



## **Grants Management System for HumanitiesDC Grant Reviewers**

### **Creating an Account**

Step 1: Go to <http://grantapplication.wdchumanities.org> 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 11-1111111 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.

 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**

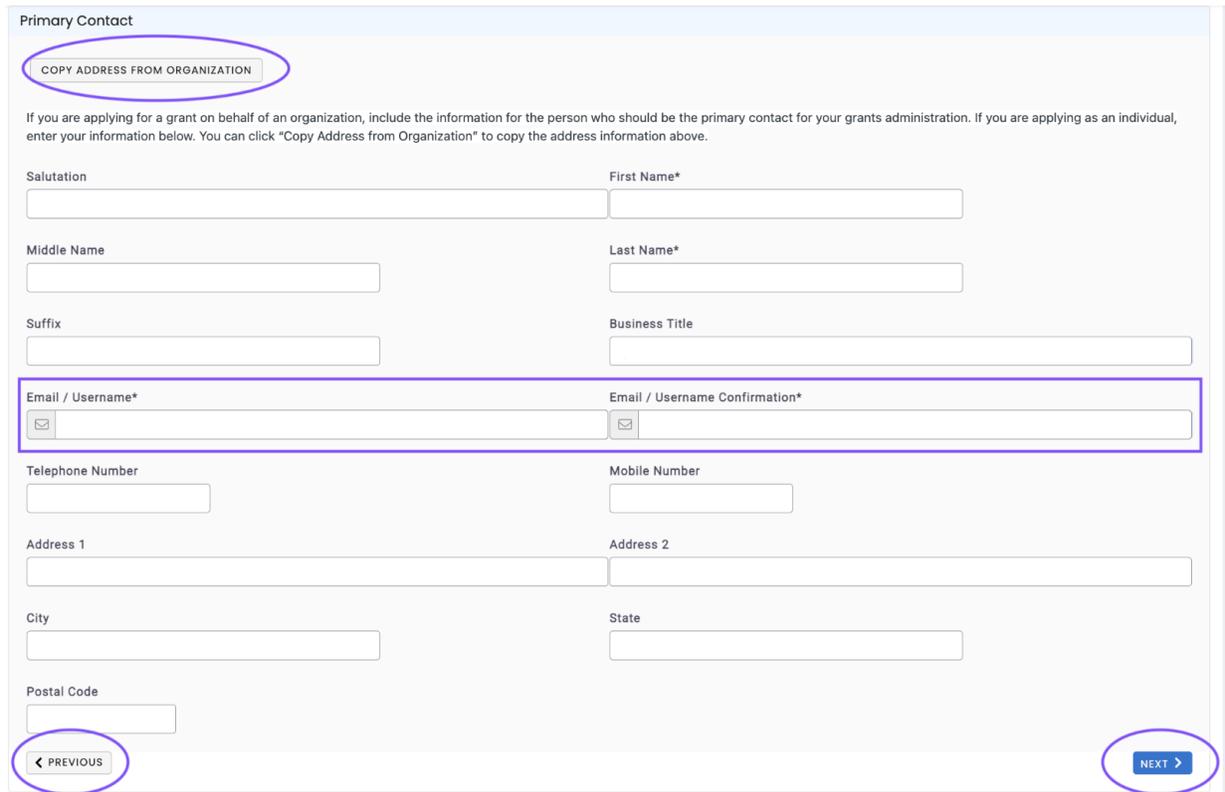
If you are applying for a grant on behalf of an organization, include the organization's information below, including the EIN Tax ID number and a general email for the organization. If you are submitting an application as an individual, make sure to read all of the instructions below.

Organization Name* If you are applying as an individual, please enter your full name here.	EIN / Tax Identification Number* If you are applying as an individual, enter 11-1111111
<input type="text"/>	<input type="text"/>
Unique Entity ID (UEI) UEI is not required.	Web Site
<input type="text"/>	<input type="text"/>
Telephone Number*	Organization Email
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	
<input type="text"/>	

[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.



