**Accessing the HumanitiesDC Grant Management System**

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## Creating an Account

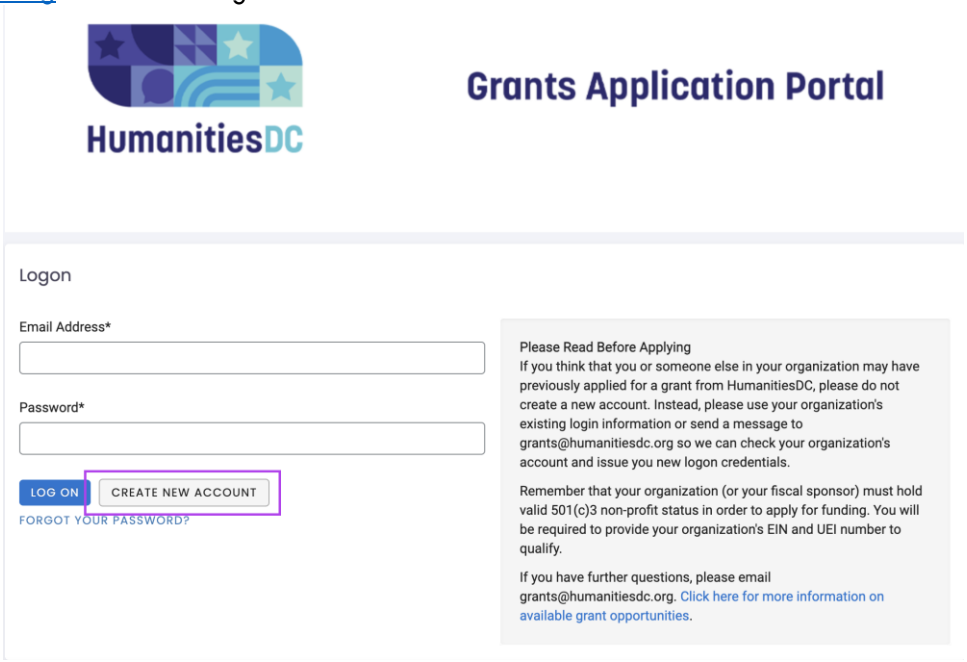
**Step 1: Create an Account at https://www.grantinterface.com/Home/Logon?urlkey=wdchumanities**

- 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."

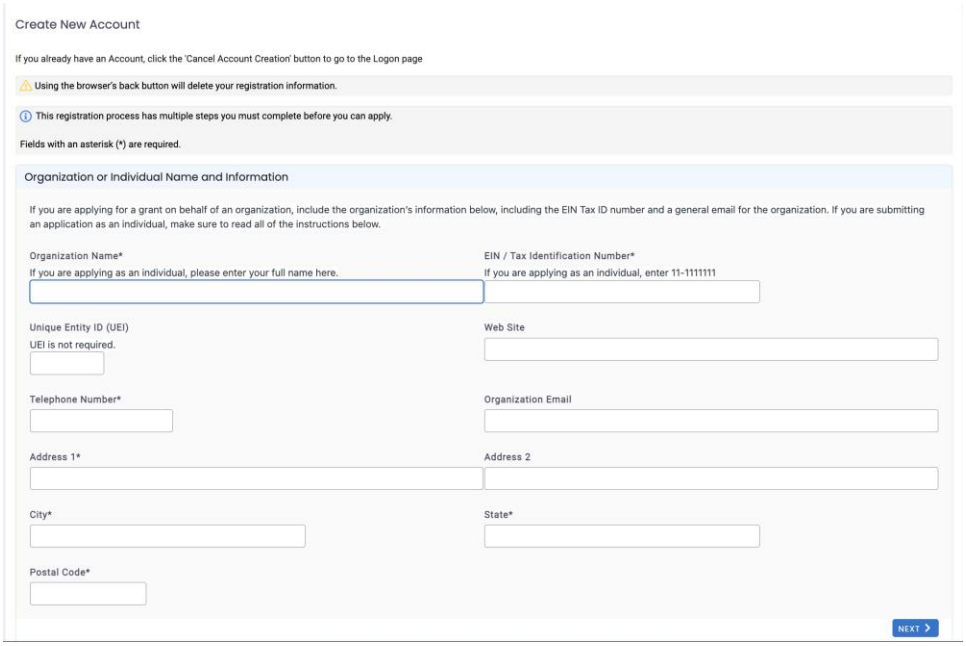
If you do have an existing account, **please** use your email address and password to log in – **do not** create a new account. If you have forgotten or need a new password, click "Forgot your Password?" and follow the instructions to reset your password.

