WICHITA
FOUNDATION

Grant Portal User Guide

Name:

Username:

Password:

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Create an Account/Log On

1. Click the **link** provided to you by the organization to access the Logon Page.

   - If you've already created an account, enter your information and click **Log On**.

   - If you've already created an account but have forgotten your password, click **Forgot Your Password** to reset it.

- If you haven't created an account, click **Create New Account**.

Email Address*

info@wichitafoundation.org

Password*

••••••••••••••••

Log On | Create New Account

Forgot your Password?

- If someone else from your organization has created an account for this site but you haven't created your own account yet, please contact james@wichitafoundation.org. He can create an account for you that will be connected to your organization in the site.

2. If you clicked Create New Account, you'll be asked to complete registration details for yourself and your organization. After filling out all the information, click **Create Account**.

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

3. The next page asks you to verify that you received your confirmation email. This helps ensure that you'll receive other communications from this organization about your application. Click **Continue**.

Email Confirmation

ⓘ 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 *Wichita Foundation <administrator@grantinterface.com>*, look in your junk or spam folder.

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

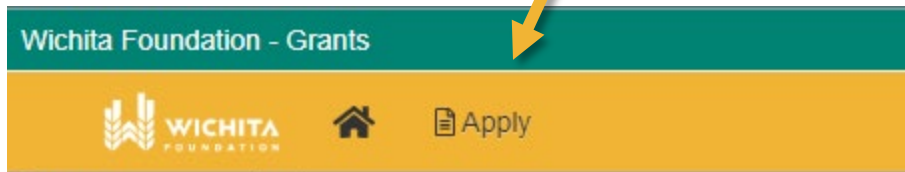Click Here for a tutorial about removing email addresses from spam filters.

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

Send Email Again

Continue

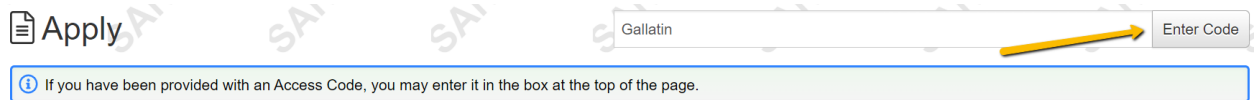**View a walkthrough video of how to create an account**
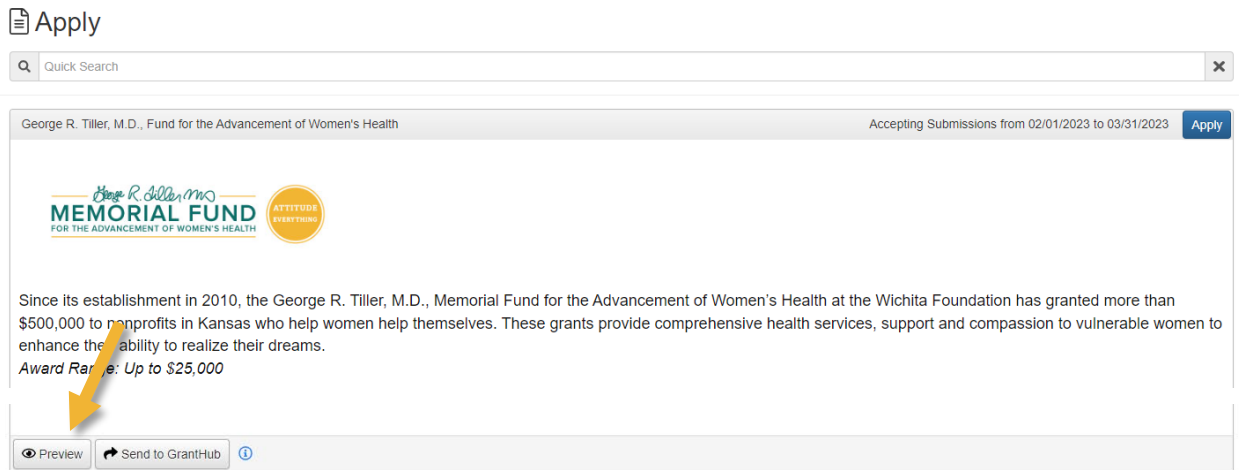
Apply for a Grant

