

Accessing the HumanitiesDC Grant Management System

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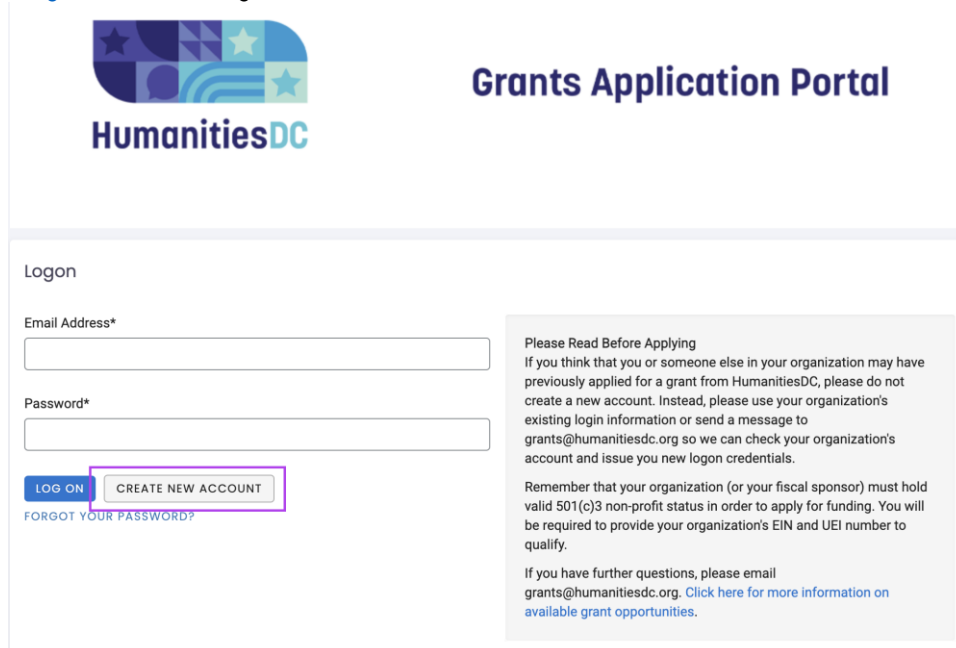
Creating an Account

Step 1: Create an Account at <http://grantapplication.wdchumanities.org>.

- If you are applying on behalf of an organization and do not have an existing organizational account in Foundant, click “Create New Account.”
- If you are applying as an individual and do not have an individual account in Foundant, click “Create New Account.”

If you do have an existing account, **please** use your email address and password to log in – **do not** create a new account. If you have forgotten or need a new password, click “Forgot your Password?” to follow the instructions to reset your password.

If you believe your organization may have an existing account that you are not connected to, please contact us at grants@humanitiesdc.org before creating a new account.



The screenshot shows the 'Grants Application Portal' login page. At the top left is the HumanitiesDC logo, and at the top right is the title 'Grants Application Portal'. Below the logo is a 'Logon' section with two input fields: 'Email Address*' and 'Password*'. Below the 'Password*' field are three buttons: 'LOG ON', 'CREATE NEW ACCOUNT', and 'FORGOT YOUR PASSWORD?'. The 'CREATE NEW ACCOUNT' button is highlighted with a purple box. To the right of the login fields is a grey box containing the following text:

Please Read Before Applying
If you think that you or someone else in your organization may have previously applied for a grant from HumanitiesDC, please do not create a new account. Instead, please use your organization's existing login information or send a message to grants@humanitiesdc.org so we can check your organization's account and issue you new logon credentials.

Remember that your organization (or your fiscal sponsor) must hold valid 501(c)3 non-profit status in order to apply for funding. You will be required to provide your organization's EIN and UEI number to qualify.

If you have further questions, please email grants@humanitiesdc.org. [Click here for more information on available grant opportunities.](#)

Step 2: Complete the Registration Form

After clicking “Create New Account,” you will be directed to the page below, which will guide you step-by-step through the account creation process by asking for information pertaining to your applicant account.

- If you are applying on behalf of an organization, enter the organization information in the first screen. Note that the Employer Identification Number (EIN) is required to set up an account but Unique Entity ID (UEI) is not. To apply for funding on behalf of an organization, you must provide a UEI.
- If you are applying as an individual, enter your First and Last name in the “Organization Name” field, and 11-1111111 in the EIN field.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ⓘ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization or Individual Name and Information

If you are applying for a grant on behalf of an organization, include the organization's information below, including the EIN Tax ID number and a general email for the organization. If you are submitting an application as an individual, make sure to read all of the instructions below.

