

Resource: How to use Foundant

Foundant is our online grantmaking system—it's where we accept requests for club grants. Foundant makes the application process simple and easy to understand. In addition to these instructions, a [video guide](#) is also available.

How to register

To begin the application process, you will need to create an account in Foundant.

1. Visit kiwanischildrensfund.org/apply and click "Create New Account."
2. Provide an email address that will be used as your username, your contact information, and your club's information.

Note: We updated our online system in 2017, so if you had an account with our old system, you will still need to create a new account in Foundant.

Submit a Letter of Inquiry

The Letter of Inquiry (LOI) is the first step in the club grant application process. This is easier than it sounds—because you'll actually complete the LOI by answering questions through Foundant.

1. Log in to your Foundant account at kiwanischildrensfund.org/apply.
2. Click "Apply" on the top menu bar.
3. You'll see an open LOI application. Click the blue "Apply" button next to it to begin.

Note: Once you've begun the LOI, you can stop and save your work at any point by clicking the gray "Save LOI" button at the bottom of the page. To revisit your LOI, log in to Foundant and click "Edit LOI" on the homepage.

4. Review the LOI questions and provide required answers.

Note: Some questions may prompt you to upload a file. Only Microsoft Excel or Adobe (PDF) files are acceptable. If you only have a paper copy of a document you would like to upload, use a scanner to scan and save it, then upload it as a PDF.

5. When you've completed all of the LOI questions, click the blue "Submit LOI" button. This will send your LOI to the Children's Fund for review. Your LOI will no longer be available for editing at this point.

Note: After submitting your LOI, we recommend downloading and saving a copy to your computer. To do this, click the "Home" icon next to the Children's Fund logo. Then select "View LOI" to see what you have submitted. From this new page, click "LOI Packet" in the top right corner to download and save a copy of your LOI to your computer.

Submit a full grant application

If your LOI is approved, you will receive notification from a Kiwanis Children's Fund staff member—and a full grant application will be made available to you in Foundant.

1. Log in to your Foundant account at kiwanischildrensfund.org/apply.
2. Click "Apply" on the top menu bar.
3. You'll see an open "Grant Application" where the LOI application was previously. Click the blue "Edit Application" button to begin the full grant application.
4. The information you supplied in your LOI will be auto-filled in the first portion of the application. You can update select answers here, if necessary.

Note: As with the LOI, you can stop and save your work at any point by clicking the gray "Save Application" button at the bottom of the page. To revisit it, log in to Foundant and click "Edit Application" on the homepage.

5. Review the remaining application questions and provide required answers.
6. When you've completed all of the application questions, click the blue "Submit Application" button. This will send your application to the Children's Fund for review. Your application will no longer be available for editing at this point.

Note: After submitting your application, we recommend downloading and saving a copy to your computer. To do this, click the "home" icon next to the Children's Fund logo. Then select "View Application" to see what you have submitted. From this new page, click "Application Packet" in the top right corner to download and save a copy of your application to your computer.

Other Foundant tips

- If you need a password reminder at any point, Foundant will provide you with a prompt for retrieving it. Do not create a second, new user account.
- To update your user information any time after you've registered, click on your name at the top right corner of the screen and select "Edit My Profile" from the drop-down menu.
- You will be automatically logged out of the system after 90 minutes of inactivity. To avoid being logged out, remember to regularly save your work. Working on a form without saving it does not count as activity. Even though the system auto-saves every 20 minutes, you must actively save for the system to recognize activity and avoid the 90-minute auto-logout.
- If you do not provide an answer for all of the required questions, you will not be able to submit your application.
- When answering questions with written text, you may prepare your response in a document outside of the online system (e.g., Microsoft Word) and then copy-and-paste text into the online form.
- The answers you add to the form will save as you enter them. This means that if you have a computer or internet malfunction, your answers will still be saved.