Judy K. Owens

jkowensjd@aol.com

Appalachian Director

2019 Grant Year

The Steele-Reese Foundation
Applicant Check List

Welcome to the Steele-Reese Foundation 2019 grant year. The following items should help guide you through our application process.

_____ 1. Register in the Steele-Reese online application system. If you have registered previously, please log in using your existing email and password.

_____ 2. When applying on behalf of a public school, please use the following format: District name, school name. For example, Smith County Schools - Johnson Elementary. When applying for more than one school in the same district: Smith County Schools - Five elementary schools.

_____ 3. If your school has received a Steele-Reese grant in the past five years, please contact me before beginning a proposal.

_____ 4. Federal Tax ID is a 9-digit number that usually begins with "61".

_____ 5. When providing contact information, please remember that much of the foundation's decision making occurs after the close of the school year, so it is very important that you include summer contact information.

_____ 6. Project name. Please be descriptive and specific. For example: Novice Reduction for Third Graders; Library Upgrades for Middle School. You have 100 characters in this section,

so please feel free to elaborate on the basic idea of your project. When applying for multiple schools in the same district, please list the schools in this section. For example, Smith County Public School Curriculum Upgrade for North, South and West Elementary Schools.

_____ 7.   Click on APPLY. There are TWO Kentucky forms: one for public schools and one for all other nonprofits. PLEASE be careful to select the correct form. There are also forms for Idaho and Montana programs. Make sure you're working from the KENTUCKY form.

_____ 8.   All items are saved automatically as you move from one question to the next. There is also a save button at the bottom of the form that you can click manually. The system automatically saves:

As soon as you select a list option,

After every 100 characters you enter into a text area, and

When you click out of any answer box.

The answer being saved will briefly be highlighted in green when you click out of the box. This is the visual indicator that the answer was saved.

Should your web browser close, or your computer restart, responses will be present when the you log back in.

_____ 9.   You may save your answers on your desktop and paste responses into the system. To facilitate this, download a PDF of the questions by clicking on Question List.

_____ 10.   It is important to call me to discuss your proposal. I encourage you to look over the Question List before you call. Even if you have been successful with our foundation in the past, every year there is feedback from the trustees that you should know before applying. For the 2019 grant season, it is especially important to discuss: the amount of your request; requests for after school and summer programs and requests for musical instruments.

_____ 11.   Do not copy information from another applicant or from a previous year without discussing with me in advance.

_____ 12.   Make sure all the items described in the proposal section are accounted for in the budget. If an item is not in the budget, but is in the proposal, please list it in the budget as "in-kind" or funded by another source.

_____ 13.   For each "upload file" button, you can only upload a single file and the size is limited.

_____ 14.   Before submitting, you can click on Application Packet to create a PDF of your application to save for your files.

    After submitting, you can view the application but you can no longer make changes.

_____ 15.   Some communication with you will come from the Steele-Reese Grants Management System. Please make sure emails from administrator@grantinterface.com are not blocked.