



Missouri Foundation for Health

Online Grant Application System

How do I begin the online application process?

Use the link in the How to Apply section of the application. It will take you to our online system. To start a new application, enter your login and password. If you need to create an account, click "[Create New Account](#)" under the Email login field.

I saved my application from a previous session. How do I get to it?

Login to your account from the [Account Login](#) page. Choose "In Progress Applications" from the drop down menu. Make necessary changes and once you are ready to submit the application, click "Submit" on the Review My Application page.

What if I forget my password?

Click "[Forgot Password](#)" and follow the instructions to retrieve a lost or forgotten password.

The person who wrote our grant applications is no longer with the organization, and I do not know our online account login or password. How can I access our account?

Contact MFH at jminelli@mffh.org to transfer the account.

If I am in the middle of writing my application, can I save it and continue working later?

Yes. Click "Save and Finish Later" at the bottom of the page. You will also receive an email of the saved application.

How do I submit attachments in the online system?

Applicants must upload required documents to the online application. Follow the instructions on the Required Attachments page of the online application. Attachments must be submitted in Word, Excel, JPEG, or Adobe PDF formats.

How can I tell if my application has been received by MFH?

You will receive an e-mail confirming receipt once you click "Submit" at the bottom of the Review My Application page.

Once an application has been submitted, can it be edited by the applicant?

No. Once submitted, an application cannot be modified.

What if my system crashes while I am submitting my application online?

The online grant application system has been designed to minimize loss of information. MFH recommends using the "Save and Finish Later" option frequently. You can easily resume your application by going to the [Account Login](#) page. At any time during the online process, you can use the "Printer Friendly Version" function to print your application.

Slide 1

Missouri Foundation for Health

How to Apply

REQUEST FOR CONCEPT PAPERS RESPONSIVE PORTFOLIO

- ❑ **IRS Form 990.** Provide the most recent IRS Form 990 tax return (without supporting schedules, except Schedule C). Applicants using a fiscal agent must submit an annual IRS Form 990 for the fiscal agent as well as the applicant.
- ❑ **Explanation of need for fiscal agent, (if applicable).** Applicant must submit a written explanation outlining a need for a fiscal agent.

How to Apply

Concept papers must be completed online using the link below. Upon completion, applicants must choose the "Review and Submit" option for the online concept paper to be received by MFH.

To start a new concept paper **click here.**

To return to a concept paper in progress, **click here.**

Required attachments can be submitted in Word, Excel or Adobe PDF format.

More information about the online application process is available on the **Applying (online page)** of the MFH website at miffh.org. For additional questions about the online application process please contact Jenny Minelli at 314.245.5531 or jminelli@miffh.org.

Budget and Awards

There is \$8 million available for grants under the Special Projects Program in 2015. Ideas of any size

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To apply, use the link in the **How to Apply** section of the application. It will take you to our online system.

Slide 2

Missouri Foundation for Health

Account Login

My Account | Contact Us | Help | Exit

Please Sign In

Welcome to the Missouri Foundation for Health online application system.

- If you have an application in progress, login to your **Account**. ← **Already started application**
- To start a new application, enter your login information below.
Note: If you have never used our system, click "Create New Account" below.
- To view an application you have previously submitted, login to your **Account**.
- If you have forgotten or want to change your password, click "Forgot Password" below.
Note: Passwords are case-sensitive and must be a combination of letters and numbers.

Thank you!

E-mail: [Create New Account](#)

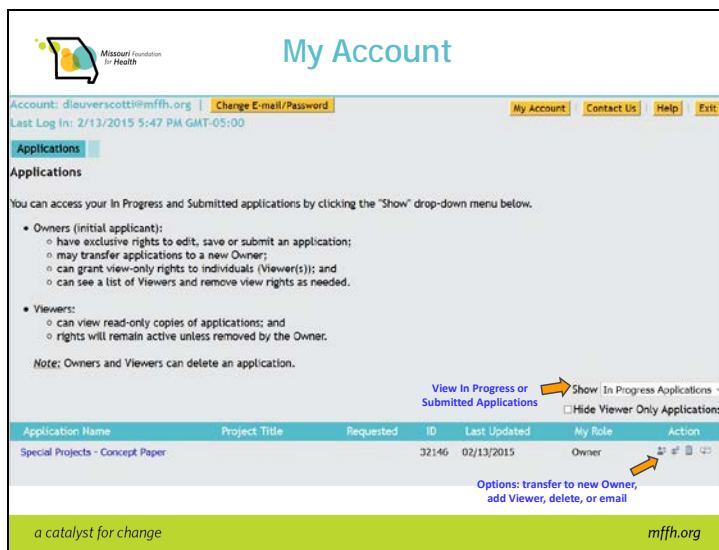
Password: [Forgot Password!](#)

[Login](#)

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If you have an application in progress, login to your [Account](#). If you do not use your Account to continue an already started application, it will continue to create new applications.

