

LTEF Grant application instructions for teachers

Thank you for considering writing a grant to LTEF. LTEF is a nonprofit organization that fosters educational excellence, creativity, and achievement in our schools. Please follow the instructions below as you apply for a grant from LTEF. If you have any questions or concerns, please contact the LTEF office directly at 219-0340 or info@ltefnj.org

1. Go to website:

<https://www.grantinterface.com/Common/LogOn.aspx?eqs=rnkDWIzN7QTC9W1vPSFV4w2>

Log in to your account. Follow instructions if you do not know your password or create a new account.

2. On the left side of the screen under **REQUESTS**, click the link for **APPLY**.
3. Select the application that you wish to access. The selection will be based on the amount of funding that you are requesting. This amount is either < or > \$500.
4. You will now begin to complete all information on the LOI (Letter Of Intent).
5. Complete all information that is on the LOI. This does NOT all need to be completed at once. You can enter and exit the system and edit your document at your convenience.
6. Once you are ready and the LOI information is complete, click Submit LOI.
7. Your LOI will be sent to your building principal for review.
8. You will receive an email that your LOI has been approved or denied.
9. After your principal approves your grant, it moves to the application stage of the process.
10. To complete your application, log into your account using the same link as listed in step 1.
11. You will see

Process: Submitted

Application assigned

Click on the **EDIT** button

12. All fields will automatically populate based on the information you provided in the LOI.
13. The **ONLY** addition that is required is an itemized budget. Please follow the format in the application and upload an excel file with your grant budget.
14. As an option, you can upload an additional document as an attachment. These can be photos, links, or videos to support your grant. Again, this is optional. If they are photos, please put them in a single word document and upload.
15. Submit the application.
16. Your grant application will now be sent to LTPS instructional services for review. Once it is approved, it will be sent to the LTEF board for review and funding consideration. You will be notified on the status of your grant once the board meets and makes its decision.