

## Welcome to Foundant – our Online Grant-Making Center

The Community Foundation of Greater Birmingham takes all of its grant applications through the online system called Foundant. This system allows us to reduce the environmental impact of the application process, follow-up and review, and easily track the applications.

To access Foundant, enter the web address below into your browser:

<https://www.grantinterface.com/Home/Logon?urlkey=cfgb>

It will immediately convert to an encrypted link. You should bookmark it (or save to 'favorites') for quick access later. This link will take you to the logon page for the CFGB online grant making system by Foundant.

If this is your first time using the Foundant system, you will need to select the **Create New Account** option. If you have used the system before or your organization has an account, you will enter in the login information you already have (usernames are email addresses). If you have forgotten that information, you may select the **Forgot Password** option.



### Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the  
Birmingham's c

**New Users:** Ple  
registration proc

Need help?

- [Written Tutorial](#)
- [Video Tutorial](#)
- [Video Tutorial](#)
- [Video Tutorial](#)


If you are unsure if your organization has an account, or you need to change the primary user on that account, please contact our office.


Katie Dean 205-327-3803 [kdean@cfbham.org](mailto:kdean@cfbham.org)

To create a new account, you will need to complete the following screen regarding the organization, so be sure to have this information on hand before beginning.

### Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

 Using the browser's back button will delete your registration information.

 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

<b>Organization Name*</b>	<b>EIN / Tax Identification Number*</b>
<input type="text"/>	<input type="text"/>
<b>Web Site</b>	<b>Telephone Number*</b>
<input type="text"/>	<input type="text"/>
<b>Fax Number</b>	<b>Organization Email</b>
<input type="text"/>	<input type="text"/>
<b>Address 1*</b>	<b>Address 2</b>
<input type="text"/>	<input type="text"/>
<b>City*</b>	<b>State*</b>
<input type="text"/>	<input type="text"/>
<b>Postal Code*</b>	<b>Country</b>
<input type="text"/>	<input type="text"/>

You will then complete information regarding yourself as the contact. You may copy over the organization's address easily with the Copy Address from Organization button.

The next screen will ask if you are the Executive Director. If yes, indicate so and move forward. If no, indicate so and you'll be presented with a contact information screen for the Executive Director. Input that information and click Next Step.

User Information

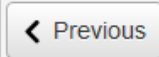
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Executive Officer

**Are you the Organization's Executive Officer?\***

Yes

No



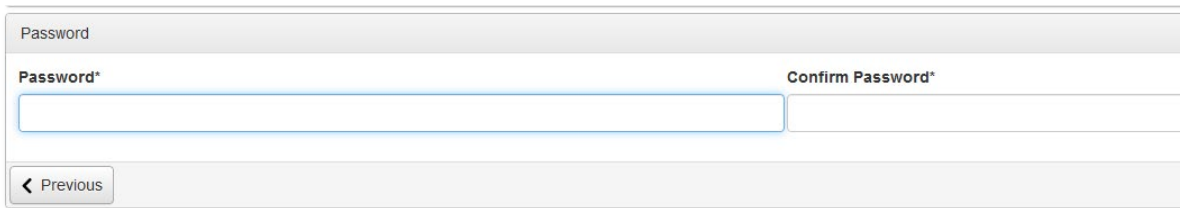
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Additional Executive Officer Information

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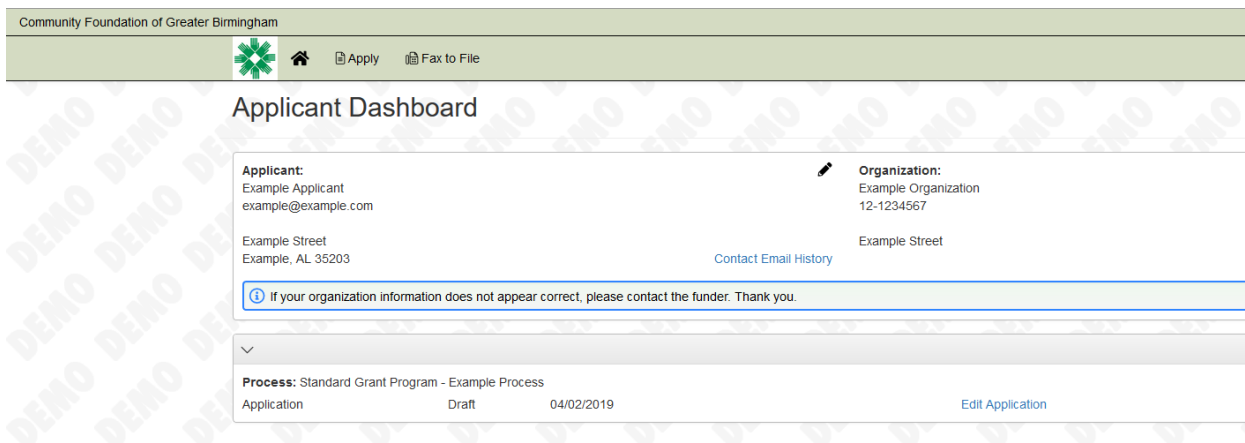
Password

You will now be asked to set a password as the final step. Select Finish when done.



