

FLORIDA HUMANITIES ONLINE APPLICATION SYSTEM INSTRUCTIONS- INDIVIDUAL APPLICANTS

UPDATED OCTOBER 2022

NOTE: At this time, the creation and use of individual accounts in Florida Humanities' online application system are only permitted for applications to join the Florida Humanities Speakers Bureau.

Florida Humanities only accepts electronic applications. All applicants are first required to set up an online account to apply.

Once you click on the **"Apply Now"** link on the Florida Humanities website, it will direct you to the Log-on page. To create an account, click on the **"Create New Account"** button. **NOTE: If you have an organization account, please create a new one as an individual.**

If you can't remember your password after creating an account, click on **"Forgot your Password?"** The website will prompt you to enter your email address, and it will send a reset link.

Creating a new account is a multi-step process.

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)

NOTE: 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 button at the bottom of each section for the registration to remain intact.

Step One: Sponsoring Organization Information

As you are applying as an individual, not an organization, your "Organization Name" and "Mailing Address" are different. Include your **first and last name** as the **organization name** and **your preferred address** as your **mailing address**. The following information must be input for the sponsoring organization:

- **Organization Name and Mailing Address:** This will be your first and last name and your preferred address, as stated above.
- **Federal ID Number/EIN:** The IRS issues this number for organizations. As an individual, input the following information on the designated line:

00-0000000

Note: You will receive an error message alerting you that another organization has this Federal ID number already. Ignore the pop-up and input the numbers as shown above.

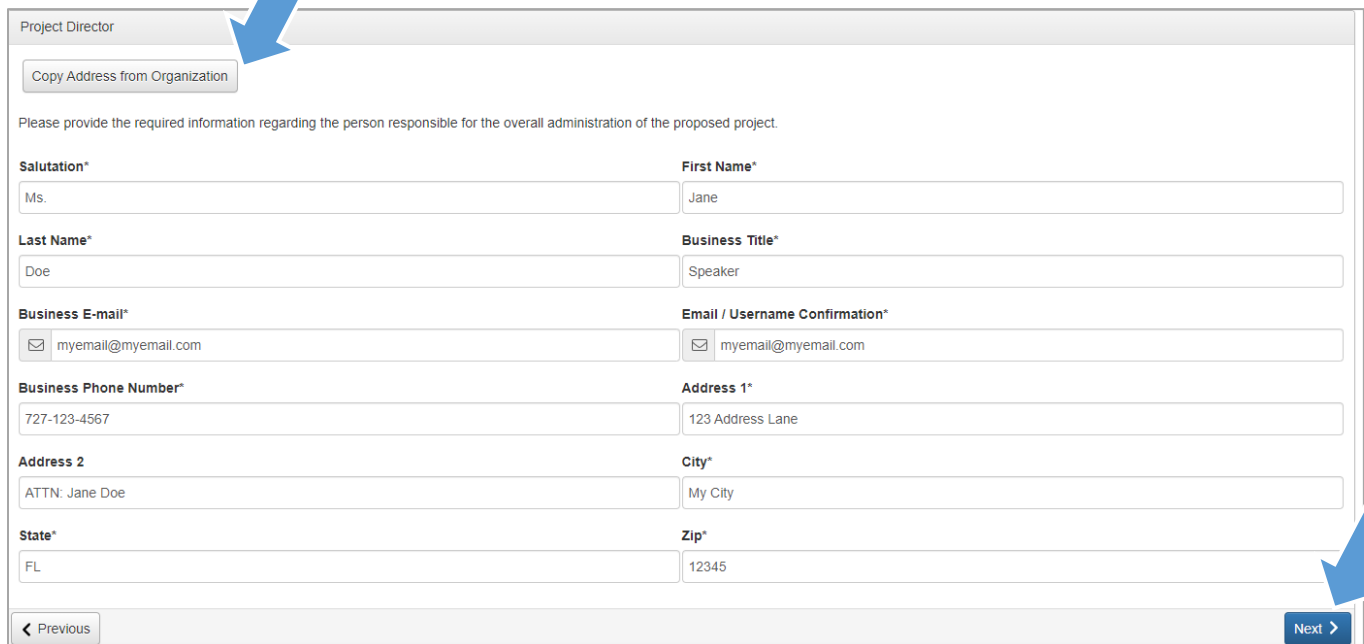
Sponsoring Organization	
Organization Name* Jane Doe	Federal ID Number (required for all organizations)* 00-0000000
Web Site	Business Phone Number* 123-456-7890
Business E-mail janedoe@myemail.org	Address 1* 123 Anyplace Drive
Address 2 ATTN: Jane Doe	City* Anywhere
State* Florida	Zip* 123456
Unique Entity ID (SAM) (Required for funding) Click here for more information	

Note: A Unique Entity ID (SAM) number is not required to create an account.

