

## Foundant Quick Start Guide

Foundant is the name of our new online grants management system that is also utilized for the Coordinated Funding process. Some applicants may already be familiar with the system, but if not, here is a very short guide to getting started.

1. Visit <http://www.uwwashtenaw.org/foundant> and click the link.
2. If your agency does not already have an account in Foundant, click “Create New Account” button.
3. Complete the required information and steps: Organization Information and Applicant Information (that’s you), Executive Officer Information (if you are not the Executive Director/CEO/President), etc.
4. Ensure that you received the registration email from [administrator@grantinterface.com](mailto:administrator@grantinterface.com). Check Spam folder. Confirm on Foundant screen. (Most email related to your grant application will come from this address, so add it to your safe senders.)
5. If your agency requires multiple logins, please contact Jaime Hoffman, [jhoffman@uwwashtew.org](mailto:jhoffman@uwwashtew.org) . **DO NOT CREATE A DUPLICATE ORGANIZATION PROFILE**. Note: only one login/user can be assigned to an application at a time. UWWC staff can re-assign an application in the system upon request if you have multiple logins at your agency that would like to work on the application.
6. Document your username (email address) and password somewhere safe. Use the “Forgot My Password” link, if necessary.
7. When logged in to your new account, click the “Apply” link in the left sidebar.
8. Choose the “United Way of Washtenaw County Grant Request” process and get started!
9. Each field will provide instructions and any constraints (i.e., character limits, drop-down box, maximum upload size).
10. Remember these helpful reminders:
  - a. If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons.
  - b. There is a Save button at the bottom of the application.
  - c. The system will auto-save as you move from one question to the next, and will save every 100 characters in longer text responses. Auto-save is noted by the border of the question highlighting in green.
  - d. We will not review your application until it is submitted, so you can save and come back as many times as you would like.
  - e. You will receive a confirmation email when your application has been successfully submitted. Please follow-up with us if you do not receive one.
  - f. Foundant’s auto-save may not work if a user’s browser is out of date. All users are encouraged to update their browsers to the newest version, and do regular manual saves within their applications.

## Foundant Troubleshooting Questions

**What if my agency needs more than one login?** Consider sharing a login if you feel it is appropriate for your agency. To talk through these details and implications or if you would like more than one user to have a login, please contact Jaime Hoffman, [jhoffman@uwwashtenaw.org](mailto:jhoffman@uwwashtenaw.org).

**What if I forget my password?** Use the “Forgot your Password?” link on the Logon page.

**What if emails from the Foundant system are going to Spam folders?** Add [administrator@grantinterface.com](mailto:administrator@grantinterface.com) to your contacts, Safe Senders list or mark as “Not Spam”, depending on your email service. All email from the Foundant system will come from this email address and be labeled as from “Washtenaw Coordinated Funders”.

**What if my file size is too big to upload?**

- Ensure that unnecessary graphics or attachments are removed (from board minutes, for example).
- Reduce the size of your PDF files: Choose File>Save as Other>Reduced Size PDF.
- Use this online tool to compress your PDF files into smaller file sizes: <http://smallpdf.com/compress-pdf>.
- Use Foundant’s Fax to File option to create a smaller file.
- After taking these steps, contact Jaime Hoffman, [jhoffman@uwwashtenaw.org](mailto:jhoffman@uwwashtenaw.org) if your file size is still too large to upload.

**Can multiple users be in Foundant working on the same application at the same time?** It is *possible if users are sharing one login*, but we do not recommend it. Foundant’s auto-save feature could save over important changes made by both users.

**What if I need to stop in the middle and come back to the application?** There is a Save button at the bottom of the application.

**Which browser do you recommend we use?** For the best user experience when using Foundant, we recommend using Google Chrome 14 or higher, Firefox 9 or higher, or Safari 4 or higher. It is fine to use Internet Explorer, but you may encounter some minor technical issues.

**Is the Foundant system mobile friendly?** Yes.

**How do I delete a file that I’ve uploaded to a form in Foundant?** There are two ways to remove an old file from an application: 1. Once the file has been uploaded a delete button will appear below the file name. Click the Delete button to remove the file. 2. A new file can just be uploaded in its place and it will be automatically deleted.

**Can I upload more than one document into one upload field?** No. We’ve provided multiple upload fields where appropriate.

**What if my organization does not have an EIN?** Enter N/A in the field.

**What if my organization is a non-traditional applicant?** If you are applying as a higher education institution, public entity or via a fiscal agent, the alternate requirements for non-traditional applicants are defined right in the Foundant application.