Getting Started with Foundant

A Step-by-Step Guide to Creating an Account and Applying for a Grant

Mass.gov/OEE

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OFFICE OF ECONOMIC EMPOWERMENT

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1. Log In or Create an Account

Click here to visit the Foundant login page.

If you already have an account:
- Enter your email and password
- Click **Log On**
- If you forgot your password, click **Forgot Your Password** to reset it.

If you don't have an account yet:
- Click **Create New Account**
- Fill in the required registration information.
- Click **Create Account** to finish registration.

If your organization has an account: Contact your site administrator to create your individual account.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact empowerment@tre.state.ma.us to receive your username.

After registration:
- You'll be prompted to confirm receipt of a verification email.
- Click **Continue** after confirming to proceed.

2. Apply for a Grant

From the **Apply** page:
- Click **Preview** to view a grant form without starting an application.
- Click **Apply** when you're ready to start an application

Important notes:
- A Letter of Intent (LOI) is not required to apply
- If a deadline applies, it will be listed at the top of the application page.

3. Complete Your Application

Helpful tools:
- Click **Question List** to download a copy of the application questions
- Click **Application Packet** to download a PDF version of your completed application for your records.

Filling out the form:
- Required questions are marked with an asterisk (*).
- The system saves automatically every 100 characters or when you move to another question.
- You can also click **Save** at any time.

Submitting your application:
- Click **Submit** when you're ready.
- If you wish to cancel before submitting, click **Abandon Request.**
- If you miss any required fields, the system will notify you. Complete them, then click **Submit** again.

After submission:
- You'll see a confirmation message.
- Click **Continue** to finish.
- **Check your email** for a confirmation of your submission.

Still Have Questions?

We're here to help!

If you need assistance with your Foundant account or the application process, please contact empowerment@tre.state.ma.us.