A screenshot of a web form titled "Password". It contains two input fields: "Password\*" and "Confirm Password\*". Below the fields is a button labeled "< Previous".

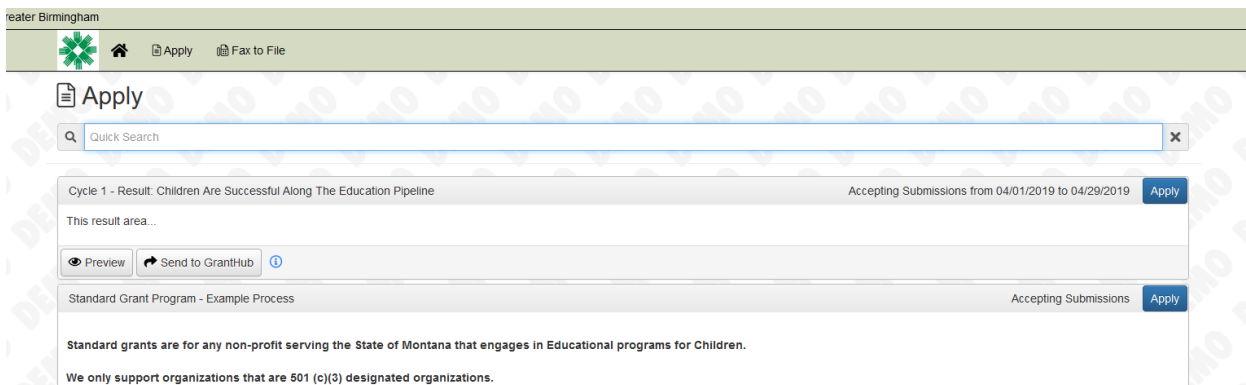
You will be sent to your Dashboard. You will see on your dashboard any applications that you have submitted in the past, any follow-up reports needed, and any grants denied/awarded. If this is your first time, there will simply be a message that you have not yet submitted any.



A screenshot of the "Applicant Dashboard" for the Community Foundation of Greater Birmingham. The dashboard shows applicant and organization details, a message about organization information, and a table of application processes.

Process	Status	Date	Action
Standard Grant Program - Example Process	Draft	04/02/2019	<a href="#">Edit Application</a>

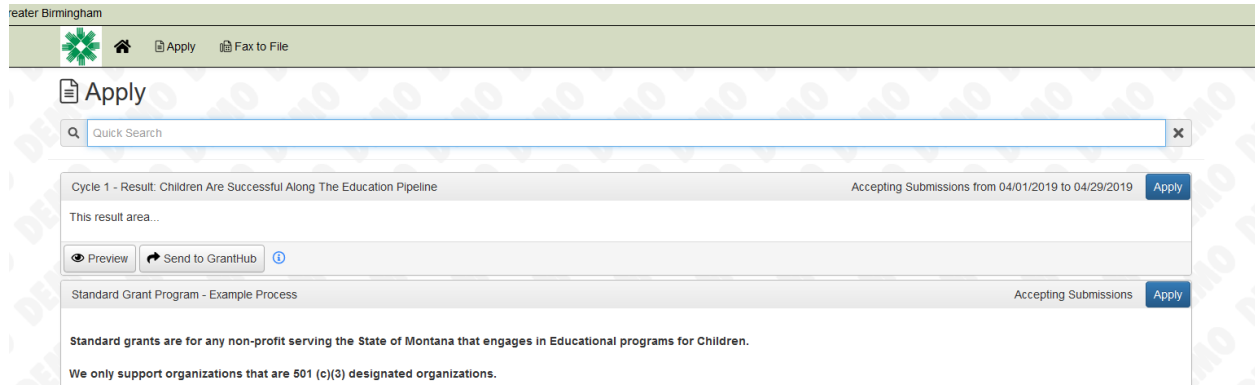
**To apply for a grant process**, you can select Apply on the left-hand sidebar. This will take you to a page listing all the currently open application cycles. Only those that are available or open for applications will be shown.



A screenshot of the "Apply" page. It shows a search bar, a list of application cycles, and a preview of a grant cycle. The grant cycle is titled "Standard Grant Program - Example Process" and is currently "Accepting Submissions".

Select which grant cycle you are applying under and you will be taken to the application page to begin your proposal. Not all of our programs have the same application. If you have questions about a particular application piece or need clarification on what the question is seeking, you will need to contact our office.

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Once you have entered the information in your application, you have the option to either Save as Draft or Submit. **If you Save as Draft**, you will be able to see your draft application on your dashboard and continue to edit. **If you Submit your application**, you have sent it to our office for review and will be unable to edit any further. Please make sure you Submit prior to the deadline.

**To access the system going forward**, you will use the same link above or the one you saved in your favorites/bookmarks. **Your username is your email address**. If you forget your password, there is a Forgot Password button that can be used.



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