# Foundant User Guide & FAQs for Applicants

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# What is the Foundant Grant Lifecycle Manager?

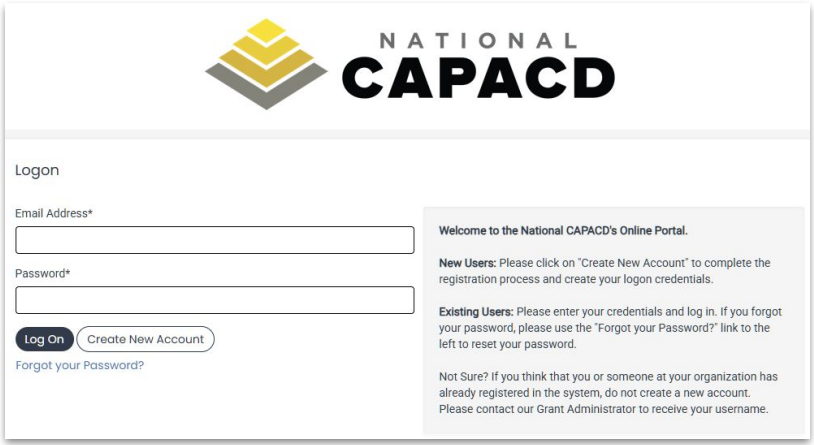
National CAPACD utilizes the Foundant - Grant Lifecycle Manager (GLM) site as a centralized system to track our grant or program applications, approvals, and reports amongst our various programs.

Foundant GLM is where all National CAPACD Sub-grantees will submit grant or program applications and any required reports or "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.

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# How to Create an Account

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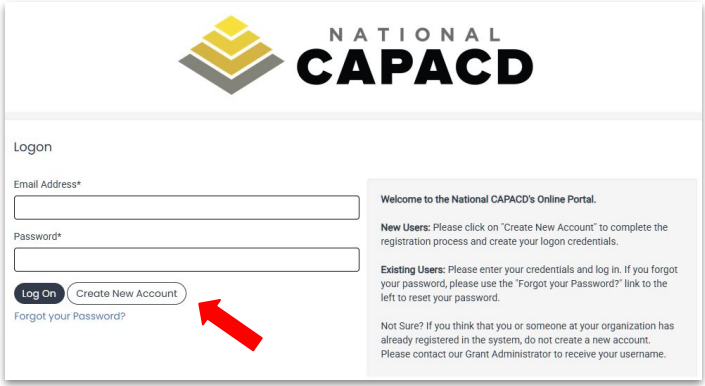
# How to Create an Account

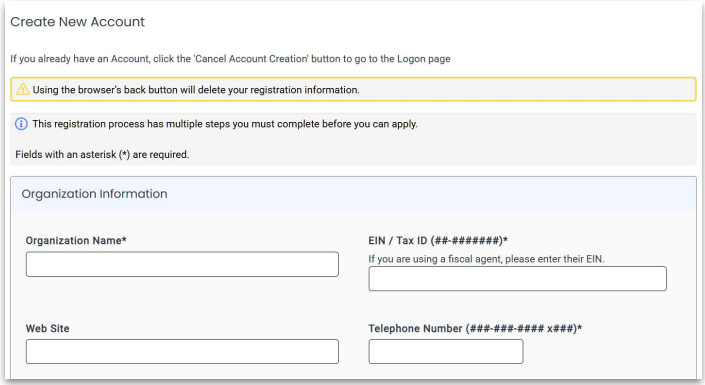
**If your organization IS a current sub-grantee of National CAPACD, but you (as a representative of the organization) do not yet have a user account:**

1. Contact and inform rfp@nationalcapacd.org. 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**.

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# How to Apply for a Program/Grant

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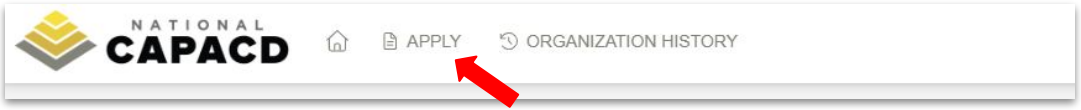
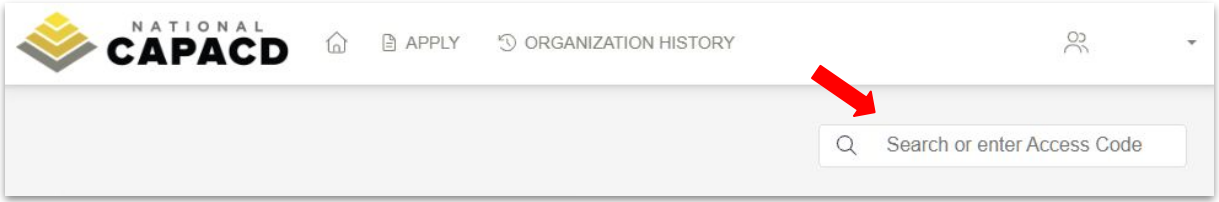
# How to Apply for a Program/Grant

