1. All *Prevention Matters* planning grant applicants should already have a user name and password for the application portal. If you would like to have multiple individuals view and edit the same application, we recommend that you share the Primary Contact's user name and password. Note: Colleagues should ensure that only one person is using the shared user name at a time to avoid overwriting someone else's edits to the application.

   Additional user names may be requested to provide read-only access to the same application. Applicants wanting to establish additional read-only user names should instruct each person to request a new user account, using the exact spelling of the school/corporation/network name as entered by the Primary Contact. When multiple requests are received for the same school, Foundation staff will e-mail each user to confirm that the accounts should be connected. The accounts will be linked to the same school record once all involved parties provide written confirmation.

   SCHOOL INFORMATION

   School Name

   Address 1

   Address 2

   City

   To create a new user account, select "Create an account now" on the application portal page (https://rmff.fluxx.io). Requests will be processed by the end of the next business day. When your request has been processed, you will receive an e-mail from *Prevention Matters* that will include your user name and a temporary password.

   If you have any difficulties accessing the *Prevention Matters* portal, please e-mail specifics to Foundation staff at PreventionMatters@RMFF.org.

2. For optimal user experience, applicants are strongly encouraged to access the *Prevention Matters* application portal https://rmff.fluxx.io using the Google Chrome browser. If you do not have Google Chrome installed on your computer, you may download it here: **https://www.google.com/chrome/browser/**

3. After you have logged into the portal, you can begin drafting an application. To **START** a new implementation grant application, CLICK on the green icon "Start Your Implementation Grant Application Here."

Start Your Implementation Grant Application Here

4. You **MAY** save your application and return to it at any time. To **SAVE** the application, you **MUST** provide a response to the following question PRIOR to clicking SAVE:

   AMOUNT OF PLANNING GRANT RECEIVED: The planning grant amount received should reflect the amount awarded on March 2, 2018 to your school corporation, Indianapolis Deanery, charter school network, private school organization, or individual, single-site innovation network school, charter or private school.

   The **SAVE** icon is located in the bottom right corner of the application, if you are in the EDIT option of the application. The SAVE icon will not be visible if you are **not** in EDIT mode.

Cancel | ABC ✓ | Save
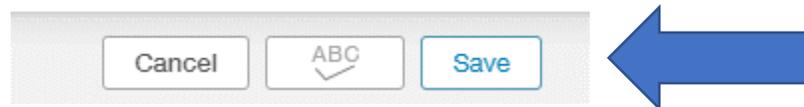
5. Please enter the same tax-exempt status you selected for the planning grant application, unless your tax status has changed since submitting the planning grant application. For questions related to your tax-exempt status, please contact PreventionMatters@RMFF.org.

Church Code 170(b)(1)(A)(i)
School Code 170(b)(1)(A)(ii)
Hospital Code 170(b)(1)(A)(iii)
Colleges or Universities: 170(b)(1)(A)(iv)
Gov't Unit Code 170(b)(1)(A)(v)
Publicly Supported Orgs Code 170(b)(1)(A)(vi)
Publicly Supported Orgs 509(a)(2)
Private Foundation Code 4942(j)(3)
Exempt Foundation Code 4940(d)(2)
Supporting Organization 509(a)(3)

6. To access a **SAVED** application, click on the SAVED APPLICATIONS tab on the home page.
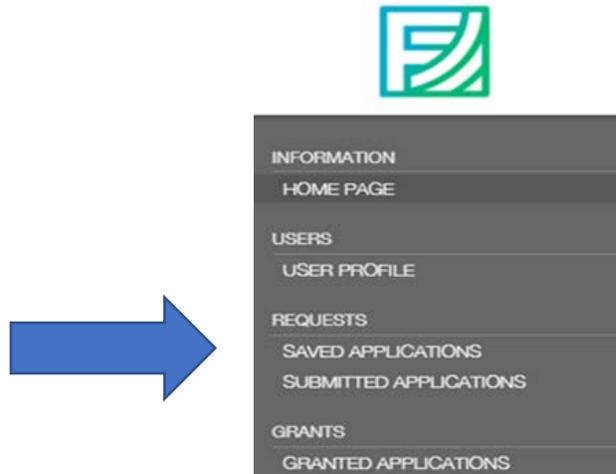
7. To **EDIT** a saved application, click on the blue "Edit" icon located in the top right corner of the application, after opening the SAVED APPLICATION (per instructions given in #6).

8. To **PRINT** the application, click on the printer icon located in the top right corner of the application (next to the EDIT icon).


