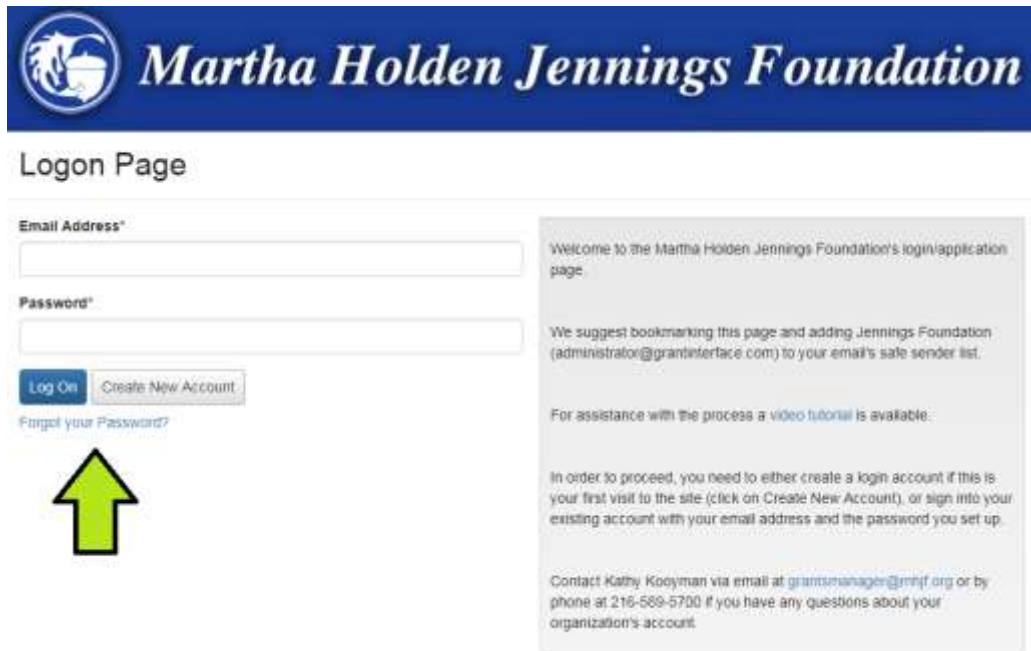


# STEM Fellows Aspire Microgrant How to Apply

1. Visit the Martha Holden Jennings Foundation Logon Page. Log on or create a new account. Follow the directions to create an account or watch the video tutorial for assistance.

<https://www.grantinterface.com/Home/Logon?urlkey=mhjf>



**Martha Holden Jennings Foundation**

### Logon Page

Email Address\*

Password\*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the Martha Holden Jennings Foundation's login/application page.

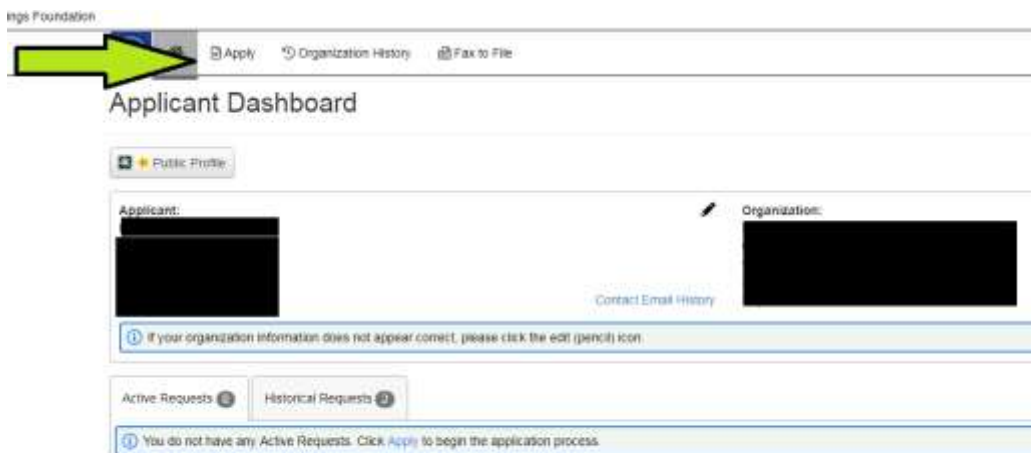
We suggest bookmarking this page and adding Jennings Foundation (administrator@grantinterface.com) to your email's safe sender list.

