

Instructions for Online Grant Applications

Please read the following instructions before applying online for an Indiana Humanities grant.

1. Download and read the guidelines for the grant that you're applying for. Guidelines for all our grants are at www.indianahumanities.org/grants.
2. After you've read the guidelines and are familiar with the grant requirements, visit <https://www.grantinterface.com/Home/Logon?urlkey=indianah>. This takes you to our online grants portal.
3. If you haven't used the grants portal before, you'll need to click on the Create New Account button and set up an account in the system. (See additional instructions on the following pages.)
4. If you already have an account, log in. You'll come to your applicant dashboard, with information about you, your organization, the grants you currently have open, and the grants you've completed and closed.
5. To apply for a new grant, click on the orange Apply button at the top of the screen. You'll go to a page with a list of each of the grants that Indiana Humanities is currently offering. Each grant has a blue Apply button next to it. Choose the grant that you want to apply for and select the Apply button. Because we often have several grants open at the same time, it's important that you make sure you're applying for the correct grant.
6. Complete the information on the application. You can use the buttons at the bottom of the form to save your application (and return to it later, if needed) and to submit it when you're ready.
7. If you have questions or need support, email grants@indianahumanities.org or call 317.638.1500.

To Create a New Account

1. Visit <https://www.grantinterface.com/Home/Logon?urlkey=indianah> to go to our online grants portal.

indiana humanities
think. read. talk.

Logon

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

Log On Create New Account

Forgot your Password?

Welcome to the Indiana Humanities's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact grants@indianahumanities.org to receive your username.

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2. Click on the Create New Account button. You'll come to the page pictured below. Fill in the requested information about your organization. Note that this organization will be connected to the name under which you're registering and will appear as the applicant organization (as a reminder, applicants must be tax-exempt organizations). Click the blue Next button.

Cancel Account Creation

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.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name* EIN / Tax ID (99-#####)*

Web Site Telephone Number*

Organization Email Address 1*

Address 2 City*

State* Postal Code*

Next >

User Information

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3. On the next screen (pictured below), fill in your personal information and click the blue Next button.

The screenshot shows a web browser window with the URL `grantinterface.com/User/Register?urlkey=indianah`. The page title is "User Information". At the top right, there is a "Cancel Account Creation" button. Below the title, there is a "Copy Address from Organization" button. The form contains the following fields:

- First Name*
- Middle Name
- Last Name*
- Suffix (Sr, Jr, III, etc.)
- Position Title*
- Email / Username*
- Email / Username Confirmation*
- Telephone Number*
- Mobile Number
- Address 1*
- Address 2
- City*
- State*
- Postal Code*

At the bottom of the form, there are "Previous" and "Next >" buttons. Below the form, there are sections for "Executive Officer Question" and "Additional Executive Officer Information". A footer note reads: "Grant Management Software provided by Foundant Technologies © 2023".

4. On the following screen (pictured below), the system asks you if you're the organization's executive officer. If you choose yes, you'll go to the password screen pictured in step 6. If not, you'll need to provide information about the executive officer, as shown in step 5.

The screenshot shows a web browser window with the URL `grantinterface.com/User/Register?urlkey=indianah`. The page title is "Create New Account". At the top right, there is a "Cancel Account Creation" button. Below the title, there is a message: "If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page". There are two warning messages:

- 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.

The form contains the following sections:

- Organization Information
- User Information
- Executive Officer Question
- Are you the Organization's Executive Officer? (Radio buttons for Yes and No)
- Additional Executive Officer Information
- Password

At the bottom of the form, there are "Previous" and "Next >" buttons. A footer note reads: "Grant Management Software provided by Foundant Technologies © 2023".

