



Moving ministries forward, *together.*

Grant Application Guide – Frequently Asked Questions

How can I access the application portal?

To access the application portal, you must first contact the MMFA Vice President/Director of Programs, Laura Watson, at 336.725.2589 or lwatson@mmfa.com.

NOTE. *If you are a new applicant, you must first attend a consultation with MMFA's summer intern and then receive access from them.*

How do I start the application process?

If eligible, you will receive an email from Laura or our summer intern that contains a code to access your chosen fund application. You can insert the code in the 'APPLY' link next to the Home button at the top of the screen.

What if my organization does not have an Employer Identification Number (EIN)?

Not every organization will have an EIN, especially if you are a Moravian ministry that falls under a Provincial umbrella. If you do not know your organization's EIN, simply enter any 9-digit number to continue; unfortunately, the GLM program requires this data field, and we can't change that.

Do I have to complete my application in one sitting? Can I save my work?

You do not have to complete your application in one sitting. The Grant Lifecycle Manager includes an autosave feature in each application, allowing you the freedom to work on your application at your own pace.



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Can I add a user to my application?

Yes, the Grant Lifecycle Manager allows easy access to invite anyone to collaborate on your application. To add a user, open your application and find the black “collaborate” button in the top-right corner. It will open a box where you can send an email invitation to any potential collaborator to the application.

This screenshot shows the "Application" page for the "2025 Hunger & Thirst Fund". In the top right corner, there are two buttons: "Public Profile" and "Collaborate", with the latter circled in red. Below the header, there are tabs for "Contact Info", "Request", and "Documents". The "Contact Info" tab is active, displaying contact details for the applicant (Laura Waterson) and the organization (Test Org). A "Contact Email History" link is also visible. Below the contact information, there is a section titled "About the Request" with a "Project Name*" field and a "Name of project" sub-label. At the top right of the main content area, there is a "Question List" button.This screenshot shows the "Collaborate" dialog box. It has a title bar with a close button (X). The main content area is titled "Invite someone" and contains an "Email Address" field with a placeholder "Email address / username of the person you are inviting". Below this, there are radio button options for permissions: "None", "Can view", "Can edit" (which is selected), and "Can submit". A "Message" field is also present, with a placeholder "This message from you will be included in the email that is sent to the person you are inviting". At the bottom, there are "Cancel" and "Invite" buttons.

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Can I receive an extension on a grant application if needed?

Extensions are not permitted for our applications. If you are unable to complete your application within the cycle, you are invited to apply again in the following grant year.

Can I upload files or images to my application?

Currently, GLM only supports inserting files into the 'Budget' section within the application. Click on the 'Upload a file' button to attach any docx, png, jpg, pdf, .xlsx, .csv, and so on to the application.

Can I apply for a grant as an individual?

MMFA can only accept applications from established churches, ministries, and organizations. We cannot provide funds for individual projects, repairs, or needs.

Can I apply for a grant as an organization outside of the United States?

Unfortunately, MMFA can only provide grants to organizations based in the North American provinces (Canada and the United States). However, these organizations can apply for a grant on behalf of an international organization.

Is there a tutorial or instruction guide for Grant Lifecycle Manager?

Yes, you can access the GLM Applicant Tutorial by following [this link](#).