

## Accessing the HumanitiesDC Grant Management System

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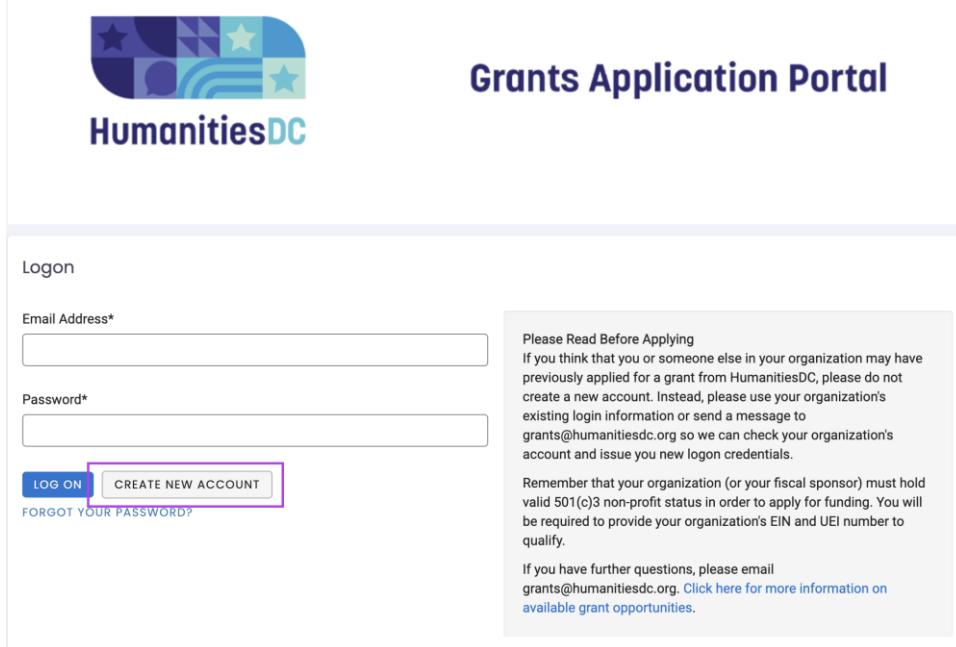
### Creating an Account

#### 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](mailto:grants@humanitiesdc.org) before creating a new account.



Logon

Email Address\*

Password\*

LOG ON CREATE NEW ACCOUNT FORGOT YOUR PASSWORD?

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 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. 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.

- 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.

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*	EIN / Tax Identification Number*
If you are applying as an individual, please enter your full name here.	If you are applying as an individual, enter 11-1111111
Unique Entity ID (UEI)	Web Site
UEI is not required.	
Telephone Number*	Organization Email
Address 1*	Address 2
City*	State*
Postal Code*	

**NEXT >**

### 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.

**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*
<input type="button" value="✉"/>	<input type="button" value="✉"/>
Telephone Number	Mobile Number
Address 1	Address 2
City	State
Postal Code	

**PREVIOUS <**

**NEXT >**

- 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.

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

PREVIOUS NEXT >

Additional Executive Officer Information

Password

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 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

Additional Executive Officer Information

Password

Confirm Password\*

PREVIOUS CREATE ACCOUNT

## Grant Portal Dashboard

Next, familiarize yourself with the Applicant Dashboard:

Applicant Dashboard

Leah Gage

1 Active Requests 2 Historical Requests 3 APPLY 4 ORGANIZATION HISTORY 5

You do not have any Active Requests. Click Apply to begin the application process.

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.

- 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.

#### 2026 Community Culture & Heritage Grant

Calling all local historians, culture-bearers, and humanists who wish to capture and preserve the culture and narratives of their local communities through public humanities projects! Help to illuminate the culture and narratives of your local DC community through grassroots public humanities projects. The Community Culture & Heritage grant aims to cultivate grassroots interpretations of DC history and culture by funding projects focused on DC culture, recording the memories and

[See More](#)



Closes  
02/18/2026

[Apply](#)

#### 2026 Visions - Projects & Events Grant

Help us create exciting public humanities programs for the people of Washington, DC! The Visions – Projects & Events grant opportunity funds the creation or continuation of projects that connect the public with humanities research, knowledge, and/or ideas. Applicants are encouraged to think creatively about how they engage the public. These interpretations can include but are not limited to: feature-length documentary films, documentary shorts, festivals or conferences,

[See More](#)



Closes  
02/18/2026

[Preview](#)

[Apply](#)

#### 2026 Oral History Interviewing - DCOHC Grant

Help us preserve the unique stories of Washington, DC residents! This grant opportunity funds community organizations and individuals to conduct oral history projects that are then formally archived in the DC Public Library. Grantees will receive extensive training and guidance on how to conduct oral history interviews and what is involved in archiving them. We welcome applicants who have never conducted oral history interviews as well as those who are already experts!

[See More](#)



Closes  
02/18/2026

[Preview](#)

[Apply](#)

#### Community Grant Reviewer Application

As part of our grantmaking process, HumanitiesDC engages community members with experience and expertise in the humanities to determine how our funding is allocated. More info about becoming a grant reviewer is available [here](#).

Community members are invited to apply to be considered as a reviewer

[See More](#)



Open

[Preview](#)

[Apply](#)

### 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](#)).

#### ✓ 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
- Ward 5
- Ward 6
- Ward 7
- Ward 8

### 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.

Project Narrative

**Project depiction, feasibility, timeline, and goals (40% of total score)**  
 Reviewers will consider the following when scoring this section of the application:

- The applicant has provided a clear and detailed description of the proposed project and its activities, including how oral history recordings will be incorporated.
- The audience's experience of and participation in the project is explained.
- The timeline is within the grant period and feasible.
- Achievable goals or impacts are described, and the applicant has a clear plan for assessing the project success.

Project Name\*  
 Name of Project

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.

Narrator Engagement\*  
 Will your project be able to engage the narrators of the oral histories it will use? If yes, please describe how. If no, please share a plan to ensure that the narrators' original voices and narratives are heard in your project.

3,000 characters left of 3,000

Description of Activities\*  
 Provide a detailed description of the proposed grant-funded activities, as well as those activities not directly funded by but still made possible because of this grant. How will users, audience members, or participants experience the project? How will the oral history recordings be incorporated into the project?

3,000 characters left of 3,000

Timeline\*  
 Provide a timeline for your proposed project, including relevant dates and milestones, that illustrates how you will successfully carry out the project during the grant period (May 1, 2024 to April 30, 2025). Please be as detailed as possible.

2,000 characters left of 2,000

#### 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.**

① Due by 02/20/2023 05:59 PM EST.

#### 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.

**Budget Table**

- The Budget Table must be filled out and submitted as part of the application. Please enter your estimates for each budget category, accounting for funds from HumanitiesDC.
- In the Cost Share column, you may add additional amounts from other funding sources to cover expenses necessary to complete the project that are not fully covered by the grant amount. However, matching funds are not required for this grant.
- 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 Grant Funds	Cost Share (you may list other sources of funding here, not required)
Honoraria	\$ [input]	\$ [input]
Salary/wages	\$ [input]	\$ [input]
Travel	\$ [input]	\$ [input]
Supplies	\$ [input]	\$ [input]
Publicity, promotion, printing	\$ [input]	\$ [input]
Facilities rental	\$ [input]	\$ [input]
Evaluation	\$ [input]	\$ [input]
Other (specify in budget narrative)	\$ [input]	\$ [input]
<b>TOTAL (automatic)</b>		

**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.



Due by 02/18/2026 06:00 PM EST.

Abandon Request Save Application Submit Application