1. Click **Apply** to reach the Apply page, which lists the available grant opportunities and details about each.
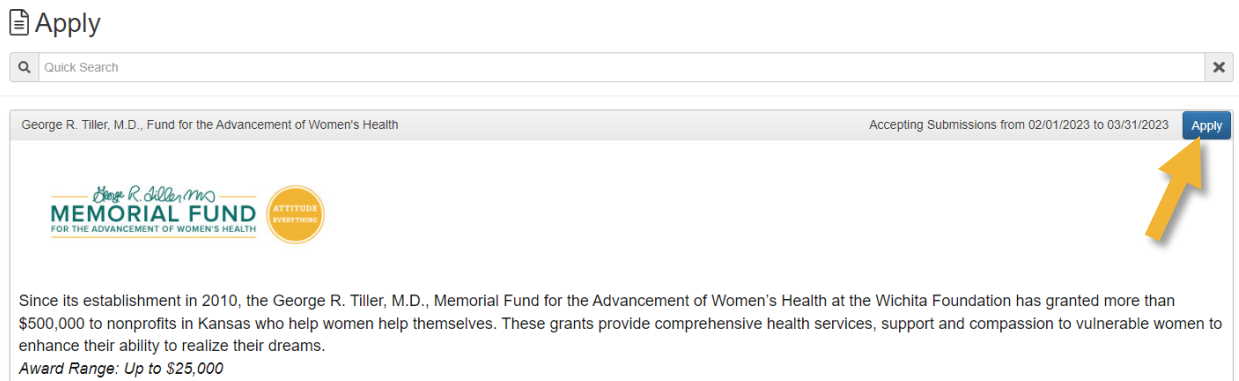

- If you were provided with an access code, enter it in the upper right-hand corner and click **Enter Code**.

- Click **Preview** for any grant opportunity on the page if you'd like to view the first form without starting a grant request.

2. Click **Apply** for a grant opportunity when you're ready to start a request.

3. You'll arrive at the first form for the request, which is usually an LOI or application.
   - If there's a deadline to submit the form, it's listed at the top of this page.

   - Click **Question List** to download a copy of the form.

   - Click **LOI Packet** or **Application Packet** to download a PDF copy of the form once you've completed it.

4. Complete the questions on the form.
   - Required questions are marked with an asterisk.
   - The system auto saves your work every 100 characters you type and when you click out of a question. You can also click **Save** at any time.

5. Click **Submit** when you're ready to submit the form.

- If you decide to withdraw your application before submitting it, click **Abandon Request** instead.

6. The system notifies you of any required questions that were missed. Complete those questions and then click **Submit** again on the form.
   - The form cannot be edited once it's submitted.

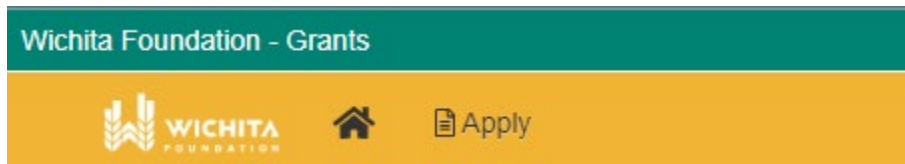7. You'll receive a confirmation message when your form is successfully submitted. Click **Continue**.

**View a walkthrough video of submitting an application provided by Foundant Technologies**

Your Dashboard

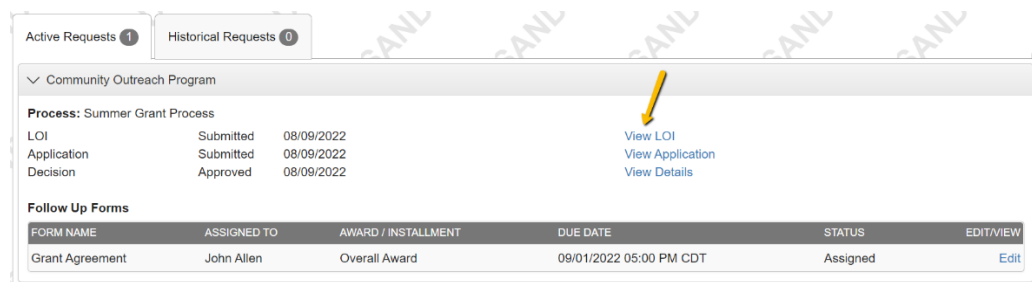1. Click the **Home** icon to access your Dashboard.

