



## 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.

The screenshot shows the 'Grants Application Portal' login page. At the top left is the HumanitiesDC logo. The main heading is 'Grants Application Portal'. Below this is a 'Ligon' section with two input fields: 'Email Address\*' and 'Password\*'. Below the password field are three buttons: 'LOG ON' (blue), 'CREATE NEW ACCOUNT' (white with a purple border), and 'FORGOT YOUR PASSWORD?' (small blue text). To the right of the login fields is a grey box with 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](mailto: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](mailto: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.

- 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.

The screenshot shows a web form titled "Create New Account". At the top, there are instructions: "If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page", a warning "Using the browser's back button will delete your registration information.", and a note "This registration process has multiple steps you must complete before you can apply." Below this, it states "Fields with an asterisk (\*) are required." The main section is titled "Organization or Individual Name and Information" and contains the following fields:

- Organization Name\***: A text input field with a sub-note: "If you are applying as an individual, please enter your full name here."
- EIN / Tax Identification Number\***: A text input field with a sub-note: "If you are applying as an individual, enter 11-1111111".
- Unique Entity ID (UEI)**: A text input field with a sub-note: "UEI is not required."
- Web Site**: A text input field.
- Telephone Number\***: A text input field.
- Organization Email**: A text input field.
- Address 1\***: A text input field.
- Address 2**: A text input field.
- City\***: A text input field.
- State\***: A text input field.
- Postal Code\***: A text input field.

A "NEXT" button with a right-pointing arrow is located at the bottom right of the form.

## 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

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**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?\*

Yes

No

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Additional Executive Officer Information

Password

**Additional Executive Officer Information**

Salutation  Suffix

Business Title  Telephone Number

Fax Number

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**Step 5. 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 Login 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

Password\*

Confirm Password\*

← PREVIOUS

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.

Quick Search

### 2024 Independent Humanities Practitioner Fellowship Accepting Submissions from 02/06/2024 to 03/05/2024

This Fellowship will provide awards to DC-based public humanities practitioners whose voices and perspectives strengthen the humanities landscape in DC.

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

**Fellowship Period:**  
Projects must be conducted and all Fellowship funds must be spent between April 15, 2024 - December 14, 2024.

**Deadline:**  
All applications must be received by March 5, 2024 at 5:59 pm.

Please click here to access our website for more information on this fellowship, including the RFP, FAQ, Application Questions, and the Office Hours sign-up link (coming soon).

[PREVIEW](#) [SEND TO GRANTHUB](#) ⓘ

**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 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 "Email" 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.

800 characters left of 800

## 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.

**Project Proposal\***  
Please describe the public humanities project you plan to undertake during the Fellowship period. Your proposal should also detail your project's goals, methods, significance or relevancy, and connection to DC. Additionally, your proposal should include information about any preliminary work you have completed and your vision and plan for how the project will ultimately reach and engage DC's residents.

5,000 characters left of 5,000

#### 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.**

#### 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.

**Budget Table**

- The Budget table must be filled out and submitted as part of the application. Please enter your estimates for each budget category that is relevant to your project.
- While paying yourself a salary can be the primary or sole expense, you may choose to fund other activities or expenses directly related to your project.
- 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 Fellowship Funds
Humanities Independent Practitioner Salary	\$ <input type="text"/>
Supplies	\$ <input type="text"/>
Travel	\$ <input type="text"/>
Facilities Rental	\$ <input type="text"/>
Other (specify in budget narrative)	\$ <input type="text"/>
TOTAL (automatic)	<input type="text"/>

#### 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.