



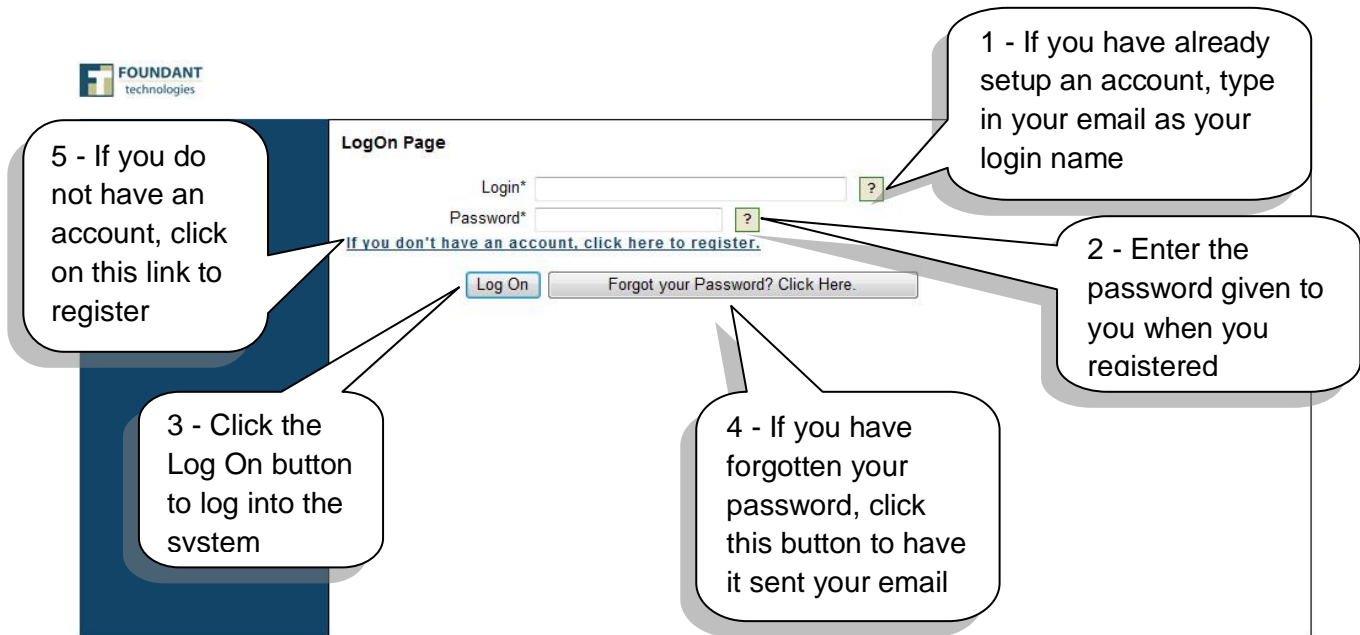
Grant Lifecycle Manager™

Tutorial for Grant Applicants

This document is designed to provide grant applicants with instructions for use of the Foundant Grant Lifecycle Manager application.

Hint: While this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered. Remember that the software is accessed through the same standard browser that you use to access information sites on the World Wide Web.

If you become lost or disoriented, the Back and Forward buttons in your browser may be useful tools for getting back on track.



If you already have an account with the grant making organization;

