



Grant Portal New User Instructions for Individuals

Thank you for applying to the 2024 Advancing Community Advocacy Fellowship. Since you are applying as an individual and not an organization, please use the following steps to register. For all questions, please contact Kenitra Fokwa: kfokwa@thehorizonfoundaiton.org.

Access Grant Portal:

- The registration process has multiple steps before you can apply. Please use the following instructions to fill out the form.
- Visit grant portal page here: <https://www.grantinterface.com/Home/Logon?urlkey=horizon>
- Click on “Create New Account” to begin the registration process.

Organization Information:

- Input your first and last name for “Organization Name”.
- Input 12-3456789 for “EIN/Tax Identification Number.
- Input all other required information.
- Click “Next” to continue.

User Information:

- Input all required information, this information should be the same as the Organization information inputted on the previous section.
- Click “Next” to continue.

Executive Officer:

- Click “Yes” for “Are you the Organization’s Executive Officer?”.
- Click “Next” to continue.

Additional Executive Officer Information:

- Do not enter any information and skip this section.
- Click “Next” to Continue.

Password:

- Enter unique password.
- Click “Create Account”.

You have successfully created an account to apply for the 2024 Advancing Community Advocacy Fellowship. Please continue with the application process. For any questions, please contact Kenitra Fokwa: kfokwa@thehorizonfoundaiton.org.