2. There are two tabs on your Dashboard:
   - Active tab - contains your draft requests, submitted requests still under consideration, and any approved requests that are still active.
   - Historical tab - contains any of your other requests that are no longer active.
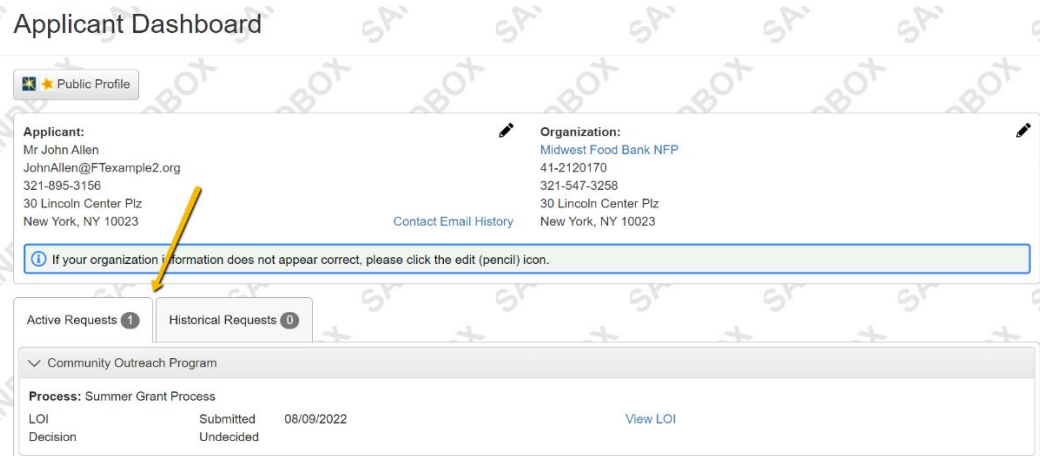
3. The actions you can take on forms for a request depend upon the form's status.
   - Click **View** to see a form you've already submitted.

- Click **Edit** to continue working on a form you haven't yet submitted.

- - This includes follow up forms which might be assigned if your request is approved.

- For an approved request, you might see the option to click **View Details**. This displays more information about the grant award.

4. Click your **name** in the upper-right corner of the page to view additional options.

- Click **Edit My Profile** to update your contact information or password.
- Click **Edit Organization** to update your organization's information.
- Click **Sign Out** to log out of the site.

If you've been assigned multiple follow up forms, the organization may require that you complete them sequentially by due date. If this is the case, you'll see the option to edit and submit the follow up with the earliest due date, but you will not see that option for the other follow ups yet. You might also see the option to preview and save your work on forms with later due dates, but you still must submit the forms in order by due date.

Alternatively, the organization may allow you to submit follow up forms in any order. If this is the case, you'll see the option to edit each follow up form right away.

View a walkthrough video of the Applicant Dashboard provided by Foundant Technologies

Additional Information on Completing Forms

- Some questions have character limits.
  - You will not be allowed to submit the form until the length of your responses to these questions fits within the character limits.
  - Responses that are longer than the limit will be saved, but an error message will appear informing you that the limit has been exceeded.
- File upload questions only accept one file per question.
  - If you attempt to upload a file that is larger than the limit, you will receive an error message informing you that the file is too large and the file will not be saved.
  - If you attempt to upload a file in an unaccepted file type, you will receive a warning that the file type is not acceptable; you will not be able to upload the file.
  - Once a file has been uploaded, it can be deleted by clicking the red X next to the file name.
- For some text questions, you might see a rich text editor bar. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.
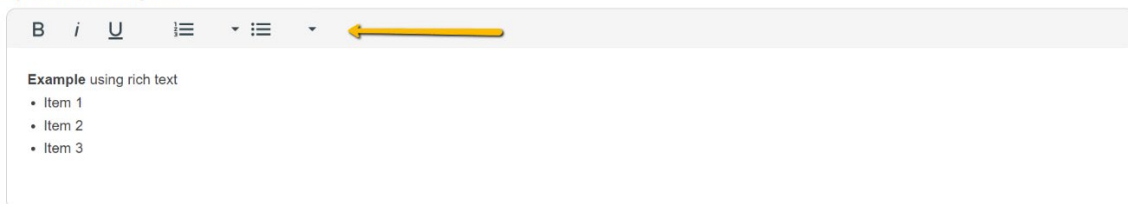
- Click a button in the editor (e.g. the B button for bold text) and then type. The formatting will be applied to the text that you type (e.g. the text you type will be bold).
- Click the button in the editor again to stop using that formatting when you continue typing.
- Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
- Highlight existing text and click the button in the editor again to remove the formatting.
- When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.

- A URL that links to a supporting video, such as one hosted on Youtube or Vimeo, can be entered into a URL question on an application.
  - Copy the URL from the website that the video is uploaded to, and then paste the URL into the question.