



# 10 Cents a Meal for Michigan's Kids and Farms Application Instructions

Click on this link to access the application.

[Michigan Department of Education 2022 10 Cents a Meal Grant \(state.mi.us\)](http://state.mi.us)

## LOGGING IN

1. It is recommended that you log in using your MEIS account information.
2. If you do not have a MEIS account, log in as a Guest.
3. Once the new page opens click on the box "Create New 2022 10 Cents a Meal Grant"

## NAVIGATING THE APPLICATION

1. There are FOUR sections you must complete.
  - a. District and Contact Information Page
  - b. Budget Page
  - c. Assurances and Certifications Page
  - d. Program Information Page
2. Access to each page is found at the top left corner under Select.
3. Information is automatically saved on the page. But you MUST click SAVE on one of the pages before you close out of the application, or you will lose your progress.
4. There are Previous and Next buttons on the bottom of each page to move back and forth through the application.
5. Once you have completed the application, click on Submit at the bottom of any page.

## **SAVING AND CLOSING, SUBMITTING AND THEN RETURNING TO THE APPLICATION**

1. If you have not completed the application but would like to close out and come back there are two options.
  - a. If you have logged in using your MEIS account, you can Save and Close. When you click back on the application link and re-log in you will find your application waiting for you.
  - b. If you have logged in as a Guest, click on Submit. An email will be sent to you with a direct link to your application. Make sure to add in an email address on the District and Contact Information Page prior to submitting.
  - c. If you know that you previously saved an application but can't seem to find it, reach out to the GEMS/MARS Support team at [mde-gems@michigan.gov](mailto:mde-gems@michigan.gov).
2. When you have submitted the application, you will receive an email with a direct link to your application. You may make any changes to the application until February 11<sup>th</sup>.

## **APPLICATION PAGES**

### **1. District and Contact Information**

- a. Select your school or non-school entity in the drop down.
- b. If you cannot find your school/non-school entity, complete other.
- c. List the primary contact for the grant – person who will oversee the activities.
- d. List the secondary contact for the grant – must be someone different.
- e. Please double check the information you have entered. Typos prevent us from communicating with you.

### **2. Budget Page**


- a. List the amount your school/non-school entity spent in local minimally processed fruits, vegetables, and legumes in SY2020-2021 (August 2020 through July 2021).
- b. List the requested award amount for this year (September 1, 2021 through August 31, 2022). Remember this is a matching grant, you will need to spend twice the amount of your grant.
- c. These are estimated amounts. It is not necessary to know this to the dollar. There is no penalty for underspending your grant this year.
- d. You do not need to include a dollar sign \$.
- e. Format the amount using a decimal 00.00.

**Budget Detail**

**\*\*Please note: This is a matching grant. The district agrees to purchase local produce at least minimum twice the grant amount awarded.\*\***

Amount purchased in SY2021 is an estimated budget for award.

Function Code	Function Title	Amount of Local Purchases in SY2021	2022 Requested Award Amount
290	Support Services-Other	<input type="text"/>	<input type="text"/>
		required	required

MDE Award Amount 

Click the buttons to navigate.

Previous

Next

### 3. Certifications and Assurances

- Read this page carefully.
- By applying and/or being approved for the grant, you are agreeing to all items listed here.

### 4. Program Information

- This is the main portion of the application.
- This is a competitive grant and the information provided on this page will be scored.
- Record your current and planned activities. This information is used to score your application, as well as providing information to state legislators and evaluation partners. Be as thorough as possible.

The final section of program information asks you to agree to the program participation requirements:

16. Please agree to each item below to indicate that if you are awarded the grant you understand and agree to complete the requirement to:	
Purchase local fruits and vegetables	<div>required</div> <div></div>
Submit invoice information	<div>required</div> <div></div>
Serve local produce as part of the meal pattern	<div>required</div> <div></div>
Submit 10 Cent Meal counts	<div>required</div> <div></div>
Complete surveys	<div>required</div> <div></div>
Submit other data as requested	<div>required</div> <div></div>

Click SAVE and SUBMIT.