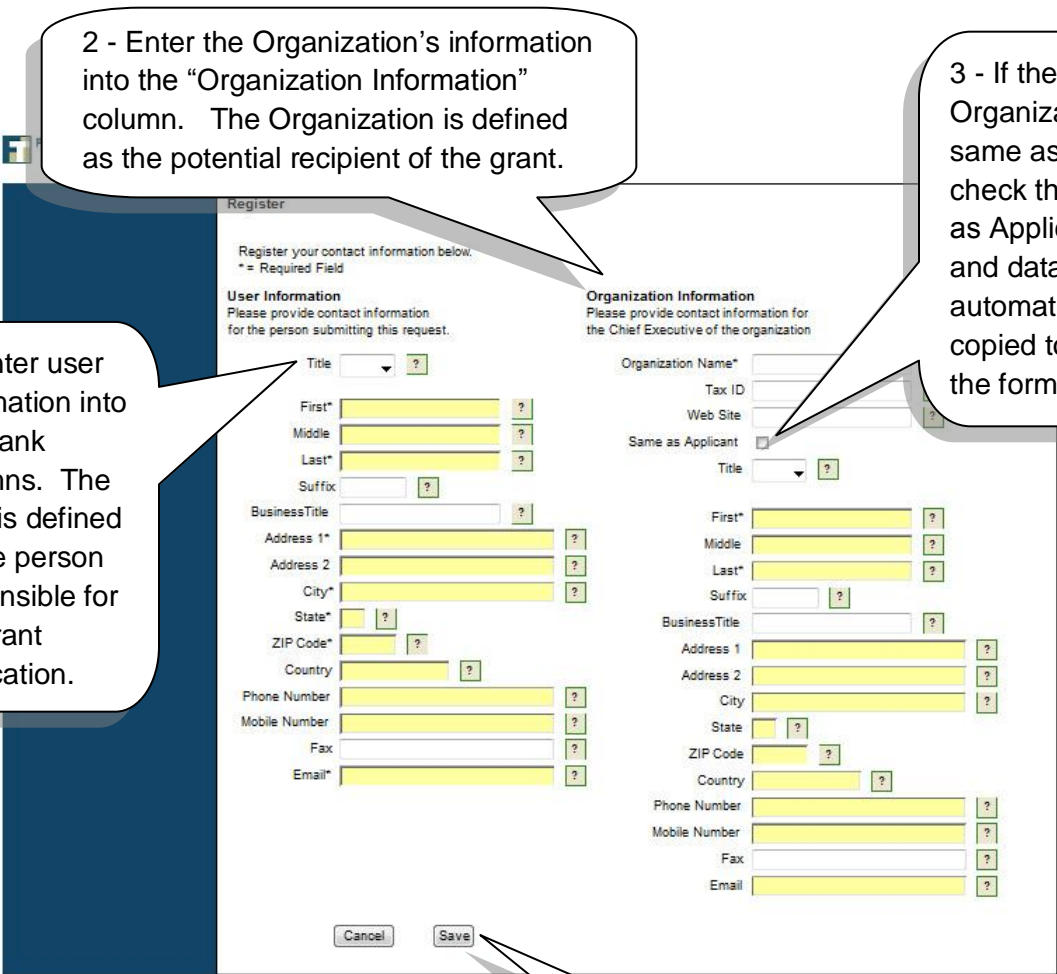
1. Enter your login, which is your e-mail address, in the login field
2. Enter the password that was assign to your account when you create it or your custom password if you chose to change it by editing your account.
3. Press the "Log On" button to enter the Grant Lifecycle Manager.

If you have forgotten your password;

4. You can click on the "Forgot your Password" button to have your password e-mailed to your e-mail account.

If you do not have an existing account;

5. Click on the registration link to create an account



The image shows a registration form titled "Register" with two main sections: "User Information" and "Organization Information". The "User Information" section includes fields for Title, First, Middle, Last, Suffix, Business Title, Address 1, Address 2, City, State, ZIP Code, Country, Phone Number, Mobile Number, Fax, and Email. The "Organization Information" section includes fields for Organization Name, Tax ID, Web Site, Same as Applicant (checkbox), Title, First, Middle, Last, Suffix, Business Title, Address 1, Address 2, City, State, ZIP Code, Country, Phone Number, Mobile Number, Fax, and Email. A "Save" button is located at the bottom of the form. Four callout boxes provide instructions: 1 - Enter user information into the blank columns. The User is defined as the person responsible for the grant application. 2 - Enter the Organization's information into the "Organization Information" column. The Organization is defined as the potential recipient of the grant. 3 - If the Organization is the same as the User, check the "Same as Applicant" box and data will automatically be copied to complete the form. 4 - When all required information has been entered, click "Save" to complete the registration.

To create register an account;

1. Enter your personal contact information
2. Enter your organization's contact information
3. If your organization's information is the same as your personal contact then click the "Same as Applicant" checkbox
4. Click on the Save button

Note: Not all grant makers will chose to capture Organization information. For situations such as scholarships or grants to individuals, only User information may be required to register.


