

FOUNDANT APPLICANT TUTORIAL

Overview

This document is designed to provide grant applicants with instructions for use of the LEH's online grants management system, the Grant Lifecycle Manager. While this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered, so feel free to contact LEH grants staff should you have any questions.

Remember that if you remain on a page with inactivity for longer than 40 minutes, you will be logged off for security reasons. **Please save every 15-25 minutes.**

Registration Page

If you already have an account;

1. Enter your login, which is your e-mail address, in the login field.
2. Enter the Password that you chose when you set up your account.
3. Press the "Log On" button to enter the Grant Lifecycle Manager.

If you have forgotten your password;

4. You can click on the Forgot your Password button, enter your User ID, and the system will email your password to your e-mail account.

If you do not have an existing account;

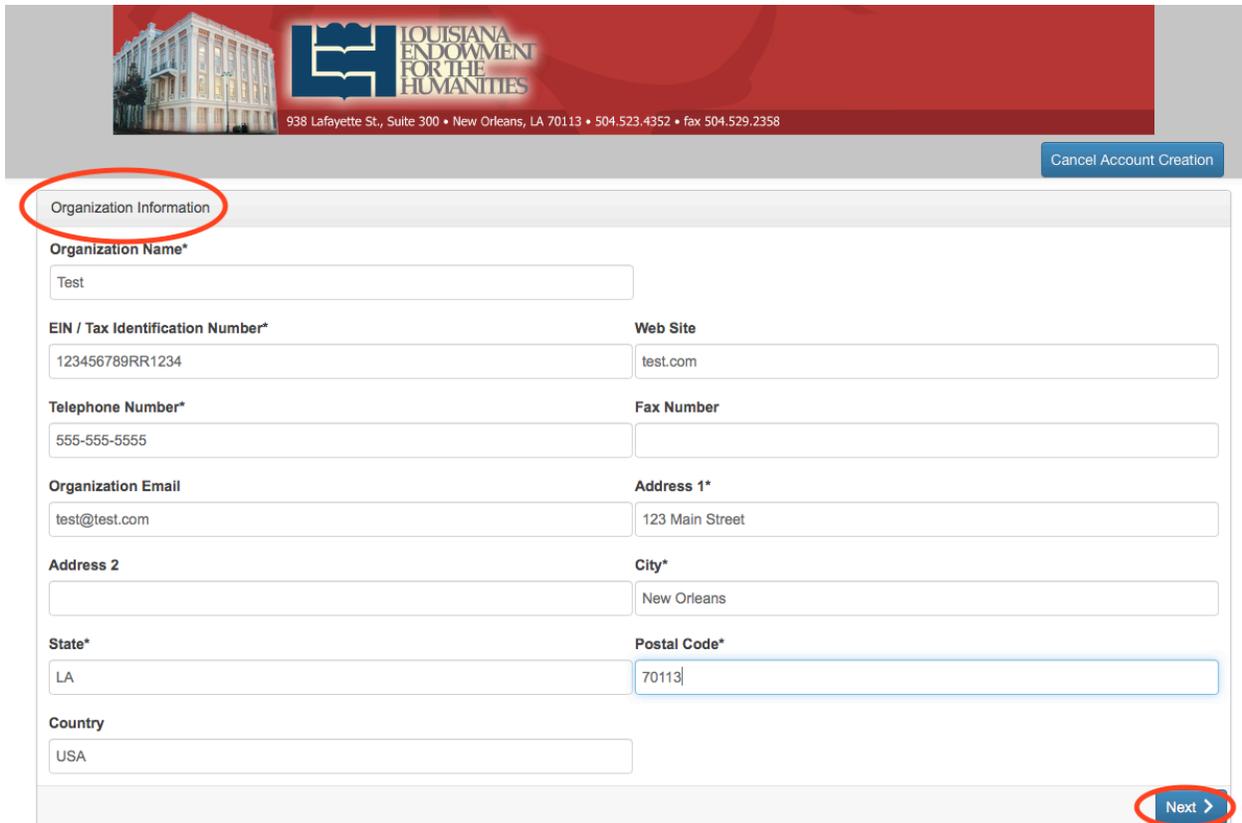
5. Click on Create New Account to register.

