

# 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

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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](#)

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

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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.

<input type="button" value="Copy Address from Organization"/>	
<b>Salutation</b>	<b>First Name*</b>
<input type="text"/>	<input type="text"/>
	First Name is Required
<b>Middle Name</b>	<b>Last Name*</b>
<input type="text"/>	<input type="text"/>
	Last Name is Required
<b>Suffix</b>	<b>Business Title</b>
<input type="text"/>	<input type="text"/>
<b>Email / Username*</b>	<b>Email / Username Confirmation*</b>
<input type="text" value=""/>	<input type="text" value=""/>
Email / Username is Required	Email / Username Confirmation is Required
<b>Telephone Number*</b>	<b>Mobile Number</b>
<input type="text"/>	<input type="text"/>
Telephone Number is Required	
<b>Fax Number</b>	<b>Address 1*</b>
<input type="text"/>	938 Lafayette St.

4. Select Yes for the below.

Executive Officer

**Are you the Organization's Executive Officer?\***

Yes

No

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

Additional Executive Officer Information

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

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

Home Apply Fax to File Role (Applicant) ▾

Apply

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

Gustave Blanche III Art Scholarships Accepting Submissions from 10/29/2018 to 12/14/2018

Application for the Gustave Blache III Art Scholarship for aspiring African American artists from Louisiana to attend the School of Visual Arts in New York City.

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](mailto:GB3info@leh.org) or 504-523-4352.