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# FOUNDANT GLM USER GUIDE AND FAQ<sub>s</sub> FOR APPLICANTS



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# WHAT IS FOUNDANT GRANT LIFECYCLE MANAGER?

National CAPACD utilizes the [Foundant](#) - Grant Lifecycle Manager (GLM) site as a centralized system to track our grant or program applications, approvals, and reports amongst our various programs.

Foundant GLM is where all National CAPACD's Sub-grantees will submit grant or program applications and any required reports/"Follow-Up" forms.

# LINK TO APPLICANT LOGIN WEB PAGE

Click on the link below to navigate to National CAPACD's Applicant Login Web Page:

<https://www.grantinterface.com/Home/Logon?urlkey=nationalcapacd>

Your screen should look like the image below.



## Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the National CAPACD's Online Portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

**Not Sure?** If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

# HOW TO CREATE AN ACCOUNT

# HOW TO CREATE AN ACCOUNT



***If your organization IS a current sub-grantee of National CAPACD, but you (as a representative of the organization) do not yet have a user account:***

- 1) Contact and inform [rfp@nationalcapacd.org](mailto:rfp@nationalcapacd.org). We will provide you with further instructions.

***If your organization IS NOT a current sub-grantee of National CAPACD and does not yet have an account:***

- 1) Navigate to the Foundant Login web page.
- 2) Click the "Create New Account" button as shown in the top right image.
- 3) Fill out the required fields in the Create New Account page as shown in the bottom right image.

## Logon Page

Email Address\*  
-  
Password\*  
\*  
[Log On](#) [Create New Account](#)  
[Forgot your Password?](#)

Welcome to the National CAPACD's Online Portal.  
**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.  
**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.  
**Not Sure?** If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

[Cancel Account Creation](#)



## Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

🕒 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

Organization Name*	EIN / Tax ID (##-####*)
If you are using a fiscal agent, please enter their EIN.	
Web Site	Telephone Number (###-###-####*)
Address 1*	Address 2
City*	State*
Postal Code*	

[Next >](#)

User Information

Executive Officer Question

Additional Executive Officer Information

Password

# HOW TO APPLY FOR A PROGRAM/GRANT

# HOW TO APPLY FOR A PROGRAM/GRANT

- 1) Login to your Foundant GLM account.
- 2) Click the "Apply" button as shown in the image below.

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 [Apply](#) [Organization History](#)

## Applicant Dashboard

[Video Tutorial: Your Applicant Dashboard](#)

[Public Profile](#)

**Applicant:** 

**Organization:** 

[Contact Email History](#)

If your organization information does not appear correct, please click the edit (pencil) icon.

Active Requests **0**    Historical Requests **1**

You do not have any Active Requests. Click [Apply](#) to begin the application process.



# HOW TO APPLY FOR A PROGRAM/GRANT cont.

3) If you have been given an access code to apply for a program/grant, enter the access code in the textbox shown in the image below.

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 [Apply](#) [Organization History](#)

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**Apply**

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

Community Organizing - Peer Learning Program 2022	No longer accepting submissions after 02/07/2022
<input type="button" value="Preview"/>	
Housing Counseling - HSCP 2021-2023	No longer accepting submissions after 12/31/2021
Application for HSCP grant	
<input type="button" value="Preview"/>	
Housing Counseling - HUD FY21 Comprehensive Housing Counseling Grant Program	No longer accepting submissions after 10/11/2021
Background: National CAPACD previously collected HUD FY21 grant application information from sub-grantees in June 2021 in anticipation for the HUD NOFO release. The HUD NOFO was finally released in mid-September and National CAPACD is requesting additional information from all applicant agencies in order to submit our intermediary application to HUD.	
Instructions: Please complete all of the required questions in this application (marked with an asterisk (*)). If your agency completed our previous Part I application, please provide any updated information that may have changed over the past few months.	
<input type="button" value="Preview"/>	

# HOW TO APPLY FOR A PROGRAM/GRANT cont.

4) Or locate the program/grant cycle you want to apply for, listed as shown in the image below. Click the "Apply" button.

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 [Apply](#) [Organization History](#)

**Apply**

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

Community Organizing - Peer Learning Program 2022	Accepting Submissions from 12/21/2021 to 02/24/2022	<input type="button" value="Apply"/>
<input type="button" value="Preview"/> <input type="button" value="Send to GrantHub"/> <input type="button" value="Info"/>		
Housing Counseling - HSCP 2021-2023	No longer accepting submissions after 12/31/2021	
Application for HSCP grant		
<input type="button" value="Preview"/>		
Housing Counseling - HUD FY21 Comprehensive Housing Counseling Grant Program	No longer accepting submissions after 10/11/2021	
Background: National CAPACD previously collected HUD FY21 grant application information from sub-grantees in June 2021 in anticipation for the HUD NOFO release. The HUD NOFO was finally released in mid-September and National CAPACD is requesting additional information from all applicant agencies in order to submit our intermediary application to HUD.		
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<input type="button" value="Preview"/>		



**HOW TO APPLY FOR A PROGRAM/GRANT cont.**

5) All required fields will be marked with an asterisk. Complete the application questions as instructed, within the allotted character counts.

Instructions: Please specify your proposed outputs and outcomes if funding is awarded.

Total # of constituents engaged in organizing activities\* 

#

Total # of leadership development trainings held\*

#

Percentage of growth in membership/leadership\*

#

**Peer Learning Goals\***

How will participating in this peer learning program grow your organizational capacity? What specific goals do you have for growing your organizing program?

2,000 characters left of 2,000

**Additional Metrics**

Please describe any additional metrics you track for your tenant organizing/neighborhood organizing program that you intend to report if funding is awarded.

**HOW TO APPLY FOR A PROGRAM/GRANT cont.**

5) To submit your completed application, scroll down to the bottom of the screen and click on the “Submit Application” button as shown in the image below.

National CAPACD Roy Chan ▾

 [Apply](#) [Organization History](#)

Instructions: Please specify your proposed outputs and outcomes if funding is awarded.

**Total # of constituents engaged in organizing activities\***

#

**Total # of leadership development trainings held\***

#

**Percentage of growth in membership/leadership\***

#

**Peer Learning Goals\***

How will participating in this peer learning program grow your organizational capacity? What specific goals do you have for growing your organizing program?

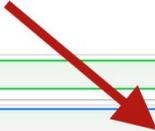
2,000 characters left of 2,000

**Additional Metrics**

Please describe any additional metrics you track for your tenant organizing/neighborhood organizing program that you intend to report if funding is awarded.

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ⓘ Due by 02/25/2022 11:59 PM PST.



Please note:

- Ensure that all textboxes within the application are completely and correctly filled out.
- Ensure that any/all uploaded files within the application are completely and correctly filled out.
- If there are any issues regarding the submission deadline, please contact the contact listed in the RFP or your designated program contact and cc: [rfp@nationalcapacd.org](mailto:rfp@nationalcapacd.org).