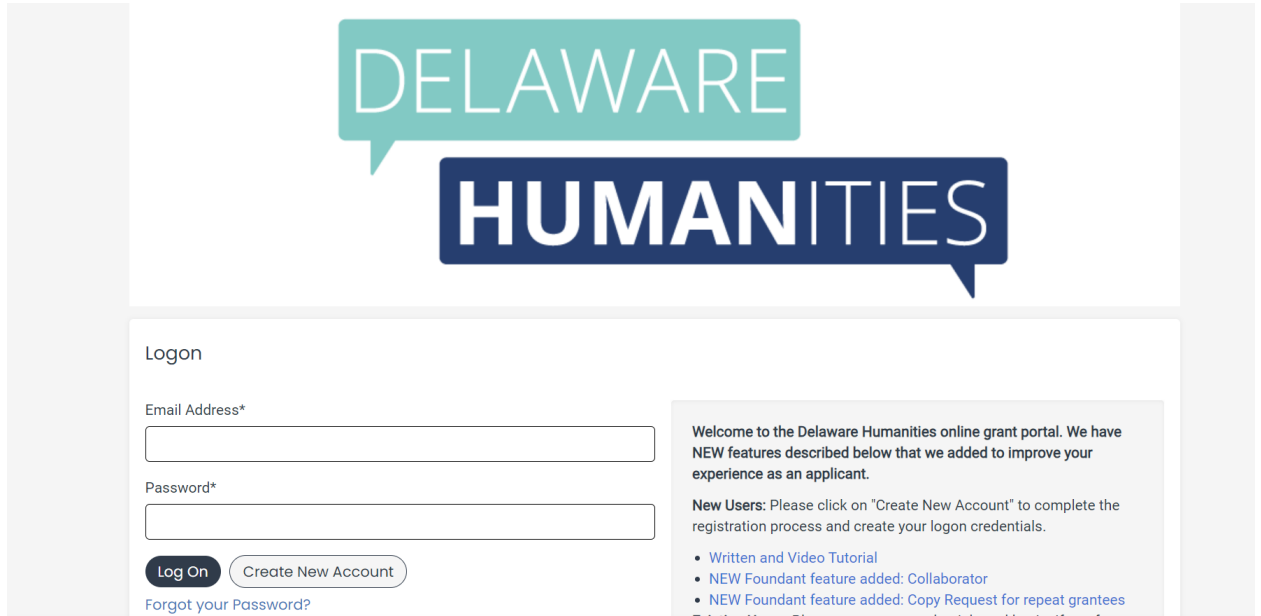


Creating an Account

1. Visit the [login page](#) and select “Create New Account”



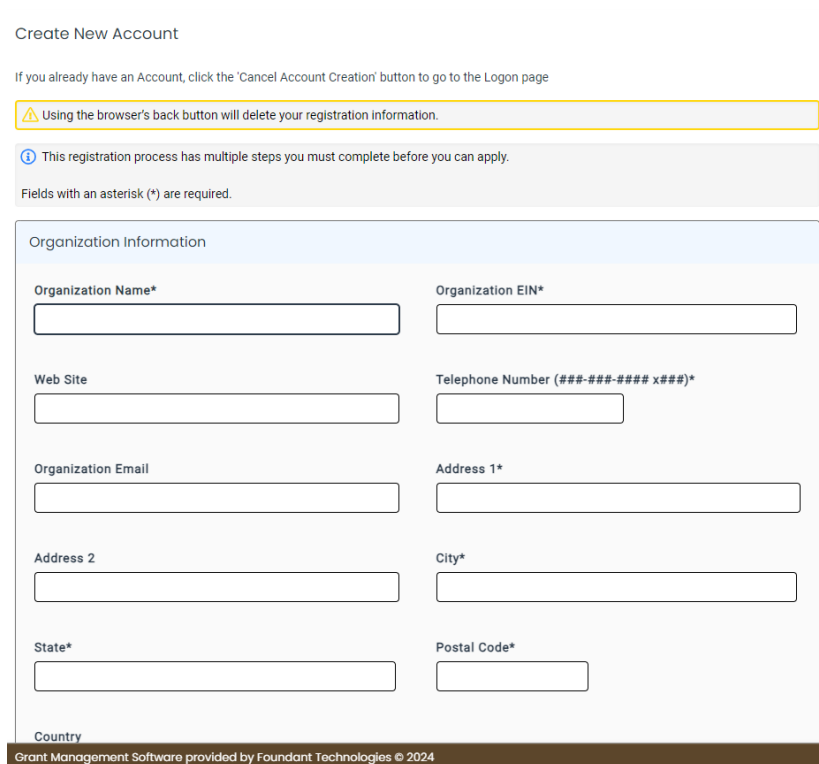
The screenshot shows the Delaware Humanities online grant portal. At the top, the logo features the word "DELAWARE" in white on a teal speech bubble and "HUMANITIES" in white on a dark blue speech bubble. Below the logo is a "Logon" section with two input fields: "Email Address*" and "Password*". Below these fields are two buttons: "Log On" and "Create New Account". A link "Forgot your Password?" is located below the "Log On" button. To the right of the login fields is a grey box containing a welcome message and a list of new features:

Welcome to the Delaware Humanities online grant portal. We have NEW features described below that we added to improve your experience as an applicant.