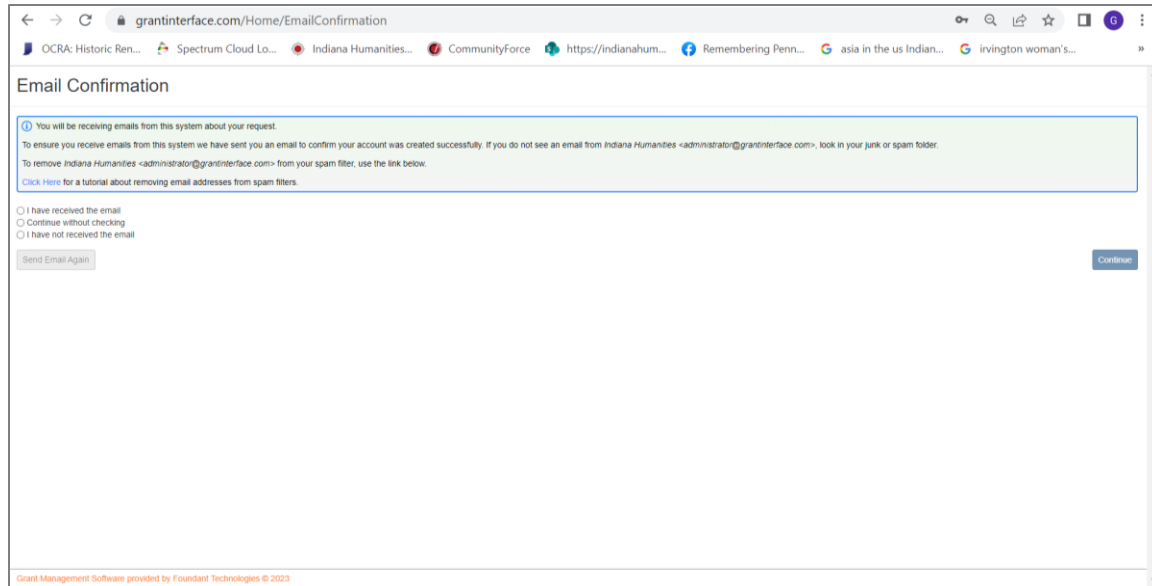
5. Provide information on the organization's executive officer (as pictured below) and click on the blue Next button.

The screenshot shows a web browser window at the URL `grantinterface.com/User/Register?urlkey=indianah`. The page title is "Create New Account". A blue "Cancel Account Creation" button is in the top right. A green information box states: "This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required." Below this are several greyed-out sections: "Organization Information", "User Information", "Executive Officer Question", and "Additional Executive Officer Information". A "Copy Address from Organization" button is present. The form fields for the executive officer are: "First Name*", "Last Name*", "Position Title*", "Email*", "Telephone Number", "Address 1", "City", "State", and "Postal Code". At the bottom, there is a "Previous" button on the left and a blue "Next" button on the right. A footer note reads: "Grant Management Software provided by Foundant Technologies © 2023".

6. The next screen (pictured below) asks you to create a password and confirm it. Once you've done so, click the blue Create Account button.

The screenshot shows the same web browser window, but the page title is "Create New Account". A blue "Cancel Account Creation" button is in the top right. A yellow warning box says: "Using the browser's back button will delete your registration information." Below it, a green information box states: "This registration process has multiple steps you must complete before you can apply. Fields with an asterisk (*) are required." The greyed-out sections are: "Organization Information", "User Information", "Executive Officer Question", and "Additional Executive Officer Information". The "Password" section is active, with a note: "Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*~_". The form fields are "Password*" and "Confirm Password*". At the bottom, there is a "Previous" button on the left and a blue "Create Account" button on the right. A footer note reads: "Grant Management Software provided by Foundant Technologies © 2023".

7. The system sends a test email to the address you entered and asks you to verify that you received it. Although you may finish the registration without doing so, we encourage you to check that the email came so that we know you're receiving important confirmation messages regarding the application and reporting processes. Click the blue Continue button when finished.



8. You've now successfully set up your account and may begin applying for grants. . Be sure to save your login email and password for future reference. Email grants@indianahumanities.org or call 317.638.1500 for support.