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.



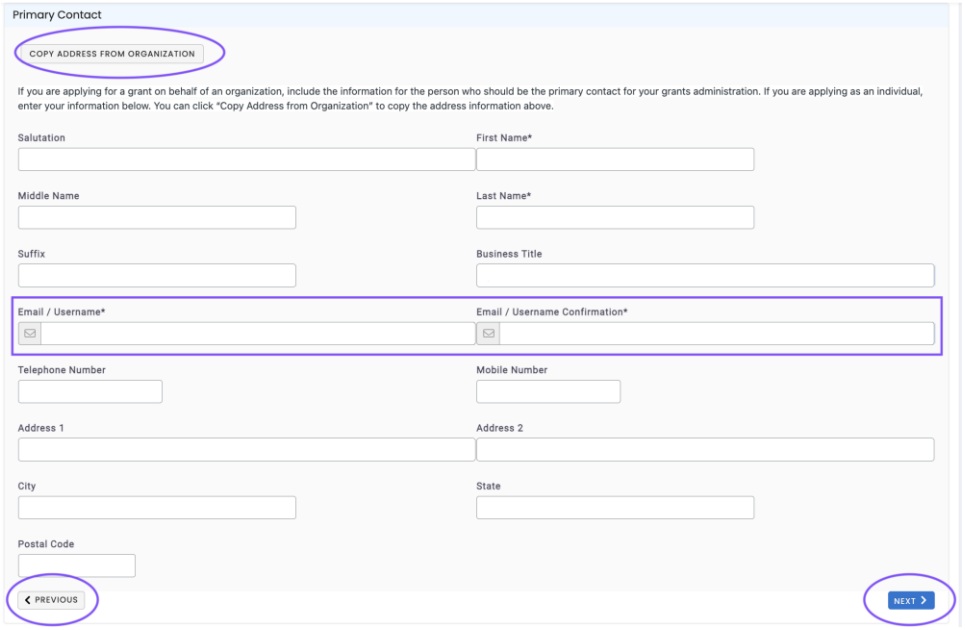

**Step 2: Complete the Registration Form**
After clicking "Create New Account," you will be directed to the page below, which will guide you step-by-step through the account creation process by asking for information pertaining to your applicant account.

- 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.




**Step 3: Enter the Primary Contact Information**

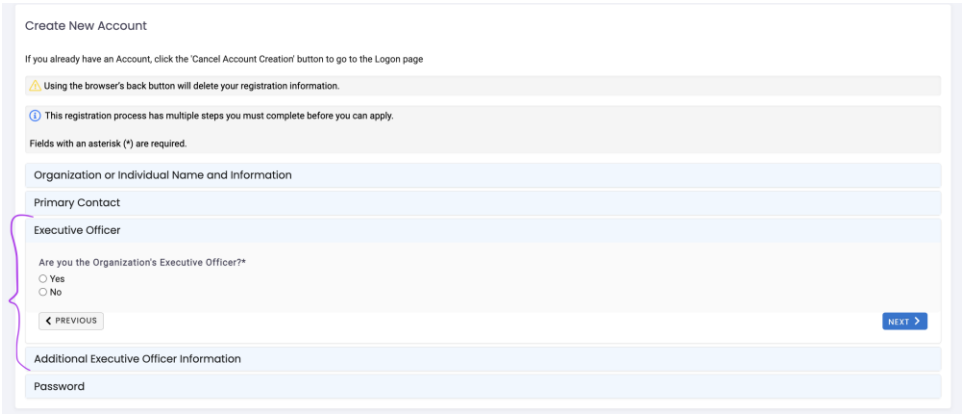
Enter the details for the individual who will serve as the primary contact for your grant. Note that the "Email/Username" field should be the email address that will be used both to login to the system and to receive notifications about your grant application moving forward.



