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 Wendy Rohrbach, Project Coordinator, at wrohrbach@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. If you need to revise a portion of your application, please contact Wendy Rohrbach, Project Coordinator, at wrohrbach@mffh.org.

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

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
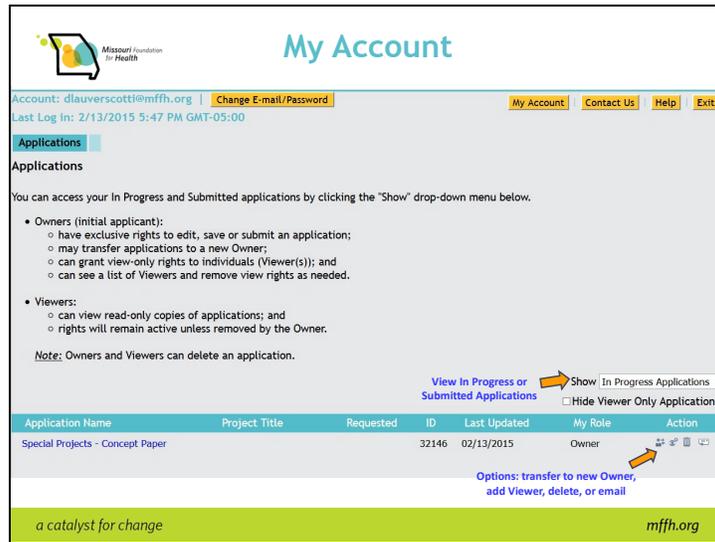

To start a new application, please enter your email and password and it will take you to the online system

Note: If you have never used our system, click "Create New Account" below.

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 copies.
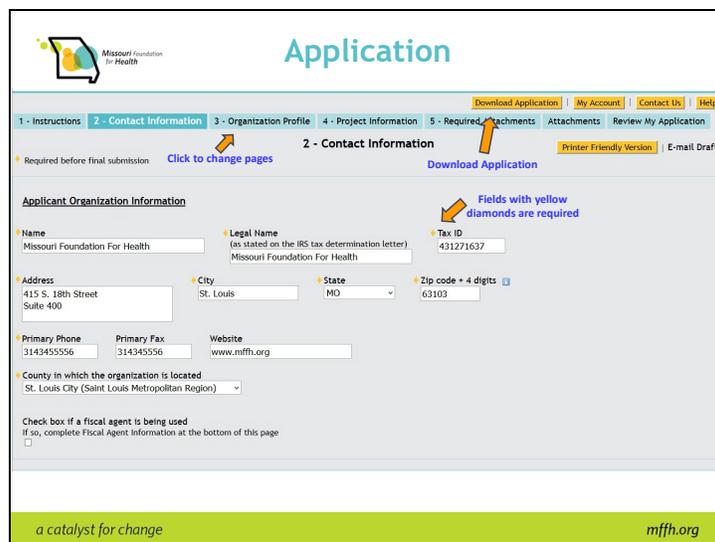
Slide 3

Be sure to only start one application. If applications keep being started, there will be a whole list in your Account and you may not know which application you actually want to submit
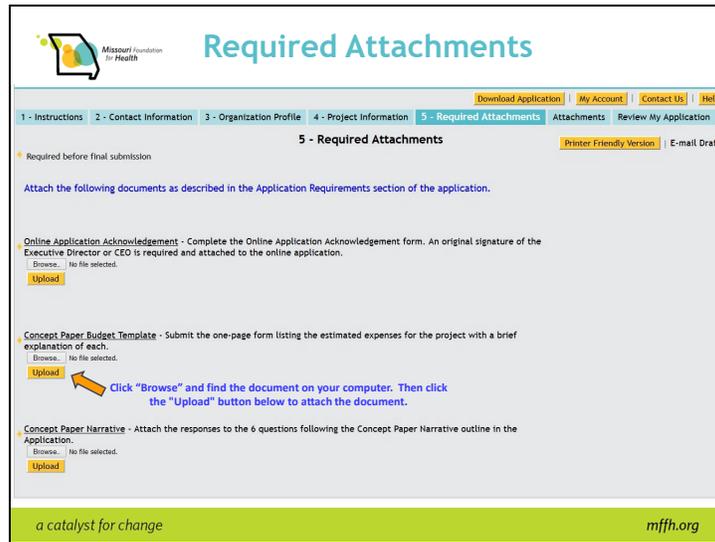
In your Account, you can:
- Email applications to other colleagues
- Transfer applications to another individuals
- Allow others to view applications

