

## Submitting a CEF Grant using the grant form


Click below to create a copy of the CEF Grant form, or read the instructions below if this is the first time using this form.

[https://docs.google.com/document/d/1bnHXqdgPOrBe3pg\\_V2qF6yEppKxQPK7UGzaD9QcSVCQ/copy](https://docs.google.com/document/d/1bnHXqdgPOrBe3pg_V2qF6yEppKxQPK7UGzaD9QcSVCQ/copy)

1. **When clicking on the form, you will be initially prompted to make a copy of the form.** Click "Make a copy". It may take a minute (or two) for a copy to be made in your Google Drive.



### Copy document

 The attached Apps Script file and functionality will also be copied

Would you like to make a copy of **CEF Grant Application**?

Make a copy

View Apps Script file



2. Once you have copied the form, you may then proceed to fill it out. Please note that prior to completing the form, you must get approval from either your supervisor or principal. **You can share your proposal with them, and they may sign it by typing their name into the signature box.** If you neglect to do so, when submitting, you will receive the following prompt:

### Chatham Education Foundation Grant Application

Date:

Primary Appl

New

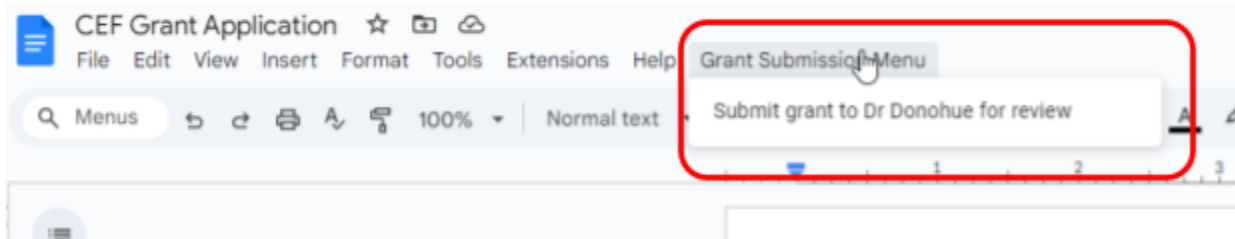
Primary Appl

Co-Applicants: (if applicable)

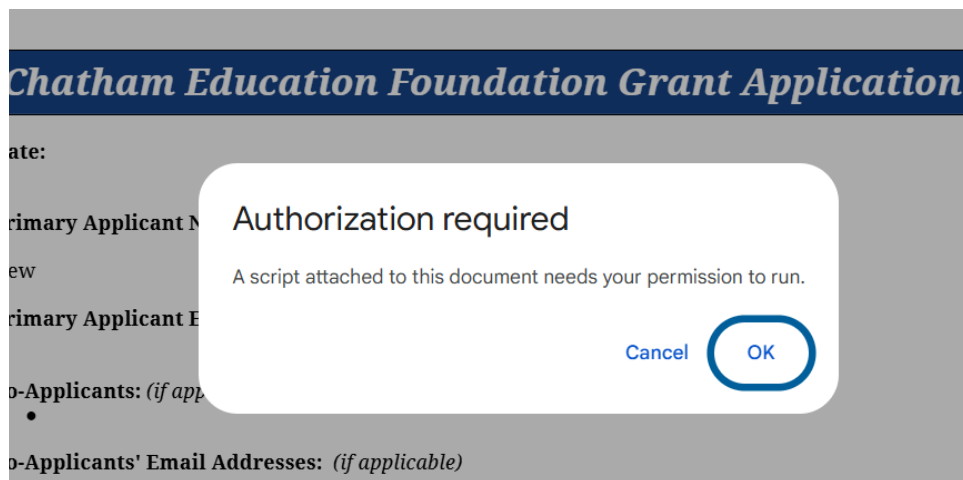
Please get your principal's and/or supervisor's approval before submitting (to be filled in at the bottom)! Your application has not yet been submitted.

