

How to Create an Account and Apply for a Champions Grant

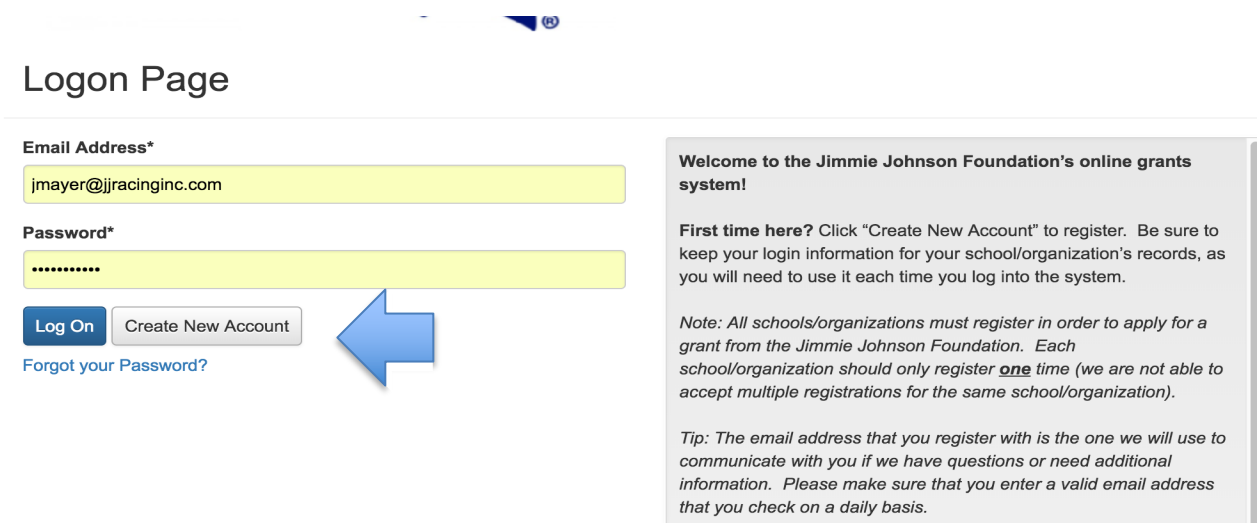
Each school must create an account in the Jimmie Johnson Foundation's online grant management system in order to access the application. In order to create an account, please visit

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

LOGON PAGE:

You will always access the system via the log on page. It's recommended that you bookmark this page in your internet browser for ease of access. If you've already created an account within the JJF system, you may enter your email and password and log right in. Otherwise you'll want to click on the Create New Account button. If at any time after creating an account, you can't remember your password, you may click on the Forgot Your Password button, enter your email address and will be sent a link to reset your password.

PLEASE NOTE: The Jimmie Johnson Foundation only considers Champions Grant projects that are submitted by school staff members and will be fully managed by school staff. Therefore, only a school staff member can create an account on behalf of the school. Parent volunteers (PTO/PTA) and representatives of non-profit or community partners **should not** create an account on behalf of their organization or the school. Accounts created by anyone other than a school staff member will be deleted.



Logon Page

Email Address*

jmayer@jjracinginc.com

Password*

.....

Log On Create New Account

[Forgot your Password?](#)

Welcome to the Jimmie Johnson Foundation's online grants system!

First time here? Click "Create New Account" to register. Be sure to keep your login information for your school/organization's records, as you will need to use it each time you log into the system.

Note: All schools/organizations must register in order to apply for a grant from the Jimmie Johnson Foundation. Each school/organization should only register **one** time (we are not able to accept multiple registrations for the same school/organization).

Tip: The email address that you register with is the one we will use to communicate with you if we have questions or need additional information. Please make sure that you enter a valid email address that you check on a daily basis.

CREATE NEW ACCOUNT:

- Creating a new account is a multi-step process;
 - with the first section collecting **School/Organization Information**;
 - the second section collecting **User Information**;
 - and sections three and four collecting **Principal/Executive Officer** information.
- After Organization Information has been entered click on the "**Next**" button.