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

- [Written and Video Tutorial](#)
- [NEW Foundant feature added: Collaborator](#)
- [NEW Foundant feature added: Copy Request for repeat grantees](#)

2. Under “Organization Name,” type in the name of the organization tied to your “Organization EIN” (this is your Federal Tax Identification Number). All * fields are required.



The screenshot shows the "Create New Account" registration form. At the top, it says "Create New Account" and "If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page". A yellow warning box states: "Using the browser's back button will delete your registration information." Below this is an information icon and the text: "This registration process has multiple steps you must complete before you can apply." A note says: "Fields with an asterisk (*) are required." The form is titled "Organization Information" and contains the following fields:

Organization Name*	Organization EIN*
Web Site	Telephone Number (###-###-#### x###)*
Organization Email	Address 1*
Address 2	City*
State*	Postal Code*
Country	

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3. Complete the User Information as prompted. This is the information of the individual creating the account/filling out the application. Multiple individual users can be tied to a single Organization—call Delaware Humanities for more information (302-657-0650). Hit “next” when done.

User Information

[Copy Address from Organization](#)

Prefix (Mr, Mrs, Ms, etc.)	First Name*
<input type="text"/>	<input type="text"/>
Last Name*	Email / Username*
<input type="text"/>	<input type="text"/>
Email / Username Confirmation*	Telephone Number (###-###-#### x###)*
<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 >](#)

4. Complete the Password information as prompted. Remember your username and password!

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$\$%&*()_

Password*

Confirm Password*

[← Previous](#) [Create Account](#)

5. Confirm that you have received your registration email.

Email Confirmation

i You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *Delaware Humanities <administrator@grantinterface.com>*, look in your junk or spam folder.

To remove *Delaware Humanities <administrator@grantinterface.com>* from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email
 Continue without checking
 I have not received the email

[Send Email Again](#) [Continue](#)

6. Visit the [login page](#) and use your new username and password to log in.

7. This will lead to your Applicant Dashboard.
 - a. All applications will appear here.
 - b. The “Apply” button at the top will take you to applications to request a speaker and apply for a grant.
 - c. NOTE: Be sure to fill out the proper application form. The name of each application is in light blue at the top of each box. For example, you might see FY24 Community Conversation Request Application or FY24 Opportunity Grant (Subaward) Application.
 - d. The house icon at the top returns you to your “Applicant Dashboard” /homepage.

The screenshot shows the Delaware Humanities Applicant Dashboard. At the top, there is a navigation bar with the Delaware Humanities logo, a home icon, and an 'APPLY' button. The user's name, Rachel Sheffield, is displayed in the top right corner. Below the navigation bar, there is a 'Select Language' dropdown menu. The main content area is titled 'Apply' and contains a search bar labeled 'Quick Search'. Two application cards are visible:

- FY 24 Community Conversation Request Application:** This card is highlighted in light blue. It includes the text 'Accepting Submissions from 05/01/2024 to 09/30/2024' and an 'Apply' button. The card content states: 'Use this application to apply for FY 2024 **Community Conversation** programs from May 1, 2024 through October 31, 2024.' It lists five conditions:
 1. Programs for non-profit organizations will be \$75 each and for other organizations will be \$150 each.
 2. An organization can only request a new program if they have no past due program paperwork (grant agreement, payment, program coordinator evaluation).
 3. The same program can not be requested twice within six months.
 4. Organizations will not be limited in the number of requests they can make per cycle. However, as always, when the funds for the Community Conversation program are depleted requests will no longer be approved. Therefore, do not advertise your programs until they are approved.
 5. If request is approved, applicant will be expected to log back into system within one week to sign their Conversation Agreement. At this point, payment should be mailed to Delaware Humanities. At the program, the applicant/host will be required to distribute audience evaluations (supplied by Delaware Humanities) and to collect the completed audience evaluations. After the program, applicant/host will be required to return completed audience evaluations to Delaware Humanities and to complete their online Coordinator evaluation of the program.
 At the bottom of the card are buttons for 'Preview', 'Send to GrantHub', and an information icon.
- FY 24 Speaker Request Application:** This card is also highlighted in light blue. It includes the text 'Accepting Submissions from 09/19/2023 to 09/30/2024' and an 'Apply' button. The card content states: 'Use this application to apply for FY 2024 **Speaker** programs. FY 2024 starts November 1, 2023 and continues to October 31, 2024.'

At the bottom of the dashboard, there is a footer that reads: 'Grant Management Software provided by Foundant Technologies © 2024'.

8. For how to complete your application, see further instructions.