9. The application portal includes a **SPELL CHECK** tool. To use this feature, you must be in "edit" mode of your application. The spell check icon will appear in the bottom right corner of the application.
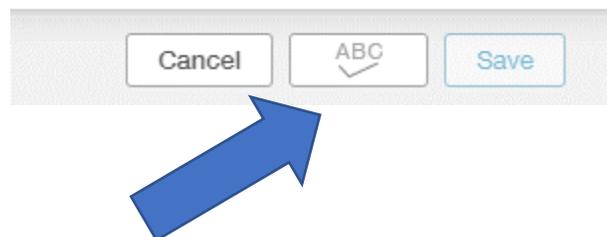
10. When you have completed the application, uploaded the required documents, and have no further revisions, you must "**SAVE**" the application and then click on the "**SUBMIT**" icon that is located in the bottom right corner of the application. <u>Once you submit the application you will no longer be able to make further revisions.</u>


11. When you submit the application, a text box will appear allowing you to include a note to Foundation staff. You may leave this blank and click OK or type a message and click OK.
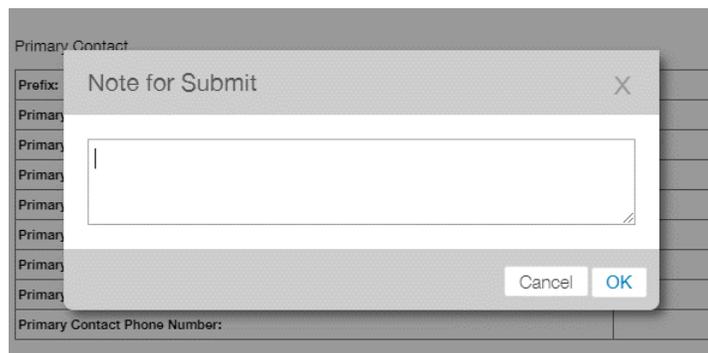

12. If you cannot SAVE or SUBMIT your application, you will receive an error message that will guide you to the issue that needs to be resolved.


13. Once the Implementation Grant Application is **SUBMITTED**, you may access the application (read-only format) by logging into the application portal and clicking on the SUBMITTED APPLICATIONS tab on the home page. Please note if you click the "Start Your Implementation Grant Application" icon, the portal will open a new application that will not contain any of your previous responses.
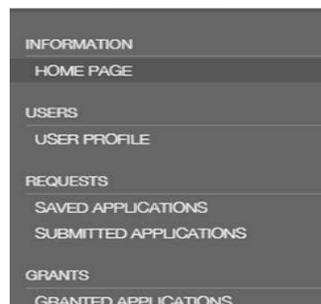
14. You will also be able to access your Planning Grant Application in GRANTED APPLICATIONS.
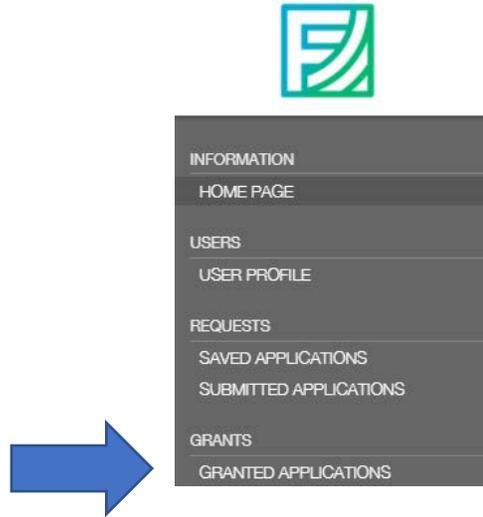
15. To **LOG-OUT** of the application, click on the wheel icon at the bottom left section of the portal screen and click on log-out.
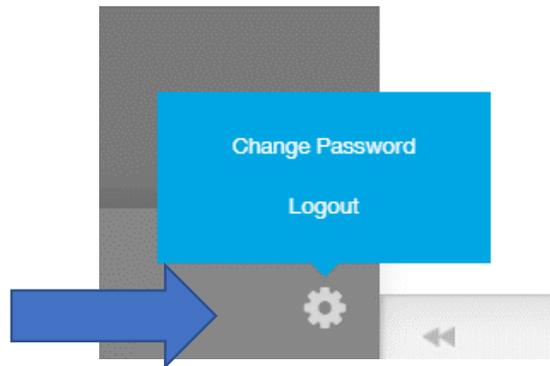
16. If you are unable to resolve an issue within the *Prevention Matters* portal, please send an e-mail to PreventionMatters@RMFF.org, including a detailed description of the problem you are experiencing.