



Delta Dental of Oklahoma
ORAL HEALTH
FOUNDATION

GRANT APPLICANT TUTORIAL

Foundant Grant Lifecycle Manager



This document is designed to provide grant applicants with instructions for use of **the Delta Dental of Oklahoma Oral Health Foundation (DDOK-OHF)** online grant application, powered by Foundant Grant Lifecycle Manager. While this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered. If at any point you require further assistance, contact Kaylan Watkins, Foundation Specialist, at kwatkins@DeltaDentalOK.org or 405-607-4771 or Terrisa Singleton, Foundation Director, at tsingleton@DeltaDentalOK.org or 405-607-4772.

IMPORTANT:

Your organization must select **one representative** to register an account in this system. This should be the person who manages your grant requests and does not have to be the Executive Director. **Only one user per organization should register.** This representative's login should be used by all individuals within the organization to access the organization's grant information. If it is possible that your organization already has a registered user, please contact us to obtain the login.

All e-mail correspondence will be addressed to the e-mail address entered by the registered user. Organizations may choose to create a generic e-mail address (such as grants@abc-agency.com) to use as the registered user's e-mail and login.

Firefox browser recommended

Applicant Tutorial

NOTE: If you remain on a page with inactivity for longer than 40 minutes, you will be logged off for security reasons. Please save every 15-25 minutes.

[Registration / Logon Page](#)

We recommend you bookmark this page:

<https://www.grantinterface.com/Common/LogOn.aspx?urlkey=deltadentalok>

If you already have an account with the DDOK-OHF Foundant Grant Lifecycle Manager:

1. Enter your login, which is your e-mail address, in the login field.
2. Enter the Password that you chose when you set up your account.
3. Press the **Log On** button to enter the Grant Lifecycle Manager.

If you have forgotten your password:

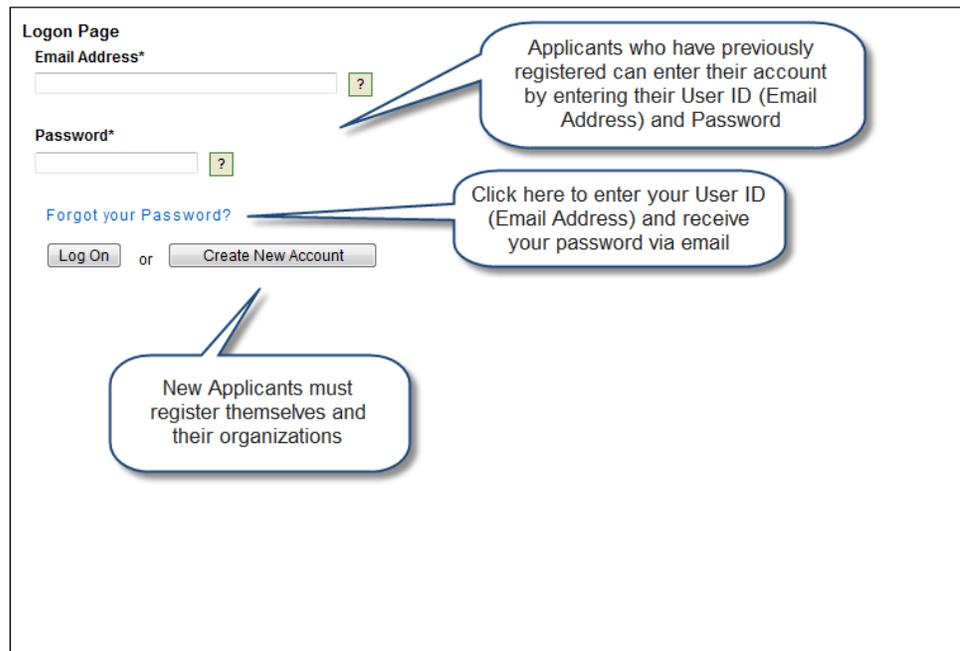
4. You can click on the **Forgot your Password** link, enter your **User ID** (which is your e-mail address) and the system will e-mail your password to your e-mail account.

If you do not have an existing account:

5. Click on **Create New Account** to register.



Technology for Doing Good, Better.



Logon Page

Email Address* ?

Password* ?

[Forgot your Password?](#)

or

Applicants who have previously registered can enter their account by entering their User ID (Email Address) and Password

Click here to enter your User ID (Email Address) and receive your password via email

New Applicants must register themselves and their organizations

Applicant Tutorial

To register an account

1. Click on **Create New Account**.
2. Enter **your** contact information in the **User Information** section.
3. Enter the **organization and Chief Executive** information in the next section. *Enter all information*, even if it is the same as the User Information.
4. Click on the **Proceed to Next Step** button.

