



How do I submit my Online Grant Application?

Before you can submit your application, you must complete all the required questions and your recommendation must be submitted as complete.

A screenshot of the online grant application interface. The top section is titled "CLASSROOM MINI-GRANT APPLICATION FORM - ROUND TWO SECTIONS [?]" and lists several sections with status indicators: "Application Information - Rd 2" (green checkmark), "Contact Information - Rd 2" (green checkmark), "Grant Information - Rd 2" (yellow triangle), "Grant Narrative - Rd 2" (green checkmark), "Project Budget - Rd 2" (green checkmark), "Project Timeline - Rd 2" (green checkmark), and "Principal Recommendation and Signature - Rd 2" (green checkmark). Below this is a "STATUS: APPLICATION IN PROGRESS" section with three buttons: "Save", "Print", and "Submit". A black arrow points to the "Submit" button. At the bottom of the status section are "Previous Page" and "Next Page" buttons.

The **Submit** button at the bottom of the navigation menu will be clickable when all the requirements have been completed. You will receive an email stating your application has been submitted.

NOTE: You can submit an application with a yellow triangle. The yellow triangle means one or more optional fields are not completed. You can not submit an application with red exclamation point. The red exclamation point indicates a required field had not been completed. All required fields must be complete in order to submit.

If the submit button is inactive, it means something in your application is incomplete.

Check your application again and complete any missing information. Once all information is complete the submit button will activate.

Your application must be submitted before the deadline to be reviewed.

NOTE: The document pages listed may change based on which grant you are applying for.

A complete list of grants offered through The Grand Island Public Schools Foundation are listed online at www.gips.org/foundation/grants