



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. Three video tutorials on how to use the system are available on the [login page](#).

How to Apply for Funding

Complete a Letter of Inquiry (LOI) for Zilber Neighborhood Initiative funding:

1. Log in to [Foundant](#) and click on Apply in the upper left of your screen.
 - a. If this is your first time using Foundant, see *Using Foundant for the First Time* below.
2. On the apply page, click the blue Apply button on the right-hand side of the screen.
3. The LOI form will appear.
4. Your 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.
5. To submit the LOI, click the blue "Submit" button at the bottom of the page.
 - a. Note: you will not be able to submit the LOI until all required fields are completed.

Using Foundant for the First Time

1. Click [here](#) to access Foundant.
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 and click the blue "Save" button on the bottom right of the page.
 - iii. Click on your name in the upper right of the page and select "Edit Organization".
 - iv. Update the info as needed and 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 provided.
 - 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 instructions in step 2 above.

If you have any questions about using the online system, contact Lianna Bishop at 414-274-2447 or lianna.bishop@zilberfamilyfoundation.org.