(See diagram on next page)

Applicant Tutorial

Register
Enter your contact information below.
* = Required Field

User Information Please provide contact information for the person submitting this request.

Applicant information

Salutation	E-Mail / Login*
<input type="text"/>	<input type="text"/>
First Name*	Address 1*
<input type="text"/>	<input type="text"/>
Middle Name	Address 2
<input type="text"/>	<input type="text"/>
Last Name*	City*
<input type="text"/>	<input type="text"/>
Suffix	State/Province*
<input type="text"/>	<input type="text"/>
Business Title	Postal Code*
<input type="text"/>	<input type="text"/>
Telephone Number	Country
<input type="text"/>	<input type="text"/>
Fax Number	
<input type="text"/>	
Mobile Number	
<input type="text"/>	

Organization Information
Please provide contact information for the Chief Executive of the organization.

Organization information

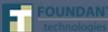
Organization Name*

Tax ID/Registered Charity Number* ?

Web Site

Salutation	E-Mail / Login
<input type="text"/>	<input type="text"/>
First Name*	Address 1
<input type="text"/>	<input type="text"/>
Middle Name	Address 2
<input type="text"/>	<input type="text"/>
Last Name*	City
<input type="text"/>	<input type="text"/>
Suffix	State/Province
<input type="text"/>	<input type="text"/>
Business Title	Postal Code
<input type="text"/>	<input type="text"/>
Telephone Number	Country
<input type="text"/>	<input type="text"/>
Fax Number	
<input type="text"/>	
Mobile Number	
<input type="text"/>	

Proceed to enter password and finish registration



Applicant Tutorial

Entering a Password

1. After you have registered your account, you will be taken to a **Set Password Page** where you will enter your password.
 - a. After entering the passwords click **Save**
2. If you wish to change your password, log on to your account and click on **Edit Contact**. This will allow you to change your information.

Application Status Page (Dashboard)

When you log into your account, you will be on the Application Status Page.

1. **Apply** – This allows you to review the available grants and apply.
2. **Dashboard** – This link returns you to the Application Status Page, which is your “homepage” where you can check on the status of your grants. This page will display the form you just filled out, what its status is, and what the next form will be. This is also where you can access past grant applications in order to cut and paste any information that has not changed.
3. **Fax to File** – Instead of scanning a document, you can fax it to your computer. Using **Fax to File** helps shrink documents to a smaller file size.

Application Status Page



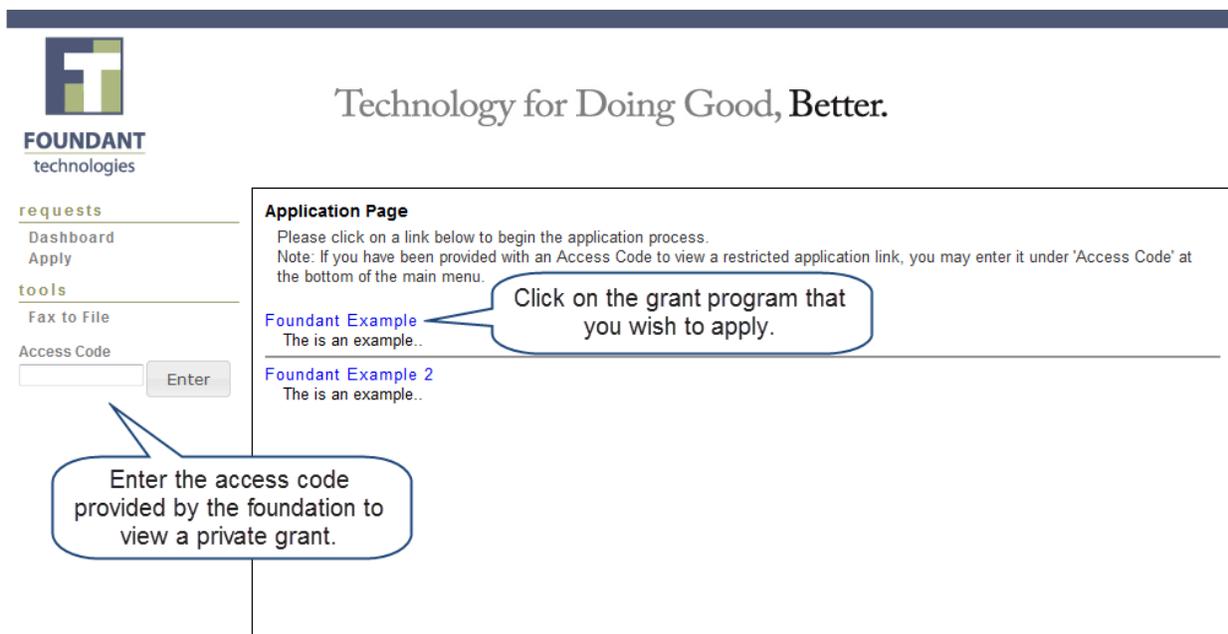
The screenshot shows the 'Application Status Page' for 'Test Organization 1'. The page header includes the organization name and a user profile dropdown for 'Test User 1' with options for 'Edit Profile' and 'Sign Out'. A callout points to the organization name, stating 'Your organization's name'. Another callout points to the user profile, stating 'Edit contact information and password'. The main content area features the 'FOUNDANT technologies' logo and the tagline 'Technology for Doing Good, Better.'. A callout points to the 'Apply for a grant' button in the top left. The main content area has a section titled 'Application Status Page' with the instruction 'View the status of your applications below.'. Below this is a 'Contact Information' box showing 'Test User 1' and 'testuser1@test1.org', with an 'Edit Contact' link. A callout points to the 'Apply for a grant' button at the bottom of the page. The left sidebar contains navigation links for 'requests' (Dashboard, Apply) and 'tools' (Fax to File).

