

Online Grants System Tutorial

Module 1 Creating a Profile and Setting Up an Organization

www.azhumanities.org/grantsportal

Arizona Humanities Online Grant Management

Arizona Humanities only accepts electronic grant applications. All applicants must first set up an on-line account in order to submit a grant proposal.

You will be directed through a series of steps to collect information about your organization and the proposal's Project Director.

Creating a Profile

Logon Page

Email Address*

Password*

[Forgot your Password?](#)

or

To create a new profile, begin by clicking the “Create New Account” button here.

Welcome to the Arizona Humanities online grant portal (*Please note that you will only be required to register your organization's account information once.*)

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and login. If you forgot your password, please use the "Forgot your Password" to the left link to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact us at info@azhumanities.org to receive your username and password.

The Registration Process: The registration process has four sections: (1) organization information, (2) your individual user information, (3) authorizing official information, and (4) choosing your individual user password. The registration process is straightforward; however, in some cases, it may be more complex when certain factors apply:

* Each individual user is linked to a single organization. If you are submitting applications for different organizations, you will need to register separately using a different email address for each organization. For example,

Creating a Profile

Organization – If funded, this is the organization to which all grant funds will be made payable.

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

Begin by filling out the following information. On this page you are entering your organization's information.

Create New Account

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

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

Info: Fields with an asterisk (*) are required.

Organization Information
NOTE: You will not be able to change your organization information after registering.

Organization Name Applicants within large organizations consisting of multiple branches or departments, please use the following naming conventions to input your organization name Organization - Branch or Department Name. For example, Phoenix Library - Burton Barr Library Branch. Arizona University applicants, please follow the following convention ABOR - University - Unit Name. *	EIN / Tax Identification Number (XX-XXXXXXX)
<input type="text"/>	<input type="text"/>
Telephone Number*	Web Site
<input type="text"/>	<input type="text"/>
Street Address Please insert your organization's physical address. No P.O. Box numbers allowed.*	DUNS Number
<input type="text"/>	<input type="text"/>
State*	Organization Email
<input type="text"/>	<input type="text"/>
County	Address 2
<input type="text"/>	<input type="text"/>
	City*
	<input type="text"/>
	Postal Code*
	<input type="text"/>

Creating a Profile

Project Director – If funded, this individual has overall responsibility for carrying out all grant activities. All correspondence related to the grant will be directed to the Project Director.

Note – Please use your organization's mailing address.

Create New Account

This registration process has multiple steps you must complete before you can apply.
NOTE: Using the browser's back button will delete your registration information.

* = Required Field

Password must be at least 6 characters and can only contain letters, numbers and the following: !@#\$%^&*()_

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

Info: Fields with an asterisk (*) are required.

Project Director Information

Copy Address from Organization

Salutation*	First Name*
<input type="text"/>	<input type="text"/>
Last Name*	Suffix
<input type="text"/>	<input type="text"/>
Title / Position*	Email/Login*
<input type="text"/>	<input type="text"/>
Email/Login Confirmation*	Telephone Number (XXX-XXX-XXXX xXXX)*
<input type="text"/>	<input type="text"/>
Mobile Number (XXX-XXX-XXXX)	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code*
<input type="text"/>	<input type="text"/>

Previous Step Next Step

Enter your information.

Note – Your login name will be an email address. It will also be the address we will use to communicate with you if we have questions, which sometimes require immediate response.

Creating a Profile

Create New Account

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

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

* = Required Field

Password must be at least 6 characters and can only contain letters, numbers and the following: !@#\$%^&*()_

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

Info: Fields with an asterisk (*) are required.

Authorizing Official

Are you the organization's Authorizing Official?*

- Yes
 No

Previous Step

Next Step

Note – It is not required that the Authorizing Official complete the application or be the primary contact person.

If you select “**Yes**”, you will be asked for additional Authorizing Official information. If you select “**No**”, you will be required to enter an Authorizing Official’s information.

An authorizing official is the person authorized to commit institutional resources, services, and personnel to a funded project.

Creating a Profile

If you selected “No” on the previous page, you will see this screen. If you selected “Yes”, you will see a similar screen asking for additional information specific to the authorizing official role.

Create New Account

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

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

* = Required Field

Password must be at least 6 characters and can only contain letters, numbers and the following: !@#%*&*()_

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

Info: Fields with an asterisk (*) are required.

Additional Authorizing Official Information

Salutation

First Name*

Last Name*

Business Title*

Email*

Telephone Number (XXX-XXX-XXXX xXXX)

Address 1

City

State

Postal Code

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Creating a Profile

Create your password.

Note – A password must be at least 6 characters and can only contain letters, numbers, and the following symbols: !@#\$%^&*()_

Create New Account

This registration process has multiple steps you must complete before you can apply.
NOTE: Using the browser's back button will delete your registration information.

* = Required Field

Password must be at least 6 characters and can only contain letters, numbers and the following: !@#\$%^&*()_

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

Info: Fields with an asterisk (*) are required.

Password
Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*()_

Password*

Confirm Password*

Creating a Profile

NOTE: You will be receiving emails from this system about your request. To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'Arizona Humanities Grants (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Arizona Humanities Grants (administrator@grantinterface.com)' from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

- I have received the email
- Continue without checking

Continue

Send Email Again

Congratulations! You have created your account. You will receive a confirmation email with your login information. Please save this for future use.

In order to be sure you receive important communications about your application, please add the email 'Arizona Humanities Grants' (administrator@grantinterface.com) to your safe sender list.

Creating a Profile

requests

- Dashboard
- Apply

tools

- Fax to File

Application Page

Please click on a link below to begin the application process.

AZ Speaks
You must make arrangements with the speaker before submitting this application. Please note that applications must be received at least 4 weeks prior to requested presentation date.

Project Grants
Applicants may request up to \$10,000 to support the program costs of public humanities projects. The basic request of up to \$5,000 must be matched by in-kind contributions. An additional amount up to \$5,000 may be requested if matched by third-party cash contributions, which must be in place at the time of application. Applicants may be awarded up to two Project Grants each fiscal year (November 1 through October 31). Please direct grants questions to Dr. Nicole Blalock by calling 602-257-0335, ext. 23 or emailing nblalock@azhumanities.org.

When you log-in to the system for the first time, you will be directed to the Application Page shown above. Once you have started an application, you will be directed to the dashboard.

New applications can always be started by clicking on the “**Apply**” button on the left-hand menu.

Creating a Profile

**Thank you for using Arizona
Humanities' Online Grant System!**

You have just completed “Creating a Profile and
Setting Up an Organization.”

Need technical assistance?

Contact [Samantha Anderson](#), Programs & Grants Coordinator

sanderson@azhumanities.org

www.azhumanities.org/grantsportal