



**THE COMMUNITY FOUNDATION**  
*of Muncie & Delaware County, Inc.*

## **Account Creation Guide for Bell Grant Applicants**

The instructions below will guide you step-by-step to creating an account for The Community Foundation's online grants management system.

The Community Foundation is now accepting all grant applications through an online grants management system. Please follow the directions below to create an account if you are a K-12 classroom teacher or counselor planning to apply for a Robert P. Bell Education Grant. **If you have already created an account, please log in using your username and password.** If you are unsure, please call the program officer at The Community Foundation at 765-747-7181.

1. Visit <https://www.grantinterface.com/cfmdin/common/LogOn.aspx>
2. Select **Create New Account**
3. Enter **Organization Information** based on your school corporation information (ex: Muncie Community Schools) following the guidelines on the next pages for your specific school. Please note you may receive a Duplicate Tax ID message that looks like the box below. **Please click OK and continue.** More than one teacher/counselor from each school may apply and the information provided will enable Community Foundation staff to group users by their school corporation.
4. Enter **User Information** for your specific school (ex: Grissom Elementary). Please include a specific title (ex: HS Math Teacher; 1<sup>st</sup> Grade Teacher; Middle School Counselor).
5. Select No to **Executive Officer Section**.
6. Enter **Additional Executive Officer Information** based on your school corporation and corporation superintendent following the guidelines on the next pages for your specific school.
7. Create a password and save.



If you have questions, please call 765-747-7181 or email [grants@cfmdin.org](mailto:grants@cfmdin.org).

## **Burris Laboratory School**

- EIN: 35-6000221
- Phone: 765-285-4372
- Address: 2000 W. University Ave, Muncie, IN 47306
- Executive Officer
  - Name: Julie Wood
  - Title: Superintendent
  - E-mail: jawood@bsu.edu
  - Phone: 765-285-4372

## **Cowan Community Schools**

- EIN: 35-1160413
- Phone: 765-289-4866
- Address: 1000 W C.R. 600 S, Muncie, IN 47302
- Executive Officer
  - Name: Dennis Chambers
  - Title: Superintendent
  - E-mail: dchambers@cowan.k12.in.us
  - Phone: 765-289-4866

## **Daleville Community School Corporation**

- EIN: 35-1144018
- Phone: 765-378-3329
- Address: 14300 West 2nd Street, Daleville, IN 47334
- Executive Officer
  - Name: Paul Garrison
  - Title: Superintendent
  - E-mail: pgarrison@daleville.k12.in.us
  - Phone: 765-378-3329

## **Delaware Christian Academy**

- EIN: 55-5555555
- Phone: 765-273-6072
- Address: 1901 N Walnut Street, Muncie, IN 47303
- Executive Officer
  - Name: Mike Baur
  - Title: Head of School
  - E-mail: mbaur@dcamuncie.net
  - Phone: 765-273-6072

## **Delaware Community Schools**

- EIN: 35-1136039
- Phone: 765-284-5074
- Address: 9750 N CR 200 E, Muncie, IN 47303
- Executive Officer
  - Name: Reece Mann
  - Title: Superintendent
  - E-mail: rmann@delcomschool.org
  - Phone: 765-284-5074

## **Heritage Hall Christian Academy**

- EIN: 35-6271503
- Phone: 765-289-6371
- Address: 6401 W. River Road, Muncie, IN 47304
- Executive Officer
  - Name: David Stein
  - Title: Administrator
  - E-mail: dstein@hhcsmuncie.org
  - Phone: 765-289-6371

## **Indiana Academy for Science, Mathematics, and Humanities**

- EIN: 35-6000221
- Phone: 765-285-2777
- Address: 301 N Talley Ave., Muncie, IN 47303
- Executive Officer
  - Name: Vickie Barton
  - Title: Executive Director
  - E-mail: vbarton@bsu.edu
  - Phone: 765-285-8126

## **Inspire Academy**

- EIN: 30-0686902
- Phone: 765-216-7980
- Address: 2801 E. 16th Street, Muncie, IN 47302
- Executive Officer
  - Name: Bridget Duggleby
  - Title: School Leader
  - E-mail: bduggleby@inspiremuncie.org
  - Phone: 765-216-7980

## **Liberty-Perry Community Schools**

- EIN: 35-1099260
- Phone: 765-282-5615
- Address: P.O. Box 337, Selma, IN 47383
- Executive Officer
  - Name: Bryan Rausch
  - Title: Superintendent
  - E-mail: brausch@libertyperry.org
  - Phone: 765-282-5615

## **Muncie Community Schools**

- EIN: 35-6002674
- Phone: 765-747-5205
- Address: 2500 N. Elgin Street, Muncie, IN 47303
- Executive Officer
  - Name: Steve Edwards
  - Title: Emergency Manager
  - E-mail: sedwards@muncieschools.org
  - Phone: 765-747-5205

## **Saint Lawrence Catholic School**

- EIN: 35-0929984
- Phone: 765-282-9353
- Address: 2801 E. 16<sup>th</sup> Street, Muncie, IN 47302
- Executive Officer
  - Name: Rob Frey
  - Title: Principal
  - E-mail: r.frey@stlawrencemuncie.org
  - Phone: 765-282-9353

## **Saint Mary Schools**

- EIN: 35-1092626
- Phone: 765-288-5878
- Address: 2301 W. Gilbert Street, Muncie, IN 47303
- Executive Officer
  - Name: Elisha Schlabach
  - Title: Principal
  - E-mail: easchlabach@stmarymuncie.org
  - Phone: 765-288-5878

## **Wes-Del Community Schools**

- EIN: 35-1099135
- Phone: 765-358-4006
- Address: 10290 N. CR 600 W, Gaston, IN 47342
- Executive Officer
  - Name: Kyle Mealy
  - Title: Superintendent
  - E-mail: kmealy@wes-del.org
  - Phone: 765-358-4006

## **Yorktown Community Schools**

- EIN: 35-1101500
- Phone: 765-759-2720
- Address: 2311 S Broadway Street, Yorktown, IN 47396
- Executive Officer
  - Name: Gregory Hinshaw
  - Title: Superintendent
  - E-mail: ghinshaw@yorktown.k12.in.us
  - Phone: 765-759-2720