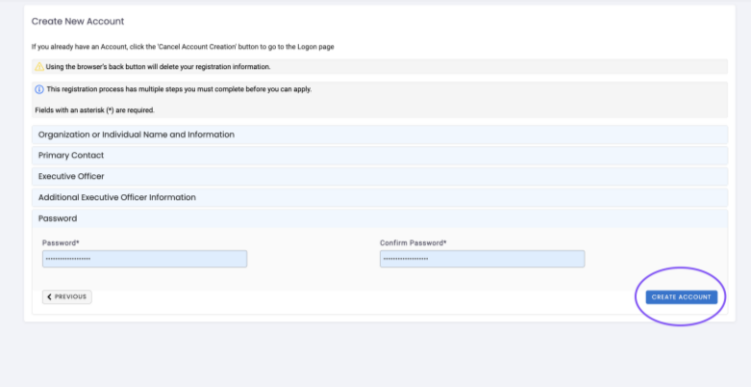
- If you are applying on behalf of an organization, enter information for the person who will manage the administration of the grant application process. You may click "COPY ADDRESS FROM ORGANIZATION" to copy this information below.
- If you are applying as an individual, you need only enter First Name,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

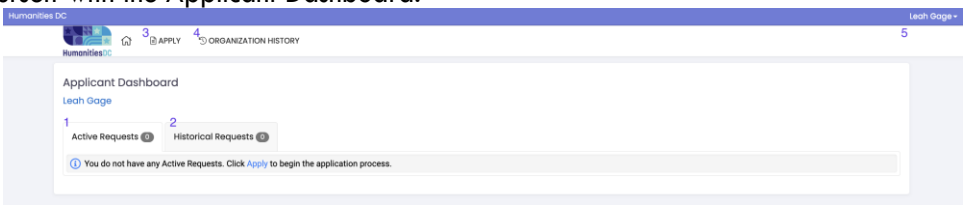



Enter a safe password that you will remember and click "CREATE ACCOUNT."




## Grant Portal Dashboard

Next, familiarize yourself with the Applicant Dashboard:

