

The Mike & Mary Terry FAMILY FOUNDATION

Faithfully dedicated to changing lives

Grant Portal Frequently Asked Questions

Creating User Profile

I have received funding from the Foundation in the past. Am I still a “new user”?

Yes. While the Foundation has record of your historical grant submissions, you are new to this grant portal and are considered a “new user.” Please create an organization profile and new user account.

Does my user info need to be the Executive Officer’s contact information?

Not necessarily. The user’s account is the organization contact who will complete the LOI/application. The user profile email address will be the email Foundation will use to communicate regarding the grant request. Upon registration, there will be fields for the Executive Officer’s contact information, if different from the user profile.

Letter of Inquiry / Application Submissions

Do I have to complete my application all at once?

No. At the bottom of the application is a “Save as Draft” button. We recommend you save your application often and before logging out. You can log in at a later time to continue working on your application.

As a safeguard, we recommend that you:

- Save your application often.
- Cut and paste your application answers after each question into a Word document to save as backup.

Is there a spell check feature?

No. We strongly suggest that you cut and paste into Microsoft Word.

Do I have to use all the character limits for an application question?

No. Please only utilize the characters needed to fully answer each question. The Foundation provides more than the needed character limits for the ease of organizations completing the proposal. Meeting character limits is not necessary.

Will the foundation follow up with me if my proposal needs clarification?

Yes. The Foundation will follow up with you if clarification is needed.

Is there a time frame to submit Letters of Inquiry? Full proposals?

No. Letters of Inquiry are accepted on a rolling basis. Deadlines for full proposals will be communicated upon invitation to apply.

How should I name my files prior to upload?

You should give each file a name that identifies your organization and the type of required document it represents. For example, a file representing your budget for the previous fiscal year could be named "OrgName-Budget FY2021". Do not use any symbols except for a period or a dash, as symbols can interfere with the upload process.

What does "fiscal year start date" mean?

The term "fiscal year" refers to the twelve-month period or financial calendar that your organization uses. The start and end dates of the fiscal year can vary from organization to organization.

How do I print my application for my records?

If you would like a paper copy of your application for your own records, login to the application portal and choose the Application Packet link. This will create a PDF of your application. You can print or save this document. You will always have access to your application by logging back into the application portal, even after you submit it.