10 CENT APPLICATION INSTRUCTIONS

APPLICATION LINK



 Click on this link to access the application. Michigan Department of Education 2022 10 Cents a Meal Grant (state.mi.us)

LOGGING IN

- 2. It is recommended that you log in using your MEIS account information.
- 3. If you do not have a MEIS account, log in as a Guest.
- 4. Once the new page opens click on the box "Create New 2022 10 Cents a Meal Grant"

K Michigan Department of Education	**	
There are four sections to complete with this grant application. One you have started your application click on the navigation tab on the upper left under "Select". The four areas are: Sponsor Information, Budget Detail, Assurances and Certifications, and Program Information. Incomplete applications will not be accepted.	Michigan Department of Education	al Grant
If you login in using your MEIS number, You may save at anytime and return to complete the application or make amendments.	Create New 2022 10 Cents a Meal Grant»	
If you sign in as a guest, you may save and submit out it must be in one session. An automated email will be sent to you with a link to return to complete the application or make amendments.		<u>ML.gov</u>
Submission area	11	Copyrigh
Click below to submit as a guest.		
Respond by logging in Respond as Guest >		
Milgox Home Bolicies		
Copyright 2017 State of Michigan		

NAVIGATING THE APPLICATION

- 1. There are FOUR sections you must complete.
 - a. District and Contact Information Page
 - b. Budget Page
 - c. Assurances and Certifications Page
 - d. Program Information Page
- 2. Access to each page is found at the top left corner under <u>Select</u>.
- 3. Information is automatically saved on the page. <u>But you MUST click SAVE on one of the pages</u> <u>before you close out</u> of the application, or you will lose your progress.
- 4. There are <u>Previous</u> and <u>Next</u> buttons on the bottom of each page to move back and forth through the application.
- 5. Once you have completed the application, click on <u>Submit</u> at the bottom of any page.

2022 10 Cents a Meal Grant	Telephone :	
Michigan Dependent of Education (JouasionariteMona supple:cdo-l24 (tail)) At the bottom of the page, you can save your progress and return later or submit when finished. Select X -	Regalinad Email Address : Prease effer a valid Broel Address.	
	Click the buttoms to newlgets.	Next



SAVING AND CLOSING, SUBMITTING AND THEN RETURNING TO THE APPLICATION

- 1. If you have not completed the application but would like to close out and come back there are two options.
 - a. If you have logged in using your MEIS account, you can Save and Close. When you click back on the application link and re-log in you will find your application waiting for you.
 - b. If you have logged in as a Guest, click on Submit. An email will be sent to you with a direct link to your application. Make sure to add in an email address on the District and Contact Information Page prior to submitting.
 - c. If you know that you previously saved an application but can't seem to find it, reach out to the GEMS/MARS Support team at <u>mde-gems@michigan.gov</u>.
- 2. When you have submitted the application, you will receive an email with a direct link to your application. You may make any changes to the application until August 16th.

APPLICATION PAGES

1. District and Contact Information

- a. Select your school or non-school entity in the drop down.
- b. If you cannot find your school/non-school entity, complete other.
- c. List the primary contact for the grant person who will oversee the activities.
- d. List the secondary contact for the grant must be someone different.

2. Budget Page

- a. List the amount your school/non-school entity spent in local minimally processed fruits, vegetables, and legumes in SY2020-2021 (August 2020 through July 2021).
- b. You do not need to include a dollar sign \$.
- c. Format the amount using a decimal 00.00.

3. Certifications and Assurances

- a. Read this page carefully.
- b. By applying and/or being approved for the grant, you are agreeing to all items listed here.

4. Program Information

- a. This is the main portion of the application.
- b. This is a competitive grant and the information provided on this page will be scored.
- c. If you are not currently serving Michigan fruits, vegetables, or legumes, answer the questions based on what you will be and how you will be serving them this school year.