OK

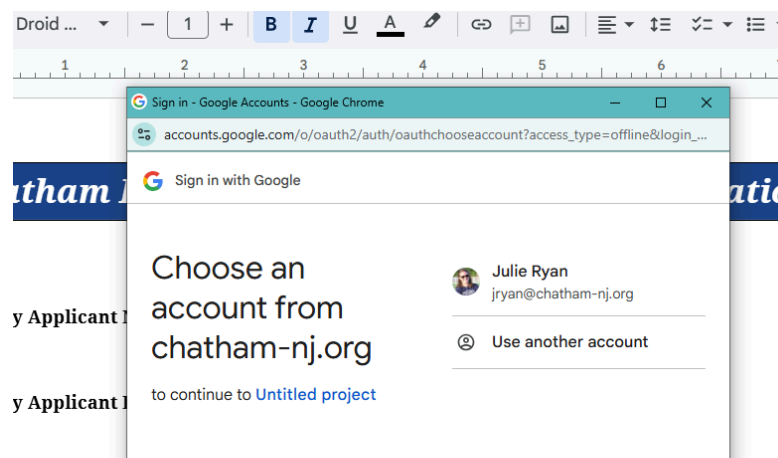
- Once you have completed the form and are ready to submit, you will find the “Grant Submission Menu” option at the top in the menu bar. Clicking on this will open the option to submit your grant for review.



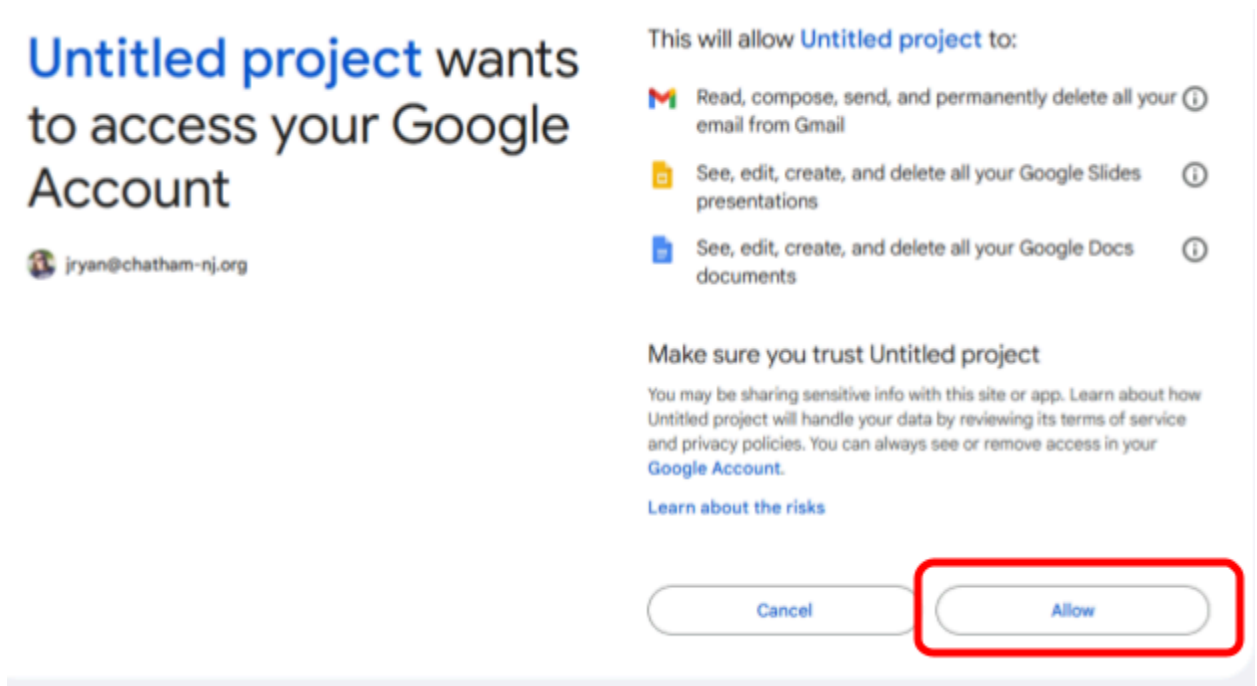
- When submitting a grant for the first time, you will be required to authorize the script attached to it. You will see the following prompts. First click “OK”



- Select your chatham account



6. Click "Allow"



7. Once these steps are complete, you should receive a prompt confirming your application has been successfully submitted. Your application will be reviewed by the assistant superintendent and moved forward in the process.