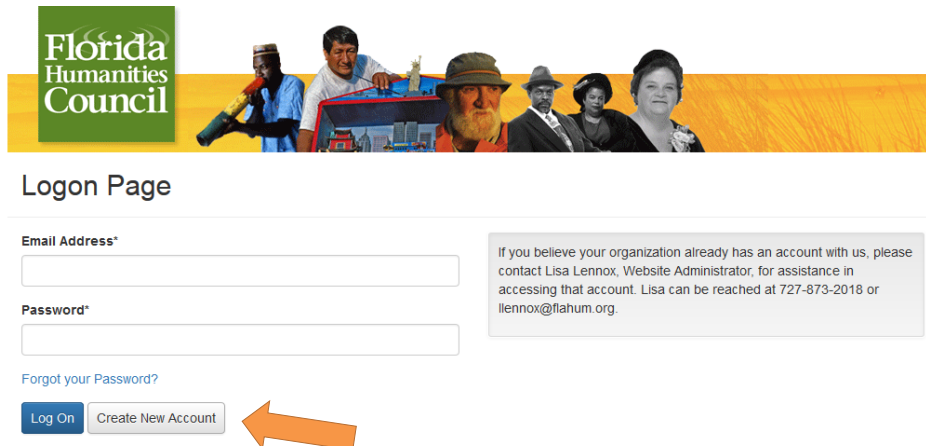


The Florida Humanities Council only accepts electronic applications. All applicants are first required to set up an on-line account in order to submit an application.

Once you click on the “**Apply Now**” link on the Florida Humanities website, you will be directed to the Log-on Page. If you do not already have an account, click on the “**Create New Account**” button. If you’ve already created an account, you may enter your email and password and log right in.

If at any time after creating an account, you can’t remember your password, you may click on the “Forgot Your Password” button, enter your email address, and a link will be sent to you to reset your password.



Florida Humanities Council

Logon Page

Email Address*

Password*

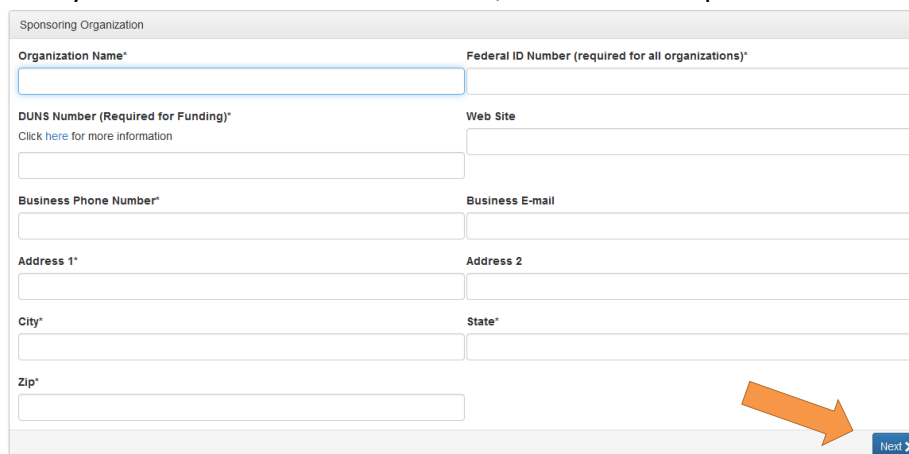
[Forgot your Password?](#)

If you believe your organization already has an account with us, please contact Lisa Lennox, Website Administrator, for assistance in accessing that account. Lisa can be reached at 727-873-2018 or llennox@flahum.org.

Creating a new account is a multi-step process:

Step One - Sponsoring Organization Information – If approved, this is the name of the organization to which all funds will be made payable. The following information must be input for the sponsoring organization:

- **Organization name and mailing address**
- **Federal ID number / EIN.** This number is issued by the IRS and is typically a 2-digit number followed by a dash and 7 more digits.
- **DUNS number.** This is a unique 9-digit number used by the federal government to identify businesses. If you do not have a DUNS number, follow the link provided to obtain one.



