

Account Creation on Foundant

Note:

Foundant is an online application management system, which was built to receive applications from organizations applying for grants. You can also use it to submit this scholarship application, but will need to fill in a few questions designed for organizations when creating your account. The below steps will walk you through the process.

1. Navigate to <https://www.grantinterface.com/User/Register?urlkey=leh> and select Create New Account.



Logon Page

Email Address*

Password*

[Forgot your Password?](#)

2. Fill out the required fields on the initial account creation page.
 - a. For Organization Name, enter your name.
 - b. For EIN number, enter 12-1234567
 - c. When all required fields are filled, hit the Next button to advance to the User Information screen.



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[Cancel Account Creation](#)

Organization Name* <input type="text"/> Organization Name is Required	EIN / Tax Identification Number* <input type="text"/> EIN / Tax Identification Number is Required
Web Site <input type="text"/>	Telephone Number* <input type="text"/> Telephone Number is Required
Fax Number <input type="text"/>	Organization Email <input type="text"/>
Address 1* <input type="text"/> Address 1 is Required	Address 2 <input type="text"/>
City* <input type="text"/> City is Required	State* <input type="text"/> State is Required
Postal Code* <input type="text"/> Postal Code is Required	Country <input type="text"/>

[Next >](#)

3. Fill out the required information on the User Information screen.
 - a. If you hit the Copy Address from Organization, address information will be filled on this screen.
 - b. There will be several fields here asking similar questions as the prior page; please reenter the information as needed.
 - c. Click the Next button to advance to the next page.

Copy Address from Organization

Salutation <input type="text"/>	First Name* <input type="text"/> <div style="border: 1px solid #ccc; background-color: #e0f0e0; padding: 2px; margin-top: 5px;">First Name is Required</div>
Middle Name <input type="text"/>	Last Name* <input type="text"/> <div style="border: 1px solid #ccc; background-color: #e0f0e0; padding: 2px; margin-top: 5px;">Last Name is Required</div>
Suffix <input type="text"/>	Business Title <input type="text"/>
Email / Username* <input type="text" value=""/> <div style="border: 1px solid #ccc; background-color: #e0f0e0; padding: 2px; margin-top: 5px;">Email / Username is Required</div>	Email / Username Confirmation* <input type="text" value=""/> <div style="border: 1px solid #ccc; background-color: #e0f0e0; padding: 2px; margin-top: 5px;">Email / Username Confirmation is Required</div>
Telephone Number* <input type="text"/> <div style="border: 1px solid #ccc; background-color: #e0f0e0; padding: 2px; margin-top: 5px;">Telephone Number is Required</div>	Mobile Number <input type="text"/>
Fax Number <input type="text"/>	Address 1* <input type="text" value="938 Lafayette St."/>

4. Select Yes for the below.

Executive Officer

Are you the Organization's Executive Officer?*

Yes

No

[< Previous](#) [Next >](#)

5. Everything on the Additional Executive Officer Information screen can be left blank.

Additional Executive Officer Information

Salutation	Middle Name
<input type="text"/>	<input type="text"/>
Suffix	Business Title
<input type="text"/>	<input type="text"/>
Mobile Number	Fax Number
<input type="text"/>	<input type="text"/>
Address 2	Country
<input type="text"/>	<input type="text"/>

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6. Create a password and click Create Account

Password

Password* Confirm Password*

.....

[← Previous](#) [Create Account](#)

7. Once logged in, you will be taken to a dashboard. Click the Apply button. This will take you to a list of available applications.



Louisiana Endowment for the Humanities

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[Home](#) [Apply](#) [Fax to File](#)

Applicant Dashboard

8. Locate the Gustave Blache III Art Scholarship application from the list and click Apply to begin your application.

Apply

Enter Access Code

Enter Code

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

Quick Search

Gustave Blache III Aspiring Artists Scholarship

Accepting Submissions from 07/31/2019 to 11/01/2019

Apply

Application for Gustave Blache III Art Scholarship for Aspiring Artists from Louisiana to attend the School of Visual Arts in New York City.

Preview

Send to GrantHub



9. Read and respond to the prompts. You can save your application by hitting the Save Application button. Select the Submit Application button when your application is complete.

If you have any questions, please contact GB3info@leh.org.

i Due on 11/01/2019 12:00 AM CDT.

Abandon Request

Save Application

Submit Application