## 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/1bnHXqdgPOrBe3pq\_V2qF6yEppKxQPK7UGzaD9QcSVC Q/copy

 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.

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

3. 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.



4. 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"

Chatham Education Foundation Grant Application			
ate:			
rimary Applicant N	Authorization required		
ew	A script attached to this document needs your permission to run.		
rimary Applicant E	Cancel OK		
o-Applicants: (if app			
o-Applicants' Email A	Addresses: (if applicable)		

5. Select your chatham account



6. Click "Allow"

🚯 jryan@chatham-nj.org

## Untitled project wants to access your Google Account

м	Read, compose, send, and permanently delete all your	0
	email from Gmail	0
Ð	See, edit, create, and delete all your Google Slides presentations	()

See, edit, create, and delete all your Google Docs  $(\mathbf{i})$ documents

## Make sure you trust Untitled project

Cancel

This will allow Untitled project to:

You may be sharing sensitive info with this site or app. Learn about how Untitled project will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your Google Account. Learn about the risks

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.