Creating an Account

Step 1: Create an Account at [http://grantapplication.wdchumanities.org](http://grantapplication.wdchumanities.org)

- Please note that these instructions are for HumanitiesDC’s Independent Practitioner Fellowship applicants. If you are applying for HumanitiesDC grant opportunities, please follow the instructions linked on the appropriate HumanitiesDC grant page.
- To apply for the Independent Practitioner Fellowship, you must apply as an [individual](http://grantapplication.wdchumanities.org) via Foundant. If you do not have an individual account in Foundant, click “Create New Account.”
- If you have an existing Foundant 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?” and follow the instructions to reset your password.
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.

- To fill out the “Organization and Individual Name and Information” section as an individual applicant, enter your First and Last Name in the “Organization Name” field, 11-1111111 in the EIN field, and your address information.

Step 3: Enter the Primary Contact Information
Enter your primary contact information. As an individual applicant, you need only enter your First Name, Last Name, email/username, and address information. 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 application moving forward. You may click “COPY ADDRESS FROM ORGANIZATION” to copy this information below.
Note that to edit information in a previous screen, click “PREVIOUS.” Using your browser’s “Back” button will cause you to lose all progress.

Step 4. Fill out the “Executive Officer” section.
As an individual applicant, you must select “No” to the Executive Officer question. Additionally, you should leave the “Additional Executive Officer Information” section blank.

Step 5. Enter a safe password that you will remember and click “CREATE ACCOUNT.”
Grant Portal Dashboard

Next, familiarize yourself with the Applicant Dashboard:

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 the information you entered in the “Organization or Individual Name and Information” registration section.

Apply for a Fellowship

**Step 1: Select the correct application form**

Please make sure to select the right application. You can click “Preview” to view the application structure and questions before starting. Once the Fellowship application period begins, you will see a blue “APPLY” button next to the Fellowship description. You will click on this button to complete an application.
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

Applicant Information

Applicant’s 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

How did you learn about this Fellowship opportunity?*
- Email
- Friends/colleagues
- HumanitiesDC newsletter
- HumanitiesDC social media
- HumanitiesDC website
- Other

If you selected “Other” or “Other,” please specify here:

Previous HumanitiesDC Grant Experience
If you have previously received funding from HumanitiesDC, please share information about your past funded project(s) and how you utilized HumanitiesDC’s grant funds.

1,500 characters left of 1,500

Bio*
Please provide a short biography. If you are selected as a recipient of the HumanitiesDC Independent Practitioner Fellowship, we may use all or some of your biography in our public materials.

150 characters left of 150

Step 3: Complete the body of the application
The body of the application consists of various input fields including multiple choice selections and check boxes. Required questions have an asterisk (*) next to them. Narrative questions with text fields (see
example below) 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.

**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.**

**Step 5: Complete the Budget Table**
The budget should be entered directly into the form available within the application. The total under “HumanitiesDC Fellowship Funds” should equal the amount that you are requesting. Read the instructions carefully and provide a detailed explanation of your expenses in the “Budget Narrative” section.

**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.