



2017 *Veterans' Voices* Award Online Nomination Instructions

The *2017 Veterans' Voices Award* recognizes, amplifies, and honors Minnesotans who have honorably served and are making extraordinary contributions to their communities. These actively engaged former and current military service members are thriving and go above and beyond to make significant positive contributions that improve the lives of people across Minnesota.

This year, online nominations are being accepted through the Humanities Center's digital portal, called Foundant. Foundant allows the nominator to create an account, draft and save their narrative and its progress, and request feedback from Minnesota Humanities Center staff, to encourage the most thorough, robust, competitive nominations possible.

Please read through the instructions below completely before beginning the online nominations process. If you have any questions, please contact Laura Benson, Grant/Contract Projects Manager, at laura@mnhum.org or 651-772-4244.

Step One: Create an Account

To create an account, go to the [Foundant Login page](#).

Once on the Login page, click "**Create New Account**"



Logon Page

Email Address*

Password*

[Forgot your Password?](#)

 

Once you click on "**Create New Account**", you'll see there are several sections that need to be completed. Don't worry! Because Foundant was originally designed for organizations, a few of these steps won't be relevant to you. We'll walk you through it.

Organization information: Just use your individual information. For example, your organization name would just be your personal name. Fields with an asterisk (*) are required.

After filling in your name, phone number, and mailing address, click “**Next**”.

Organization Information	
If you are applying as an individual please enter your own name for Organization Name. Enter your business address and contact information. NOTE: You will not be able to change your organization information after registering.	
Organization Name*	Tax ID/Registered Charity Number
<input type="text"/>	<input type="text"/>
Web Site	Telephone Number*
<input type="text"/>	<input type="text"/>
Fax Number	Organization Email
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	Country
<input type="text"/>	<input type="text"/>
Next >	
User Information	

User information:

You will also input your personal individual information here. We suggest using the “Copy Address from Organization” function to save a few seconds. When you’ve entered your Name, Email/Username, and Phone Number, click “**Next**”

Organization Information	
User Information	
Copy Address from Organization	
Salutation	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix	Business Title
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number*	Mobile Number
<input type="text"/>	<input type="text"/>
Fax Number	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code*
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	
< Previous	Next >

Executive Officer:

Per the instructions on-screen, select “Yes” for this question. This just means you are the primary user. After selecting “Yes”, click “Next”.

Organization Information

User Information

Executive Officer

Are you the Organization's Executive Director?*

If you are applying as individual please answer YES

Yes

No

[< Previous](#) [Next >](#)

Additional Executive Officer Information: You can skip this section! Just click “Next”.

Organization Information

User Information

Executive Officer

Additional Executive Officer Information

Business Title	Mobile Number
<input type="text"/>	<input type="text"/>
Address 2	Country
<input type="text"/>	<input type="text"/>

[< Previous](#) [Next >](#)

Password: Create the password, reenter for confirmation, and hit “**Create Account**” – you’re ready to nominate!

Organization Information

User Information

Executive Officer

Additional Executive Officer Information

Password

Password*	Confirm Password*
<input type="text"/>	<input type="text"/>

[< Previous](#) [Create Account](#)

Once you hit “**Create Account**”, you’ll see a follow-up screen that details the e-mail confirmation that you’ll receive in your inbox. You’ll have the opportunity to confirm that you receive that email, or move forward and confirm it later. It’s your choice.

Step Two: Access Nomination Form

1. Once you log-in, if you’re not already on the “**Apply**” page, you should see (and click) that button located on the top Navigation Bar:



2. Once on the “**Apply**” page – click on the first blue “Apply” button, that corresponds with the 2017 Veterans’ Voices Award Nomination Form.”

Minnesota Humanities Center

Apply Fax to File

Apply

Search

2017 Veterans' Voices Awards Nomination Form Accepting Submissions from 02/16/2017 to 05/19/2017

The **Veterans' Voices Award** recognizes, amplifies, and honors Minnesotans who have honorably served and are making extraordinary contributions to their communities. These actively engaged, former and current military service members go above and beyond to make significant, positive contributions that improve the lives of people across Minnesota.

Preview Send to GrantHub **Apply**

2016-2017 HEHAH Accepting Submissions from 09/01/2016 to 11/30/2016

2015 Minnesota Session Laws, Chapter 77 - S.F. No. 888, Article 1, Section 25

\$325,000 in fiscal year 2016 and \$325,000 in fiscal year 2017 are for the healthy eating, here at home program under Minnesota Statutes, section 138.912. No more than three percent of the appropriation may be used for the nonprofit administration of the grant program under Minnesota Statutes, section 138.912.

No longer accepting submissions after 11/30/2016

Preview

2016-2017 Ka Joog Fanka Legacy Program Accepting Submissions from 08/01/2016 to 12/31/2016

Step Three: Complete your Nomination!

You can choose to save your progress and return to it at a later date (as long as this is before the deadline.). To do so, click “Save Application” instead of “Submit” at the bottom of the page:

Agreement and Submission

Reminders:

- Submissions made after May 19, 2017 will not be accepted.
- All awardees must attend the Veterans' Voices Award Ceremony on September 11, 2017
- Humanities Center staff, board members, fellows, and consultants are neither eligible to nominate an individual for nor receive a 2017 Veterans' Voices Award.
- Calls to selected awardees will be made by July 11, 2017. Only calls to awardees will be made.

Nominator Signature*

The statements in this 2017 Veterans' Voices Award nomination and narrative are original, true, and correct to the best of my knowledge and belief. By signing and submitting this nomination, I understand that a violation of this agreement may disqualify this nomination and the nominee.

Save Application Submit Application

Once you're ready to submit your final nomination, click the blue “**Submit**” button. You should receive an email notification of successful submission.

If you have any questions, please contact Laura Benson, Grant/Contract Projects Manager, at laura@mnhum.org or 651-772-4244.



The Veterans' Voices Award is funded in part with private support from individuals and money from the Arts and Cultural Heritage Fund that was created with the vote of the people of Minnesota on November 4, 2008.

