



Grants Management System for HumanitiesDC Grant Reviewers

Creating a New Account

Step 1: Go to the [grants portal](#) and click “Create New Account”. This grants portal is used by both reviewers and grant applicants.

If you have an existing account, 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. See ***Submitting the Reviewer Application Form*** instructions below if you have an existing account (ex. you submitted a funding application) but have not reviewed grants for us before.

Step 2: Complete the registration form

After clicking “Create New Account,” you will be directed to the registration page, which will guide you step-by-step through the creation process by asking for information about your account. Some questions may look strange because this registration page is the same for both organizations and individuals creating accounts. Since you’re an individual creating an account, remember to 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 11-111111
<input type="text"/>	<input type="text"/>
Unique Entity ID (UEI) UEI is not required.	Web Site
<input type="text"/>	<input type="text"/>
Telephone Number*	Organization Email
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	
<input type="text"/>	

NEXT >

Step 3: Enter your primary contact information

Since you are an individual, you only need to enter First Name, Last Name, and Email/Username. You may click “Copy Address from Organization” to copy information from the first screen. To edit previously submitted information, click “PREVIOUS.” Using your browser’s “back” button will cause you to lose all progress.

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*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix	Business Title
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number	Mobile Number
<input type="text"/>	<input type="text"/>
Address 1	Address 2
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>
Postal Code	
<input type="text"/>	

< PREVIOUS

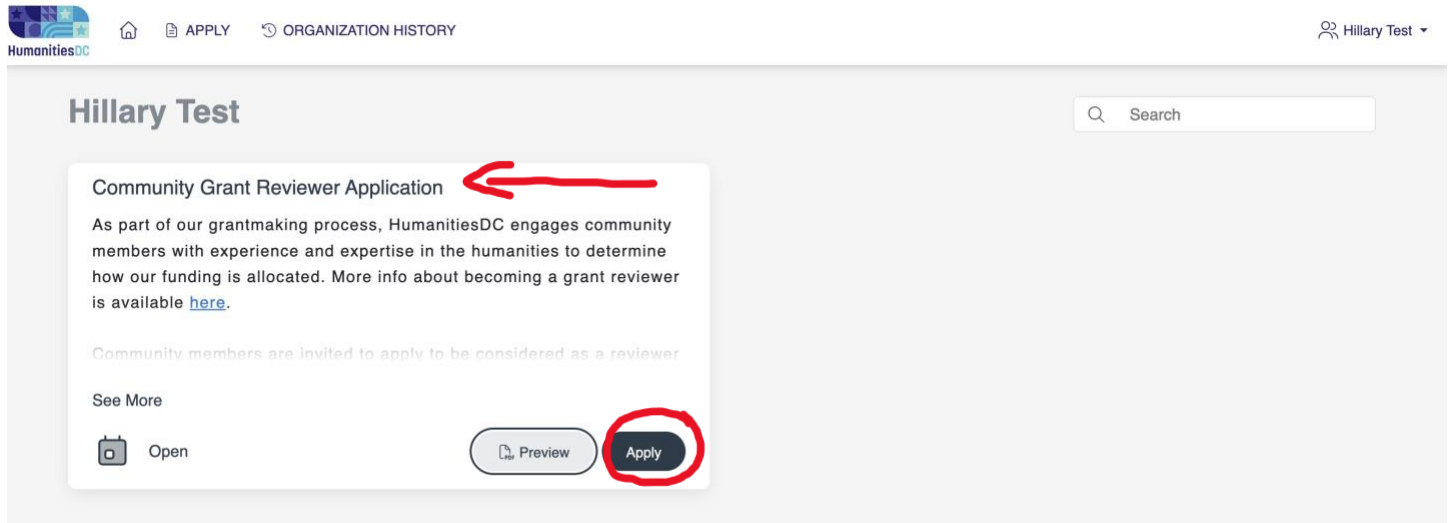
NEXT >

Step 4: Check off “Yes” for the Executive Officer question, even though you are creating an individual account not associated with an organization.

Step 5: Create a safe password and then create the account. Go through the email confirmation steps. We send emails through the grants portal, so it is key that you can receive them.

Submitting the Reviewer Application Form (for new reviewers)

Step 1: When you log into the grants portal, you will see the application page. This page will provide multiple application options, so make sure you focus on the *Community Grant Reviewer Application*. You can click “Preview” to view the application structure and questions before starting. Click the black “Apply” button to complete this application.



Step 2: Complete 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. Narrative questions with text fields include character limits, and we ask for you to be as detailed as possible. You may wish to work on these narrative sections in a separate document before pasting them into the application form. Remember to save your progress if you are not ready to submit. Clicking the “Back” button on your browser will cause you to lose your work.