Welcome Radd
[Log Off](#)

[Start New Application](#)
[Application Status](#)
[Fax to File](#)

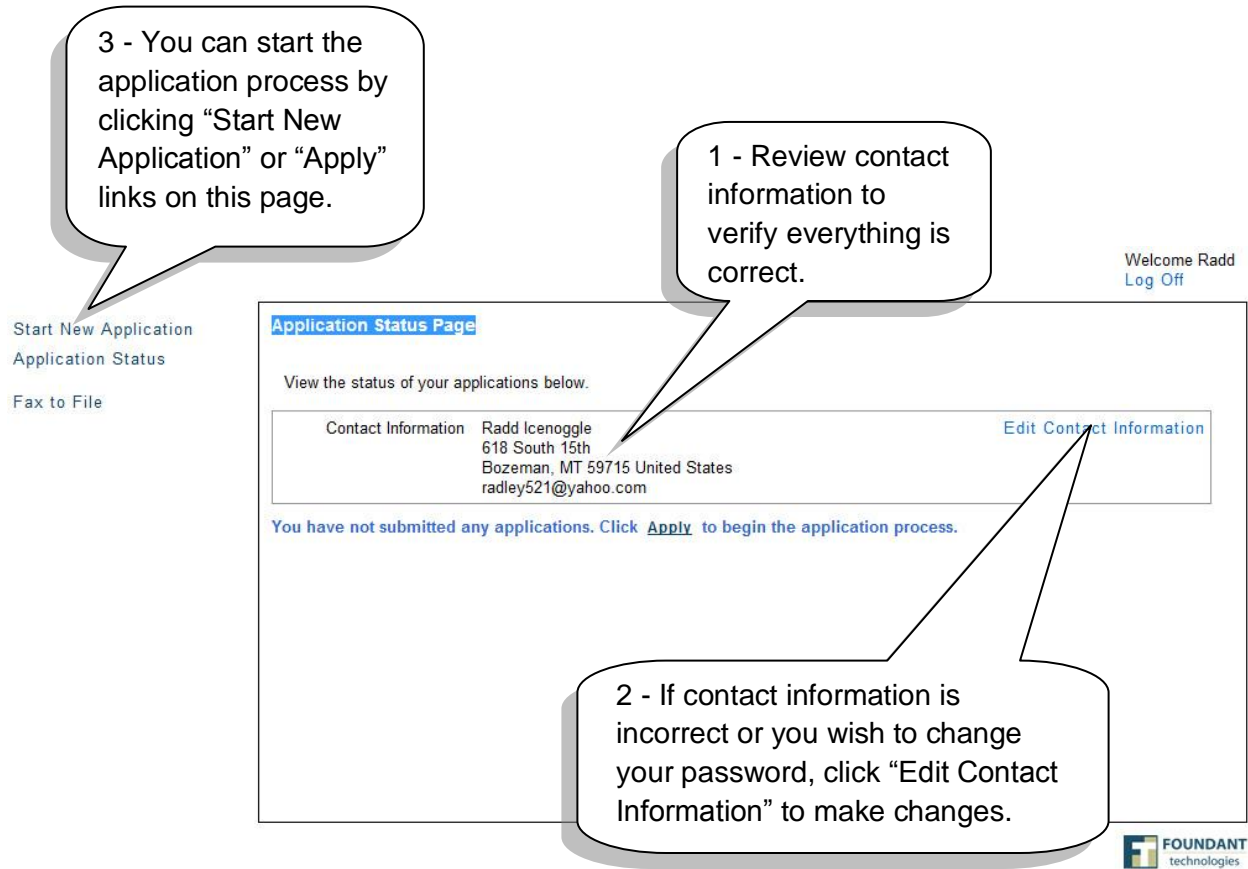
Confirmation Page

Thank you for registering.
Your username is your email address and your password is **EFq6wkri**.
Please click 'Continue' to proceed with the application process.

Read this text carefully as it contains your username and password information. Your username and password will also be automatically e-mailed to you for reference. After reviewing your username and password, click "Continue".



After you have registered your account, you will be taken to a Confirmation Page that contains your assigned password information. If you want to change this password to something either than the assigned random character password, click the "Edit Contact Information" on the following page.



The screenshot shows the 'Application Status Page' with the following content:

- Top right: Welcome Radd, Log Off
- Left sidebar: Start New Application, Application Status, Fax to File
- Header: Application Status Page
- Text: View the status of your applications below.
- Contact Information box: Radd Icenoggle, 618 South 15th, Bozeman, MT 59715 United States, radley521@yahoo.com. Includes an 'Edit Contact Information' link.
- Text: You have not submitted any applications. Click [Apply](#) to begin the application process.
- Bottom right: FOUNDANT technologies logo

Callout 1 (top right): 1 - Review contact information to verify everything is correct.