1. Login to your Foundant GLM account.
2. Click the "Apply" button at the top of the page, as shown in the image below.




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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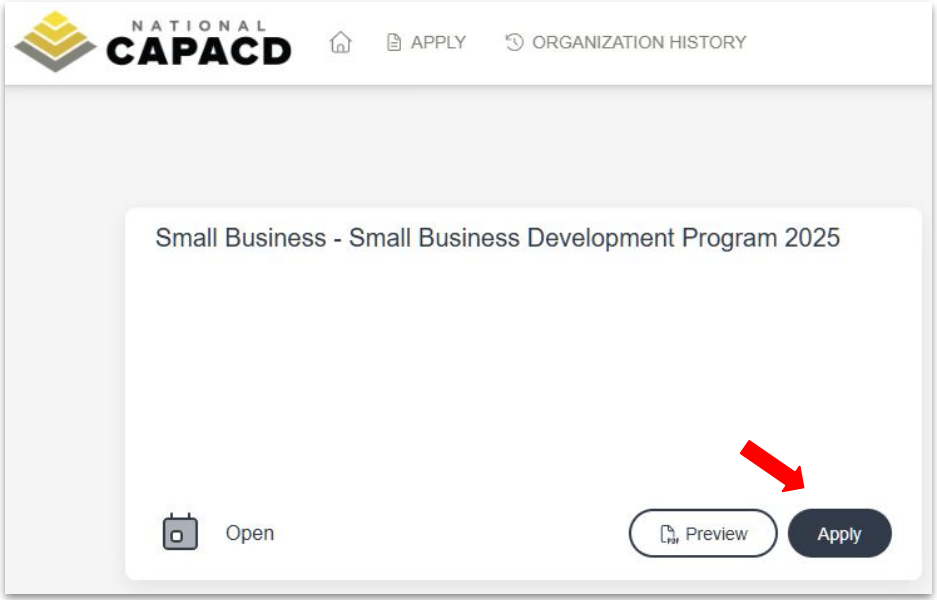
# How to Apply for a Program/Grant (cont.)

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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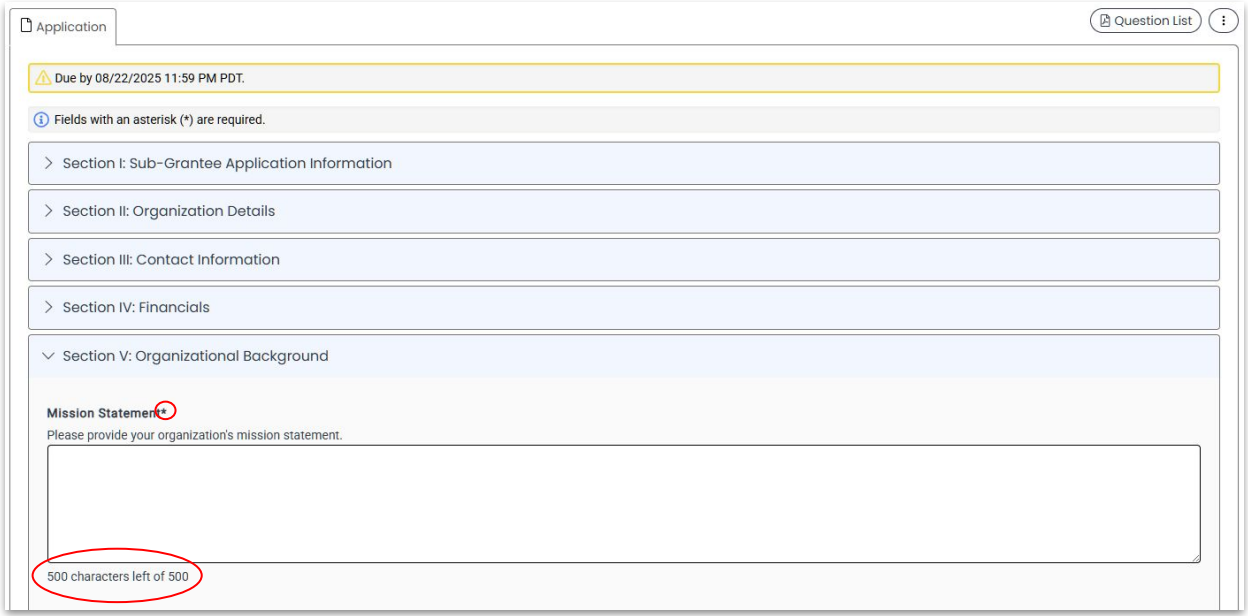
# How to Apply for a Program/Grant (cont.)

