How to Apply for a Board Development Grant– User instructions

NOTE: As a "user" you must have an account with the In Trust Center – this can be done through the In Trust Center website and by clicking Member Portal to log in. Instructions are below on how to log in to an existing account, reset your password, or create a new account.

Board Development Grant Applications:

1. Go to www.intrust.org > Click on the **Member Portal** (top right-hand side)

2. If you have an account - enter your **Email address** > Enter your **Password** > Select **Log In**

Welcome

Please log in or create an account to continue. Your account name is your email address. If you should encounter a problem or have a question, please contact us at 302-654-7770 or email us at admin@intrust.org.

    a. You will see this message if your account does not exist – then go to the next step.

3. If you are not sure if you have an account, please use the **Forgot your password?** link option to check.

    a. Enter your email address > select **Reset Your Password**

        i. If you have an account, you will receive a password reset email to set up your account. The email is sent quickly, so please check your spam folder if you have not received it. If you still have not received the email, then go to the next step (b.).

    b. Use the **Don't have an account link?** to create a new account.

    c. On the form, please fill out **My Contact Information** > **Your Login Information** > Select **Create Account.**

You must complete fields ending with *.

Username must be a valid email address.

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

My Contact Information

First Name   [   ]

Last Name *   [   ]

Mailing Country   [--None--   v]
Code

Mailing Street   [   ]

Mailing City   [   ]

Mailing   [--None--   v]
State/Province Code

Mailing Zip/Postal [   ]
Code *

Your Login Information

Email *   [   ]

Retype Email *   [   ]

Password *   [   ]

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength: Weak
[   ]

Retype New   [   ]
Password *

Create Account

Once you have successfully logged in – you will follow the steps below to access and complete your grant application:

4. Click **Board Development Grant Applications** > Select **Begin Application** > Select your **School / Primary Affiliation** > Select Next.

Personal Snapshot

Edit Profile

My Affiliations

My Subscriptions

Login Information

My Payment Methods

My Scheduled Payments

Board Development Grant Applications

Submit an Application

The Board Development Grant application is now open.

Should you have any questions please contact Theresa Griffith at boardgrants@intrust.org or visit the Board Development Grants webpage.

Begin Application

Board Development Grant Application

Please select the school for which you would like to submit a board development grant application.

* **Affiliated Accounts**

◯ **NimbleUser**

Next

5. Fill out the following fields: **Executive Leader Contact Name, Executive Leader Contact Email, Secondary or Board Chair Contact Name (if applicable), Secondary or Board Chair Contact Email (if applicable), Amount Requested, Presiding Office Support, Board Chair Support, Need, Output, Expertise/Resources, Resource Consultant Inquiry, Evaluation, Peer Learning.** > Select **Next**.

Board Development Grant Application

Contact Information

*Executive Leader Contact Name

FirstName LastName

*Executive Leader Contact Email

you@example.com

*Secondary or Board Chair (if applicable) Contact Name ⓘ

FirstName LastName

*Secondary or Board Chair (if applicable) Contact Email

you@example.com

Amount requested

Your school can request up to $10,000 USD.

*

$10,000.00

Presiding Officer Support

Is your school's executive leader aware and fully supportive of this request?

*

Yes

Board Chair Support

Is your school's board chair aware and fully supportive of this request?

*

No

Need

What specific opportunity or challenge are you seeking to address, or what idea are you exploring? (150-250 words)

*

Need

Output

What are the actions (key activities including board document or process creation if applicable) that the board will take to address this opportunity, challenge, or idea (200-300 words)?

*

Output

Expertise/Resources

What expertise (consultants, external partners) and/or resource(s) will the board need to engage to support this proposal? If known, please share the name of the consultant, partner, etc.) (100 words)

*

Expertise/Resources

Resource Consultant Inquiry

If not yet known, does your board need In Trust Center support in identifying expertise?

*

Yes, we would like additional support in identifying a resource.

Evaluation

How will you evaluate the success of this project and what will the impact be on your board? (150-250 words)

*

Evaluation

Peer Learning

How can other boards benefit and learn from your experience with this board development grant? (100-200 words)

*

Peer Learning

Next

6. Fill out the Budget template. Enter information about the Items needed to implement your project, including the item with a brief description; enter the appropriate amounts in the Amount Requested box. A **Sample budget** is shown below.
   a. Enter information in the **Budget Narrative** (if applicable):
   b. Enter your name in the **Signature.**
   c. Select **Submit.**
      Sample budget image

Board Development Grant Application

Budget

In the actual budget form below, please include the total cost of your project, indicating the items requested with a brief description and the amount. If you have any questions about the budget form, please contact us at boardgrants@intrust.org.

Sample Budget

Items with a brief description:	Amount Requested:
Example - consultant daily fee for 2.5 days $900/each	$2,250.00
Example - consultant travel and lodging $1000	$1,000.00
Total	$3,250.00

Actual budget image

Actual Budget

Items with a brief description:	Amount Requested:
*Item 1 with a brief description Item with a a brief description	* $100.00
Item 2 with a brief description Item 2 with a brief description	$200.00
Item 3 with a brief description Item 3 with a brief description	$50.00
Item 4 with a brief description Item 4	$87.97
Item 5 with a brief description Item 5	$5.00
Total	*Total Amount Requested $442.97

Budget Narrative

Provide a budget narrative and share any institutional support that you anticipate for this grant (300 words).

*

Budget Narrative

Signature

By typing my name here, I hereby certify that my answers are true and complete to the best of my knowledge and that I have engaged the appropriate leadership at my institution in support of this request.

*

FirstName LastName

Please note:

To complete your application, please press the Submit button. You will not be able to edit your application once you select Submit. If you close/click off the page, it will save your application. When you are ready to finish the grant application, select the Board Development Grant Application tab and choose the **Complete** button to access and submit.

[Previous] [Submit]

7. Select **Finish: You will receive a board development grant application confirmation email (please check your spam folder).**

Board Development Grant Application

Thank you for submitting your application! We'll review your submission and get back to you soon.

[Finish]