A screenshot of the application form. The top navigation bar is the same as in the previous image. The main content area shows the first question: 'Select the areas in which you have direct work or personal experience*'. The asterisk is circled in red. Below the question, it says 'These are the major categories our applications fall under. See our website for the list of current grantees. If you have relevant experience in another area, check off "Other" and explain below.' There is a list of checkboxes: Documentary Film, Event Planning, Exhibits, Nonprofit Expertise/Management, Oral History Interviewing, Podcasts, Youth-Focused Work, and Other. Below the list, there is a text field with the label 'Clearly explain any subject-related work or experience indicated above.*'. The asterisk is circled in red. Below the text field, there is a character count: '6,000 characters left of 6,000'. At the bottom, there is an optional question: '(Optional) Briefly describe any previous grant review experience you have.' The word 'Optional' is circled in red.

Step 3: Submit your application

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. HumanitiesDC grants staff will be in touch with further instructions and details

Submitting the Returning Reviewer Form

Step 1: Log into the [grants portal](#) using the same login you've used previously. If you have forgotten or need a new password, click "Forgot your Password?" and follow the instructions to reset your password.

Step 2: In the upper right, toggle the role to "APPLICANT". As you can see, the dashboard has been updated from previous years. You will see any HumanitiesDC applications that you have worked on, including the *Community Grant Reviewer Application*, which is what these instructions focus on.

The screenshot shows the HumanitiesDC dashboard for a user named Leah Grantee. The role is set to "APPLICANT". The dashboard displays a section for "ASSIGNED TO YOU (1)" with a card for the "Returning Reviewer Form" due on 10/06/2026. A "Continue" button is visible. Another card for the "Community Grant Reviewer Application" is shown, also due on 10/06/2026, with a "Returning Reviewer Form" link circled in red. A "1 Document" button is also present.

Step 3: Click on the link for "Returning Reviewer Form". The form will automatically appear on your screen. To see your original intake form, click on the *Application* tab. If you do not see this form, email Hillary Steen at grants@humanitiesdc.org.

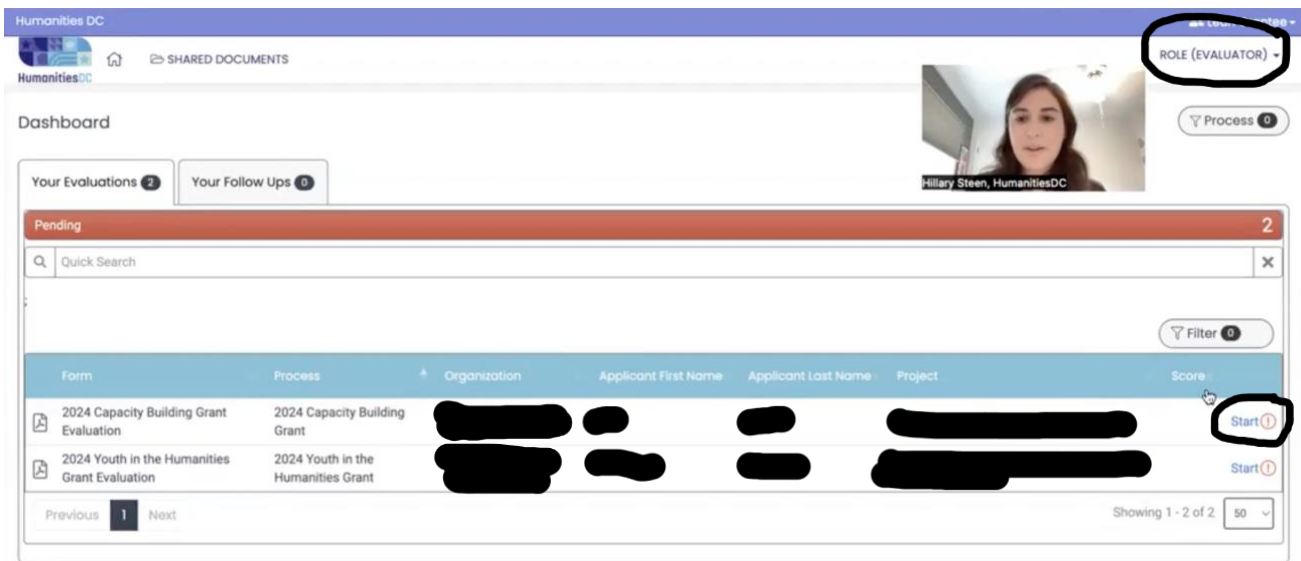
The screenshot shows the "Returning Reviewer Form" for Leah Grantee. The form is titled "Follow Up" and includes a "Public Profile" button and a "Collaborate" button. The process is "Community Grant Reviewer Application". There are tabs for "Contact Info", "Request", and "Documents". The "Contact Info" tab is active, showing the applicant's name "Leah Grantee" and email "hdcgaleah@gmail.com". The organization is "Leah Grantee" with ID "11-111111". A "Contact Email History" link is visible. A red box highlights the "Application" and "Follow Up" tabs at the bottom.

Step 4: Submit your form by clicking "Submit Follow Up" at the bottom of the form. If you are not ready to submit, save your progress by clicking "Save Follow Up".

