

Steele-Reese Foundation Checklist for Applicants  
Appalachian Kentucky Program

1. Register in the Steele-Reese online application system. If you have registered previously, please log in using your existing email and password.
2. If you are applying on behalf of a public school, please describe ORGANIZATION in the following format: District name, school name. For example, Smith County Schools, Johnson Elementary. Or if you're applying for more than one school in the same district: Smith County Schools – Five elementary schools
3. Federal Tax ID – a 9-digit number that usually begins with “61”.
4. 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.
5. 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. If you are applying for multiple schools in the same district, please describe that in this section. For example, Smith County Public School Curriculum Upgrade for All Three Elementary Schools.
6. 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 our Idaho and Montana programs. Make sure you're working from the KENTUCKY form.
7. We now have a “copy previous answers” function. This allows you to copy information from a previous application into the 2023 form.
8. There is now a “collaborate” function. This allows you to invite other people to join you in filling out your application. Copy Previous Answers and Collaborate are located in the upper right-hand corner of the application.

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. As the you answer questions the system will “**Auto Save**” your answers. 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 computer restart the applicant's responses will be present when the applicant logs back in.
9. Some applicants like to save answer on their desktop and past them 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.
  11. Make sure all the items described in the proposal section are accounted for in the budget section. 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.
  12. For each "upload file" button, you can only upload a single file and the size is limited.
  13. Before submitting, you can click on Application Packet to create a PDF of your application to save for your files.
  14. After submitting, you can continue to view the application but you can no longer make changes to it.
  15. Some communication with you will come from the Steele-Reese Grants Management System. Please make sure emails from [administrator@grantinterface.com](mailto:administrator@grantinterface.com) are not blocked.