

FLORIDA HUMANITIES ONLINE APPLICATION SYSTEM INSTRUCTIONS

UPDATED: APRIL 2020

Florida Humanities 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 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

Online Application Portal

Logon Page

Email Address*

Password*

Log On Create New Account

Forgot your Password?

First time here?
If you'd like to view the online applications and determine eligibility before creating an account, please preview them [here](#).
When you are **ready to apply**, click "Create New Account". Be sure to keep this login information for your organization's records.

Been here before?
Login with your organization's account. If you have forgotten your password, please click "Forgot Your Password?" link on the left to reset your password.

Not sure if your organization has an account?
If you are unsure if your organization already has an account with us, please contact **Lisa Lennox**, Digital Media Manager, at 727-873-2018 or lennox@flahum.org for assistance in accessing that account.

Need Help? Watch these helpful tutorials:
[Video Tutorial 1: Site Access & Account Creation \(3 mins\)](#)
[Video Tutorial 2: Applying for Funding \(5 mins\)](#)
[Video Tutorial 3: Your Applicant Dashboard \(3 mins\)](#)

Creating a new account is a multi-step process:

TIP: While creating a new account, please note that using the browser's back button will delete your registration information. 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.

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 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. No funding may be disbursed to an organization without a current DUNS number.

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*

Next >

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 information from the organization address fields into the address fields in this section.
- **Note: 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.

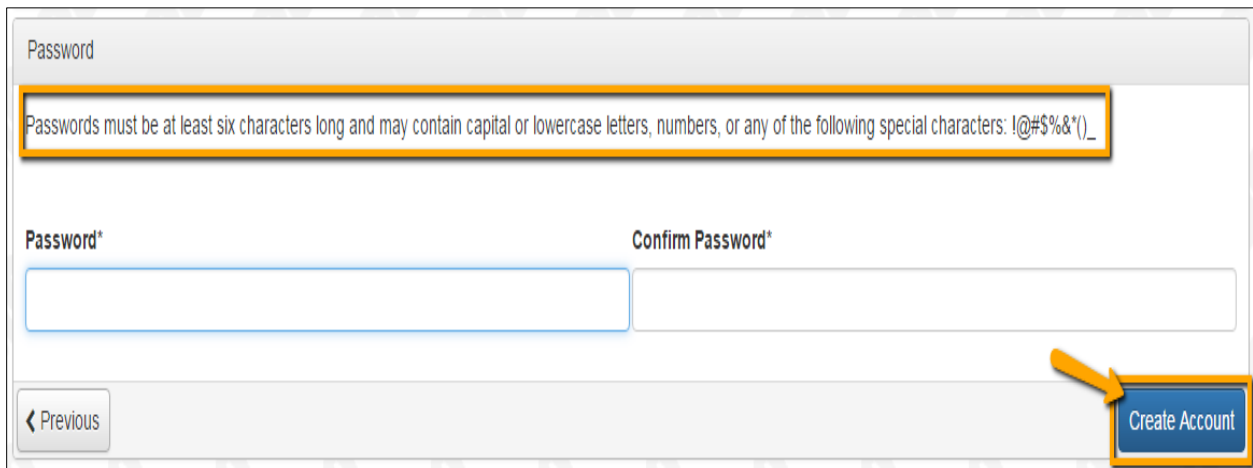
Step Three – Executive Officer Information

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 only include those that were not already 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.



Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&()*_

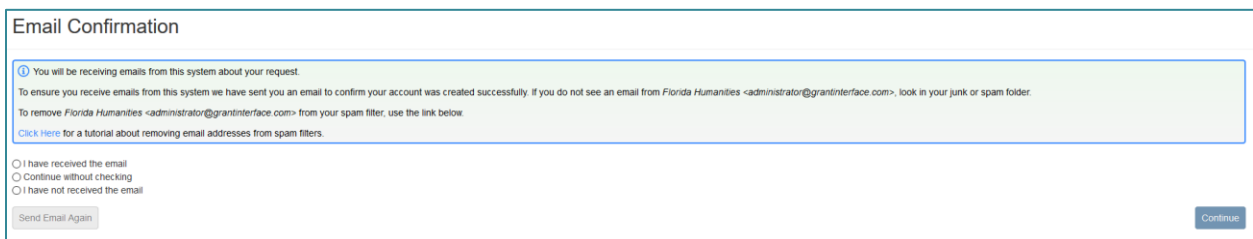
Password* Confirm Password*

Previous Create Account

- 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

You will be receiving emails from this system about your request.
To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from Florida Humanities <administrator@grantinterface.com>, look in your junk or spam folder.
To remove Florida Humanities <administrator@grantinterface.com> from your spam filter, use the link below.
[Click Here](#) for a tutorial about removing email addresses from spam filters.

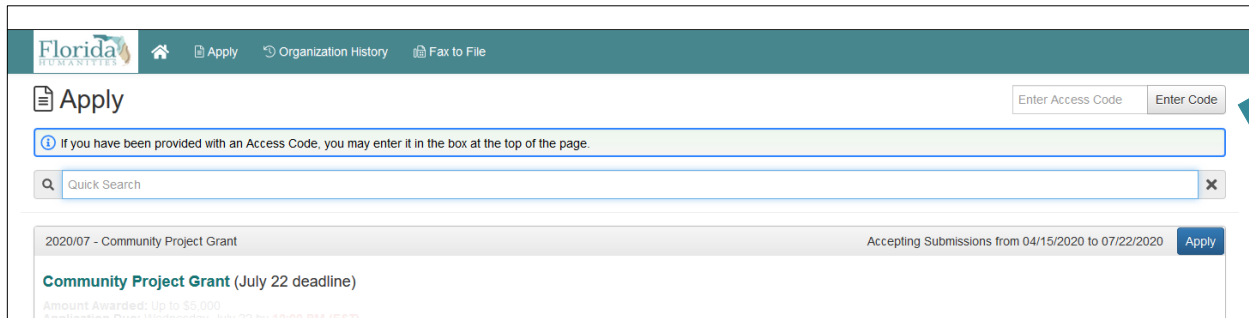
I have received the email
 Continue without checking
 I have not received the email

Send Email Again Continue

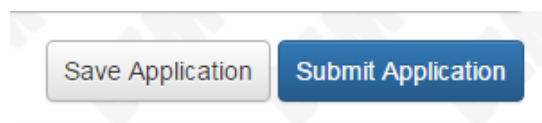
SELECTING AN APPLICATION PROCESS

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.
- Some grant opportunities will require an **Access Code** in order to submit an application. If you've been provided with an access code by Florida Humanities staff, you may enter it in the upper right-hand corner to reveal the opportunity.

A screenshot of the Florida Humanities website's 'Apply' page. The page has a teal header with the Florida Humanities logo and navigation links for 'Apply', 'Organization History', and 'Fax to File'. Below the header, there is a section titled 'Apply' with a sub-header 'Enter Access Code' and an 'Enter Code' button. A blue arrow points to the 'Enter Code' button. Below this is a text input field with a placeholder message: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' There is also a 'Quick Search' field. At the bottom, there is a section for '2020/07 - Community Project Grant' with a blue 'Apply' button and a note 'Accepting Submissions from 04/15/2020 to 07/22/2020'. Below this, there is a link for 'Community Project Grant (July 22 deadline)' and a note 'Amount Awarded: Up to \$5,000'.

- 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.
- 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. Please note that character limits include spaces.
- 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 the posted due date AND time will be declared ineligible for consideration.**

Confirmation Page

✓ The Application has been saved.