Callout 2 (bottom right): 2 - If contact information is incorrect or you wish to change your password, click "Edit Contact Information" to make changes.

Callout 3 (top left): 3 - You can start the application process by clicking "Start New Application" or "Apply" links on this page.

After you have registered your account, you can review and/or edit your information;

1. Review your contact information
2. If you want to update your information, click on the "Edit Your Information" link. This is also where you would go to update your password.

If all the information you have provided is correct;

3. You can start the application process by clicking the "Start New Application" link

Welcome Radd
Log Off

Start New Application
Application Status
Fax to File

Application Status Page

View the status of your applications below.

Contact Information	Radd Icenoggle 618 South 15th Bozeman, MT 59715 United States radley521@yahoo.com	Edit Contact Information
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You have not submitted any applications. Click [Apply](#) to begin the application process.

1 – If you wish to change your password, click “Edit Contact Information” from the Application page Status page to make changes.



Welcome Radd
Log Off

Start New Application
Application Status
Fax to File

Contact Editor

Add/Edit contact information below.

Title ?

First* ?

Middle ?

Last* ?

Suffix ?

BusinessTitle ?

Address 1 ?

Address 2 ?

City ?

State ?

ZIP Code ?

Country ?

Phone Number ?

Mobile Number ?

Fax ?

Email ?

You may optionally change your password here:

New Password ?

Retype Password ?

2 - Change your password by entering a new password, which is at least 6 characters in length. Entering it twice ensures that the new password is accurate.



By updating your account, you can change your contact information or update your password to one that you can easily remember. You have to enter the same password twice in the two fields at the bottom of the Contact Editor page.

Start New Application

Application Status

Fax to File

Application Page

[?](#)

Please click the link below to begin the application process.

[August 16 -- Qual, LOI, App. Board](#)

[Demo -- LOI, App. Board](#)

[August 16 -- App. Board](#)

[Qual, App. Staff, Board](#)

[Rasmuson Demo Process](#)
Use this process to apply for a grant from the Rasmuson Foundation.

[Radd Process](#)
This is a demo process.

[Circle of Succe\\$\\$](#)

Select a grant application that is appropriate to your organization

Now you are ready to begin the application process. Select the grant application that is appropriate for your organization.

Start New Application

Application Status

Fax to File

Qualification Page

Fill out initial qualification form for a grant here.
* = Required Field

Please indicate the population served.

Population * [?](#)

Funds are being requested for:

Funds* General Operating Support [?](#)

Project/program Support

Start-up Costs

Technical Assistance

Capital

Other

The amount requested from the foundation:

Request \$ [?](#)

The date of the project

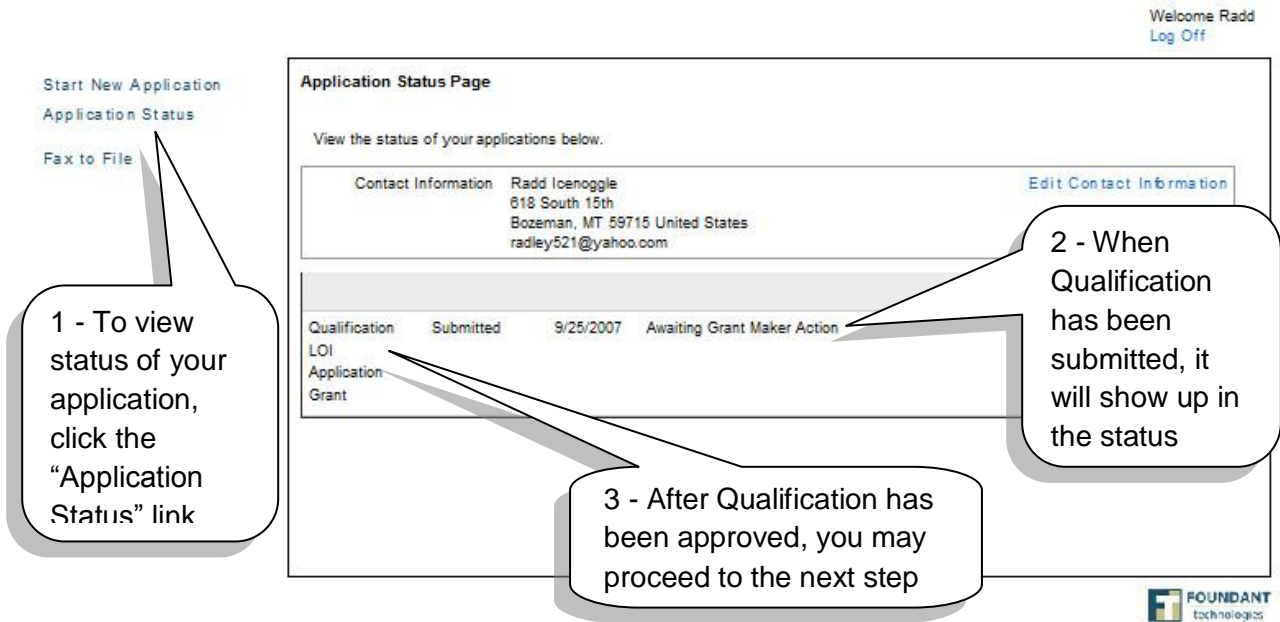
Project Date* [?](#)

