

Accessing the HumanitiesDC Grant Management System

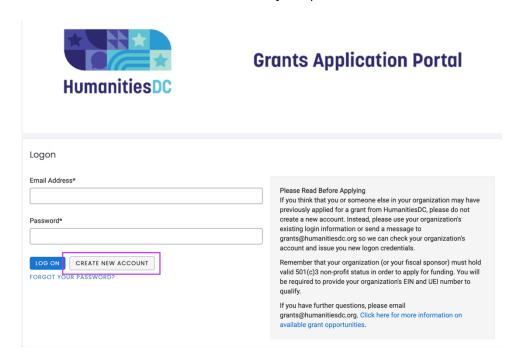
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Creating an Account

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

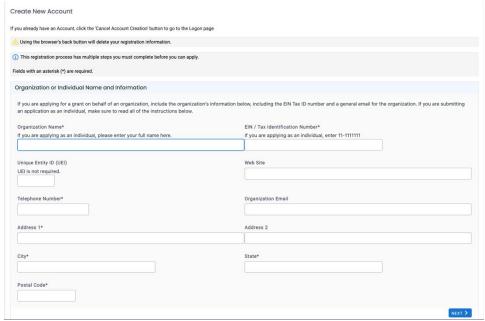
- Please note that these instructions are for HumanitiesDC's Independent Practitioner Fellowship applicants. If you are applying for HumanitiesDC grant opportunities, please follow the instructions linked on the appropriate HumanitiesDC grant page.
- To apply for the Independent Practitioner Fellowship, you must apply as an individual 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.

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 >	

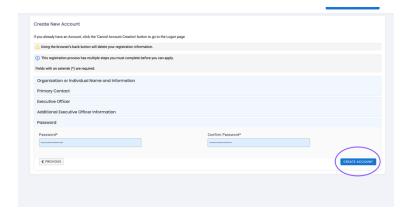
Note that to edit information in a previous screen, click "PREVIOUS." Using your browser's "Back" button will cause you to lose all progress.

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.

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?* Ores No	
⟨ PREVIOUS	NEXT >
Additional Executive Officer Information	
Password	
Additional Executive Officer Information	
Additional executive officer information	
Salutation	Suffix
Business Title	Telephone Number
Fax Number	
▼ PREVIOUS	NEXT >

Step 5. Enter a safe password that you will remember and click "CREATE ACCOUNT."



Grant Portal Dashboard

Next, familiarize yourself with the Applicant Dashboard:

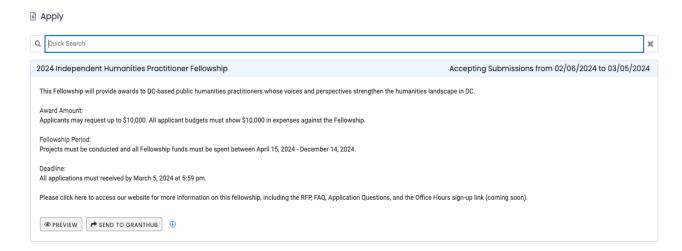


- **1.** The "Active Requests" tab will show applications in progress, applications under review, or open grants.
- 2. The "Historical Requests" tab will show any applications that have been closed, denied, or abandoned.
- **3.** The "Apply" button in the top left will take you to all open applications.
- **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

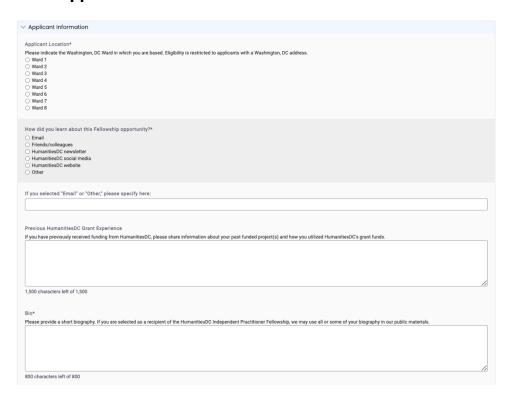
Step 1: Select the correct application form

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!

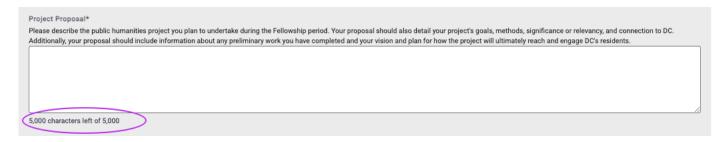
Step 2: Complete the Applicant Information



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.

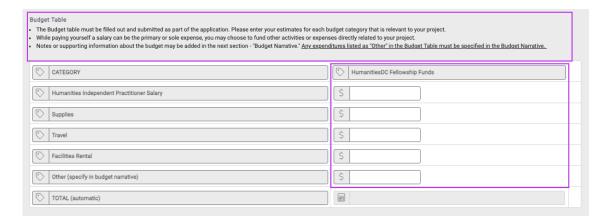


Step 4: Save your work!

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.