Choosing a Grant Program

After clicking on the **Apply** link you will have the ability to choose a grant program for which to apply. Each grant program will have a brief description of the grant or who qualifies for the grant. Read these descriptions thoroughly before applying.

- 1) Read the grant program description to decide if you qualify to apply for the grant.
 - a. There are currently two options: Dental Care Grants and Educational Grants. If your program provides dental care of any kind (including just screenings) or facilitates access to dental care, you must complete the Dental Care Programs grant application.
 - b. If the foundation has sent you an access code, enter it in the Access Code box on the left and click Enter. This will allow your private grant program to appear.
- 2) After the grant program appears, click it to start filling out the grant application form.

Choosing a Grant Program



The screenshot shows the Foundant technologies application page. The page header includes the Foundant logo and the tagline "Technology for Doing Good, Better." The left sidebar contains navigation links for "requests" (Dashboard, Apply) and "tools" (Fax to File, Access Code). The main content area is titled "Application Page" and contains instructions to click on a link to begin the application process. A note mentions that an Access Code can be used to view a restricted application link. Two example links are shown: "Foundant Example" and "Foundant Example 2". Callouts provide instructions: one points to the "Enter" button and says "Enter the access code provided by the foundation to view a private grant.", and another points to the example links and says "Click on the grant program that you wish to apply."

Filling out the Form

After agreeing to the applicant instructions you will be sent to the application form in the grant program. Enter all the applicable information then **Save as Draft** or **Submit** the form to the foundation.

- 1) Start answering the questions on the form, paying close attention to the instructions and limitations on each question.
 - a. You may choose to click on **Question List** at the top of the form to download and print a complete list of questions contained in the grant application. This allows you to gather data and prepare answers offline.
 - b. Certain types of questions have **limitations**. Text questions will have a character limit, which only allows you to type or paste a certain amount of text in each question. Questions that allow you to upload a file (such as a Word document, PDF or Excel spreadsheet) have a file size limitation. This limit will be indicated in Mega Bytes (MB). The size of file you are uploading must be less than the amount of MBs allowed.
 - c. **IMPORTANT: How to Format Number Entries**
When entering numbers into dollar or number fields:
 - i. Round to the dollar (do not enter cents). (Ex: Enter 5,498 not 5,497.62.)
 - ii. Use a thousand separator. (Ex: Enter 50,000 not 50000.)
- 2) Applicants can **save as draft** and come back to the form at anytime prior to the deadline to complete it. The foundation will not check for completeness until the form is submitted.
 - a. After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your **Application Status Page** to see what stage the application is in, if in doubt.
 - b. You can download and print out the application form containing your answers by clicking on the **Application Packet** link at the top of the form.

(See diagram on next page)

Filling out the Form

requests

Dashboard
Apply

tools

Fax to File

Application Page

Current Process: Foundant Example

* = Required Field



Application Packet

Convert the form to a PDF file for printing.



Question List

Contact Information

Test User 1
test@address.com

[Edit Contact](#)

Project Name*

Name of Project

Project Description*

Description of Project

Resize the text area by dragging the corner.

[2000 characters left of 2000]

Amount Requested*

Amount Requested

Organization Dates

What date was your organization established?

