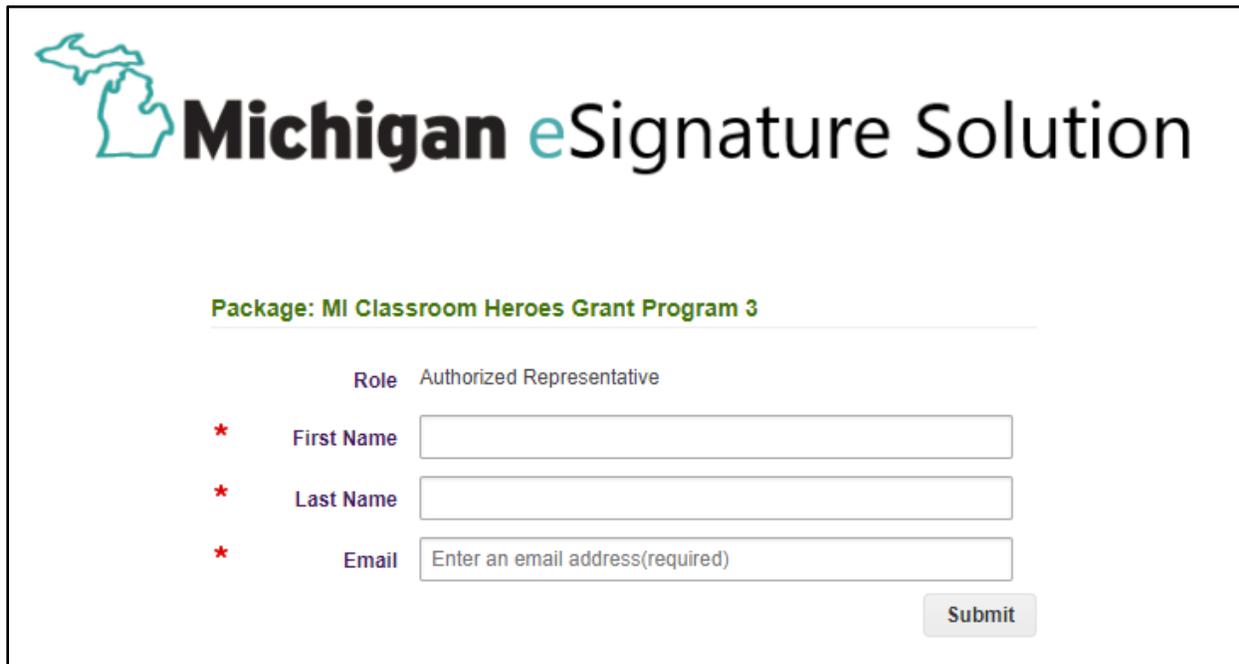# MI Classroom Heroes Grants Excel Submission Instructions

1. **Click on Link.**
2. **Complete the First Name, Last Name and Email address of the authorized representative completing the submission. Then click the Submit button.**

3. **A submission package will be sent to the email address entered above. This will be used to verify the identity. Click on "Go To Documents"**

Hi Mary Trufant,

Department of Treasury has added you as a Signer to "MI Classroom Heroes Grant Program 3".

Please review and complete "MI Classroom Heroes Grant Program 3".

GO TO DOCUMENTS

Thank you,
Department of Treasury eSignature Pilot Team
email: Treas-eSignature@Michigan.gov

4. Check that you agree to submit data using the Electronic Signature Tool and click Accept

Read & accept this document   2 Page(s)

✔ I have read and agree to the terms of the eSign Disclosure Document.   **ACCEPT**

Agreement to Electronically Sign State of Michigan Documents

Some State of Michigan agencies have decided to offer you the ability to view and sign documents electronically, giving you the option to immediately view and save important documentation. The electronic documents are largely identical to the hard copy documents that you may receive from the agency (you may notice some slight formatting differences, but the content should be the same). You do not have to electronically sign documents to do business with any State of Michigan agency that offers you this opportunity – however, if you choose to, you can still do business with the State of Michigan and it's agencies via paper documents, but it may take longer to do so.

If you do elect to sign documents electronically, to the extent permitted by applicable law, it will be treated just like a signature on a hard copy document. This signature and consent will only be applicable to this specific transaction.