Sponsoring Organization

Organization Name* Federal ID Number (required for all organizations)*

DUNS Number (Required for Funding)* Web Site
Click here for more information

Business Phone Number* Business E-mail

Address 1* Address 2

City* State*

Zip*

Step Two - Project Director Information - If approved, this individual has overall responsibility for the project. All correspondence related to the project will be directed to the Project Director.

- If your address is the same as your organization you may use the “Copy Address from Organization” button to automatically pull the address information from the organization address fields into the address fields in this section.
- **It is very important to note that the email address entered in the email/username field becomes the Applicant’s Username in the system.**

Sponsoring Organization

Project Director

Copy Address from Organization

Please provide the required information regarding the person responsible for the overall administration of the proposed project.

Salutation* First Name*

Last Name* Business Title*

Business E-mail* Email / Username Confirmation*

Business Phone Number* Address 1*

Address 2 City*

State* Zip*

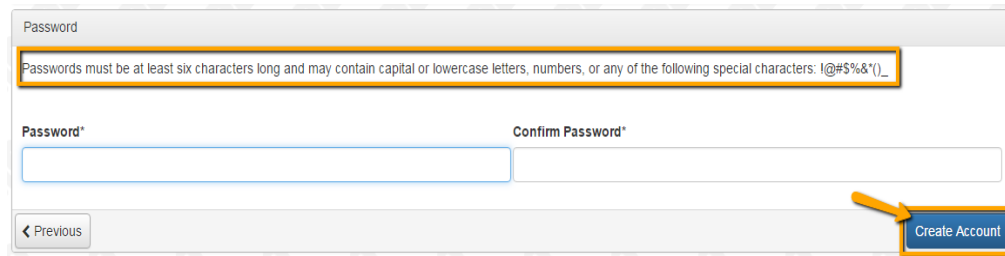
< Previous Next >

- Once the fields on the “**Project Director Information**” section are completed, click on the “**Next**” button.
 - **Please note that should you need to navigate to a previous section in the registration process, you must use the “Previous” button at the bottom of each section in order for the information to remain intact. If you attempt to navigate to the previous section by using your browser’s “back” button, you will lose all registration information entered.**

Step Three – Executive Officer Information – You must identify the CEO, Executive Director, or head of the sponsoring organization. It is recommended that the Project Director and the head of the sponsoring organization not be the same person.

- If you are the Executive Officer select “Yes.” You will be taken to a section of optional fields that includes only the fields that were not required in the “User Information” section.
- If you are not the Executive Officer select “No,” and complete the additional contact information fields.
- Once the Executive Officer’s information is entered, click on the” **Next**” button to create a password.

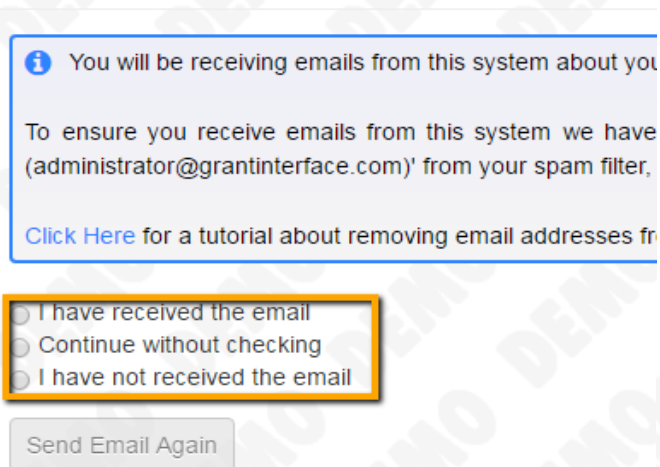
Step Four – Create a password – Create a unique password that will be used with your email address to log in to your user account. Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&()*_ . Once your password is created click the “Create Account” button.



- If you wish to change your password or account information in the future, log on to your account and click “Edit Contact”.

Step Five – Email Confirmation – Upon clicking “Create Account” you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the onscreen instructions and click the “Continue” button to finish the registration process.

