

Grants Management System for HumanitiesDC Grant Reviewers

Creating an Account

Step 1: Go to <u>http://grantapplication.wdchumanities.org</u> and click "Create New Account" If you have an existing account, use your email address and password to log in – **do not** create a new account. If you have forgotten or need a new password, click "Forgot your Password?" and follow the instructions to reset your password. See **Submitting the Reviewer Application Form** instructions below if you have an existing account (ex. you submitted a funding application) but have not reviewed grants for us before.

Step 2: Complete the registration form

After clicking "Create New Account," you will be directed to the registration page, which will guide you step-by-step through the creation process by asking for information about your account. Some questions may look strange because this registration page is the same for both organizations and individuals creating accounts. Since you're an individual creating an account, remember to enter your first and last name in the "Organization Name" field, and 11-111111 in the EIN field.

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.	
(j) This registration process has multiple steps you must complete before you can apply.	
Fields with an asterisk (*) are required.	
Organization or Individual Name and Information	
If you are applying for a grant on behalf of an organization, include the organization's information b an application as an individual, make sure to read all of the instructions below.	elow, including the EIN Tax ID number and a general email for the organization. If you are submitting
Organization Name*	EIN / Tax Identification Number*
If you are applying as an individual, please enter your full name here.	If you are applying as an individual, enter 11-111111
Unique Entity ID (UEI)	Web Site
UEI is not required.	
Teleshare Musikast	Operation Empil
Address 1*	Address 2
City*	State*
Postal Code*	
	NEXT >

Step 3: Enter your primary contact information

Since you are an individual, you only need to enter First Name, Last Name, and Email/Username. You may click "Copy Address from Organization" to copy information from the first screen. To edit previously submitted information, click "PREVIOUS." Using your browser's "back" button will cause you to lose all progress.

Primary Contact	
COPY ADDRESS FROM ORGANIZATION	
If you are applying for a grant on behalf of an organization, include the information for the person w enter your information below. You can click "Copy Address from Organization" to copy the address	ho should be the primary contact for your grants administration. If you are applying as an individual, nformation above.
Salutation	First Name*
Middle Name	Last Name*
Suffix	Business Title
Email / Username*	Email / Username Confirmation*
Telephone Number	Mobile Number
Address 1	Address 2
City	State
Postal Code	
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< PREVIOUS	NEXT >

Step 4: Check off "Yes" for the Executive Officer question, even though you are creating an individual account not associated with an organization.

Step 5: Create a safe password and then create the account. Go through the email confirmation steps. We send emails through the grants portal, so it is key that you can receive them.

Submitting the Reviewer Application Form

Step 1: When you log into the grants portal, you will see the application page. This page will provide multiple application options, so make sure you focus on the *Community Grant Reviewer Application Accepting Submissions* section. You can click "Preview" to view the application structure and questions before starting. Click the blue "APPLY" button to complete this application. Note that you do not need to click "Send to GrantHub" nor do you need an access code to begin or finish an application.

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Applicants may request up to \$10,000. All applicant budgets must show \$10,000 in expenses against the Fellowship.
Fellowship Period:
Projects must be conducted and all Fellowship funds must be spent between April 15, 2024 - December 14, 2024.
Deadline:
All applications must received by March 5, 2024 at 5:59 pm.
Please click here to access our website for more information on this fellowship, including the RFP, FAQ, Application Questions, and the Office Hours sign-up link.
Preview
Community Grant Reviewer Application Accepting Submissions
As part of our grantmaking process, HumanitiesDC engages community members with experience and expertise in the Humanities to determine how our funding is allocated. More info about becoming a grant reviewer is available here.
Community members are invited to apply to be considered as a reviewer using this online application form. We accept applications year-round in order to have talented
teams in place by review time. Reviewers are then chosen based on whether their knowledge or expertise aligns with focus areas of grant programs.
If you have any questions, please contact grants@humanitiesdc.org.
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Step 2: Complete the application

The application consists of various input fields including multiple choice selections, list selections, and check boxes. Required questions have an asterisk (*) next to them. Narrative questions with text fields include character limits, and we ask for you to be as detailed as possible. You may wish to work on these narrative sections in a separate document before pasting them into the application form. Remember to save your progress if you are not ready to submit. Clicking the "Back" button on your browser will cause you to lose your work.

Review the Grant Reviewer	page on our website for more information at	pout the role.		
2,500 characters left of 2,5	00			
	<i>y</i>			
Briefly describe any prev	ious grant review experience you have			
You do not need to have pr	avious experience to be considered			
Tou do not need to nave pr	mous experience to be considered.			
	~			
2,500 characters left of 2,5	10			

Step 3: Submit your application

Review your application ensuring that all required fields have been filled and click "Submit Application". You will receive an email confirming that your application has been submitted. HumanitiesDC grants staff will be in touch with further instructions and details.

Reviewing Applications

Note – HumanitiesDC staff will provide training on how to review applications. The instructions below focus on how to access them in the grants portal.

Step 1: If you are chosen to review applications, log into your account to reach your homepage. In the upper right, there's a toggle between *Evaluator* (to see your assigned applications) and *Applicant* (to see your reviewer intake form and any funding applications). Make sure you're in the *Evaluator* role for reviewing applications. **Before you start reviewing, you MUST submit a conflict of interest form**. More information about that will be emailed out by HumanitiesDC staff.

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P	revious 1 Next				Showing 1 - 2 of 2 50 ~

Step 2: Click the "Start" button to start reviewing a particular application. After you select a request to review, you will arrive at a side-by-side view showing the Evaluation Form you will complete on one side, and the Application submitted by the applicant on the other. Feel free to print out PDFs so you can have a hard copy to mark up, but the final evaluations must be in the grants portal. Other viewing options:

- Application packet to download a complete PDF file of the application
- Document viewer to separately download each document in packet

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Step 3: Remember to save your evaluations! There is nothing to formally submit; if it's saved by the review deadline given by HumanitiesDC staff, we'll consider it done.