



## How to Access the Online Grants Management System and Apply for Funding

In January 2021, the Foundation transitioned to a new online grants management system called Foundant. Below are instructions on how to login to the system. There are three video tutorials you can watch to learn how to use the system, then follow the instructions below.

### How to login to Foundant for the first time:

1. Click [here](#) to access the Foundant login page.
2. If you are a **current grantee**:
  - a. Click on "Forgot your Password" and enter your email address. The system will send you a link and instructions to reset your password. This may take several minutes.
    - i. If you receive an error message click the cancel button and proceed to step 3
  - b. Once logged in, review and update your contact information as well as the organization information:
    - i. Click on your name in the upper right of the page and select "Edit My Profile"
    - ii. Update the info as needed
    - iii. Click the blue "Save" button on the bottom right of the page
    - iv. Click on your name in the upper right of the page and select "Edit Organization"
    - v. Update the info as needed
    - vi. Click the blue "Save" button on the bottom right of the page
  - c. After saving your account information, you should land on the Applicant Dashboard, which includes information on your organization's grant requests, awards, and payments.
  - d. Each person at your organization who needs to access the system should create a unique login.
3. If you are **not a current grantee**, click on "Create a New Account" and follow the instructions.
  - a. Note: if you receive an error message stating an account already exists with your email address return to the login page and follow the instruction in step 2 above

### How to Apply for Funding

1. **Apply for COVID response grant:**
  - a. Once you are logged into the [Foundant](#) click on Apply in the upper left of your screen.
  - b. On the apply page, click the blue Apply button on the right hand side of the screen
  - c. The application for the COVID-19 grant opportunity will appear
  - d. Application responses will be automatically saved by the system. You may also click the "Save Application" button at the bottom of the page to save your work.
  - e. To submit the application click the blue "Submit" button at the bottom of the page
    - a. Note: you will not be able to submit the application until all required fields are completed.
2. **All other grant opportunities are currently by invitation only.** If invited to apply you will receive an email with further instructions.

If you have any questions about using the online system, contact Camille Davis at 414-274-2447 or [camille.davis@zilberfamilyfoundation.org](mailto:camille.davis@zilberfamilyfoundation.org).