Slide 4

- Change pages by clicking on them at the top of the page.
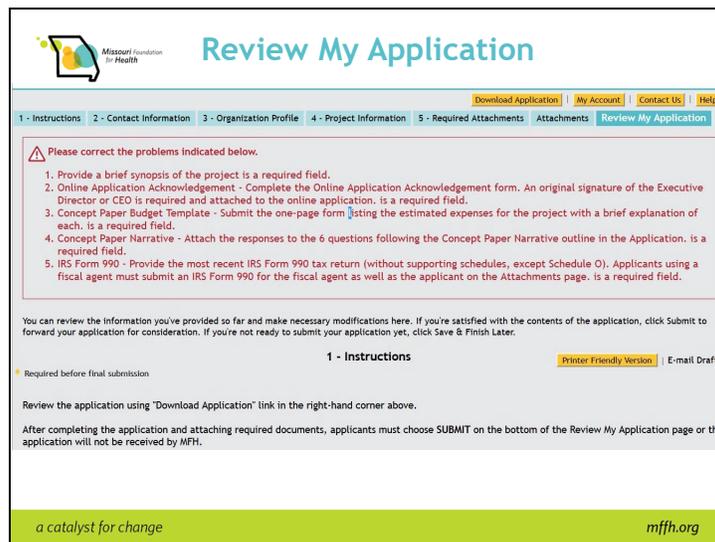- Fields with yellow diamonds are mandatory.

Slide 5

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

The blue box next to Required Attachments titled "Attachments" is for any additional documents related to the proposal that you'd like to submit.
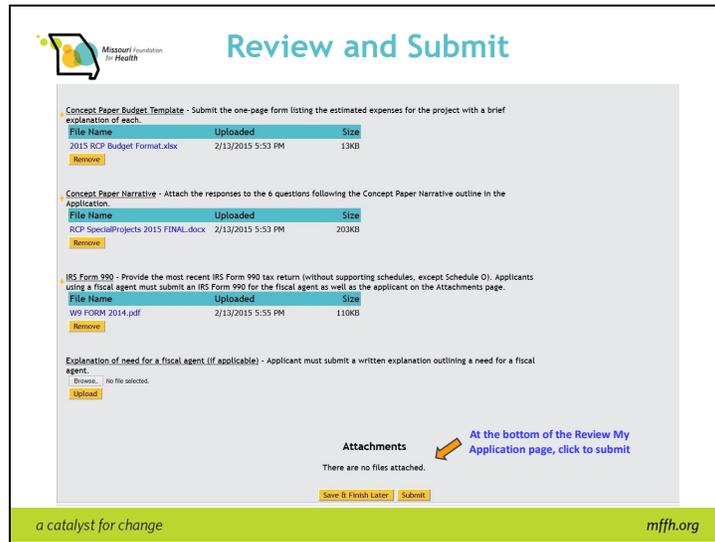
Slide 6

After clicking Review & Submit, you will be able to review your application. It will notify you if a field has been missed.
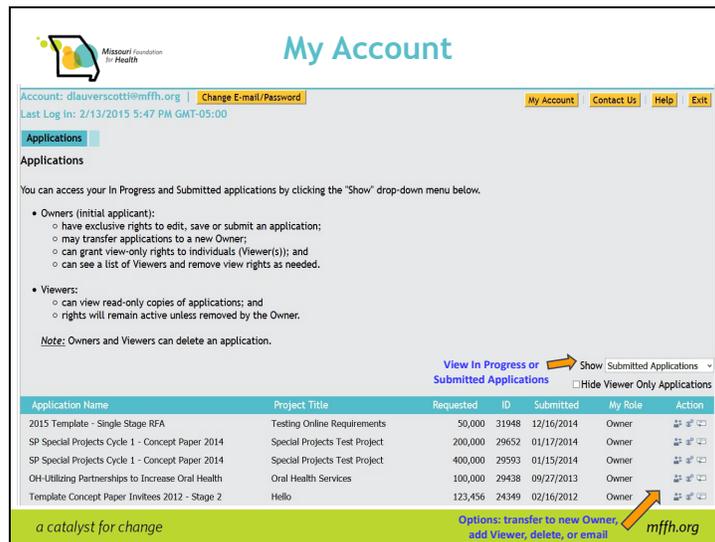
You must complete the missed field(s) and click the "Update" button at the bottom of the page before you can submit the application.

Slide 7

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

Slide 8

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. 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.