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



# How to Apply for a Program/Grant (cont.)

Please Note:

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

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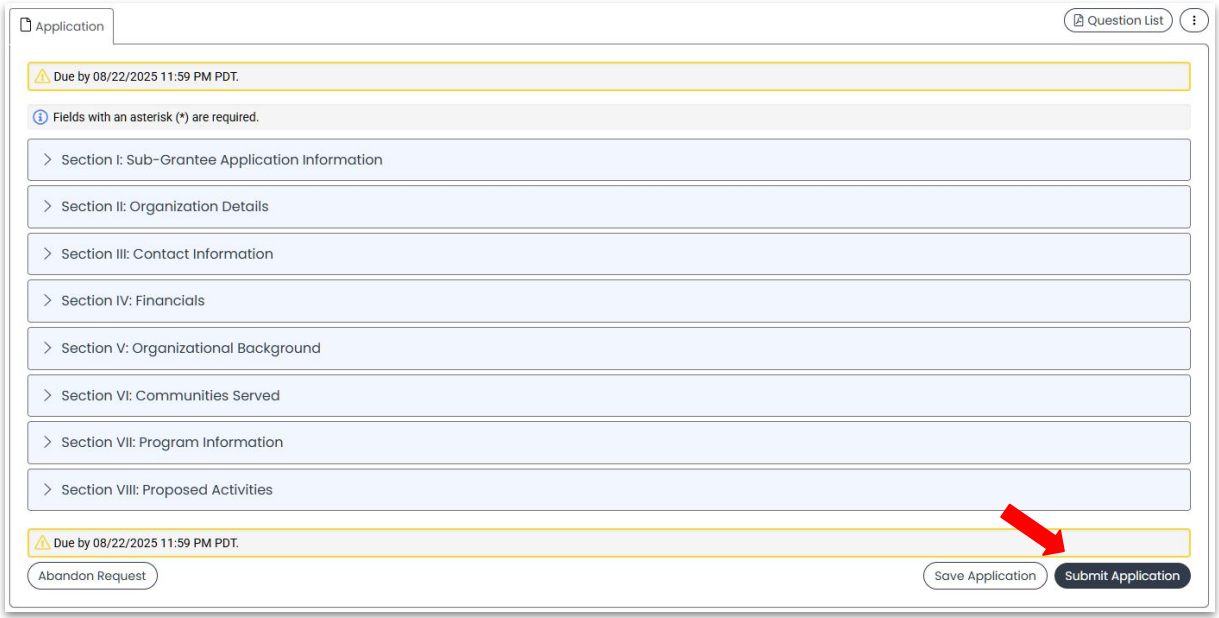
# How to Apply for a Program/Grant (cont.)

6. 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.

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# How to Invite Collaborators

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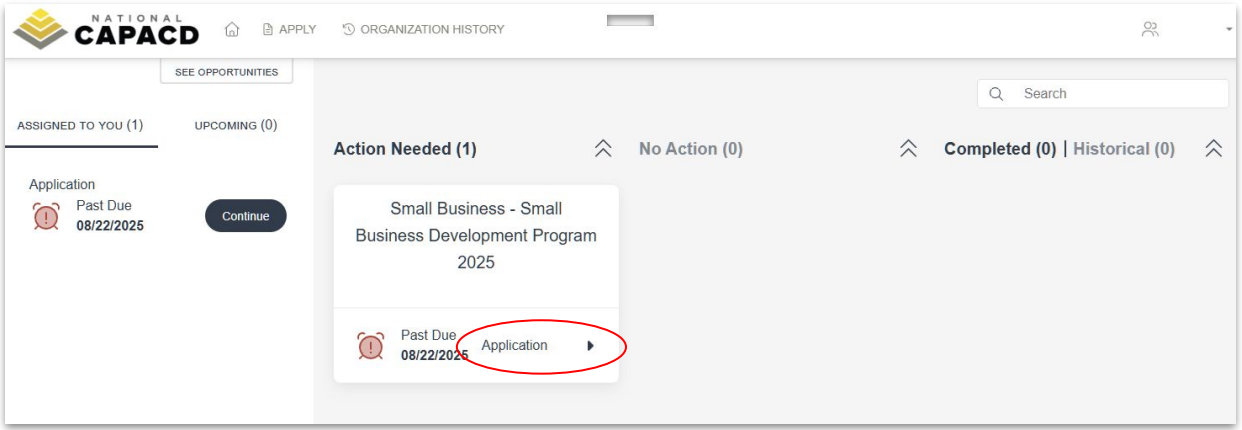
# How to Invite Collaborators