Reviewing Applications

Note – HumanitiesDC staff will provide training on how to review applications. The instructions below focus on how to access them in the grants portal.

Step 1: If you are chosen to review applications, log into your account to reach your homepage. In the upper right, there's a toggle between *Evaluator* (to see your assigned applications) and *Applicant* (to see your reviewer intake form and any funding applications). Make sure you're in the *Evaluator* role for reviewing applications. **Before you start reviewing, you MUST submit a conflict of interest form.** More information about that will be emailed out by HumanitiesDC staff.



Humanities DC

Dashboard

Your Evaluations 2 Your Follow Ups 0

Pending 2

Quick Search

Filter 0

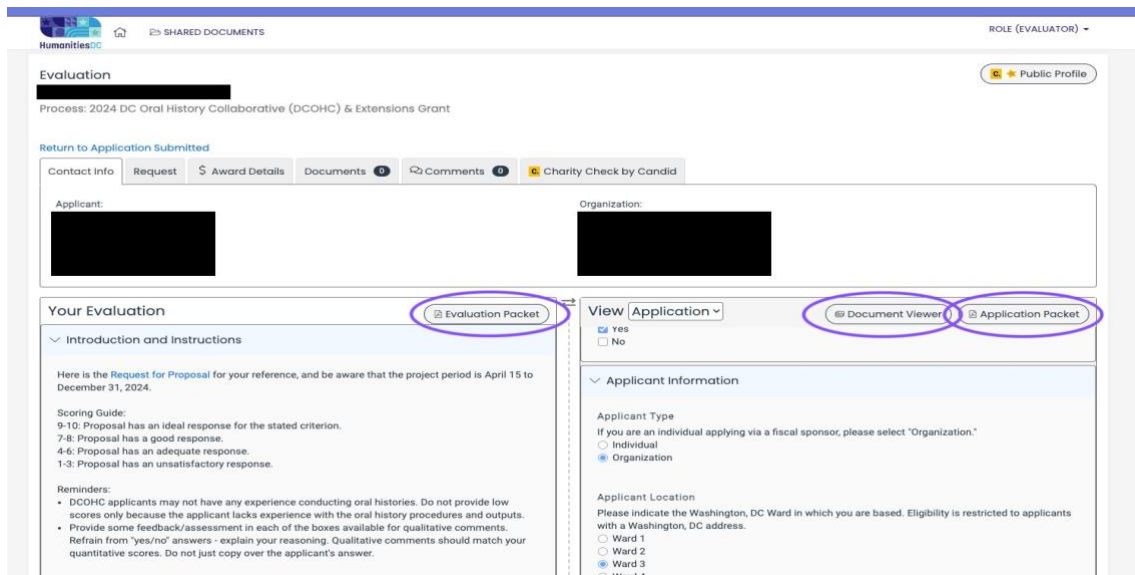
Form	Process	Organization	Applicant First Name	Applicant Last Name	Project	Score
2024 Capacity Building Grant Evaluation	2024 Capacity Building Grant	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Start 1
2024 Youth in the Humanities Grant Evaluation	2024 Youth in the Humanities Grant	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Start 1

Previous 1 Next

Showing 1 - 2 of 2 50

Step 2: Click the “Start” button to start reviewing a particular application. After you select a request to review, you will arrive at a side-by-side view showing the Evaluation Form you will complete on one side, and the Application submitted by the applicant on the other. Feel free to print out PDFs so you can have a hard copy to mark up, but the final evaluations must be in the grants portal. Other viewing options:

- Application packet – to download a complete PDF file of the application
- Document viewer – to separately download each document in packet



Humanities DC

SHARED DOCUMENTS

ROLE (EVALUATOR)

Public Profile

Evaluation

Process: 2024 DC Oral History Collaborative (DCOHC) & Extensions Grant

Return to Application Submitted

Contact info Request Award Details Documents 0 Comments 0 Charity Check by Candid

Applicant: [REDACTED] Organization: [REDACTED]

Your Evaluation

Introduction and Instructions

Here is the Request for Proposal for your reference, and be aware that the project period is April 15 to December 31, 2024.

Scoring Guide:

- 9-10: Proposal has an ideal response for the stated criterion.
- 7-8: Proposal has a good response.
- 4-6: Proposal has an adequate response.
- 1-3: Proposal has an unsatisfactory response.

Reminders:

- DCOHC applicants may not have any experience conducting oral histories. Do not provide low scores only because the applicant lacks experience with the oral history procedures and outputs.
- Provide some feedback/assessment in each of the boxes available for qualitative comments.
- Refrain from 'yes/no' answers - explain your reasoning. Qualitative comments should match your quantitative scores. Do not just copy over the applicant's answer.

View Application

yes No

Document Viewer Application Packet

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

Step 3: Remember to save your evaluations! There is nothing to formally submit; if it's saved by the review deadline given by HumanitiesDC staff, we'll consider it done.