

Soldiers of the Cross Grants

COVID-19 Response Initiative
Online Application Instructions

Access the online application at this link:

https://www.GrantRequest.com/SID_6104?SA=SNA&FID=35025

The application consists of seven pieces / screens displayed in picture format as follows. It is very simple to navigate and complete.

1. Sign-in
2. Eligibility Quiz
3. Instructions "Before you begin..."
4. Contact and employment information
5. Request Information / Circumstances
6. Attachments
7. Submitting your application

Sign-in to access the application.

- New users click the "Create Account" button and follow onscreen instructions.

The screenshot shows the sign-in interface for The Lutheran Church Missouri Synod. At the top, there is a blue header with the church's logo and name. Below the header, the page is titled "Please Sign In" and "Welcome to The Lutheran Church Missouri Synod". There are two main instructions: "First time applicants, click the 'Create Account' button before entering email." and "If you have an account, please sign in using your E-mail Address and Password." The form includes an "E-mail" input field, a "Password" input field, a "Create Account" button (highlighted with a red box and a red arrow), a "Forgot Password?" button, and a "Login" button. An "Exit" link is visible in the top right corner of the page.

Complete the Eligibility Quiz

- Select Yes or No from the drop-down menu. Answering “yes” opens the application.

Soldiers of the Cross **Eligibility Quiz**

Do you, the applicant, meet one of the following eligibility requirements for the Soldiers of the Cross grant?

- LCMS-rostered ordained or commissioned minister.
- Surviving spouse of a retired LCMS-rostered ordained or commissioned minister.
- Non-rostered (lay) LCMS district, church, school or RSO employee.
- Church worker from partner church residing in the U.S.

Select Yes or No

Instructions “Before you begin...”

- Read and follow the onscreen instructions.

Before you begin...OrganizationProjectAttachmentsSubmitting Your ApplicationReview My Application

Before you begin...

Printer Friendly Version | E-mail Draft

❖ Required before final submission

Soldiers of the Cross - National Grant Application

Read and follow these instructions. The first item is especially important.

Tips for completing this form

The following are some helpful tips to get started:

- Add mail@grantapplication.com to your address book or safe senders list to ensure you receive all system communications.
- Before filling out the application, you may find it helpful to click the "Printer Friendly Version" button above. This will offer you a preview of all of the questions on the application.
- You may wish to utilize a word-processing tool (i.e. Microsoft Word), then cut and paste your responses into the application.
- You may save and return to your application at a later time by clicking the "Save & Finish Later" button at the bottom of each screen. You may return to your saved application by logging into your "My Account" page at this URL: https://www.GrantRequest.com/SID_6104?SA=AM
- To move to the next page, please click the "Next Page" button at the bottom of the page or click the page number at the top of the page to go to that page.
- When clicking the "Review & Submit" button, you will be required to review the entire application one final time before clicking the "Submit Application" button at the bottom of the screen.

Request Information / Circumstances

- Fill in the blanks completely and accurately

Request Information

❖ Requested Aid Amount
Up to \$2,000

Project Title
Six word maximum.
COVID-19 Soldiers of the Cross

❖ LCMS District

❖ Date Assistance Needed

Fill in the blanks completely and accurately.

Request Details

❖ Reason for Need
Provide a basic summary of your situation and need.

❖ Personal Resources
What personal resources are at your disposal to help meet your need?

❖ List any other organizations you have applied to for support.
Include Synodical, governmental, and other entities. Also state the amounts requested and the status of the requests: pending, granted, denied.

Attachments

- District endorsement letter must be uploaded.
- Click “Browse” to find the document on your computer. When the file is displayed in the box, click “Upload”

The screenshot shows a web application interface for submitting an application. At the top, there is a progress bar with five steps: "Before you begin...", "Organization", "Project", "Attachments" (highlighted in yellow), "Submitting Your Application", and "Review My Application". Below the progress bar are buttons for "Save & Finish Later" and "Next".

The main section is titled "Attachments" and includes a sub-header "Required before final submission" with a red asterisk icon. To the right of this header are links for "Printer Friendly Version" and "E-mail Draft".

Below the header, there is a box titled "Attachments" containing the following text:

Please upload the document listed below.

To Upload a Document

- Click the "Choose File" button.
- Browse to the document on your computer.
- Select the document, then click OK.
- You will return to this page.
- Click the UPLOAD button to complete the process.

A red-bordered box on the right side of this section contains the text: **Contact your district and request a letter supporting your application for this Soldiers of the Cross grant. Upload that letter here.**

Below this, there is a red asterisk icon followed by the text: "Letter of Endorsement from your LCMS District President". Underneath is a blue italicized instruction: "All applications must have district endorsement. If you don't have an endorsement letter, save your application, contact your district, and finish your application after receiving the district endorsement letter."

At the bottom of this section is a file upload area with a "Browse..." button (marked with a yellow circle containing the number 1) and an "Upload" button (marked with a yellow circle containing the number 2).

At the bottom of the entire page are buttons for "Save & Finish Later" and "Next".

Submitting Your Application

- Complete the boxes
- Read the instructions onscreen
- Click "Review & Submit"
- You will be given the chance to review everything you entered and then will click "Submit" when satisfied that all information is correctly entered.
- A copy of your application will be emailed to you upon completion

Before you begin... Organization Project Attachments **Submitting Your Application** Review My Application

Save & Finish Later Review & Submit

Submitting Your Application Printer Friendly Version | E-mail Draft

 Required before final submission

Authorization

By entering my name and title in the fields below, I certify that I am officially applying for a Soldiers of the Cross grant from The Lutheran Church--Missouri Synod. I further certify all information contained in this application has been completed accurately.

 Authorized Signer Name

 Title

 Date 

 Information Sharing 
By checking this box I agree that the LCMS may share an anonymous account of the aid rendered with donors and other Synodical constituents.

Follow the instructions on the page.

Submitting Your Application

If you are ready to submit your application, click the "Review & Submit" button.
PLEASE NOTE: You will be asked to review your application one more time, then click the "Submit" button.

If you would like to save your application and finish it at a later time, click the "Save & Finish Later" button. You will need to return to your "My Account" page to access your saved application.

The "My Account" URL is: https://www.GrantRequest.com/SID_6104?SA=AM
Bookmark the link, and check your email for instructions on returning to the My Account page.

Be sure to add mail@grantapplication.com to your address book or safe senders list to ensure you receive all system communications.