



## 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](mailto: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.

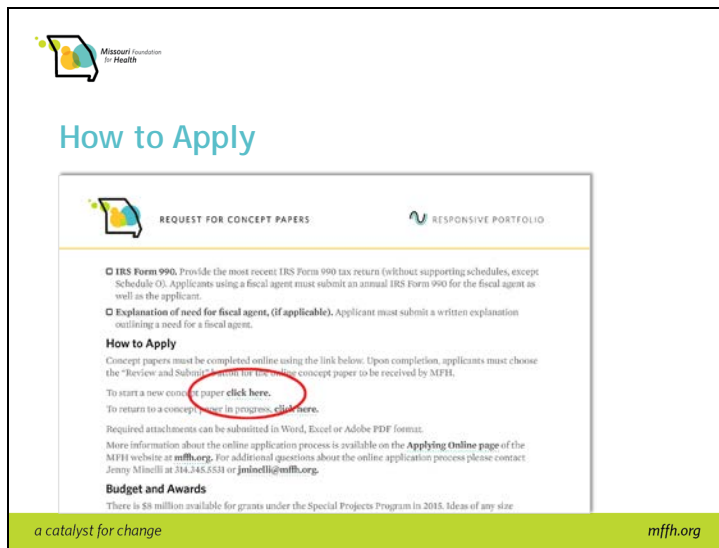
### *Once an application has been submitted, can it be edited by the applicant?*

No. Once submitted, an application cannot be modified.

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

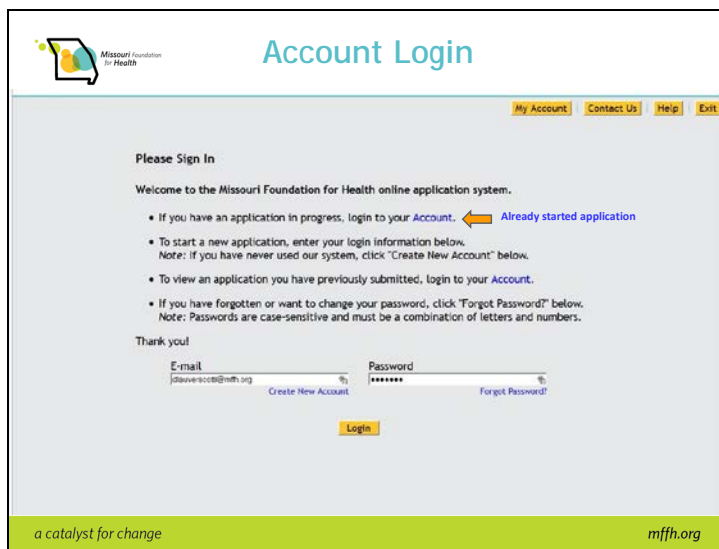
The online grant application system has been designed to minimize loss of information. MFH recommends using the "Save and Finish Later" option frequently. You can easily resume your application by going to the [Account Login](#) page. At any time during the online process, you can use the "Printer Friendly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

Slide 1



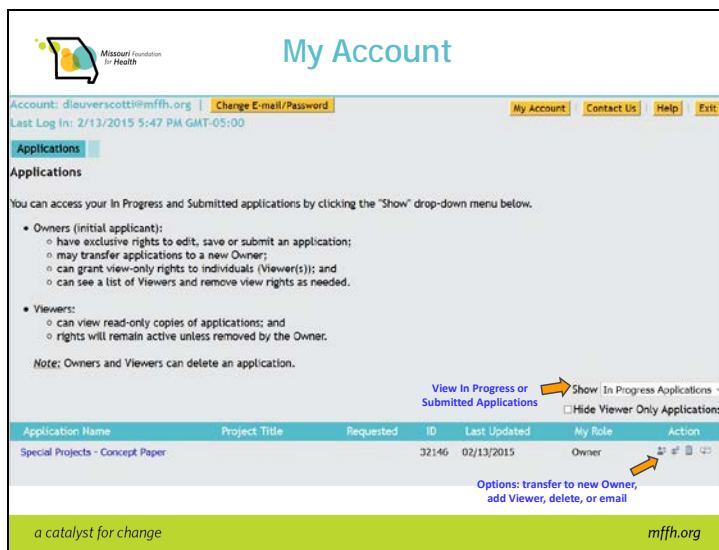
To apply, use the link in the **How to Apply** section of the application. It will take you to our online system.

