

# Guide to the HumanitiesDC Grant Management System

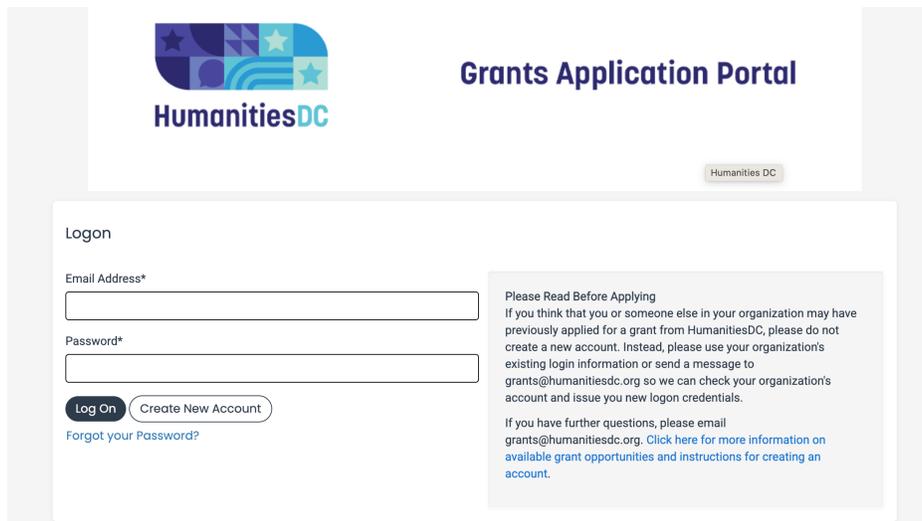
## Creating an Account

**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 our Grant System, click “Create New Account.”
- If you are applying as an individual and do not have an individual account in our Grant System, 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.



The screenshot shows the 'Grants Application Portal' login page. At the top left is the HumanitiesDC logo, and at the top right is the title 'Grants Application Portal'. Below the title is a 'Logon' section with two input fields: 'Email Address\*' and 'Password\*'. Below these fields are three buttons: 'Log On', 'Create New Account', and 'Forgot your Password?'. To the right of the input fields is a text 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 so we can check your organization's account and issue you new logon credentials. If you have further questions, please email grants@humanitiesdc.org. Click here for more information on available grant opportunities and instructions for creating an 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. Applicants are not required to provide a UEI number.
- If you are applying as an **individual**, enter your First and Last name in the “Organization Name” field, and 11-11111111 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 11-1111111

Unique Entity ID (UEI)  
UEI is not required.

Web Site

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\*

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 must 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 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

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 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

## Understanding the Applicant Dashboard

Next, familiarize yourself with the Applicant Dashboard:

- The *ASSIGNED TO YOU* tab is open by default and displays collaboration requests and any forms assigned to the applicant. Applicants can Accept, Continue, or Start any requests from this tab. Forms will be ordered by the due date if applicable; a red alarm clock icon will appear next to forms that have a due date within the next two weeks.
- The *Action Needed* column displays any forms that are due. The *No Action* column displays forms that do not need further action from the applicant as administrators process the request.

Click *SEE OPPORTUNITIES* to navigate to the Apply page where a new grant application can be started. You can also click *APPLY* at the top navigation bar.

## Completing an Application

The screenshot shows the HumanitiesDC website interface. At the top, there is a navigation bar with a home icon, 'APPLY', and 'ORGANIZATION HISTORY' links. On the right, it shows 'ROLE (APPLICANT)' and 'LEAH GRANTEE'. Below the navigation, the user's name 'Leah Grantee' is displayed next to a search bar. The main content area features four grant opportunity cards:

- 2026 Beyond the Archives - DCOHC Grant:** A grant to showcase Washington, DC residents' oral histories. It includes a 'Closes 05/01/2026' date, a 'Preview' button, and an 'Apply' button.
- 2026 General Operating Support Grant:** A grant for general operating support for humanities-focused organizations. It includes a 'Closes 05/01/2026' date, a 'Preview' button, and an 'Apply' button.
- 2026 Continuing Oral History Projects - DCOHC Grant:** A grant for former DCOHC/Oral History Interviewing grantees to continue their projects. It includes a 'Closes 05/01/2026' date, a 'Preview' button, and an 'Apply' button.
- Community Grant Reviewer Application:** Information about becoming a grant reviewer, with a link to more information.

### Step 1: Select the correct application form

When grants become available, the application will appear with an “Apply” button. Clicking the “Apply” button will take you directly to the application to start. You may also click “Preview” to view and download a PDF of the application. Be sure to refer to the RFPs listed [on our website](#) for program requirements and information about applying for multiple opportunities.

### 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](#)).

The screenshot shows a form titled 'Applicant Information'. It contains two main sections:

- Applicant Type\*:** A section with a note: 'If you are an individual applying via a fiscal sponsor, please select "Organization."'. It has two radio button options: 'Individual' and 'Organization'.
- Applicant Location\*:** A section with a note: 'Please indicate the Washington, DC Ward in which you are based. Eligibility is restricted to applicants with a Washington, DC address.' It has eight radio button options: 'Ward 1', 'Ward 2', 'Ward 3', 'Ward 4', 'Ward 5', 'Ward 6', 'Ward 7', and '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.**

Due by 02/20/2023 05:59 PM EST.

ABANDON REQUEST

SAVE APPLICATION

SUBMIT APPLICATION

#### 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 type="text"/>	\$ <input type="text"/>
Salary/wages	\$ <input type="text"/>	\$ <input type="text"/>
Travel	\$ <input type="text"/>	\$ <input type="text"/>
Supplies	\$ <input type="text"/>	\$ <input type="text"/>
Publicity, promotion, printing	\$ <input type="text"/>	\$ <input type="text"/>
Facilities rental	\$ <input type="text"/>	\$ <input type="text"/>
Evaluation	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify in budget narrative)	\$ <input type="text"/>	\$ <input type="text"/>
TOTAL (automatic)	<input type="text"/>	<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.

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

Abandon Request Save Application **Submit Application**