

# Foundant User Guide & FAQs for Applicants



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# What is the Foundant Grant Lifecycle Manager?

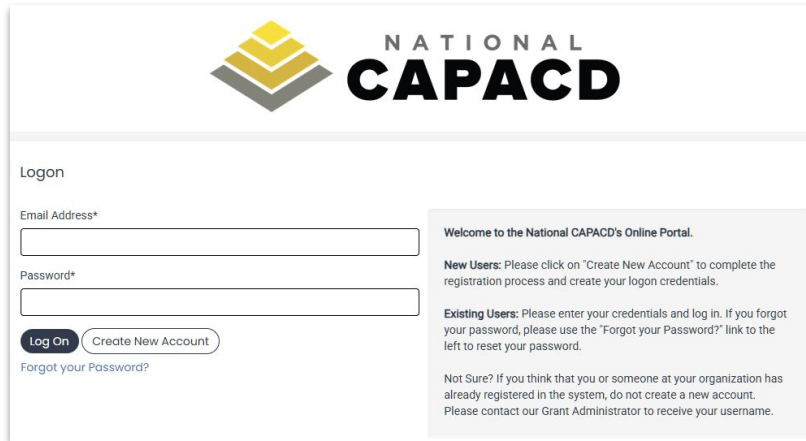
National CAPACD utilizes the [Foundant - Grant Lifecycle Manager \(GLM\)](#) site as a centralized system to track our grant or program applications, approvals, and reports amongst our various programs.

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.



The screenshot shows the National CAPACD login page. At the top is the logo, which consists of a stylized yellow and grey geometric shape to the left of the text "NATIONAL CAPACD". Below the logo is a "Logon" section. On the left side of this section are two input fields: "Email Address\*" and "Password\*", each with a corresponding text label above it. Below the password field are two buttons: "Log On" and "Create New Account". Below these buttons is a link that says "Forgot your Password?". On the right side of the login section is a grey box containing the following text: "Welcome to the National CAPACD's Online Portal." followed by "New Users: Please click on 'Create New Account' to complete the registration process and create your logon credentials." and "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." At the bottom of this grey box is the text: "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

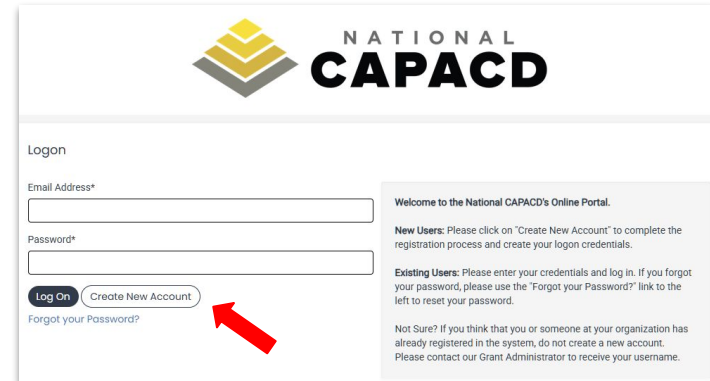
# How to Create an Account

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**.



**NATIONAL CAPACD**

Logon

Email Address\*

Password\*

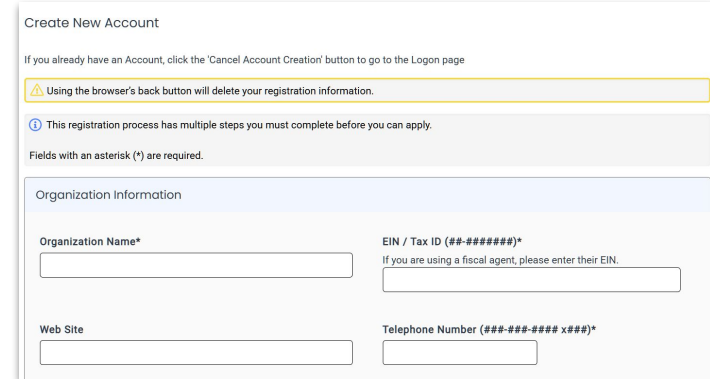
[Log On](#) [Create New Account](#) [Forgot your Password?](#)

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.



**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.

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

Fields with an asterisk (\*) are required.

