



## Online Funding Management System

### How It Works

A funding applicant creates an account in the TRHF Online Funding Management System, then logs on to that account to start a new LOI (Letter of Interest). Your LOI can be saved as a draft, and when you log on again, it's easy to return to that draft, make edits, and submit the LOI. Each account maintains a record of the application history that you can access at any time. Should funding be awarded, the Online Funding Management System allows funding partners an easy way to see the status of their funding, check due dates, and submit electronic funding reports right from their account.

If you would like to view an applicant tutorial video and additional support information regarding getting started, visit <https://support.foundant.com/hc/en-us/articles/4479853059991>.

*\*\*Only GLM (Grant Lifecycle Manager) information applies to the TRHF process.*

### Creating Your Online Account

All applicants are required to create an account. At the time of registration, you are required to enter the following information:

- A username that is an email address
- Your contact information
- Your organization's information, including the EIN/Tax ID number (required)
- Contact information for the organization's Executive Officer

To create an account to begin your LOI, click on the link below:

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

### Managing Your Online Account – for Organizations

The first person to register enters the organization's information, which creates the organization profile. **It's important that only one person creates a profile for the organization.** This profile is good year to year.

### Managing Your Online Account – for Users

Once your account is set up, your account dashboard is displayed on screen every time you log in. From the dashboard, you can do the following:

- Edit your contact information.
- Begin the application process.
- Access application drafts and submitted applications.
- View details and complete the report process for funding awards.

*\*\*A user can only be connected to one organization at a time.*

## FAQ's

### Q: How do I submit a funding application to TRHF?

TRHF invites applications for our funding process after reviewing a Letter of Interest (LOI). Prior to submitting an LOI through our online system, please ensure that you are eligible to apply by reviewing all eligibility requirements.

### Q: Which browser would be most compatible with the Online Funding Management System?

All browsers should be compatible. Ensure that your web browser is up to date.

### Q: How do I upload files to my application?

For application questions that request an uploaded attachment, click the **Browse** button and then choose the desired document from your computer. The file name of the uploaded file will be indicated under the Browse button. Then save your application (button at the bottom of page).

### Q: What is the maximum file upload size?

The file size limit is noted next to the **Browse** button, and the system will not accept files greater than this limit.

### Q: How do I delete a file that I have uploaded to the application?

There are two ways to remove an uploaded file from an application:

1. Once the file has been uploaded, a delete button will appear below the file name. Clicking **Delete** will remove the file.
2. To replace the file, a new file can be uploaded in its place. Simply upload the correct form to the question, and the old, uploaded form will be erased.

### Q: Can I upload more than one file per category?

Applicants can only upload a single document in response to an upload question. If an applicant has more than one file to upload, they must combine the files either electronically or via scanning.

### Q: Why am I having trouble uploading my file?

There are a few different reasons one may experience file upload issues:

1. **File names** – Remove extra periods or replace them with a dash or underscore characters.
2. **File size** – Files that exceed the maximum file size limit will cause an error. Compress the files.