

TLC Planning Grant Instructions

- 1) Go to www.iowagrants.gov.
- 2) If you are **not** registered with IowaGrants. Gov, click the “**New Users Register Here**” link and follow the instructions to obtain an Account Id¹.
- 3) If/when you are registered, click the “**Returning Users Sign in Here**” link and log in.
- 4) From the Main Menu screen, select “**Funding Opportunities.**”
- 5) Referencing the Opportunity Title column, scroll through the list until you find “**Teacher Leadership & Compensation (TLC) Planning Grant.**” Click the application link.
- 6) Look through the information contained in the Opportunity Details section for the grant; then select the “**Start a New Application**” link located in the Opportunity Details bar.
- 7) Enter a Project Title (example: Cedar Rapids CSD TLC Planning Grant); then select “**Save**” at the top of the screen.
- 8) On the next screen, select the “**Go to Application Forms**” link.
- 9) The Application screen will contain a list of links to the three forms (pages) comprising the TLC grant application. Work through each of the three forms by selecting the link for the form name.
- 10) There is no need to complete the full application at one time. If you log out of the system, when you log back in (using the information in item 3-6 above), you will be taken directly to the Main Menu screen. This time, you will select the “**My Applications**” link. This screen will contain a list of various applications; simply select the link from the Project Title column that corresponds to your application.

We intend for this grant request to be an easy process so that you can begin developing your local teacher leadership plan as soon as possible. Please let me know if you have any questions.

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¹ Please ensure that you have designated only one person to complete the application for the school district.