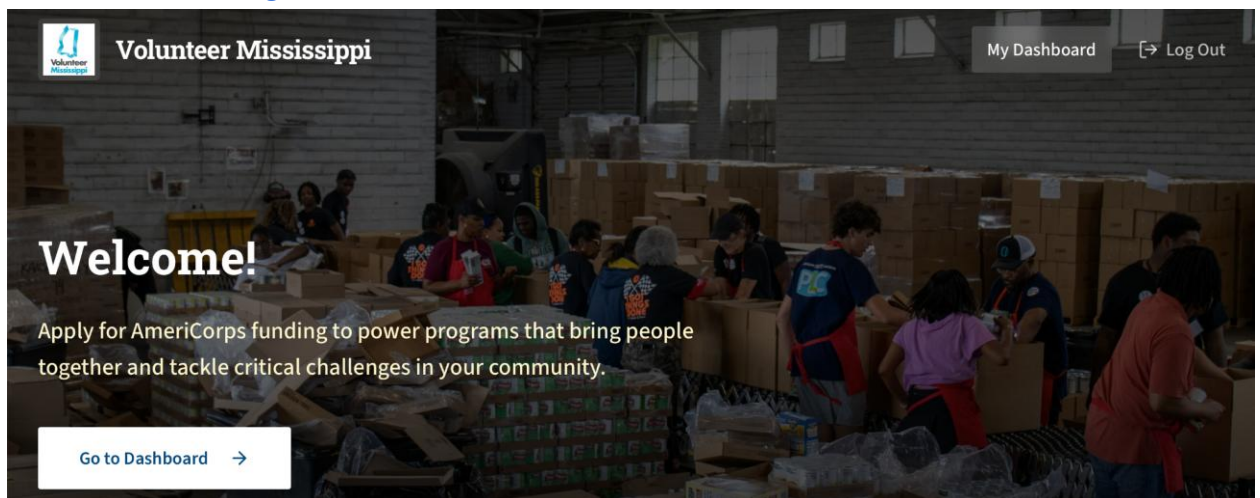

Creating an Account and Submitting an Application on The Grant Gateway

Thank you for taking the time to apply!

Before you get started, we encourage you to review the instructions below. They include helpful tips, answers to common questions, and important information about the application process. Spending just a few minutes reviewing them now can help you complete your application more smoothly and avoid unnecessary delays later on.

1. Access the Grant Gateway

- Go to the website: grants.americlearns.net/mcvs



X

- Scroll down to the **Funding Opportunities** section and select **Apply** for the application you'd like to begin.

2. Create Your Account

- Once you select Apply, enter your First Name, Last Name and Email address and select **Create Account**. Alternatively, you may create an account using Google or Apple log-ins.

→ Sign In Create Account

Welcome Back

Enter your email and password to access your account.

Google Apple

OR

Email Address

you@example.com

Password

.....

[Forgot your password?](#)

Sign In

- **Check your email for a confirmation link** (*check spam if not received within a minute*).

3. Verify Your Email

- To activate your account, click on the **Verify Email** link in the confirmation email.
- Optionally, you can set up two-factor authentication (or you can choose **Remind Me Later**).

4. Set Up Your Organization

- Enter your organization name.

- Optionally upload your organization's logo (this will appear on your applications).

Organization Details

Update your organization's legal name.

Organization Name

AM Test Organization

Save

Organization Logo

Upload or update your organization's logo.

Organization Logo (optional)

Drag & drop or click to upload
 PNG, JPG, WebP, or SVG · Max 2MB

Browse

5. Add Team Members

To add additional Team Members to support your application process, select “Add Member”

Team Members

Manage your organization's users and permissions.

Add Member

Name	Email	Role	Status	Password	Added	Actions
Allison Micali	allison.micali@gmail.com	Admin	Active	Set up	4/27/2026	

Enter their First Name, Last Name, Email address and select the most appropriate role:

Admin – Full administrative access. Can manage organization settings, team members, applications, and all organization data.

Contributor & Submitter – Can create, edit, and submit applications. Ideal for staff responsible for preparing and submitting grant applications.