Step Two: Project Director Information

As you are applying as an individual, your preferred contact information will be the project director information.

- To transfer your preferred address into these fields, use the **“Copy Address from Organization”** button. This action automatically pulls the information from the previous section into this section.
- **Note: The email address entered in the email/username field becomes the applicant’s username in the system.**
- Click on the **“Next”** button once all the fields are complete.



Project Director

Copy Address from Organization

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

Salutation* Ms.	First Name* Jane
Last Name* Doe	Business Title* Speaker
Business E-mail* myemail@myemail.com	Email / Username Confirmation* myemail@myemail.com
Business Phone Number* 727-123-4567	Address 1* 123 Address Lane
Address 2 ATTN: Jane Doe	City* My City
State* FL	Zip* 12345

< Previous Next >

Step Three- Executive Officer Information

Mark yourself as the Executive Officer. Select **“Yes”** on the page.

Once you enter the information, click on the **“NEXT”** button to create a password.

Executive Officer

Are you the Organization's Executive Officer?*

Yes
 No

< Previous Next >

Step Four- Create a Password

Create a unique password that is used with your email address to log in to your account. Passwords must be at least six characters long. They can contain capital or lowercase letters, numbers, and any of the following special characters: **!@#\$%&()*_**. Once you enter your password, 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 the **“Edit Contact”** link.

Step Five- Email Confirmation

After clicking the **“Create Account”** button, the “Email Confirmation” page will appear. The email confirmation assures 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

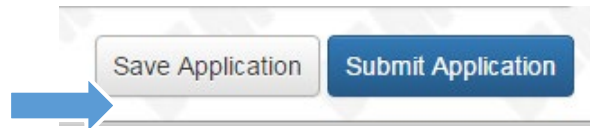


SELECTING AN APPLICATION PROCESS

NOTE: At this time, the creation and use of individual accounts in Florida Humanities’ online application system are only permitted for applications to join the Florida Humanities Speakers Bureau. Your account will be used for current and future applications.

- Upon accessing the system for the first time, it will land on the Apply Page. This page shows any open opportunities for which you are eligible. **Note: Only use your individual account to complete a Florida Humanities Speakers Application.**
- You can preview the application by clicking on the “**Preview**” button. Click on the blue “**Apply**” button to start a **Florida Humanities Speakers Application**.
- Next, complete the form, responding to each field of the requested information. **Note: Any fields with an asterisk are required and must be complete before submission.**
- As you complete the form, the system will auto-save every 100 characters or every time you click out of the field.
- Some fields may have **character limits**. Responses that are longer than the limit will save automatically. However, an error message will appear informing you have exceeded the limit. You cannot submit the form until you decrease the response within the limit. **Note: Character limits include spaces.**
- File upload fields will only accept one file per field. Upload fields have size limits. If you upload a file that is larger than the set limit, an error message will appear. It will inform you that the file is too large and **will not be saved**. Once a file is uploaded, you can **delete it** by clicking the “**Red X**” next to the file name. You can then upload a new file

- Even though the system auto-saves, there is a **“Save”** button on the bottom of the form. When you click the **“Save”** button, a confirmation page will appear. This screen shows that your save was successful. If you click the **“Continue”** link, it will take you back to the application to continue working. If you save and exit the system, you can access the **Draft** from your **Dashboard** the next time you log in.



NOTE: Before submitting your final application, click on the **“Application Packet”** button at the top of the form. The packet will include your entire application with all uploaded documents. Review the application packet thoroughly and make any necessary edits before clicking the **“Submit Application”** button. Once submitted, **you will not be able to make any changes**. The Application Packet can save as a pdf file. Keep your packet as your official copy of the final application.