Organization Name*
If you are applying as an individual, please enter your full name here.

EIN / Tax Identification Number*
If you are applying as an individual, enter 11-1111111

Unique Entity ID (UEI)
UEI is not required.

Web Site

Telephone Number*

Organization Email

Address 1*

Address 2

City*

State*

Postal Code*

NEXT >

Step 3: Enter the Primary Contact Information

Enter the details for the individual who will serve as the primary contact for your grant. Note that the “Email/Username” field should be the email address that will be used both to login to the system and to receive notifications about your grant application moving forward.

Primary Contact

COPY ADDRESS FROM ORGANIZATION

If you are applying for a grant on behalf of an organization, include the information for the person who should be the primary contact for your grants administration. If you are applying as an individual, enter your information below. You can click "Copy Address from Organization" to copy the address information above.

Salutation

First Name*

Middle Name

Last Name*

Suffix

Business Title

Email / Username*

Email / Username Confirmation*

Telephone Number

Mobile Number

Address 1

Address 2

City

State

Postal Code

PREVIOUS <

NEXT >

- If you are applying on behalf of an organization, enter information for the person who will manage the administration of the grant application process. You may click “COPY ADDRESS FROM ORGANIZATION” to copy this information below.
- If you are applying as an individual, you need only enter First Name, Last Name, and Email/Username. You may click “COPY ADDRESS FROM ORGANIZATION” to copy this information below.

To edit information in a previous screen, click “PREVIOUS”- using your browser’s “Back” button will cause you to lose all progress.

You may include information for the organization’s Executive Officer in the remaining fields of the registration form, but this is not required.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

📌 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization or Individual Name and Information

Primary Contact

Executive Officer

Are you the Organization's Executive Officer?*

Yes

No

⏪ PREVIOUS

NEXT ⏩

Additional Executive Officer Information

Password

Enter a safe password that you will remember and click **“CREATE ACCOUNT.”**

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

📌 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization or Individual Name and Information

Primary Contact

Executive Officer

Additional Executive Officer Information

Password

Confirm Password*

⏪ PREVIOUS

CREATE ACCOUNT

Grant Portal Dashboard

Next, familiarize yourself with the Applicant Dashboard:

Humanities DC Leah Gage

3 APPLY 4 ORGANIZATION HISTORY 5

HumanitiesDC

Applicant Dashboard

Leah Gage

1 Active Requests 2 Historical Requests

📌 You do not have any Active Requests. Click Apply to begin the application process.

1. The “Active Requests” tab will show applications in progress, applications under review, or open grants.
2. The “Historical Requests” tab will show any applications that have been closed, denied, or abandoned.
3. The “Apply” button in the top left will take you to all open applications.
4. The “Organization History” button will allow you to view information about the organization that was entered during registration.

Apply for a Grant

Step 1: Select the correct application form

Applicants may submit only one application per grant cycle, so make sure to select the right application. (Learn more about the different HumanitiesDC grant opportunities [here.](#)) You can click “Preview” to view the application structure and questions before beginning. Click the blue “APPLY” button next to the right grant opportunity to complete an application.

HumanitiesDC APPLY ORGANIZATION HISTORY

Apply

Quick Search

Community Grant Reviewer Application Accepting Submissions APPLY

As part of our grantmaking process, HumanitiesDC engages community members with experience and expertise in the Humanities to determine how our funding is allocated. More info about becoming a grant reviewer is available here.

Community members are invited to apply to be considered as a reviewer using this online application form. We accept applications year-round in order to have talented teams in place by review time. Reviewers are then chosen based on whether their knowledge or expertise aligns with focus areas of grant programs. If you have any questions, please contact grants@humanitiesdc.org.

PREVIEW SEND TO GRANTHUB

2024 Community Culture & Heritage Grant Accepting Submissions from 12/11/2023 to 02/20/2024 APPLY

Help to illuminate the culture and narratives of your local community through grassroots public humanities projects! This grant opportunity funds residents, community groups, and nonprofit organizations for the purpose of capturing the culture and narratives of their local communities through grassroots public humanities projects. These projects must focus on preserving the culture, memories and experiences of long-time Washingtonians and capturing the unfolding stories of newer residents for future generations. Examples of these projects include, but are not limited to, panel discussions, multimedia projects, educational materials, videos, lesson plans, and tours. Ultimately, we are seeking creatively designed projects that will be completed by the end of the project period. Grantees showcase their projects annually in an event hosted by HumanitiesDC. All projects must be thematically focused on Washington, DC and must benefit District residents. This opportunity is part of the Humanities Grant Program supported with funding from the District of Columbia Government through the DC Commission on the Arts and Humanities.