Contributor – Can create and edit applications but **cannot submit** them. Best for staff who help prepare applications before a final reviewer submits.

Read Only – Can view applications and information but **cannot make any changes**. Ideal for supervisors, board members, or anyone who only needs visibility.

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Add Team Member

Add a new member to your organization. They will receive an email notification with access instructions.

First Name

Last Name

First name

Last name

Email *

user@example.com

Role

Contributor & Submitter — can start, edit, and submit applications

Admin — full administrative access

✓ Contributor & Submitter — can start, edit, and submit applications

Contributor — can start and edit applications

Read Only — can view but not edit

6. Access Your Dashboard and Start Application

- After creating your organization, you will be taken to your dashboard.

NOTE: All previously started applications will appear in your dashboard.

- To start a new application, select Start New Application at the top of the page:

My Applications

AM Test Organization

America Learns Client Success

Dashboard

Organization

+ Start New Application

Feedback

allison.micali@gmail.com

Your Submissions

Applications you've started or submitted

All times in EDT

All

Draft (1)

Submitted (0)

Under Review (0)

Returned (0)

Approved (0)

Rejected (0)

NOI (0)

Project Title	Competition	Organization	Status	Deadline	Key Dates	Last Updated
AM Test Application	FY26 Formula (New Applicants)	AM Test Organization	Draft	Apr 30, 2026 9:18 AM EDT	Opens: Mar 30, 2026 EDT Review Starts: Mar 30, 2026 EDT Review Ends: May 31, 2026 EDT	Apr 27, 2026

Open

7. Complete the Application Sections

- The application consists of the:
 - Narrative.

- Budget.

Complete each section and mark it as complete.

8. Fill Out the Narrative Section

Preview: FY26 VM MiniGrant
Read-only

SECTIONS

☐ 1. Organization Information

☐ 2. 501(c)(3) and Registration Status

☐ 3. Person to Be Contacted Regarding This Application

☐ 4. Project Information

☐ 5. Project Plan

☐ 6. Community Needs, Goals, and Impact

Organization Information

Organization Name *

0 / 1,000 characters

Employer Identification Number (attach a signed W2-signed/dated within 2 years) *

0 / 1,000 characters

Program Name (if different from the organization name)

- Click **Mark this section as complete** after finishing each part.

9. Complete the Budget Section

- Fill out the budget line items.

Section I. General Supplies Expenses (office supplies, tarps, cleaning supplies, safety equipment, small equipment etc.)

Line Item	MCVS Share	Total	Description
A. General Supplies Include description, number of items, and cost for each in the description section. Add a row for each different item that falls under this line item (paper, pens/pencils, file folders, gloves, trash bags, etc.)		\$0.00	Include description, number of items, and cost for each item: cleaning supplies: example: 10 gloves (10x\$1.50=\$15); 10 boxes of trash bags (10x\$8=\$80) 0/1000
+ Add a Sub-Line Item			
Section Total	\$0.00	\$0.00	

Section II. Printing & Advertising Expenses (flyers, signs, etc.)

Line Item	MCVS Share	Total	Description
A. Printing Include description, number of items, and cost for each in the description section. Add a row for each different item that falls under this line item (flyers, applications, sign-up sheets, etc.)		\$0.00	Include description, number of items, and cost for each item: Example: 50 flyers (100x\$5.50=\$550); 10 signs (10x\$35=\$350) 0/1000
+ Add a Sub-Line Item			

10. Pre-Submission Scans (Optional)

Use the pre-submission scans for:

- Data consistency check (ensures all data aligns across sections).
- Writing quality check (improves clarity and grammar).

11. Submit Your Application

- Ensure all sections are complete (tracker turns green).
- Click 'Submit' and check your email for confirmation.

12. Responding to Edit Requests & Getting Support

- You'll receive an e-mail if you need to update any portion of your application.
- Please don't hesitate to reach out to us for support:

Getting Support



• Contact Deets:

- Direct: 310.693.6698
- Email: support@americalearns.net

- Contact support via phone or email for assistance.
 - 310.693.6698
 - support@americalearns.net

- Expect a response within three hours at the most during business hours (M – F; 8:30 AM – 8 PM Eastern).