Please read this notice carefully and thoroughly, ensuring you have the capability to

5. Complete the form. Do not sign until you have uploaded the MI Classroom Heroes Program 3 Grant Submission Template Excel file.
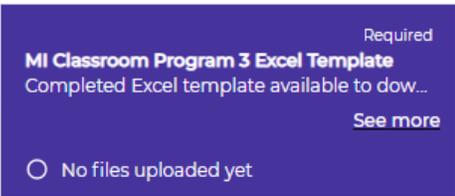

District: If you select District, the form fields will be available to complete

Nonpublic Nonprofit: If you select Nonpublic Nonprofit, the form fields will be available to complete

Check Entity Type:

District ○

Nonpublic Nonprofit School ◉

District Information

Name of District — Enter Text

District Code — Enter Text

Superintendent / Lead Administrator Name — Enter Text

Authorized Representative Name — Enter Text

Authorized Representative Email Address — Enter Text

Authorized Representative Phone Number — Enter Text

Nonpublic Nonprofit School Information

Nonpublic Nonprofit Name — Enter Text *

Nonpublic Nonprofit Contact Name — Enter Text *

Nonpublic Nonprofit Contact Title — Enter Text *

Nonpublic Nonprofit Contact Email Address — Enter Text *

Nonpublic Nonprofit Contact Phone Number — Enter Text *

Entity Code (If applicable) — Enter Text

Federal Employer Identification Number - FEIN (If applicable) — Enter Text

Required

MI Classroom Program 3 Excel Template
Completed Excel template available to dow...

See more

○ No files uploaded yet

6. **Click** ⬆, **select** [MI Classroom Program 3 Excel Template] **and upload the MI Classroom Heroes Program 3 Grant Submission Template Excel file.**
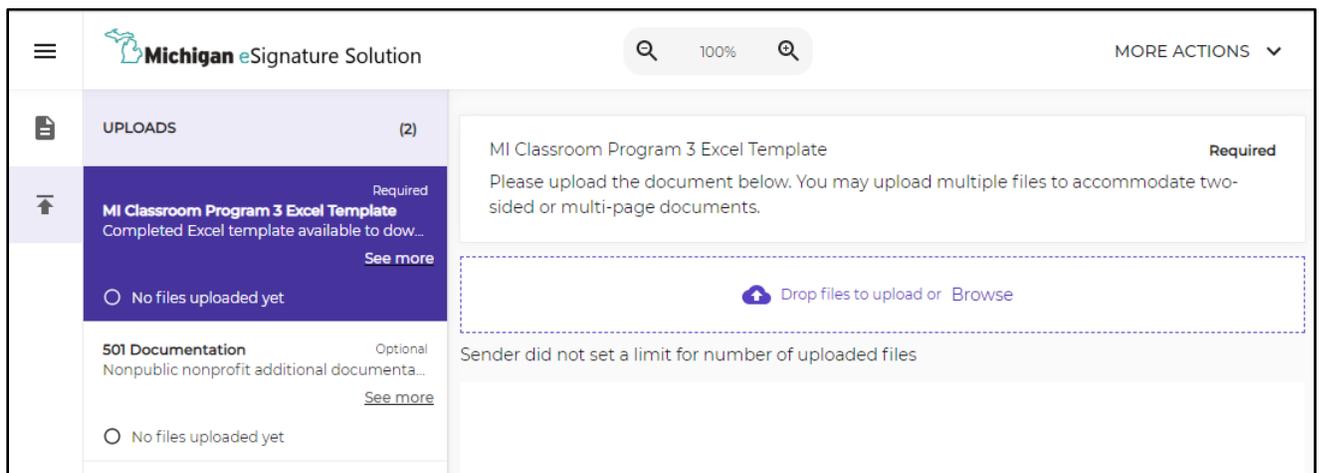
Michigan eSignature Solution   🔍 100% ⊕   MORE ACTIONS ⌄

UPLOADS (2)

Required
MI Classroom Program 3 Excel Template
Completed Excel template available to dow...
See more
○ No files uploaded yet

501 Documentation — Optional
Nonpublic nonprofit additional documenta...
See more
○ No files uploaded yet

MI Classroom Program 3 Excel Template — **Required**

Please upload the document below. You may upload multiple files to accommodate two-sided or multi-page documents.

☁ Drop files to upload or Browse

Sender did not set a limit for number of uploaded files

7. **Nonpublic nonprofits will also need to upload 501c3 document by clicking on this option on the left and uploading the document.**

501 Documentation   Optional
Nonpublic nonprofit additional documenta...
                                    See more

○ No files uploaded yet

8. **After the Excel (and 501 documentation if needed) is uploaded click the** Go to documents **button**
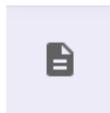
9. **Click the** 📄 **button to confirm documents have been accepted.**

10. **Click** SIGN **to complete the signature section.**

11. **Click** CONFIRM **to complete the process.**