**Organization Information**

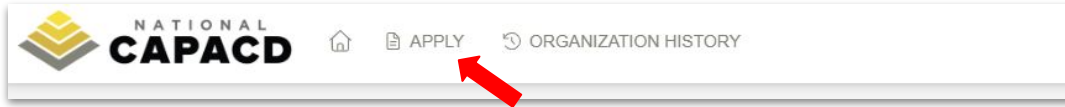
Organization Name*	EIN / Tax ID (##-####*)* If you are using a fiscal agent, please enter their EIN.
Web Site	Telephone Number (###-###-#### x###)*



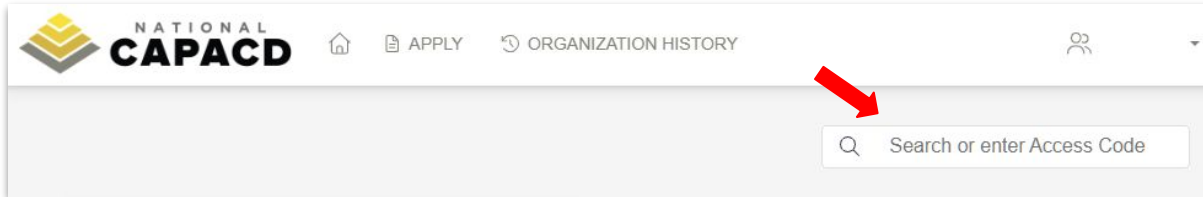
# How to Apply for a Program/Grant

# How to Apply for a Program/Grant

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



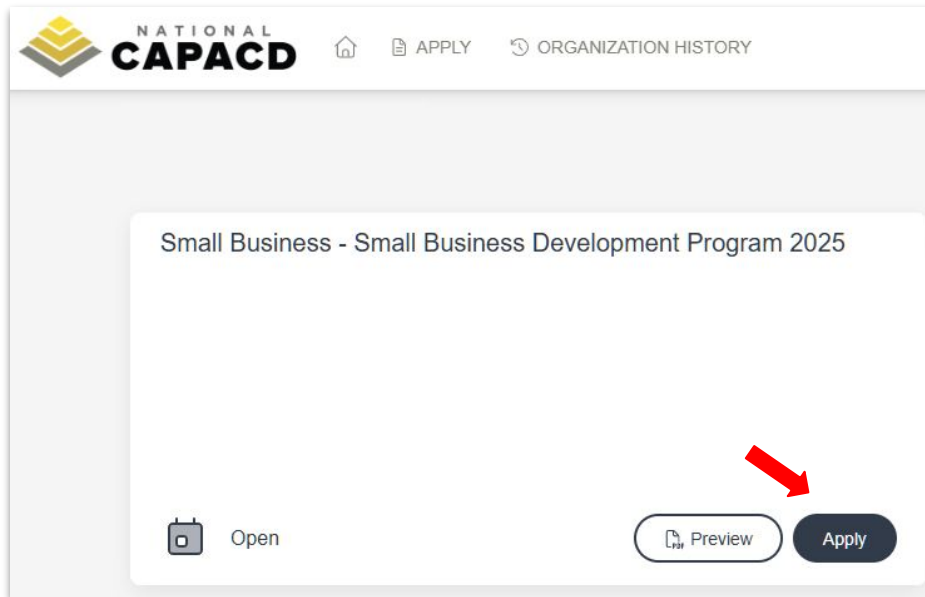
3. If you have been given an access code to apply for a program/grant, enter the access code in the textbox shown in the image below.





# 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.



# 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.

The screenshot shows a web-based application form. At the top, there's a tab labeled 'Application' and a 'Question List' button. A yellow banner at the top indicates a deadline: 'Due by 08/22/2025 11:59 PM PDT.' Below this, a note states: 'Fields with an asterisk (\*) are required.' The form is organized into sections, each with a chevron icon: 'Section I: Sub-Grantee Application Information', 'Section II: Organization Details', 'Section III: Contact Information', 'Section IV: Financials', and 'Section V: Organizational Background'. Section V is currently expanded. Within Section V, the 'Mission Statement\*' field is highlighted with a red circle. The instruction for this field is 'Please provide your organization's mission statement.' Below the text input area, a red circle highlights the character count: '500 characters left of 500'.

Application

Question List

Due by 08/22/2025 11:59 PM PDT.

Fields with an asterisk (\*) are required.

> Section I: Sub-Grantee Application Information

> Section II: Organization Details

> Section III: Contact Information

> Section IV: Financials

✓ Section V: Organizational Background

**Mission Statement\***

Please provide your organization's mission statement.

