

# Helpful Hints

Here are some tips for using the new Bright Ideas Classroom Grant application site:

Website: <https://bsfbrightideas.awardspring.com>

On the left side of the homepage you will see:

- Scholarships (refers to Grants)
- Donors
- Sign In
- Register

**Important: For this site, grants are known as “scholarships” and teachers are “students.”**

- Click on Register
- Complete the registration – remember you are a “student”
- To see what opportunities are available, click on Scholarship (grants)
- Click Application at the top of the page to open the application.
- Sections of the application automatically save once you click out of the text box. You should see a check mark and “Saved” when box is completed.
- As you complete each section of the application, you should see “complete” in the menu on the left side of the page. If something is missing you will see “In Progress”. Go back and make sure you have completed every section of the page.
- The “submit application” button will only become active if you have completed every section of the application and the principal has completed the certification. If the button is not active (gray), go back through your application to see what is missing.
- The Certification Page requires the principal to “sign” or affirm the grant application. This is done by entering the principal’s e-mail address. The system will then send an e-mail to the principal, who will need to respond to the sent e-mail. Please allow time for the e-mail to send and for your principal to sign. Otherwise, the system will not allow you to go back and submit your application.
- Questions about your online submission? Contact Linda Filippini at [filippini.linda@brevardschools.org](mailto:filippini.linda@brevardschools.org) or 633-1000 ext. 11756