

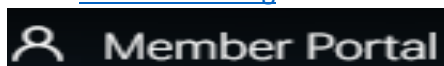


How to Apply for a Grant Application – User instructions

NOTE: As a “user” you must have an account with the In Trust Center – this can be done through the In Trust Center website and by clicking Member Portal to log in. Instructions are below on how to log in to an existing account, reset your password, or create a new account.

Grant Application:

1. Go to www.intrust.org > Click on the **Member Portal** (top right-hand side)



2. If you have an account - enter your **Email address** > Enter your **Password** > Select **Log In**

Welcome

Please log in or create an account to continue. Your account name is your email address. If you should encounter a problem or have a question, please contact us at 302-654-7770 or email us at admin@intrust.org.

A screenshot of the "Log In" form. It has two input fields: "Email" and "Password". Below the "Password" field is a green "Log In" button. At the bottom, there are two links: "Forgot your password?" and "Don't have an account?".

- a. You will see this message if your account does not exist – then go to the next step.

Your login attempt has failed. Make sure the username and password are correct.

3. If you are not sure if you have an account, please use the **Forgot your password?** link option to check.
 - a. Enter your email address > select **Reset Your Password**
 - i. If you have an account, you will receive a password reset email to set up your account. The email is sent quickly, so please check your spam folder if you have not received it. If you still have not received the email, then go to the next step (b.).
 - b. Use the **Don't have an account link?** to create a new account.
 - c. On the form, please fill out **My Contact Information** > **Your Login Information** > Select **Create Account**.

You must complete fields ending with *.

Username must be a valid email address.

☐ I'm not a robot 

My Contact Information

First Name

Last Name *

Mailing Country Code

Mailing Street

Mailing City

Mailing State/Province Code

Mailing Zip/Postal Code *

Your Login Information

Email *

Retype Email *

Password *

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength: Weak

Retype New Password *

[Create Account](#)

Once you have successfully logged in – you will follow the steps below to access and complete your grant application:

- Click **Grant Applications** > Select **Begin Application** > Select your **School / Primary Affiliation** > Select **Next**.

Personal Snapshot

[Edit Profile](#)

My Affiliations

My Subscriptions

Login Information

My Payment Methods

My Scheduled Payments

Grant Applications

Submit an Application

Should you have any questions in advance of completing the application, please contact Ann Marie Glanden at resourcegrants@intrust.org or visit the [Resource Grants page](#).

[Begin Application](#)

Grant Application Submission

Please select the school for which you would like to submit a grant application?

* Affiliated Accounts

 Nimble 

[Next](#)

5. Fill out the following fields: **Primary Contact Name, Primary Contact Email, Secondary Contact Name, Secondary Contact Email, Amount Requested, Resources, Personnel** > select **Next**.

Grant Application Submission

Contact Information

Primary Contact Name
FirstName LastName

Primary Contact Email
you@example.com

Secondary Contact Name
FirstName LastName

Secondary Contact Email
you@example.com

Amount requested
Your school can request up to \$15,000 USD.
\$15,000

Resources
In one to three sentences, summarize your project and specify the resources needed to implement it.

Resources

Personnel
Please list who (names and positions) at your institution will participate in the implementation of this grant.

Personnel

Next

6. Fill out the following fields: **Statement of need, Outcome(s) and impact, Outputs, Evaluation, Peer learning, Amount requested, and Additional information** > select **Next**.

Grant Application Submission

Statement of need
Explain how engaging the resources aligns with and furthers the mission of your institution. (150-250 words)

Statement of need

Outcome(s) and impact
Describe the expected results of engaging these resources. Please highlight what you aim to learn from this project and the impact it will have on your institution. (200-300 words)

Outcome(s) and impact

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Describe the expected results of engaging these resources. Please highlight what you aim to learn from this project and the impact it will have on your institution. (200-300 words)

Outputs

Evaluation
Outline the methods you will use to evaluate the success of the project. Clearly define the criteria and measures that will indicate the achievement of your outcomes. (150-250 words)

Evaluation

Peer learning
Share insights on how other institutions can benefit and learn from your experience in utilizing these resources. (100-200 words)

Peer learning

(Optional) Is there additional information you would like to provide about your proposal?

(Optional) additional information

Previous Next

7. Fill out the Budget template. Enter information about the Items needed to implement your project, including a brief description; enter the appropriate amounts in the Funded by In Trust Center boxes, and the appropriate amounts in the Institutional match and Total project cost boxes. A **Sample budget** is shown below.
- Enter information in the **Additional budget notes** (if applicable):
 - Enter your name in **Signature**.
 - Select **Submit**.

Sample budget image

Grant Application Submission

Budget

In the form below, please indicate the items requested, the funds requested from the In Trust Center, your matching funds, and the total project cost. At least one budget item is required, and then lines are available if needed. If you have any questions about the budget form, please contact us at resourcegrants@intrust.org.

Sample Budget

Items with a brief description:	Funded by In Trust Center:	Institutional match:
*Example - Stipends for two seminary faculty at \$500/each	\$0.00	\$1000.00
Example - microphones (four @ \$150 each) and headphones (four @ \$100 each) for podcast recording.	\$500.00	\$500.00
Example - Estimated cost to hire a Consultant to assist with podcast branding and production.	\$14,500.00	\$14,500.00
Total	\$15,000.00	\$16,000.00

Additional budget notes (if applicable):
*Please note that the first example (staff stipends) is not fundable by the grant and will be paid for by the seminary.

Actual budget image

Actual Budget		
Items with a brief description:	Funded by In Trust Center:	Institutional match:
* Item 1 with a brief description 	*	*
Item 2 with a brief description 		
Item 3 with a brief description 		
Item 4 with a brief description 		
Item 5 with a brief description 		
Item 6 with a brief description 		
Item 7 with a brief description 		
Item 8 with a brief description 		
Item 9 with a brief description 		
Item 10 with a brief description 		
Total	* Total	* Total

Additional budget notes (if applicable):

Signature
By typing my name here, I hereby certify that my answers are true and complete to the best of my knowledge and that I have engaged the appropriate leadership at my institution in support of this request.

*

Please note:
To complete your application, please press the **Submit** button. You will not be able to edit your application once you select **Submit**. If you close/click off the page, it will save your application. When you are ready to finish the grant application, select the Grant Application tab and choose the **Complete** button to access and submit.

Previous

Submit

8. Select **Finish**: You will receive a grant application confirmation email (please check your spam folder).

Grant Application Submission

Thank you for submitting your application! We'll review your submission and get back to you soon.

Finish