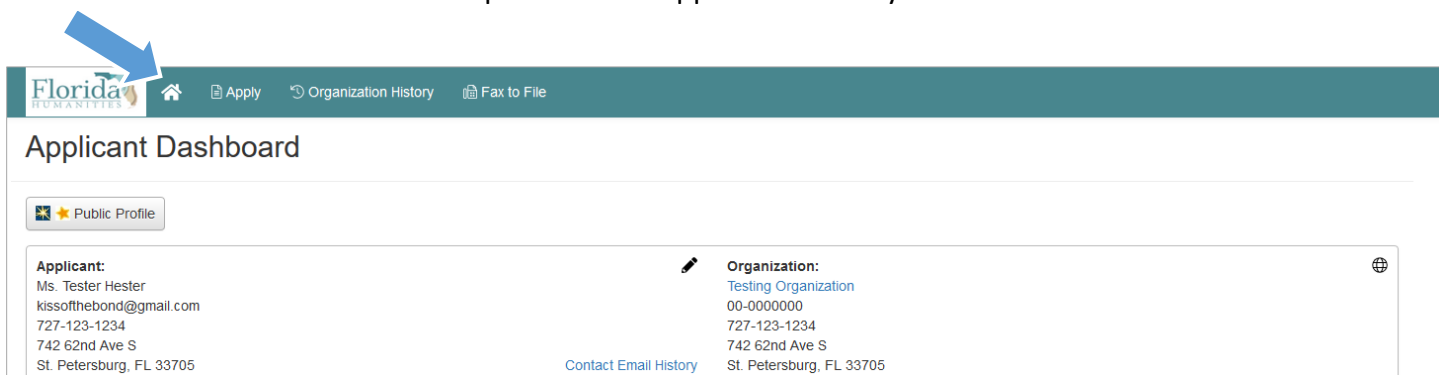
Any application not submitted by the posted due date AND time will be marked ineligible for consideration.

NOTE: The system will automatically log out after 90 minutes of inactivity. You will receive a warning message at 80 minutes of inactivity.

APPLICANT DASHBOARD

After you submit or save your application, you can return to the Dashboard by clicking on the **“Home”** icon link in the navigation menu.

You can review submitted requests or edit applications that you have saved but not submitted.



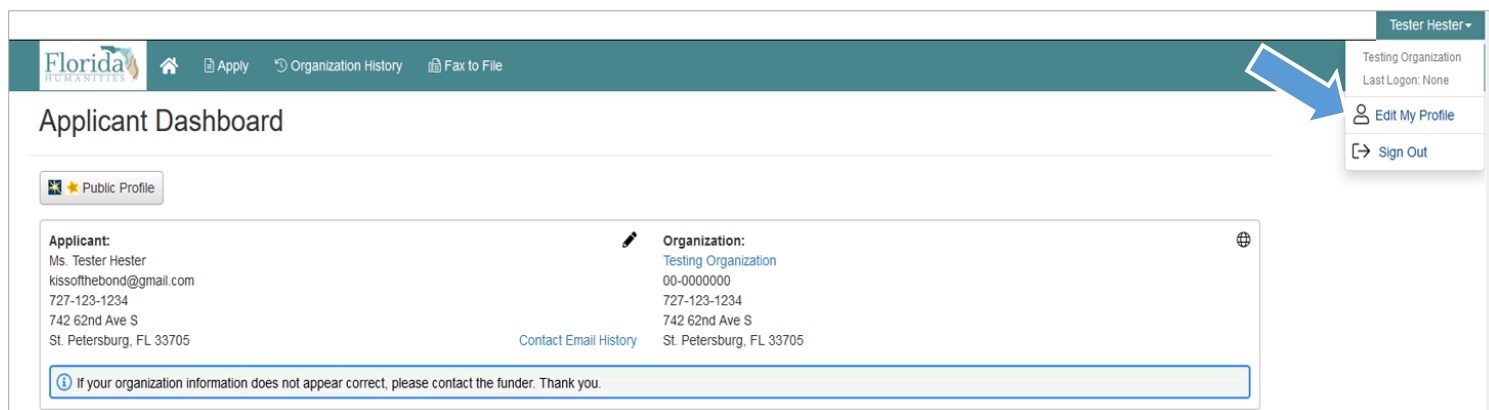
The screenshot shows the Applicant Dashboard interface. At the top, there is a navigation bar with the Florida Humanities logo and icons for Home, Apply, Organization History, and Fax to File. A blue arrow points to the Home icon. Below the navigation bar, the page title is "Applicant Dashboard". There is a "Public Profile" button. The main content area displays applicant and organization information:

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

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

EDITING YOUR PROFILE

To edit your account or change your password, click your name on the top right of the screen. This screen will expand into a drop-down menu. Click the **“Edit My Profile”** link to update your user information or change your password. Click the **“Save”** button in the bottom right corner once you have finished.



The screenshot shows the Applicant Dashboard with the user name "Tester Hester" in the top right corner. A blue arrow points to the name, which has opened a dropdown menu with the following options:

- Testing Organization
- Last Logon: None
- Edit My Profile
- Sign Out

The main content area of the dashboard is the same as in the previous screenshot, but it includes a message at the bottom:

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

SUPPORT

If you have questions about completing a Florida Humanities Speaker Application, please contact April Myerscough for assistance at **727-873-2001** or amyerscough@flahum.org