500 characters left of 500

# 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](mailto:rfp@nationalcapacd.org).

# 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.



The screenshot shows a web application interface for submitting an application. At the top, there is a tab labeled "Application" and a "Question List" button. Below this, a yellow banner displays the deadline: "Due by 08/22/2025 11:59 PM PDT." A blue information icon indicates that "Fields with an asterisk (\*) are required." The main content area consists of eight expandable sections, each with a right-pointing chevron: "Section I: Sub-Grantee Application Information", "Section II: Organization Details", "Section III: Contact Information", "Section IV: Financials", "Section V: Organizational Background", "Section VI: Communities Served", "Section VII: Program Information", and "Section VIII: Proposed Activities". At the bottom, another yellow banner repeats the deadline. Below the banner are three buttons: "Abandon Request", "Save Application", and "Submit Application". A red arrow points directly to the "Submit Application" button.

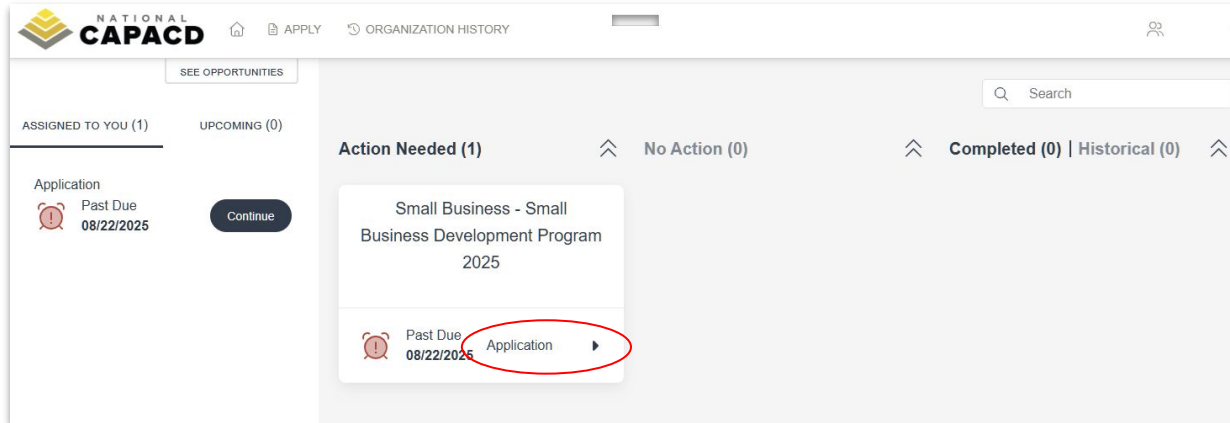


# How to Invite Collaborators

# How to Invite Collaborators

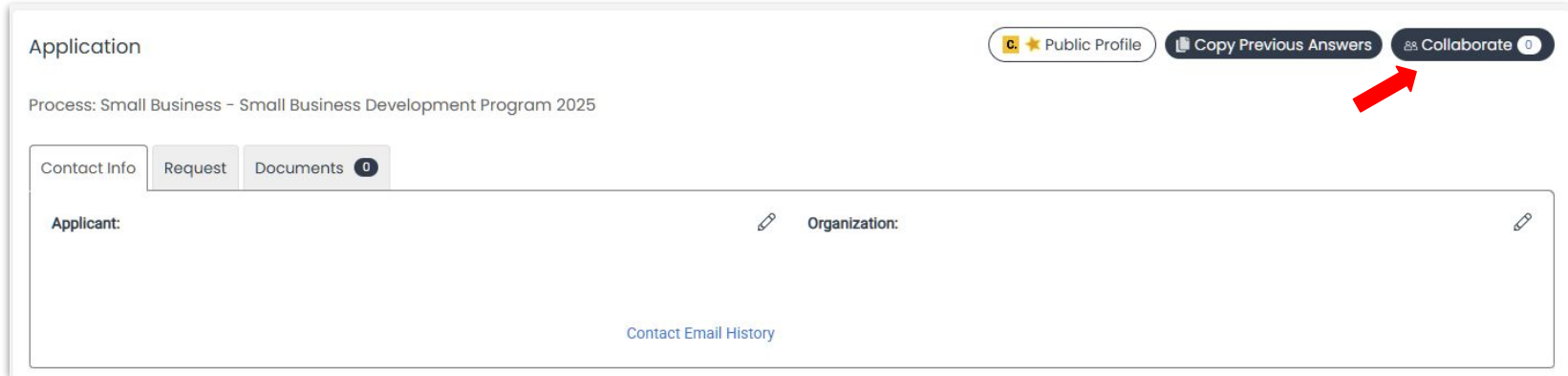
PLEASE NOTE: Collaborators must be invited to each individual Program/Grant Request. Adding a collaborator to one Request will NOT automatically invite them to another Request.