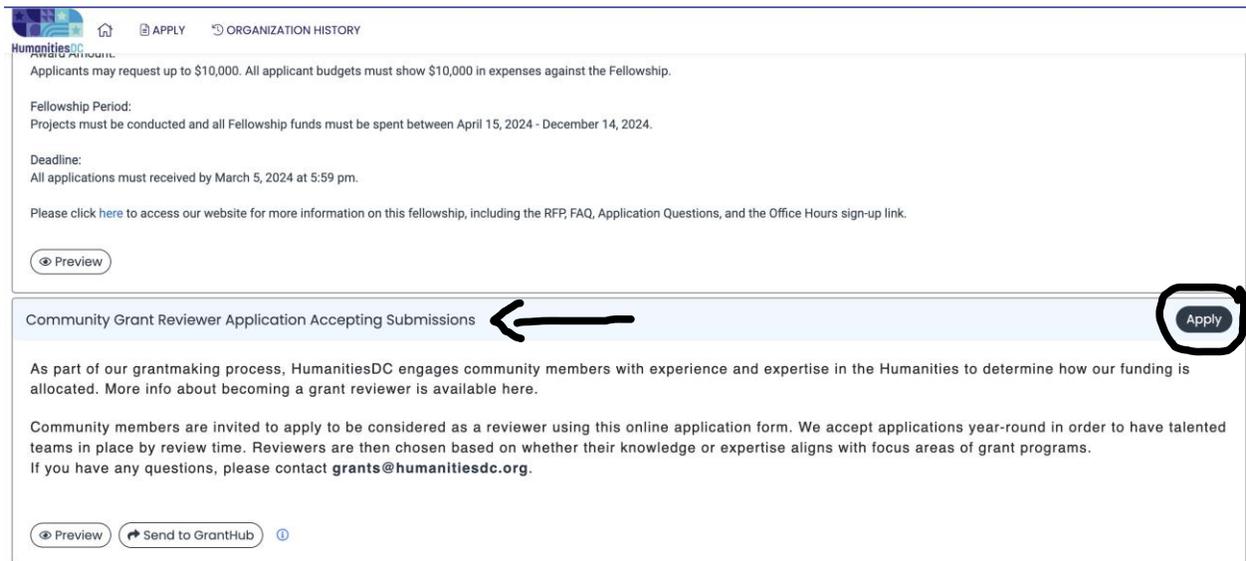
The screenshot shows a web form titled "Primary Contact". At the top left, there is a button labeled "COPY ADDRESS FROM ORGANIZATION" circled in purple. Below this is a paragraph of instructions. The form contains several input fields: "Salutation", "First Name\*", "Middle Name", "Last Name\*", "Suffix", "Business Title", "Email / Username\*" (with an envelope icon), "Email / Username Confirmation\*" (with an envelope icon), "Telephone Number", "Mobile Number", "Address 1", "Address 2", "City", "State", and "Postal Code". At the bottom left, there is a button labeled "PREVIOUS" circled in purple, and at the bottom right, there is a button labeled "NEXT >" circled in purple.

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.