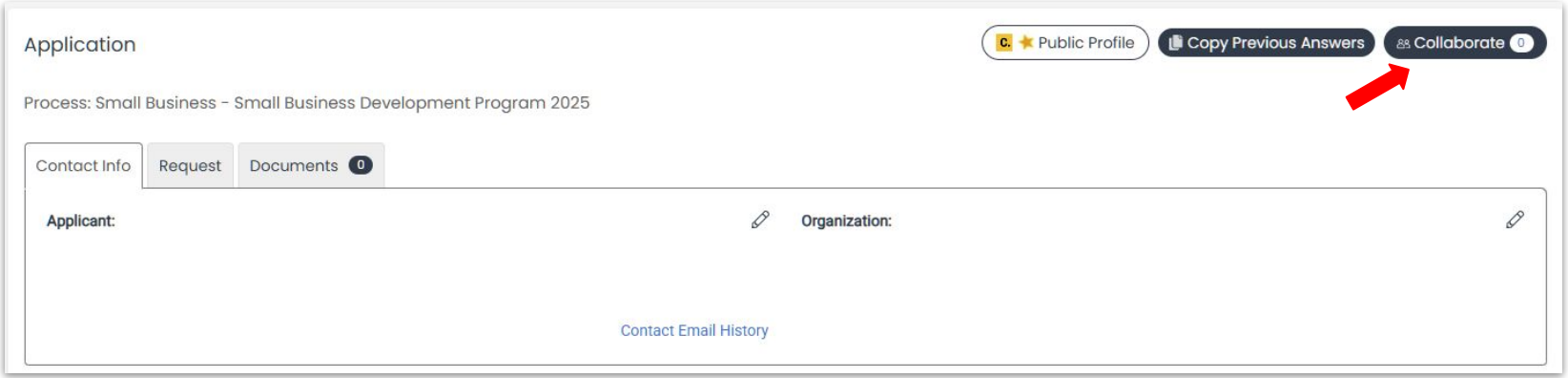
PLEASE NOTE: Collaborators must be invited to each individual Program/Grant Request. Adding a collaborator to one Request will NOT automatically invite them to another Request.

1. On your Applicant dashboard, find the specific Request you would like to invite a collaborator to.
2. Click on "Application" as shown in the image below.



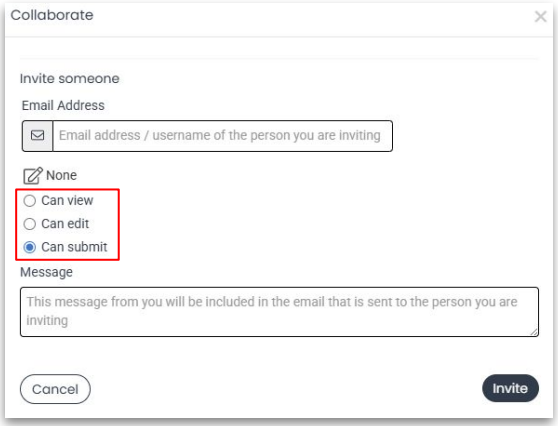
# How to Invite Collaborators (cont.)

3. Click on “Collaborate” at the top-right of your screen as shown in the image below.



# How to Invite Collaborators (cont.)

4. Select type of permission you would like for your collaborator to have for this specific Request.
    a. Can **view**:
        i. Collaborator is able to view forms.
        ii. Collaborator is NOT able to edit or submit forms.
    b. Can **edit**:
        i. Collaborator is able to view and edit forms.
        ii. Collaborator is NOT able to submit forms.
    c. Can **submit**:
        i. Collaborator has FULL ACCESS to view, edit, and submit forms.

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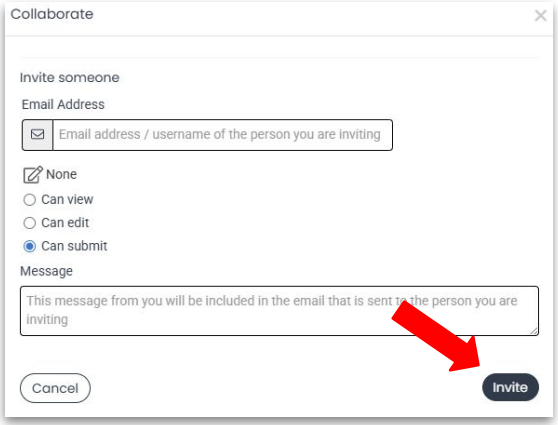
# How to Invite Collaborators (cont.)

5. Type in the Email Address of the individual you would like to invite to be a collaborator.
    a. If the individual does not have a Foundant account, they will receive a link to register.
6. (Optional) Type in a custom message that will be included in the email sent to the person you are inviting.
7. Click "Invite".
8. Collaborators MUST accept the email invitation to complete this process.



# Questions?

Email: rfp@nationalcapacd.org

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