For assistance with the process a [video tutorial](#) is available.

In order to proceed, you need to either create a login account if this is your first visit to the site (click on [Create New Account](#)), or sign into your existing account with your email address and the password you set up.

Contact Kathy Kooyman via email at [grantmanager@mhjf.org](mailto:grantmanager@mhjf.org) or by phone at 216-589-5700 if you have any questions about your organization's account.

2. From your Applicant Dashboard, select the “Apply” option from the top bar.



ings Foundation

[Apply](#) [Organization History](#) [Fax to File](#)

### Applicant Dashboard

[Public Profile](#)

Applicant: [Redacted]

Organization: [Redacted]

[Contact Email History](#)

[Active Requests](#) [Historical Requests](#)

[You do not have any Active Requests. Click \[Apply\]\(#\) to begin the application process.](#)

# STEM Fellows Aspire Microgrant How to Apply

- The STEM Aspire Microgrants require an access code. Type this code – 937 – in the access code bar and hit “enter code.”

The screenshot shows the top navigation bar with links for 'Apply', 'Organization History', and 'Fax to File'. Below this is a search bar and a navigation menu. The main content area features a section titled 'Open Grants' with a sub-section 'Open Grant proposals are reviewed eight times a year'. A blue 'Apply' button is visible in the top right corner of this section. A green arrow points to the 'Apply' button, and another green arrow points to the 'Enter Code' button next to the access code field.

- You are now ready to enter the STEM Aspire Microgrant Application. Select the blue “Apply” button to begin the application.

The screenshot shows the 'Dayton Regional STEM Center Aspire STEM Grants' section. It includes a description of the grants and a blue 'Apply' button in the top right corner. A green arrow points to the 'Apply' button.

- Begin the application. Type your answers and upload associated documents.

The screenshot shows the 'Application' form for the 'Dayton Regional STEM Center Aspire STEM Grants'. The form is divided into sections: 'Contact Info', 'Applicant', and 'Organization'. The 'Applicant' and 'Organization' fields are currently blank. Below these fields is a 'Custom Email History' section. The 'Application' section includes a 'Project title (no more than 20 characters)' field and an 'Amount requested (maximum \$2,000)' field. A green arrow points to the 'Apply' button in the top right corner of the application form.

## STEM Fellows Aspire Microgrant How to Apply

6. You may save the application as you work on it by pressing the “Save Application” button at the bottom of the application. Once you have completed the application, you must press “Submit Application” by the associated due date in order for your application to be reviewed for that grant cycle.

Upload a file (2 MB allowed)

Upload Your Superintendent's Letter of Endorsement\*

The superintendent's letter must be on district letterhead and signed by the superintendent.

The superintendent's endorsement should include a description of how the project fits within the district's curriculum and goals. Please also denote how any supplementary funding, materials, supplies, in-kind resources, etc. will be provided on behalf of the district in support of the project.

Upload a file (2 MB allowed)

Attention Request

Save Application Submit Application

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### STEM Aspire Microgrant Application Due Dates:

- October 15, 2019
- February 15, 2020
- May 15, 2020

Application Deadline	Grant Activities May Start	First Day Funding Provided
October 15, 2019	December 1, 2019	December 20, 2019
February 15, 2020	April 1, 2020	April 20, 2020
May 15, 2020	July 1, 2020	July 20, 2020

If you have application questions, you may contact Liz Wolfe-Eberly at [Elizabeth.Wolfe@mcesc.org](mailto:Elizabeth.Wolfe@mcesc.org) or 937-225-4598.