Email Confirmation




SELECTING AN APPLICATION PROCESS

Your account will be used for both current and future applications.

- Upon accessing the system for the first time, you will land on the Apply Page. This page will show you any currently open opportunities that you can apply for, as well as any relevant deadlines or other information related to them.
- If you’ve been provided with an access code, you may enter it in the upper right hand corner to reveal the opportunity you have been invited to apply to.
- You can preview the application without having to save any work by clicking on the “Preview” button. To start a request click on the blue “Apply” button under the opportunity you’d like to apply to.

Application Page

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

Extra info here.

2017 Summit Grant

Accepting Submissions from 12/01/2016 to 01/31/2017


All requests are submitted on-line and must be completed by Tuesday, January 31st, 2016 for consideration.

If you are having any trouble with this application or are unable to meet the 01/31/2017 deadline, please contact the administrator.

- Next, you will simply work your way through the form, responding to each field of information requested. **Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.**
- As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.
- Some fields may have character limits. Responses that are longer than the set limit will be saved, **but** an error message will appear informing the applicant the limit has been exceeded. You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File **upload fields** will only accept one file, per field. Upload fields have size limits. If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing the applicant that the file is too large and the file **will not** be saved. Once a file has been uploaded, it may be **deleted** by clicking the **red X** next to the file name and a new file can be uploaded.
- Even though the system is auto-saving, there also a “**Save**” button at the bottom of the form. When you click save you are taken to a confirmation page so you know the save was successful. If you click “**Continue**” you will be taken back into the form so you can continue working. If you save and exit the system, you can access the **draft of the form** from your **Dashboard** the next time you log in.

- **IMPORTANT:** Before submitting your final application, click on the “Application Packet” button at the top of the application form. The packet will include your entire application with all uploaded documents. Review thoroughly and make any changes before clicking the “Submit Form” button. Once submitted, you will no longer be able to make any changes. The Application Packet can be saved as a pdf file and should be kept by you as your official copy of the final application.
- **Any application not submitted by 12pm (EST) on the due date will be declared ineligible for consideration.**

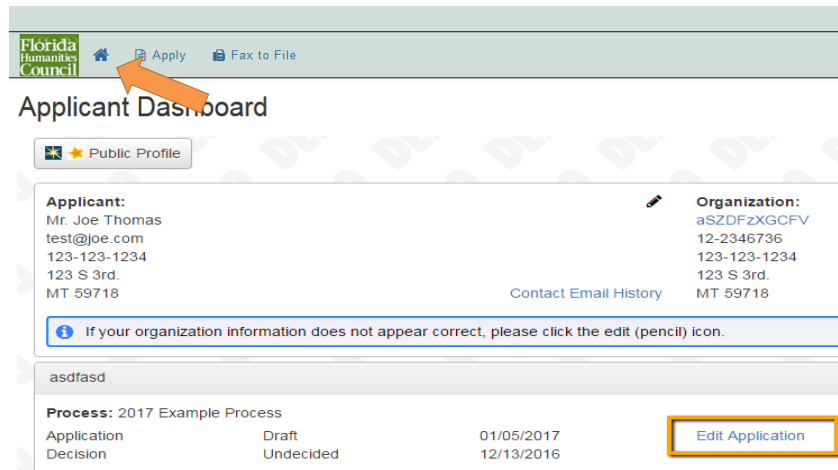
Confirmation Page

 The Application has been saved.

Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending “time out”).

APPLICANT DASHBOARD:

- After you've submitted or saved your application you can return to your applicant Dashboard by clicking on the "Home" icon link in the navigation menu.
 - On your Dashboard you can view requests that have been submitted,
 - Or you can edit applications that you have saved but have not submitted.
 - Additionally, if your request is approved you may be assigned Follow Up Reports to be completed and submitted through the system.



EDITING YOUR PROFILE:

If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Be sure to click "save" in the bottom right corner once you've finished.



FHC SUPPORT

If you need any help with creating your user account or if you believe your organization already has an account, please contact Lisa Lennox for assistance at 727-873-2018 or lennox@flahum.org.