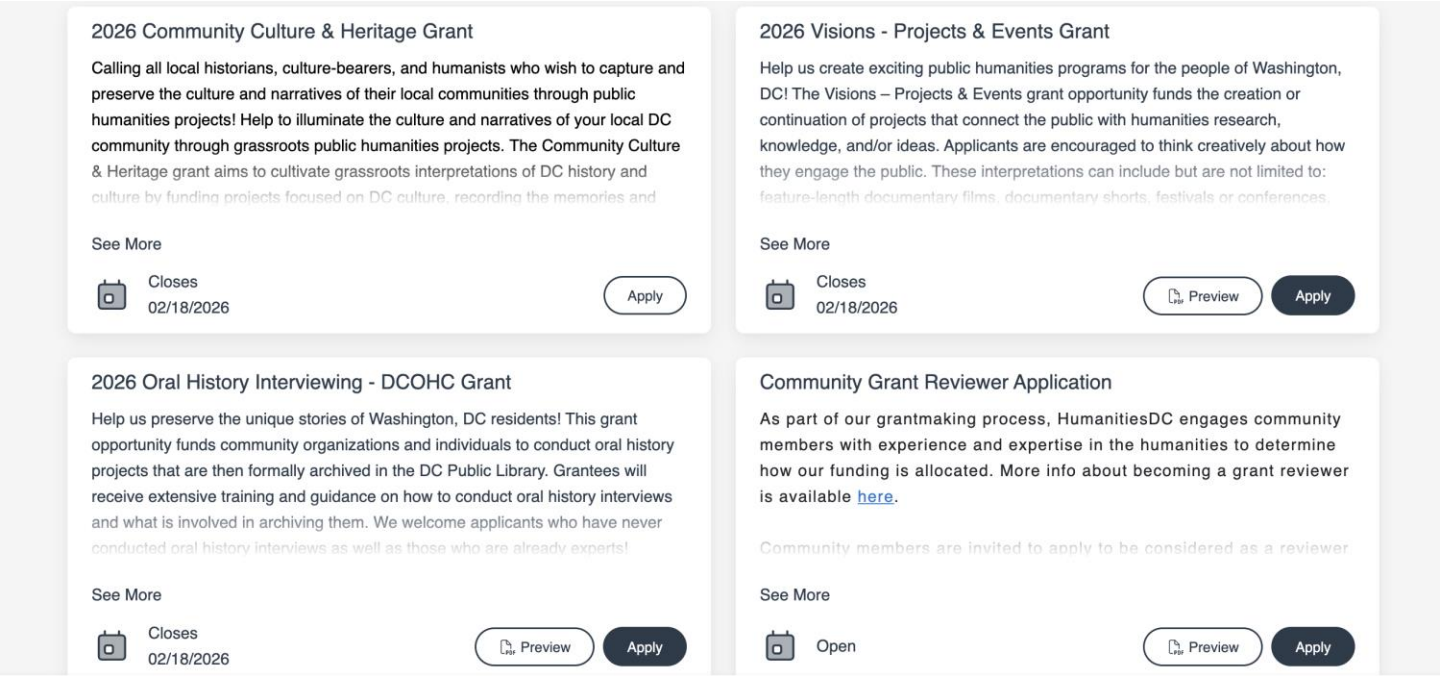



1. The "Active Requests" tab will show applications in progress, applications under review, or open grants.
2. The "Historical Requests" tab will show any applications that have been closed, denied, or abandoned.
3. The "Apply" button in the top left will take you to all open applications.

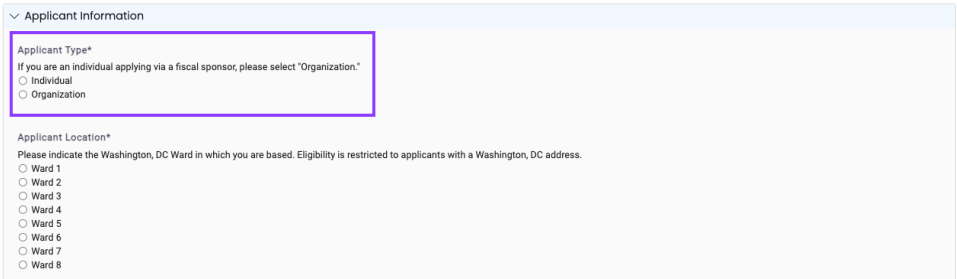
4. The "Organization History" button will allow you to view information about the organization that was entered during registration.

## Apply for a Grant

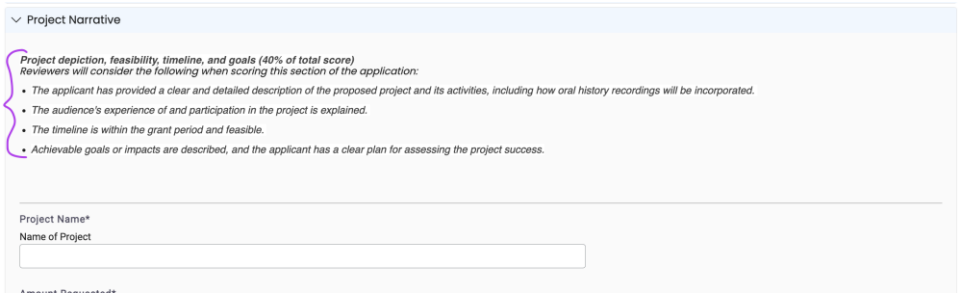
**Step 1: Select the correct application form**
Applicants may submit only one application per grant cycle, so make sure to select the right application. (Learn more about the different HumanitiesDC grant opportunities here.) You can click "Preview" to view the application structure and questions before beginning. Click the "Apply" button in the bottom right corner of the grant opportunity you wish to apply for.