Award Amount:
Applicants may request up to \$10,000. All applicant budgets must show \$10,000 in expenses against the grant.

Note that you do not need to click “Send to GrantHub” nor do you need an access code to begin or finish an application!

Step 2: Complete the Applicant Information

The Applicant Type and subsequent applicant information entered should match the information in your registration form (see Step 2 under [Creating an Account](#)).

Applicant Information

Applicant Type*

If you are an individual applying via a fiscal sponsor, please select "Organization."

Individual

Organization

Applicant Location*

Please indicate the Washington, DC Ward in which you are based. Eligibility is restricted to applicants with a Washington, DC address.

Ward 1

Ward 2

Ward 3

Ward 4

Ward 5

Ward 6

Ward 7

Ward 8

Step 3: Complete the body of the application.

The application consists of various input fields including multiple choice selections, list selections, and check boxes. Required questions have an asterisk (*) next to them. Review criteria and score weights are included at the top of each relevant section of the application. Make sure to read through this section to understand the information that grant reviewers will be looking for when scoring your application.

Project Narrative

Project depiction, feasibility, timeline, and goals (40% of total score)

Reviewers will consider the following when scoring this section of the application:

- The applicant has provided a clear and detailed description of the proposed project and its activities, including how oral history recordings will be incorporated.
- The audience's experience of and participation in the project is explained.
- The timeline is within the grant period and feasible.
- Achievable goals or impacts are described, and the applicant has a clear plan for assessing the project success.

Project Name*

Name of Project

Project Description*

Narrative questions with text fields will include character limits. You may wish to work on these narrative sections in a separate document or word processor before pasting them into the application form.

Narrator Engagement*

Will your project be able to engage the narrators of the oral histories it will use? If yes, please describe how. If no, please share a plan to ensure that the narrators' original voices and narratives are heard in your project.

3,000 characters left of 3,000

Description of Activities*

Provide a detailed description of the proposed grant-funded activities, as well as those activities not directly funded by but still made possible because of this grant. How will users, audience members, or participants experience the project? How will the oral history recordings be incorporated into the project?

3,000 characters left of 3,000

Timeline*

Provide a timeline for your proposed project, including relevant dates and milestones, that illustrates how you will successfully carry out the project during the grant period (May 1, 2024 to April 30, 2025). Please be as detailed as possible.

2,000 characters left of 2,000

Step 4: Save your work!

Even if you are not ready to submit your application, you can save your progress by scrolling to the bottom of the application and clicking "SAVE APPLICATION." **Clicking the "Back" button on your browser will cause you to lose your work.**

Due by 02/20/2023 05:59 PM EST.

ABANDON REQUEST

SAVE APPLICATION

SUBMIT APPLICATION

Step 5: Complete the Budget Table.

The budget should be entered directly into the form available within the application. The total under "HumanitiesDC Grant Funds" should equal the amount that you are requesting. The second column is not required – however, if you do plan to use funds of your own or from any other source, please include those amounts under "Cost Share." Read the instructions carefully, and provide a detailed explanation of your expenses in the "Budget Narrative" section.

Budget Table

- The Budget Table must be filled out and submitted as part of the application. Please enter your estimates for each budget category, accounting for funds from HumanitiesDC.
- In the Cost Share column, you may add additional amounts from other funding sources to cover expenses necessary to complete the project that are not fully covered by the grant amount. However, matching funds are not required for this grant.
- Notes or supporting information about the budget may be added in the next section – "Budget Narrative." Any expenditures listed as "Other" in the Budget Table must be specified in the Budget Narrative.

CATEGORY	HumanitiesDC Grant Funds	Cost Share (you may list other sources of funding here, not required)
Honoraria	\$	\$
Salary/wages	\$	\$
Travel	\$	\$
Supplies	\$	\$
Publicity, promotion, printing	\$	\$
Facilities rental	\$	\$
Evaluation	\$	\$
Other (specify in budget narrative)	\$	\$
TOTAL (automatic)		

Step 6: Review your application ensuring that all required fields have been filled and click "Submit Application".

You will receive an email confirming that your application has been submitted. Applications will not be accepted after the published deadline.

Due by 02/20/2024 05:59 PM EST.

ABANDON REQUEST

SAVE APPLICATION

SUBMIT APPLICATION