- Please note that you should enter the **district** EIN/Tax ID # if you are part of a district. Charter schools will have their own EIN/Tax ID #. Be sure to confirm this information with your district/financial secretary before clicking the “Next” button. **DO NOT enter a PTO/PTA EIN/Tax ID #, or any number other than the district or school EIN/Tax ID #.**

Organization Information

Organization Name* EIN / Tax ID (##-#####)*

DUNS Number (#####) Web Site*

Telephone Number (###-###-#### x###)* Organization Email

Address 1 Address 2

City State

Postal Code Country

Next >

User Information

Executive Officer Question

Additional Executive Officer Information

Password

- The next section is the “**User Information**” section, or YOUR information.
 - If your address is the same as your organization you may use the “**Copy Address from Organization**” button to automatically pull the address information from the organization address fields into the address fields in this section.
 - It is very important to note that the email address entered in the **email/username** field becomes the Applicant’s **Username** in the system.
- Once the fields on the “**User Information**” section are completed, click on the “**Next**” button.
 - Please note that should you need to navigate to previous section in the registration process, you must use the “**Previous**” button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using their browser’s “back” button you will lose all registration information entered..
- In the next section you indicate if you are the School/Organization’s Principal/Executive Officer.

- If you are the executive officer select **“Yes.”** You are taken to a section of optional fields that includes only the fields that were not required in the “User Information” section.
- If you are not the executive officer select **“No,”** and complete the Executive Officer’s fields.
- Once the principal/executive officer’s information entered, clicking on the **“Next”** button to create a password.
- Password requirements are listed at the top of the section, so the applicant can create their password accordingly.
- Once the password is created, the applicant clicks the **“Create Account”** button.

EMAIL CONFIRMATION:

Upon clicking Create Account you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the onscreen instructions and click the “Continue” button to finish the registration process. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications

Email Confirmation

i You will be receiving emails from this system about you

To ensure you receive emails from this system we have (administrator@grantinterface.com)' from your spam filter,

[Click Here](#) for a tutorial about removing email addresses fr

- I have received the email
- Continue without checking
- I have not received the email

Send Email Again

Continue

Once logged into system and ready to apply, the applicant accesses the Apply page by clicking on the blue **Apply** link at the top of the page.



Once on the Apply page, please click the blue **Apply button** associated with the **Champions Grant** program.

Apply

Enter Access Code Enter Code

i If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search X

2019 JJF Champions Grant Program Accepting Submissions from 01/07/2019 to 05/31/2019 **Apply**

About the Champions Grant Program
Champions Grants are distributed to K-12 public schools in designated districts in El Cajon and San Diego, California; Mecklenburg and Cabarrus Counties in North Carolina; and Muskogee and Tulsa, Oklahoma. Champions Grant program awards range in size from a minimum of \$20,000 to a maximum of \$75,000. Grants are awarded to help eligible schools meet critical needs (see **FAQs** for restrictions).

- Upon clicking on the **Apply button**, the applicant will be taken into the **Champions Grant** Application page.

Application

Process: 2021 JJF Champions Grant Program

Return to Follow Ups Submitted

Contact Info **Request**

Applicant:
Ms. Jenny Mayer
jmayer@jjracinginc.com
704-586-2996
4325 Papa Joe Hendrick Blvd
Charlotte, NC 28262

Organization:
Jimmie Johnson Foundation
12-3456789
704-586-2996
4325 Papa Joe Hendrick Blvd
Charlotte, NC 28262

[Contact Email History](#)

i If your organization information does not appear correct, please contact the funder. Thank you.

Application **Question List**

i Due by 06/11/2021 08:00 PM EDT

- Note that the Organization Information and the Applicant's contact information, which was entered during registration, is automatically pulled into the top of the form.
- The Applicant can click on the **"Question List"** button on the right side of the page to download a PDF of all the questions on the form.

- Before answering any question, the application must read the Champions Grant Eligibility information, FAQs, and Funding Priorities.
- When ready, the applicant can begin responding to questions. After an answer has been entered into one field, the form is automatically saved as a “**Draft**” on the applicant’s dashboard and a Request is created (*note that we do not currently require an LOI, so that option will not show up for you*).

Applicant Dashboard

Applicant:
Mrs. Molly Applicant
MollyApplicant@invalid.email.com
555-555-5555
398 60th Street
Bozeman, MT 59718

Organization:
Example Organization
13-1635295
555-55-5556
398 60th Street
Bozeman, MT 59718

[Contact Email History](#)

i If your organization information does not appear correct, please contact the funder. Thank you.

▼ why

Process: Example Process

LOI	Submitted	06/13/2018	View LOI
Application	Assigned	06/13/2018	Edit Application

- The Applicant can click on the **Edit Application** link to access the application.

Application

why

Process: Example Process

[Return to LOI Submitted](#)

Contact Info

Request

Documents 0

Comments 0

GuideStar Charity Check

Applicant:
Mrs. Molly Applicant
MollyApplicant@invalid.email.com
555-555-5555
398 60th Street
Bozeman, MT 59718

Organization:
Example Organization
13-1635295
555-55-5556
398 60th Street
Bozeman, MT 59718

[Contact Email History](#)

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LOI

Application

Application Packet

Question List

i Fields with an asterisk (*) are required.

