GEORGETOWN HEALTH FOUNDATION
Partnerships for the Health of Our Community

Information on Georgetown Health Foundation's

New Online Grants Management System

For Georgetown Health Foundation Grantseekers

In an effort to improve our grantmaking process, we are implementing Foundant, an Online Grants Management system. Among many benefits we think you'll appreciate is your ability to control organizational contact information; to draft, save and submit online applications; and to upload documents and reports.

How It Works

A grant applicant creates an account in the Online Grants Manager, then logs on to that account to start a new LOI (Letter of Intent). Your LOI can be saved as a draft, and when you log on again it's easy to return to that draft, make edits, and submit the LOI. Each account maintains a record of the application history that you can access at any time. Should a grant be awarded, the Online Grants Manager allows grantees an easy way to see the status of their grant, check due dates, and submit electronic grant reports right from their account.

Creating Your Online Account

All applicants are required to create an account. We suggest creating your account well in advance of the grant deadline to avoid any last minute issues. At the time of registration you are required to enter the following information:

- A username that is an email address

- Your contact information

- Your organization's information, including the EIN/Tax ID number (required)

- Contact information for the organization's Executive Officer

To create an account in order to begin your LOI, click on the link below:

https://www.grantinterface.com/georgetownhealth/Common/LogOn.aspx

To view a tutorial on creating an account, click on the link below:

https://www.youtube.com/watch?v=etScRJXC2bE

Managing Your Online Account – for Organizations

The first person to register enters the organization's information, which creates the organization profile. It's important to enter this information accurately at registration, because after this point the organization profile can only be edited by Foundation staff.

Managing Your Online Account – for Users

Once your account is set up, your account dashboard is displayed on screen every time you log in. From the dashboard you can do the following:

- Edit your contact information

- Begin the application process

- Access application drafts and submitted applications

- View details and complete the report process for grant awards

A user account can only be connected to one organization at a time.

FAQ's

Q: How do I submit a grant application to Georgetown Health Foundation?

The Foundation invites proposals for our grants process after reviewing a Letter of Inquiry (LOI). Prior to submitting a letter of inquiry through the Foundant system, please ensure that you are eligible to apply by reviewing the information on GHF's Introduction to Grants webpage, which includes descriptions of our target population and strategic priorities.

Q: Which browser would be most compatible with the Online Grants System?

For the best user experience when applying for a grant, 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.

Q: How do I upload files to my application?

For application questions that request an uploaded attachment, click the **Browse** button and then choose the desired document from your computer. The

file name of the uploaded file will be indicated under the Browse button. Then save your application (button at the bottom of page). *Pay attention to your file names – remove extra periods or replace them with a dash or underscore character.*

Q: How do I utilize the "Fax to File" tool?

Using the fax tool is simple:

1. To start, click the **Fax to File** link on the left hand side of the screen.
2. Then click the **Request a Fax #** button and you will be presented with a toll-free fax number. You have this number for 20 minutes.
3.   Fax your document to the number provided. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to a PDF. You have 20 minutes to fax your documents before the number expires.
4. After you have faxed each separate document click the **Finished Faxing** button to see your list of files.
5. Download your converted documents to your computer and save them.
6. Upload the documents to the appropriate questions on the online form.

Q: What is the maximum size file upload?

The file size limit is noted next to the **Browse** button and the system will not accept files greater than this limit. Some users have trouble with appropriate settings on a scanner and end up with larger file sizes. If these documents are converted using the Fax to File tool, the file size can be dramatically decreased.

Q: How do I delete a file that I have uploaded to the application?

There are two ways to remove an uploaded file from an application:

1. Once the file has been uploaded a delete button will appear below the file name. Clicking **Delete** will remove the file.
2. To replace the file a new file can be uploaded in its place. Simply upload the correct form to the question and the old uploaded form will be erased.

Q: Can I upload more than one file upload per category?

Applicants can only upload a single document in response to an upload question. If an applicant has more than one file they need to upload, they need to combine the files either electronically or via scanning. There are two methods applicants can use:

1. If the files to be uploaded are in a format that is editable (such as Word or Excel), the applicant may take multiple Word documents or Excel sheets and combine them into one file.
2. If the files are not easily edited (PDF or physical copies), they may be combined by utilizing the Fax-to-File tool. For example, sending two program descriptions in a fax would result in one PDF file containing both program descriptions.

Q: Why am I having trouble uploading my file?

There a few different reasons one may experience file upload issues:

1. **File names** – Remove extra periods or replace them with a dash or underscore characters.
2. **File size** – Files that exceed the maximum file size limit will cause an error. Compress the files or use Fax to File to create a smaller file.