Mission

Please describe the mission of your organization in the space below.

Character Limit

[3000 characters left of 3000]

Board Member

Please type the list of Board Members in the area below or upload a document with the list.

[3000 characters left of 3000]

 [2 MB(s) allowed]

MB Limit

[File Upload Status: No file uploaded.]

Save the form and keep working

Save As Draft

Submit Form

Submit the form to the Foundation. Once submitted no changes can be made.

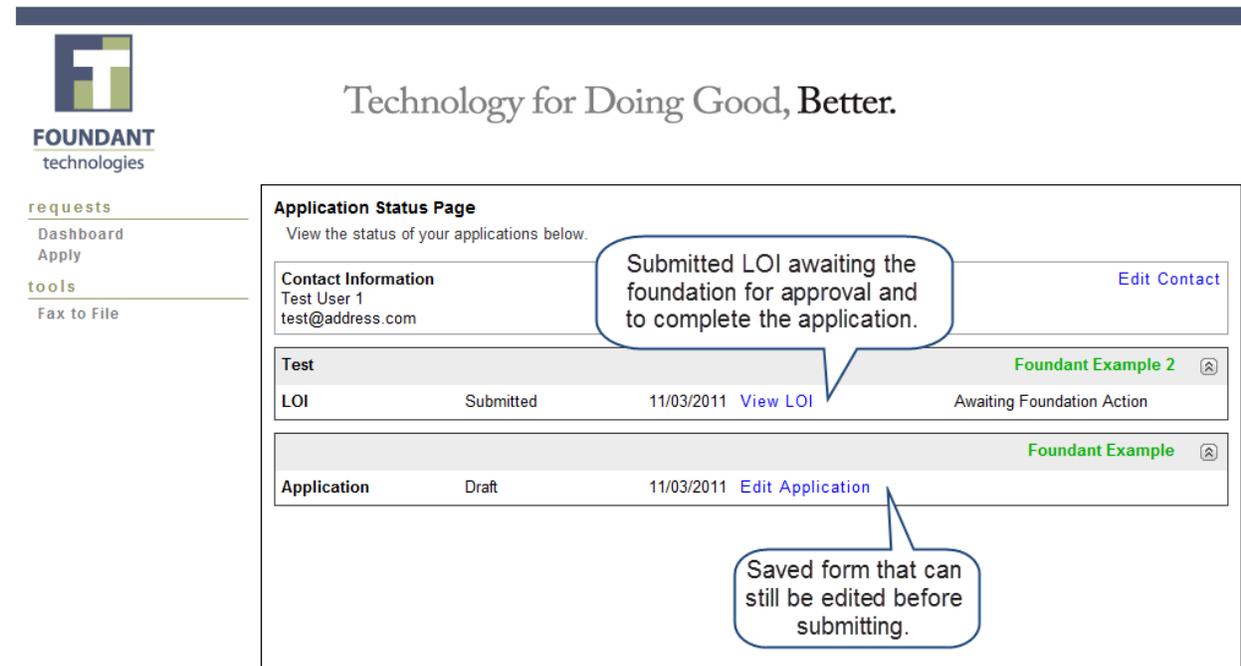
Applicant Tutorial

[Accessing Forms After Save and Submit](#)

The **Application Status Page** is where you can check on the status of your applications and access for historical record keeping. The **Application Status Page** is your homepage. You will be automatically directed there when you login.

1. If you've **submitted** the grant application, then you can only view the application and print it.
2. If you "**saved as draft**," then you can **Edit** the saved form from the Application Status Page.
3. If you find you need to change your application after you have submitted it, simply email tsingleton@deltadentalok.org and request that your application be converted back to draft mode.

Application Status Page



The screenshot shows the 'Application Status Page' interface. On the left is a sidebar with 'FOUNDANT technologies' logo and navigation links: 'requests' (Dashboard, Apply) and 'tools' (Fax to File). The main content area has the heading 'Technology for Doing Good, Better.' and 'Application Status Page' with the instruction 'View the status of your applications below.' Below this is a 'Contact Information' section for 'Test User 1' with an 'Edit Contact' link. A table lists applications with columns for Test, LOI, Submitted, View LOI, and Awaiting Foundation Action. Two callouts are present: one pointing to a 'Submitted LOI' row stating 'Submitted LOI awaiting the foundation for approval and to complete the application.' and another pointing to a 'Draft' row stating 'Saved form that can still be edited before submitting.'

NOTE: The DDOK-OHF grant application process does not currently require a Letter Of Intent (LOI).