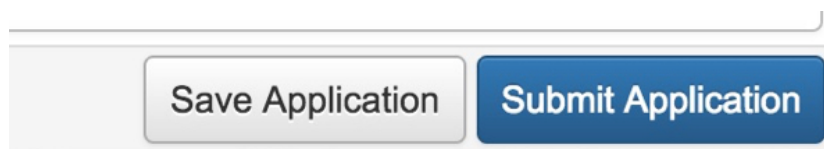
- After the applicant has answered at least one field on the form, and reloaded the page, the “**Application Packet**” button will appear on the right side of the page, as well.
 - Clicking on the “**Application Packet**” button will create a PDF of the Application that includes all of the questions on the form and the applicant’s responses to each answered question.
 - File upload questions will show the name of the file uploaded directly below the question label. The actual file will be attached at the bottom of the packet.

As the applicant answers questions the system will “**Auto Save**” their answers. The system automatically saves:

- As soon as the applicant selects a list option,
- After every 100 characters the applicant enters into a text area, and
- When the applicant clicks out of any answer box.
 - The answer being saved will briefly be highlighted in green when you click out of the box. This is the visual indicator that the answer was saved.
 - Should the applicant’s web browser close, or computer restart the applicant’s responses will be present when the applicant logs back in.
- For fields with set **character limits**, responses that are longer than the set limit will be saved, **but** an error message will appear informing the applicant the the limit has been exceeded.
 - The applicant will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File **upload fields** will only accept one file, per field.
 - If the applicant attempts to upload a file that is larger than the set MiB limit, they will receive an error message informing the applicant that the file is too large and the file **will not** be saved.
 - Once a file has been uploaded, it may be **deleted** by clicking delete file button and a new file can be uploaded.
 - If a particular file type is required, and the applicant attempts to upload a different file type, the applicant will receive a warning letting them know that their file type is not accepted and they will not be able to upload the file.

Save

- Even though the system is auto-saving there is still a “**Save**” button at the bottom of the form.



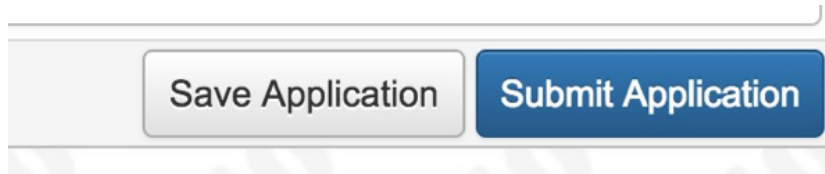
- When the applicant clicks save, they are taken to a confirmation page so they know the save was successful.
 - If the applicant clicks “**Continue**” they are taken back into the form.

- If the applicant saves and exits the system, the applicant will access the **draft of the form** from their **Dashboard** the next time they log in. They may continue working on their draft by clicking the **“Edit Application”** link to the right of the request.

The screenshot shows the Applicant Dashboard interface. At the top, there are navigation icons (a star, a home icon, and an 'Apply' button) and a 'Role (Applicant)' dropdown menu. The main heading is 'Applicant Dashboard'. Below this, there are two columns of information: 'Applicant' (Ms. Jenny Mayer, jmayer@jrracinginc.com, 704-586-2996, 4325 Papa Joe Hendrick Blvd, Charlotte, NC 28262) and 'Organization' (Jimmie Johnson Foundation, 12-3456789, 704-586-2996, 4325 Papa Joe Hendrick Blvd, Charlotte, NC 28262). A 'Contact Email History' link is present between the two columns. Below this is a message box: 'If your organization information does not appear correct, please contact the funder. Thank you.' Underneath are two tabs: 'Active Requests' (2) and 'Historical Requests' (0). A dropdown menu is open for 'Innovative Computer Science Lab', showing a 'Process: 2020 JJF Champions Grant Program' with a table of dates and links for 'View LOI' and 'Edit Application'.

Submit

- When all of the form fields are complete, the applicant scrolls to the bottom of the form and clicks on the **“Submit”** button



- If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
 - An error message appears listing the fields that need to be completed or updated.
 - These fields are outlined in red so they are easy to identify as the applicant scrolls through the form.

- When an application is submitted successfully, the applicant will be taken to a confirmation page.



Apply

Fax to File

Confirmation Page

✔ Your Application has been submitted.

Continue

- When the applicant clicks “**Continue**” they are taken to their dashboard.