scanner is not available, you may use the 'Fax to File' feature on the online application. This feature acts as a scanner. Hit the fax to file button and you will be issued a number to use with your fax machine. Go to your fax machine and fax the documents to the number issued. Your computer screen will show the documents received by the system. You must save the documents on YOUR desktop or other folder to be used later in the application process. When the application asks you to upload a document, select the faxed or scanned document to be uploaded. **Make sure all documents uploaded are readable and scanned in the right direction.** If they aren't correct, the application will be reassigned to you for you to upload the information again.

   - Excel – The budget template is created in Excel. Click on the budget template in the application and it will automatically download to your computer. Complete the budget in Excel and File-Save As to your computer so you are able to rename it and save to a location of your choice. Upload the completed budget to the online application.

     o Mission Grants – if you are requesting funds for one year only, complete the budget for year one. For a multi-year request contact MMI.

     o Continuation Form – is only available after approval of a multi-year grant. Once you have been approved for a continuation you will contact MMI for the multi-year budget form. The template is set up with different worksheets assigned to each year. For example, during year two: keep the budget for year one as submitted in year one, noting any changes that occurred during the year; also finalize the budget for year two as the requesting year. Year three would stay the same as in the original submission to be finalized on year three as the requesting year.

   - Signature - An electronic signature indicates that the person whose name is entered electronically adopts the intentions recorded in the document. For MMI purposes, the signature indicates that the CEO has read, understands, and adopts the intentions of our certification statement, "I certify that the information provided on this grant request is complete and accurate based on currently available information. Any

misrepresentation(s) may be cause for revoking any grant monies to be or previously provided." There is no further action needed to sign the application … simply type in the name of the applicable person.

After completing the application, please print it to check for completeness and for your records. The Application Packet icon (see example 1 icon below) will print the entire application. When ready, hit the submit button to send to MMI. Once submitted, you may not edit your application unless MMI requests additional information.   You may save the application at any stage of the process by hitting the save button at the bottom of the page.

Example 1:
Located at the top left of the application.

8. **AFTER SUBMISSION:** MMI will check the application for completeness and will notify you if something is missing. You will be notified by email when the application has been accepted by MMI.

9. **EXIT THE SOFTWARE:** You may exit the software at any time. If you have entered data into the application, please go to the bottom of the application and click SAVE. You may then click on your name at the top right corner of the page and click SIGN OUT. This is the preferred method of exiting the software.

10. **QUESTIONS:** If you have any questions during the application process, please call the MMI office at 812-963-7569.