Please give a 2-3 sentence summary of request

Request* [?](#)

[500 characters left]

Answer questions and click the "Submit Pre-qualification" button.

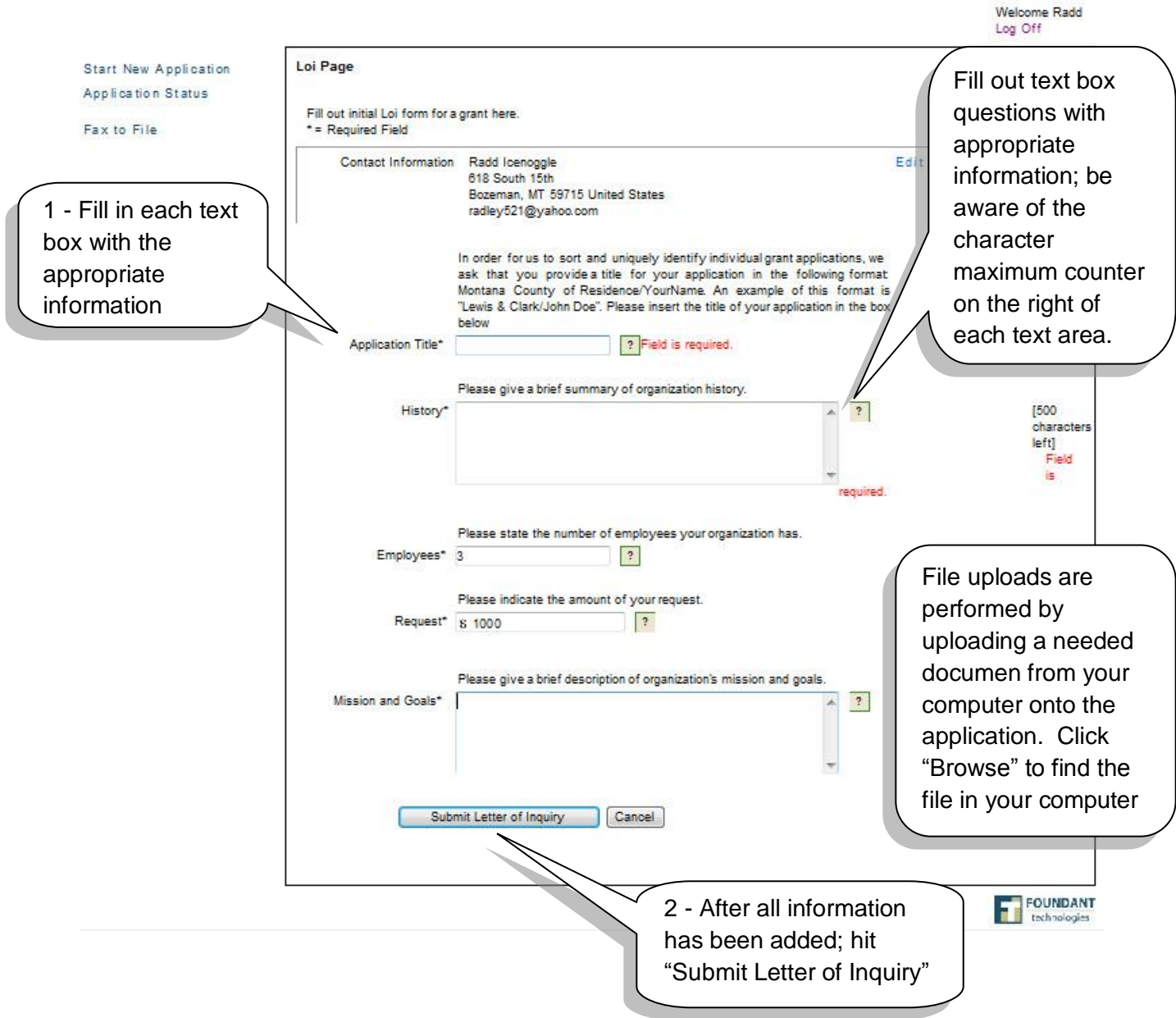


The screenshot shows the 'Application Status Page' with a left-hand menu containing 'Start New Application', 'Application Status', and 'Fax to File'. The main content area displays 'Welcome Radd Log Off' at the top right. Below the title 'Application Status Page', it says 'View the status of your applications below.' A 'Contact Information' section lists: Radd Icenoggle, 618 South 15th, Bozeman, MT 59715 United States, radley521@yahoo.com, with an 'Edit Contact Information' link. A table shows a qualification status: 'Submitted' on '9/25/2007' with the status 'Awaiting Grant Maker Action'. The table columns are 'Qualification', 'Submitted', and 'Awaiting Grant Maker Action'. The rows are 'LOI', 'Application', and 'Grant'. Callouts explain: 1 - To view status of your application, click the 'Application Status' link; 2 - When Qualification has been submitted, it will show up in the status; 3 - After Qualification has been approved, you may proceed to the next step.