The screenshot shows the LEH Logon Page. At the top, there is a header with the LEH logo and the text "LOUISIANA ENDOWMENT FOR THE HUMANITIES" and "938 Lafayette St., Suite 300 • New Orleans, LA 70113 • 504.523.435". Below the header, the page title is "Logon Page". There are two input fields: "Email Address*" with the value "robert@leh.org" and "Password*" with masked characters "*****". Below the input fields are two buttons: "Log On" and "Create New Account". There is also a link "Forgot your Password?". Three callout boxes provide additional information: one pointing to the "Log On" button stating "Applicants who previously registered can access their account by entering their Email Address and Password"; one pointing to the "Create New Account" button stating "New applicants must register themselves and their sponsoring organizations."; and one pointing to the "Forgot your Password?" link stating "Click here if you already have an account, but forgot your password. Do not create a duplicate account!".

To register an account

NOTE: If there is a chance your **Sponsoring Organization** has already registered please contact robert@leh.org

1. Click on Create New Account
2. Under “Organization Information,” enter the contact information for the **Sponsoring Organization**, the name of the nonprofit organization to which grant checks will be made out should the grant be awarded. In this section, include the name of an **Authorizing Official** (usually the organization’s President/CEO/Executive Director.)
3. Click on the “Next” button



The screenshot shows the account creation interface for the Louisiana Endowment for the Humanities. At the top, there is a header with the organization's logo and contact information: "938 Lafayette St., Suite 300 • New Orleans, LA 70113 • 504.523.4352 • fax 504.529.2358". A "Cancel Account Creation" button is located in the top right corner. The main form is titled "Organization Information" and contains the following fields:

Organization Name*	<input type="text" value="Test"/>		
EIN / Tax Identification Number*	<input type="text" value="123456789RR1234"/>	Web Site	<input type="text" value="test.com"/>
Telephone Number*	<input type="text" value="555-555-5555"/>	Fax Number	<input type="text"/>
Organization Email	<input type="text" value="test@test.com"/>	Address 1*	<input type="text" value="123 Main Street"/>
Address 2	<input type="text"/>	City*	<input type="text" value="New Orleans"/>
State*	<input type="text" value="LA"/>	Postal Code*	<input type="text" value="70113"/>
Country	<input type="text" value="USA"/>		

A "Next >" button is located at the bottom right of the form.

4. Under “User Information,” enter the contact information for the **Project Director**, the individual who will be responsible for completing and submitting accounting and reporting forms on the project should the grant be awarded



938 Lafayette St., Suite 300 • New Orleans, LA 70113 • 504.523.4352 • fax 504.529.2358

Cancel Account Creation

Salutation	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix	Business Title
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number*	Mobile Number
<input type="text"/>	<input type="text"/>
Fax Number	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code*
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	
<input type="button" value="Previous"/>	<input type="button" value="Next"/>

Entering a Password

1. After you have registered your account, you will be taken to a Password Page where you will enter your password. After entering the password, and confirming password, click **Create Account**.

Organization Information	
User Information	
Executive Officer	
Additional Executive Officer Information	
Password	
Password*	
<input type="password"/>	
Confirm Password*	
<input type="password"/>	
<input type="button" value="Previous"/>	<input type="button" value="Create Account"/>

- If at any time you wish to change your password, log on to your account and click on your name in the top right corner to access "Edit My Profile." This will allow you to change your password and other information.

Louisiana Endowment for the Humanities Patricia Genre ▾

Denham Springs Main Street
 Last Logon: 05/01/2018
[Edit My Profile](#)
[Sign Out](#)

Applicant Dashboard

Public Profile

Applicant:
Ms Patricia P Genre
[Redacted]
Denham Springs, LA 70726 USA

Organization:
Denham Springs Main Street
[Redacted]
Denham Springs, Louisiana 70726 United States

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Old City Hall Museum

Process: MoMs Water/Ways 2018

LOI	Submitted	06/01/2017	View LOI
Application	Submitted	05/01/2018	View Application

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Project Director's Final Report	Patricia Genre	Overall Award	09/14/2018	Assigned	Edit

Applicant Dashboard

After you have registered your account you will be directed to the home page, the Applicant Dashboard. From the Applicant Dashboard you can access any application drafts or assigned final reports. Once an application or final report is submitted, it cannot be edited.