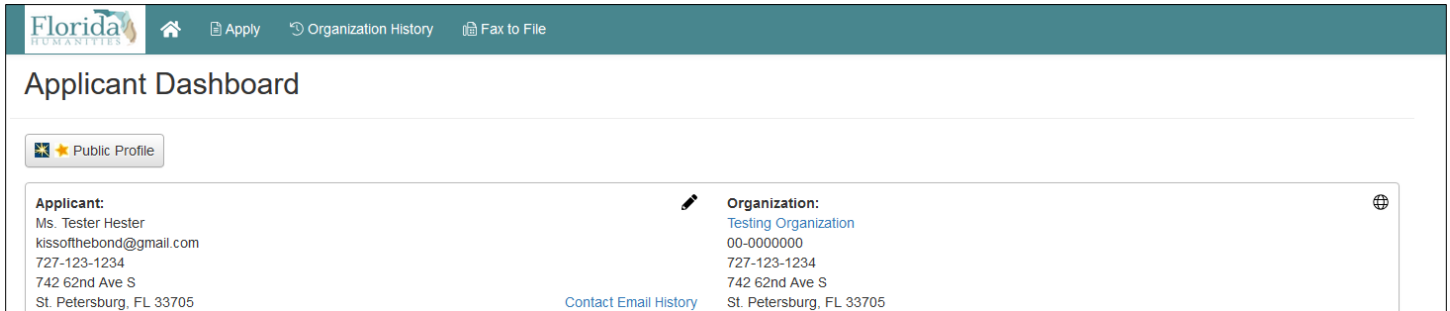
Continue

Note: 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.



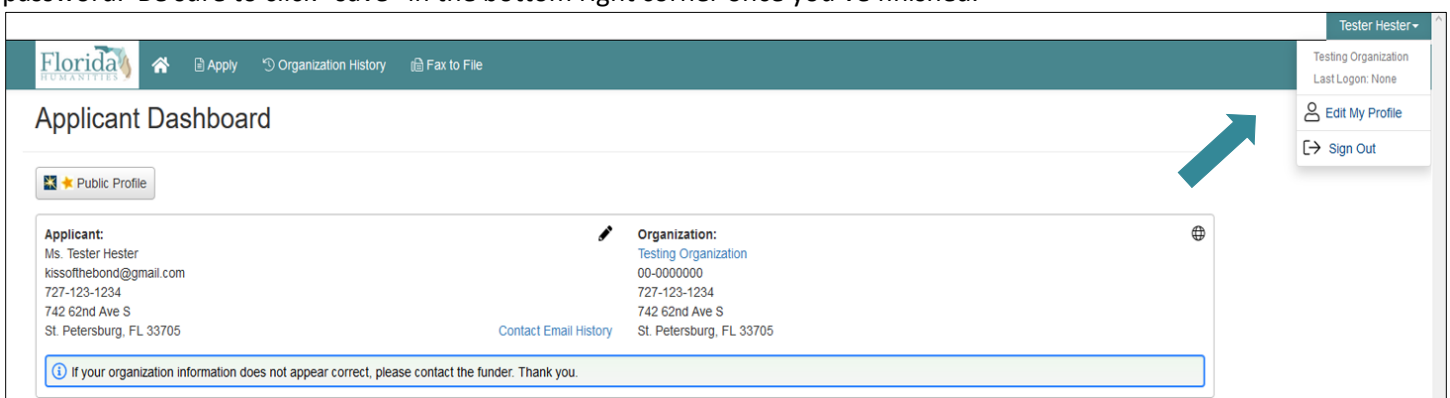
The screenshot shows the Applicant Dashboard interface. At the top, there is a navigation bar with the Florida Humanities logo and icons for Home, Apply, Organization History, and Fax to File. Below the navigation bar, the page title is "Applicant Dashboard". There is a "Public Profile" button. The main content area is divided into two columns: "Applicant" and "Organization".

Applicant:	Organization:
Ms. Tester Hester	Testing Organization
kissofthebond@gmail.com	00-0000000
727-123-1234	727-123-1234
742 62nd Ave S	742 62nd Ave S
St. Petersburg, FL 33705	St. Petersburg, FL 33705

There is a "Contact Email History" link below the applicant information.

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.



The screenshot shows the Applicant Dashboard with the user name "Tester Hester" in the top right corner. A blue arrow points to the user name, which has a drop-down menu open. The menu options are: "Testing Organization", "Last Logon: None", "Edit My Profile", and "Sign Out".

Below the profile information, there is a message box: "If your organization information does not appear correct, please contact the funder. Thank you."

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 llennox@flahum.org.