## 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.

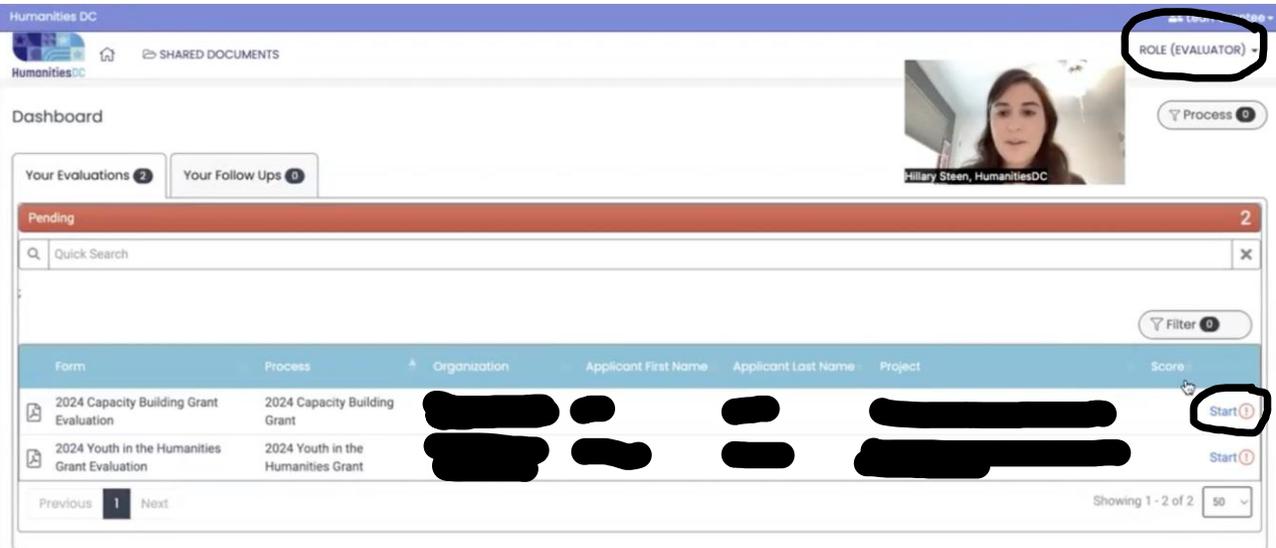
## Step 3: Submit your application

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.



The screenshot shows the HumanitiesDC dashboard. At the top right, the user's role is set to 'ROLE (EVALUATOR)'. Below this is a video feed of Hillary Steen. The main section is titled 'Dashboard' and contains two tabs: 'Your Evaluations (2)' and 'Your Follow Ups (0)'. The 'Your Evaluations' tab is active, showing a 'Pending' section with a search bar and a table of applications. The table has columns for Form, Process, Organization, Applicant First Name, Applicant Last Name, Project, and Score. Two applications are listed, both with 'Start' buttons circled in red. The first application is for a '2024 Capacity Building Grant Evaluation' and the second is for a '2024 Youth in the Humanities Grant Evaluation'. The table also includes pagination controls at the bottom.

Form	Process	Organization	Applicant First Name	Applicant Last Name	Project	Score
2024 Capacity Building Grant Evaluation	2024 Capacity Building Grant	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Start
2024 Youth in the Humanities Grant Evaluation	2024 Youth in the Humanities Grant	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Start

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

HumanitiesDC SHARED DOCUMENTS ROLE (EVALUATOR)

### Evaluation

Process: 2024 DC Oral History Collaborative (DCOHC) & Extensions Grant

Return to Application Submitted

Contact Info Request Award Details Documents Comments Charity Check by Candid

Applicant: [Redacted] Organization: [Redacted]

#### Your Evaluation

[Evaluation Packet](#)

**Introduction and Instructions**

Here is the Request for Proposal for your reference, and be aware that the project period is April 15 to December 31, 2024.

**Scoring Guide:**

- 9-10: Proposal has an ideal response for the stated criterion.
- 7-8: Proposal has a good response.
- 4-6: Proposal has an adequate response.
- 1-3: Proposal has an unsatisfactory response.

**Reminders:**

- DCOHC applicants may not have any experience conducting oral histories. Do not provide low scores only because the applicant lacks experience with the oral history procedures and outputs.
- Provide some feedback/assessment in each of the boxes available for qualitative comments. Refrain from "yes/no" answers - explain your reasoning. Qualitative comments should match your quantitative scores. Do not just copy over the applicant's answer.

#### View Application

Yes  
 No

[Document Viewer](#) [Application Packet](#)

#### Applicant Information

**Applicant Type**  
If you are an individual applying via a fiscal sponsor, please select "Organization."

Individual  
 Organization

**Applicant Location**  
Please indicate the Washington, DC Ward in which you are based. Eligibility is restricted to applicants with a Washington, DC address.

Ward 1  
 Ward 2  
 Ward 3  
 Ward 4

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.