Slide 3

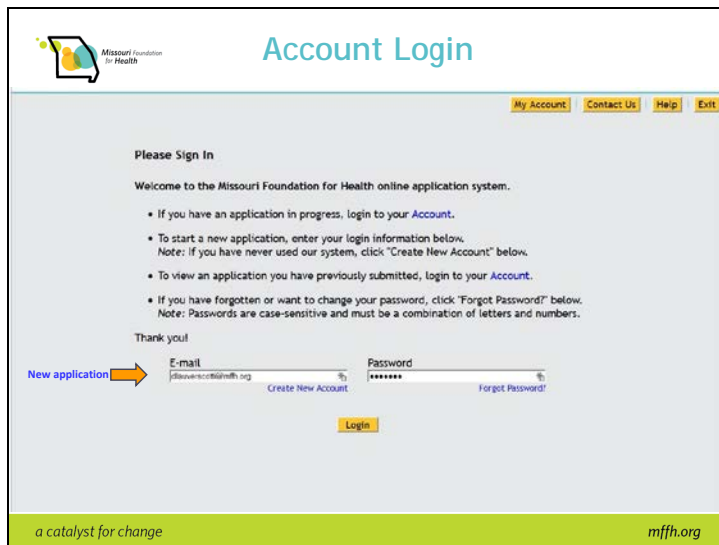


Be sure to only start one application. You should delete any duplicate applications.

In your Account, you can:

- Email applications to other colleagues
- Transfer applications to another individuals
- Allow others to view applications

Slide 4



To start a new application, enter your login information below.

Note: If you have never used our system, click [“Create New Account.”](#)

Slide 5

Application

1 - Instructions 2 - Contact Information 3 - Organization Profile 4 - Project Information 5 - Required Attachments Attachments Review My Application

Download Application My Account Contact Us Help

Required before final submission Click to change pages 2 - Contact Information Download Application Printer Friendly Version E-mail Draft

Applicant Organization Information

Name Missouri Foundation For Health Legal Name (as stated on the IRS tax determination letter) Missouri Foundation For Health Tax ID 431271637

Address 415 S. 18th Street Suite 400 City St. Louis State MO Zip code + 4 digits 63103

Primary Phone 3143455556 Primary Fax 3143455556 Website www.mffh.org

County in which the organization is located St. Louis City (Saint Louis Metropolitan Region)

Check box if a fiscal agent is being used
If so, complete Fiscal Agent information at the bottom of this page

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- Download the Application in the upper right-hand corner of the page.
- Change pages by clicking on them at the top of the page.
- Fields with yellow diamonds are mandatory.

Slide 6

Required Attachments

1 - Instructions 2 - Contact Information 3 - Organization Profile 4 - Project Information 5 - Required Attachments Attachments Review My Application

Download Application My Account Contact Us Help

Required before final submission 5 - Required Attachments Printer Friendly Version E-mail Draft

Attach the following documents as described in the Application Requirements section of the application.

Online Application Acknowledgement - Complete the Online Application Acknowledgement form. An original signature of the Executive Director or CEO is required and attached to the online application.
[Browse] [No file selected] Upload

Concept Paper Budget Template - Submit the one-page form listing the estimated expenses for the project with a brief explanation of each.
[Browse] [No file selected] Upload

Click "Browse" and find the document on your computer. Then click the "Upload" button below to attach the document.

Concept Paper Narrative - Attach the responses to the 6 questions following the Concept Paper Narrative outline in the Application.
[Browse] [No file selected] Upload

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Attach each of the documents by browsing on your computer for each document and clicking the "Upload" button.

Slide 7

Missouri Foundation for Health Review My Application

Download Application | My Account | Contact Us | Help

1 - Instructions | 2 - Contact Information | 3 - Organization Profile | 4 - Project Information | 5 - Required Attachments | Attachments | Review My Application

Please correct the problems indicated below.