Louisiana Endowment for the Humanities Patricia Genre ▾

Applicant Dashboard

Public Profile

Applicant:
Ms Patricia P Genre
[Redacted]
Denham Springs, LA 70726 USA

Organization:
Denham Springs Main Street
[Redacted]
Denham Springs, Louisiana 70726 United States

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Old City Hall Museum

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1. Click the “Apply” button (top left) to see all available applications. Some applications can only be seen and accessed with a code (entered in access code area, top right), to be provided by the LEH.

Apply Fax to File

Apply Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

PRIME TIME Preschool Accepting Submissions from 03/01/2018 to 03/31/2019 Apply

Applications accepted from LOUISIANA-BASED AGENCIES for the Fall 2018 program term ONLY.

SUBMISSION DEADLINE: April 15th, 2018.

Preview Send to GrantHub

PRIME TIME Family Accepting Submissions from 03/01/2018 to 03/01/2020 Apply

Applications accepted from LOUISIANA-BASED AGENCIES only

SUBMISSION Windows:

Fall Programs: March 15 - April 15
Spring Programs: September 15 - October 15

Preview Send to GrantHub

Tricentennial Program Grants 2018 Accepting Submissions from 12/07/2017 to 12/31/2018 Apply

Programs to celebrate New Orleans' 300th anniversary in 2018. Decisions will be made by February 14th, 2018.

Preview Send to GrantHub

Choosing a Grant Program

In the “Apply” section, you will have the ability to choose a grant program to apply for. Each grant program will have a brief description of the grant or who qualifies for the grant. Read these descriptions thoroughly before applying. If the LEH has sent you an access code enter it in the Access Code box on the left and click Enter. This will allow your private grant program to appear. You may also “Preview” the application.

Apply Fax to File

Apply Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

PRIME TIME Preschool Accepting Submissions from 09/15/2017 to 01/31/2019 Apply

Applications accepted from LOUISIANA-BASED AGENCIES for the Fall 2018 program term ONLY.

SUBMISSION DEADLINE: April 15th, 2018.

Preview Send to GrantHub

PRIME TIME Family Accepting Submissions from 03/01/2018 to 03/01/2020 Apply

Applications accepted from LOUISIANA-BASED AGENCIES only

SUBMISSION Windows:

Fall Programs: March 15 - April 15
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Preview Send to GrantHub

Tricentennial Program Grants 2018 Accepting Submissions from 12/07/2017 to 12/31/2018 Apply

Filling out the Application Form

Enter all the applicable information then “Save as Draft” or “Submit” the form to the LEH.

- 1) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
 - a. Certain types of questions have limitations set by the LEH. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB’s allowed on the question.
- 2) Applicants can “Save as Draft” and come back to the form after any given time to complete it. The LEH will not check for completeness until the form is submitted.
 - a. After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Applicant Dashboard to see what stage the application is in, if in doubt.

The screenshot displays a web-based application form. At the top, there is a navigation bar with icons for 'Home', 'Apply', and 'Fax to File'. Below this, the form is titled 'Application' and includes a 'Question List' button. A blue-bordered box at the top of the form contains the instruction: 'Fields with an asterisk (*) are required.' The main section is titled 'Project Information' and is expanded. It contains the following fields:

- Project Name***: A text input field labeled 'Name of Project'.
- Description of Project***: A large text area with a character count of '2,000 characters left of 2,000'. The instructions for this field are: 'Please describe the format, themes, venue, and participants for the proposed Tricentennial event. Be sure to emphasize any ties to the contents of "New Orleans & The World." (Click [here](#) for a table of contents.) Please also provide a brief timeline for the planning, promotion, and execution of the event.'
- Program Date***: A date selection field with the question 'What is the planned date for this event?' and a calendar icon.
- Event Location***: A text input field with the question 'Where will the event be held?'.

Accessing Applications After Save and Submit

The Applicant Dashboard is where you can check on the status of your applications and access for historical record keeping. You will be automatically directed there when you login.

1. A “Saved” application can be edited from the Applicant Dashboard Page.
2. After an application is submitted, it cannot be edited, but only viewed.