

10 CENT APPLICATION INSTRUCTIONS

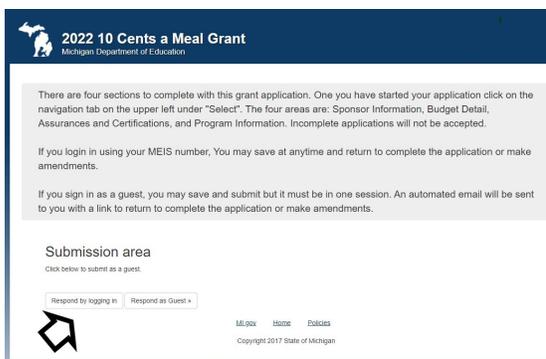


APPLICATION LINK

1. Click on this link to access the application.
[Michigan Department of Education 2022 10 Cents a Meal Grant \(state.mi.us\)](https://state.mi.us)

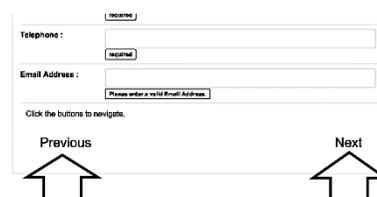
LOGGING IN

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”



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 Select.
3. Information is automatically saved on the page. But you MUST click SAVE on one of the pages before you close out of the application, or you will lose your progress.
4. There are Previous and Next buttons on the bottom of each page to move back and forth through the application.
5. Once you have completed the application, click on Submit at the bottom of any page.





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 mde-gems@michigan.gov.
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.