Qualification	Submitted	Awaiting Grant Maker Action
LOI	9/25/2007	Awaiting Grant Maker Action
Application		
Grant		

Once you have completed the application qualification form, your information is sent to the grant giving organization for their review.

1. You review the status of your application by going the Application Status Page and the link to that page can be found in the left-hand menu.
2. When your application is approved, the new approved status will appear.
3. Once you are qualified, you may asked to completed a Letter of Inquiry (LOI) or Application, depending o the process for each particular grant.
4. If Qualification is denied, you will not be allowed to proceed with the grant application process.



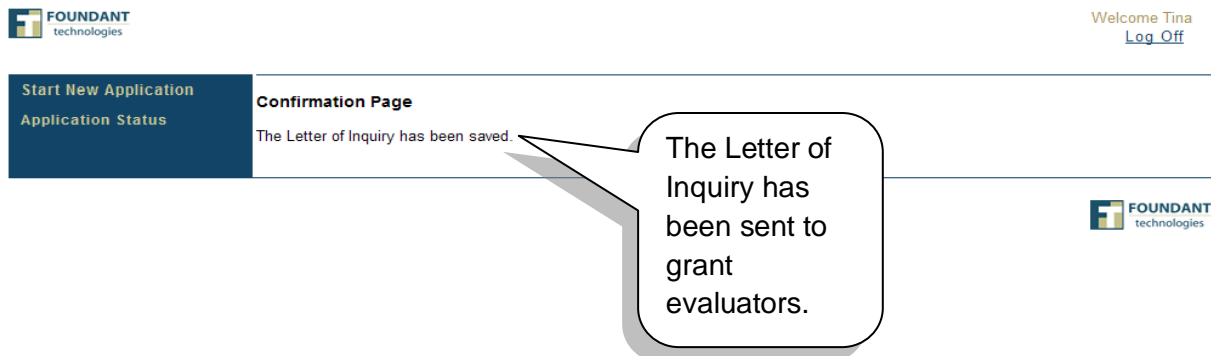
The screenshot shows the 'Loi Page' interface. At the top right, it says 'Welcome Radd' and 'Log Off'. On the left, there are links for 'Start New Application', 'Application Status', and 'Fax to File'. The main form area is titled 'Loi Page' and contains the following sections:

- Contact Information:** Radd Icenogge, 618 South 15th, Bozeman, MT 59715 United States, radley521@yahoo.com. There is an 'Edit' link to the right.
- Instructions:** 'Fill out initial Loi form for a grant here. * = Required Field'. A note explains the application title format: 'In order for us to sort and uniquely identify individual grant applications, we ask that you provide a title for your application in the following format Montana County of Residence/YourName. An example of this format is "Lewis & Clark/John Doe". Please insert the title of your application in the box below'.
- Application Title*:** A text box with a red error message: 'Field is required.' A callout box points to this field with the text: '1 - Fill in each text box with the appropriate information'.
- History*:** A text area with a red error message: 'Field is required.' A callout box points to this field with the text: 'Fill out text box questions with appropriate information; be aware of the character maximum counter on the right of each text area.' To the right of the text area, it says '[500 characters left] Field is required.'.
- Employees*:** A text box containing '3'.
- Request*:** A text box containing '\$ 1000'.
- Mission and Goals*:** A text area.
- Buttons:** 'Submit Letter of Inquiry' and 'Cancel'.

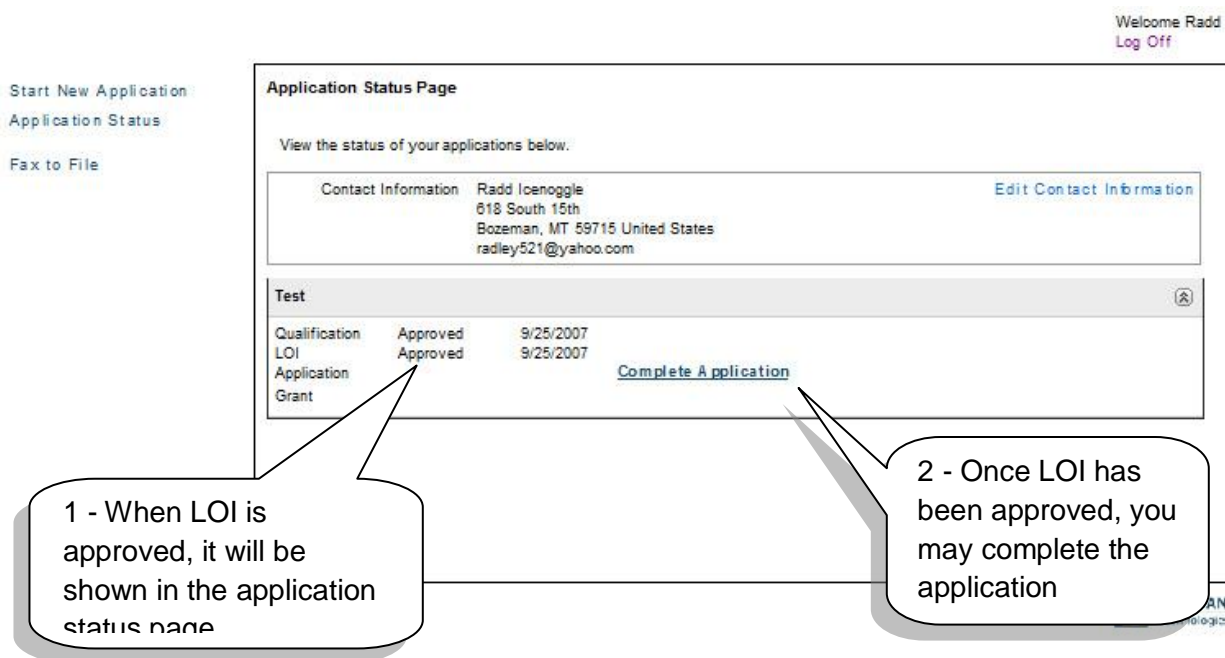
A callout box at the bottom points to the 'Submit Letter of Inquiry' button with the text: '2 - After all information has been added; hit "Submit Letter of Inquiry"'. Another callout box on the right side of the form says: 'File uploads are performed by uploading a needed document from your computer onto the application. Click "Browse" to find the file in your computer'.

If you are asked to complete a LOI, the process is very similar to the Qualification process;

1. Simply fill out the LOI webform
2. Once you have entered all the required information hit the submit button



Once you have completed the LOI webform, you will be taken to a Confirmation Page and your LOI will be reviewed by the grant evaluators.



1. You check in on the status of your LOI by checking its status via the Application Status Page.
2. Once your LOI is approved, you will be asked to complete your application. You can complete an application by clicking on the “Complete Application” link.
3. If LOI is denied, you will not be allowed to proceed with the grant application process.

To complete your portion of the application process, you will be asked to complete an application webform. Please follow these steps.

