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.
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

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
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**.
2. 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.

**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.
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.

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.
**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.
**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.