Creating a New Account in Grant Software
Ohio History Fund

The Ohio History Fund uses the cloud-based software Foundant GLM to accept and manage grant applications. To get to the application, you have to first create an account in the software. It's free and your information is secure.

If you think that you or someone at your organization has already registered in the system, do not create a new account. Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

If your note sure whether your organization has an account, contact grant administrator Andy Verhoff at 614-562-4490 (cell); 614-297-2341 (office), or averhoff@ohiohistory.org. The History Fund is happy to help!

To create a new account, you will need this information handy. Items marked with asterisks ***** are required:

- Name of the organization applying for the grant*
- Organization's Tax ID – your organization's Federal Tax ID number, also known as your EIN, or **E**mployee **I**dentification **N**umber.
- Organization's Web Site URL, Telephone Number*, Email Address, Surface Mail Address* and City*, State*, and Postal (ZIP) Code*, and the **County*** in Ohio the applicant organization is in.

Next, the software will ask for "User Information" and information about the applicant organization's "Executive Officer." The "User" and "Executive Officer" may be the same person, or two different people.

The "Executive Officer" is the same as the Authorizing Official in the History Fund application. The Authorizing Official / Executive Officer has the authority to obligate the organization to the proposed grant project and, if funded, accepts responsibility for its completion according to the History Fund's terms and conditions. The project director may also serve as the authorizing official for a project.

Enter the User and Executive Officer's:

- Names*
- Titles
- Email addresses*
- Telephone numbers*
- Mailing addresses*, city*, state*, and postal (ZIP) codes*

Finally, create a Password* for your account. Write down your password and keep it secret and keep it safe.

Passwords must be at least six characters long and include at least one Uppercase letter, one lower case letter, one numeral, and one punctuation mark or other symbol (aka, "non-alphanumeric" characters).

Note: the History Fund does not know – and can never know – the password you create. If you forgot your password, the best we can do is reset it. *Write down your Password. Keep it secret and keep it safe.*