Start New Application
Application Status
Fax to File

Welcome Radd
Log Off

Application Page

To avoid losing your work, please Save As Draft a minimum of once per hour.

Fill out initial Application form for a grant here.

Required Field

Contact Information Radd Ioenggle
618 South 15th
Bozeman, MT 59715 United States
radley521@yahoo.com

Application Title* Test

Opportunity, Challenges, and Issues*
Please explain the opportunity, challenges, and/or issues facing your organization.
[2000 characters left]

Finances*
Please upload your most recent financial statement.
Browse... [1 MB(s) allowed]

Activities*
Please explain the activities that are potentially being funded and who will carry out these activities.
[1000 characters left]

Project Completion*
When will the project be completed by?

Benefit*
Please explain how the project will benefit the community.

Save As Draft Cancel Submit Application

Saving your application often is very important

1 - Fill out text box questions with appropriate information; be aware of the character maximum counter on the right of each text area.

2 - File uploads are performed by uploading a needed document from your computer onto the application. Click "Browse" to find the file in your computer. Be aware of file size limits.

3 - If you would like to continue finishing the application at another time, you can click "Save As Draft"

4 - After all information has been included, click "Submit Application"



Application Status Page
View the status of your applications below.

Contact Information Tina Clean
67 Durston Ave
Bozeman, MT 59718
runner2@hotmail.com [Edit Contact Information](#)

org-99--20070515

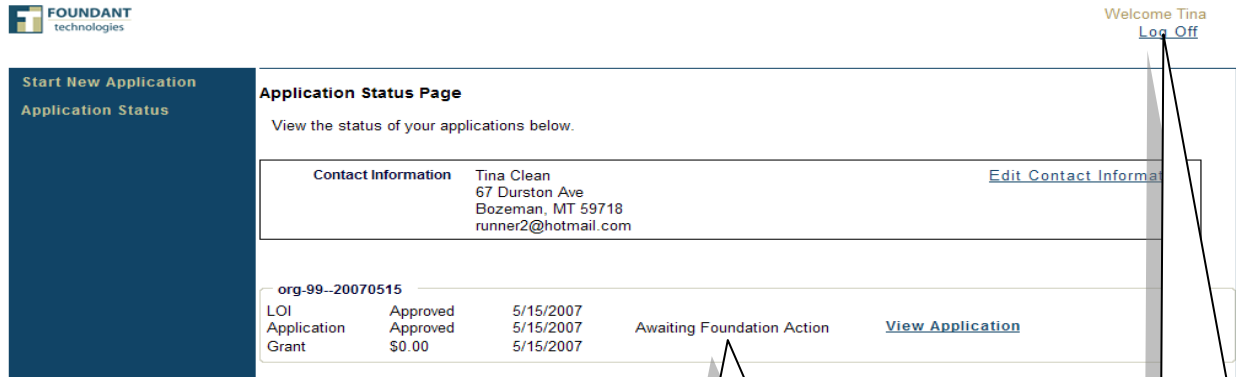
LOI	Approved	5/15/2007	
Application	Draft	5/15/2007	Edit Application
Grant			

1 - To retrieve your application draft, click "Application Status"

2 - To continue to fill out application, click "Edit Application"

Once you have started to fill out an application webform or completed an application;

1. You can review the status of your applications via the Application Status Page
2. If you have chosen to save a draft of your application webform, you can continue to edit your application by using the "Edit Application" link in the Application Status Page.
3. Once an application has been submitted, you will no longer be able to make edits.



The screenshot shows the 'Application Status Page' on the FOUNDANT technologies website. The page includes a sidebar with 'Start New Application' and 'Application Status' links. The main content area displays the user's contact information and a table of application statuses. A 'Log Off' link is visible in the top right corner.

FOUNDANT technologies Welcome Tina [Log Off](#)

Application Status Page
View the status of your applications below.

Contact information Tina Clean [Edit Contact Information](#)
67 Durston Ave
Bozeman, MT 59718
runner2@hotmail.com

org-99--20070515

LOI	Approved	5/15/2007		
Application	Approved	5/15/2007	Awaiting Foundation Action	View Application
Grant	\$0.00	5/15/2007		

Application Status

Click the Log Off button to end your session

After you have completed the entire grant application process;

1. You review the status of your grant application via the Application Status Page
2. To end your session, you can click on the "Log Off" link