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.)

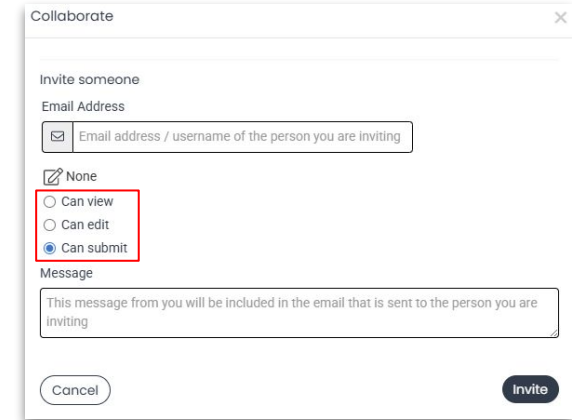
3. Click on “Collaborate” at the top-right of your screen as shown in the image below.



The screenshot displays a web application interface. At the top left, the word "Application" is visible. Below it, the text "Process: Small Business – Small Business Development Program 2025" is shown. On the right side of the top bar, there are three buttons: "Public Profile" (with a yellow star icon), "Copy Previous Answers" (with a document icon), and "Collaborate" (with a plus icon and a "0" badge). A red arrow points to the "Collaborate" button. Below the top bar, there are three tabs: "Contact Info", "Request", and "Documents" (with a "0" badge). The main content area contains two input fields labeled "Applicant:" and "Organization:", each with a pencil icon for editing. At the bottom center, there is a link labeled "Contact Email History".

# 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.



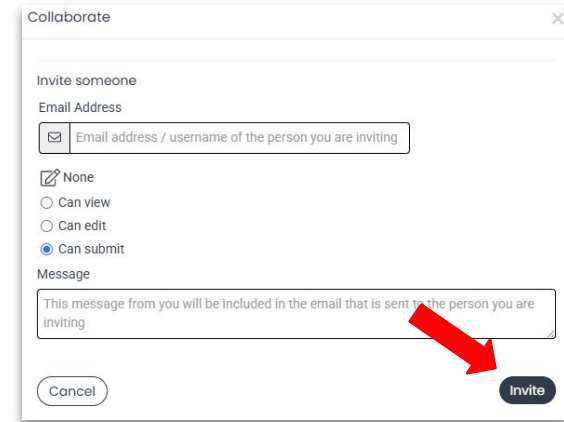
The screenshot shows a 'Collaborate' dialog box with the following elements:

- Collaborate** (title bar)
- Invite someone** (section header)
- Email Address** (label)
- (input field)
- ☒ **None** (radio button)
- ☐ **Can view** (radio button)
- ☐ **Can edit** (radio button)
- ☒ **Can submit** (radio button, highlighted with a red box)
- Message** (label)
- (input field)
- Cancel** (button)
- Invite** (button)



# How to Invite Collaborators (cont.)

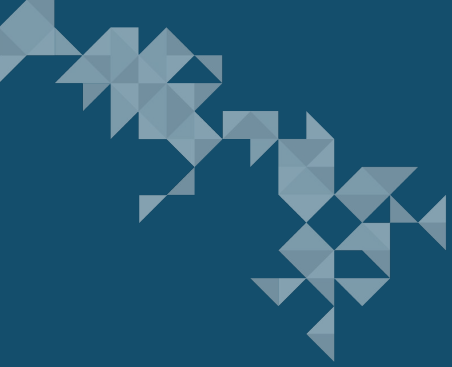
5. Type in the Email Address of the individual you would like to invite to be a collaborator.
  - a. If the individual does not have a Foundant account, they will receive a link to register.
6. (Optional) Type in a custom message that will be included in the email sent to the person you are inviting.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



The screenshot shows a 'Collaborate' dialog box with the following elements:

- Invite someone** header.
- Email Address** section with a text input field containing the placeholder 'Email address / username of the person you are inviting'.
- Permission options:
  - ☒ None
  - ☐ Can view
  - ☐ Can edit
  - ☒ Can submit
- Message** section with a text area containing the placeholder 'This message from you will be included in the email that is sent to the person you are inviting'.
- Buttons at the bottom: 'Cancel' and 'Invite'.

A red arrow points to the 'Invite' button.



# Questions?

Email: [rfp@nationalcapacd.org](mailto:rfp@nationalcapacd.org)