1. Provide a brief synopsis of the project is a required field.
2. Online Application Acknowledgment - Complete the Online Application Acknowledgment form. An original signature of the Executive Director or CEO is required and attached to the online application. is a required field.
3. Concept Paper Budget Template - Submit the one-page form listing the estimated expenses for the project with a brief explanation of each. is a required field.
4. Concept Paper Narrative - Attach the responses to the 6 questions following the Concept Paper Narrative outline in the Application. is a required field.
5. IRS Form 990 - Provide the most recent IRS Form 990 tax return (without supporting schedules, except Schedule O). Applicants using a fiscal agent must submit an IRS Form 990 for the fiscal agent as well as the applicant on the Attachments page. is a required field.

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

1 - Instructions [Printer Friendly Version](#) | [E-mail Draft](#)

Required before final submission

Review the application using "Download Application" link in the right-hand corner above.

After completing the application and attaching required documents, applicants must choose SUBMIT on the bottom of the Review My Application page or the application will not be received by MFH.

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After clicking Review & Submit, you will be able to review your application. It will notify you if a field has been missed.

You must complete the missed field(s) and click the "Update" button at the bottom of the page before you can submit the application.

Slide 8

Missouri Foundation for Health Review and Submit

Concept Paper Budget Template - Submit the one-page form listing the estimated expenses for the project with a brief explanation of each.

File Name	Uploaded	Size
2015 RCP Budget Format.xlsx	2/13/2015 5:53 PM	13KB

Concept Paper Narrative - Attach the responses to the 6 questions following the Concept Paper Narrative outline in the Application.

File Name	Uploaded	Size
RCP Specs/Projects 2015 FINAL.docx	2/13/2015 5:53 PM	203KB

IRS Form 990 - Provide the most recent IRS Form 990 tax return (without supporting schedules, except Schedule O). Applicants using a fiscal agent must submit an IRS Form 990 for the fiscal agent as well as the applicant on the Attachments page.

File Name	Uploaded	Size
WS FORM 2014.pdf	2/13/2015 5:55 PM	110KB

Explanation of need for a fiscal agent (if applicable) - Applicant must submit a written explanation outlining a need for a fiscal agent.

Attachments

There are no files attached.

[Save & Finish Later](#) [Submit](#)

At the bottom of the Review My Application page, click to submit

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Once all information is correct, click "Submit" at the bottom of the Review My Application page.

Slide 9

Missouri Foundation for Health

My Account

Account: dlauserscott@mffh.org | [Change E-mail/Password](#) | [My Account](#) | [Contact Us](#) | [Help](#) | [Exit](#)

Last Log In: 2/13/2015 5:47 PM GMT-05:00

Applications

You can access your In Progress and Submitted applications by clicking the "Show" drop-down menu below.

- **Owners (initial applicant):**
 - have exclusive rights to edit, save or submit an application;
 - may transfer applications to a new Owner;
 - can grant view-only rights to individuals (Viewers); and
 - can see a list of Viewers and remove view rights as needed.
- **Viewers:**
 - can view read-only copies of applications; and
 - rights will remain active unless removed by the Owner.

Note: Owners and Viewers can delete an application.

[View In Progress or Submitted Applications](#) | **Show Submitted Applications** | Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
2015 Template - Single Stage RFA	Testing Online Requirements	50,000	31948	12/16/2014	Owner	
SP Special Projects Cycle 1 - Concept Paper 2014	Special Projects Test Project	200,000	29652	01/17/2014	Owner	
SP Special Projects Cycle 1 - Concept Paper 2014	Special Projects Test Project	400,000	29593	01/15/2014	Owner	
OH-Utilizing Partnerships to Increase Oral Health	Oral Health Services	100,000	29438	09/27/2013	Owner	
Template Concept Paper Invites 2012 - Stage 2	Hello	123,456	24349	02/16/2012	Owner	

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You will be taken back to your Account page showing your application has been submitted. View submitted applications by choosing Submitted Applications in the “Show” drop-down menu below.

You will receive an email confirming receipt of the application submission was successful. Note: The time stamp on the email is EST as the server is pm the East Coast.

Please submit the application well before the due time and date. If too many applicants are uploading documents at the same, it can take much longer than normal, so give yourself enough time.

The system will deactivate at the time and date indicated in the application even if you are in the process of uploading. Once the system is deactivated, the application will no longer be available.