

2015-16 Poetry Out Loud Application Instructions

STEP ONE: CREATING A USER ACCOUNT

All applicants must first set up an on-line account in order to register for Poetry Out Loud (POL).

Once you click on the “**Register Now**” link on the FHC Poetry Out Loud page, you will be directed to the Log-on Page (www.floridahumanities.org/foundant). If you do not already have an account, click on the “**Create New Account**” button.

You will then be directed through a series of steps to collect information about your organization and the proposal’s Project Director.



The screenshot shows the Florida Humanities Council logo at the top left. Below it is a banner image featuring several people. The main content area is titled "Logon Page" and contains two input fields: "Email Address*" and "Password*", each with a question mark icon to its right. Below these fields is a link that says "Forgot your Password?". At the bottom of the form are two buttons: "Log On" and "Create New Account", separated by the word "or".

Sponsoring Organization –This is the name of the participating school. The following information must be input for the sponsoring organization:

- School name and mailing address
- **Federal ID number / EIN.** This number isn’t required for Poetry Out Loud. In this field enter “12-3456789”
- **DUNS number.** A DUNS number isn’t required for Poetry Out Loud. In this field enter “123456789”.



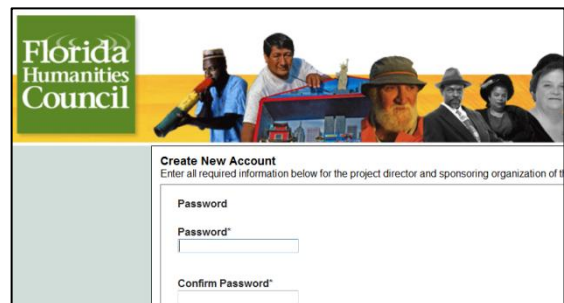
The screenshot shows the Florida Humanities Council logo and banner at the top. The main content area is titled "Create New Account" and includes the instruction "Enter all required information below for the project director and sponsoring organization". Below this is a section for "Sponsoring Organization" with a note: "NOTE: You will not be able to change your organization information after registering". There are four input fields: "Organization Name*" (pre-filled with "Florida Humanities Council"), "Federal ID Number*" (pre-filled with "14-1234567"), "Web Site" (pre-filled with "www.floridahumanities.org"), and "DUNS Number (Required)" (pre-filled with "123456789").

Project Director - This individual has overall responsibility for carrying organizing Poetry Out Loud at your school. All correspondence related to this project will be directed to the Project Director.

Executive Officer – This is your school’s principal or head administrator.

Password – Create a unique password that will be used with your email address to log in to your user account. If you wish to change your password or account information in the future, log on to your account and click “Edit Profile” in the upper right corner of the screen.

A confirmation of your registration will be sent to the project director’s email address. The email will contain your account username and password. Save this information in a secure location. To access your account at any time, go directly to www.floridahumanities.org/foundant.



The screenshot shows the Florida Humanities Council logo and banner at the top. The main content area is titled "Create New Account" and includes the instruction "Enter all required information below for the project director and sponsoring organization of t". Below this is a section for "Password" with two input fields: "Password*" and "Confirm Password*".

STEP TWO: THE APPLICATION PROCESS

After creating a user account, log in to the on-line system at www.floridahumanities.org/foundation.

To register your school for Poetry Out Loud, click on the “**Apply**” link in the left column and then on the Poetry Out Loud link.

Complete the POL school registration form. Once submitted, you will receive your requested POL Teacher Toolkits within two weeks.

Florida Humanities Council

requests
Dashboard
Apply
tools
Fax to File

Application Status Page
View the status of your applications below.

Contact Information Ms. Lisa Lennox 727-873-2018
599 2nd St S St Petersburg, FL 33713 lisa.lennox@gmail.com

If your organization information does not appear correct, please contact the funder. Thank you.

Organization: Florida Humanities Council TEST
599 2nd St S St Petersburg, FL 33701 727-873-2004 11-1111111 www.floridahumanities.org

▼ This is a test

Process: 2014/05 - Major Grant

LOI	Submitted	05/19/2014	View LOI
Application	Assigned	05/19/2014	Edit Application

STEP THREE: REGISTERING YOUR SCHOOL'S WINNER

After you've held your school's POL competition, the winner must register in order to compete in the state competition. To do this, sign into Foundant and complete the “Poetry Out Loud Student Registration” form under the “Grant Follow Up” tab.

Please note that this form requires information from the student. We suggest printing the registration form out and having the student fill in their information at home and returning it for you to submit. To print a copy, go to the form and click the “Question List” button on the top right corner of the page. This will generate a printable PDF of the questions that you can give to the student.

Florida Humanities Council

requests
Dashboard
Apply
grants
Dashboard
Payment Tracking
search
Requests & Decisions
GuideStar
communications
Email Templates
Email Attachments
Merge Templates
contacts
Organizations
Users
reporting
Reports & Data Sources

Follow Up [Question List](#)

Process Manager / Poetry Out Loud / Poetry Out Loud Student Registration / Preview

Info: Questions marked with a * are required.

▼ School Information:

School Name: *

▼ Poetry Out Loud Project Director

POL Project Director Last Name: *

POL Project Director First Name: *

NEED HELP?

Please contact staff well in advance of an application guideline to ensure a prompt reply.

General questions:

Alex Buell, Program Coordinator
727-873-2001
abuell@flahum.org

Technical questions for the on-line application:

Lisa Lennox, FHC Website Administrator
727-873-2018
llennox@flahum.org