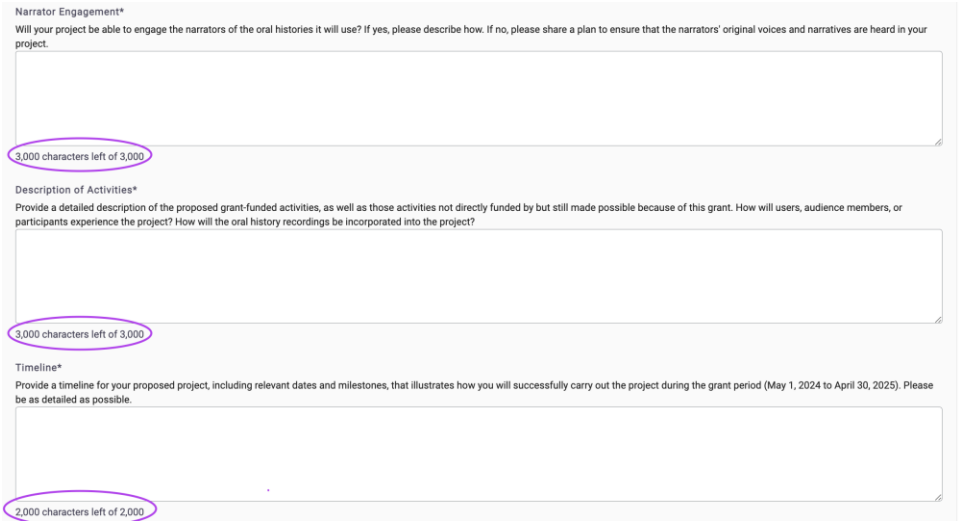

**Step 2: Complete the Applicant Information**
The Applicant Type and subsequent applicant information entered should match the information in your registration form (see Step 2 under Creating an Account).




**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.

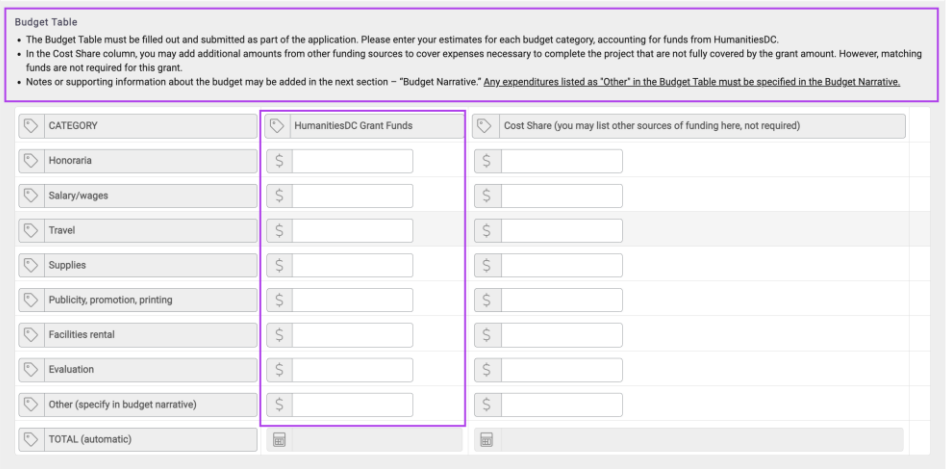



Narrative questions with text fields will include character limits. You may wish to work on these narrative sections in a separate document or word processor before pasting them into the application form.




**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 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.




**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.