Slide 2



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

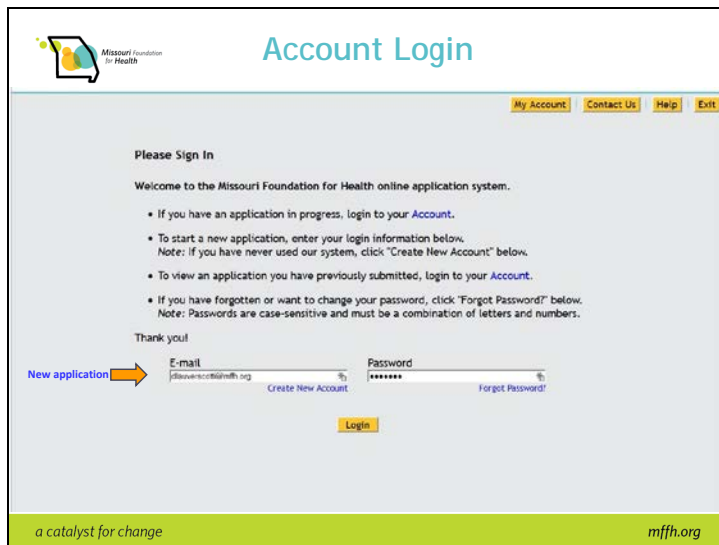


Be sure to only start one application. You should delete any duplicate applications.

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

2 - Contact Information

Applicant Organization Information

Name: Missouri Foundation For Health

Legal Name: 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

5 - Required Attachments

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.

Upload

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

Upload

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

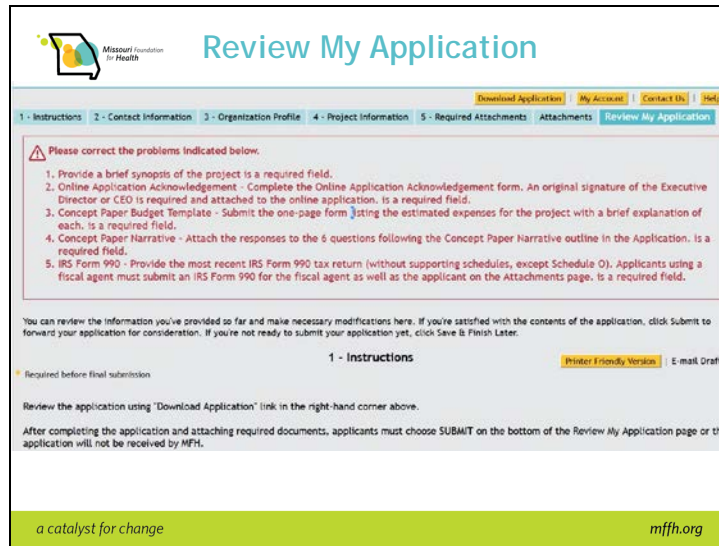
Concept Paper Narrative - Attach the responses to the 6 questions following the Concept Paper Narrative outline in the Application.

Upload

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

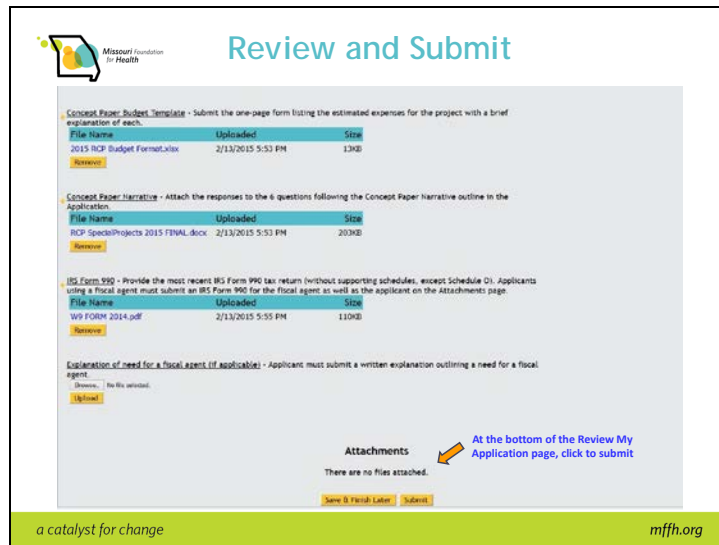
Slide 7



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



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	

*a catalyst for change* | [Options: transfer to new Owner, add Viewers, delete, or email](#) | [mffh.org](#)

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.