

Wonderfund Login Instructions 2024

Foundant is enrichment funding for *activities only*

For Social Workers and Foster Care Social Workers:

1. Log in to Foundant through this link:
<https://www.grantinterface.com/Home/Logon?urlkey=wonderfund>
 - a. The first time logging in, please use your most recent DCF email address, such as john.doe@mass.gov.
 - b. If you joined DCF after June 1, 2023, you already have a Foundant account. If you began working for DCF prior to June 1, 2023, email info@wonderfundma.org for login information.
2. Once logged in, you will reach the Apply Page.
 - a. Enter your area office's access code (*See Table Below*) to begin an Enrichment Application.
3. Review the Foundant instructional video before beginning your application
 - a. https://drive.google.com/file/d/182vDU_q6UQDhYDPZQCL0_edew-fVIHaB/view?usp=sharing
4. Only apply for funding if the child is confirmed for the activity.
5. To begin an application, select Apply, which will bring you to the Enrichment Application page.
6. When completing the form, please make sure to:
 - a. Complete the child's information (First Name, Last Initial)
 - b. The application is for one child and one enrichment request.** If the request is for siblings or children who reside in the same household, a separate application must be made for each child.
 - c. Select a category for the Enrichment Request. **Please do not select 'Other'.**
 - d. Complete the vendor information (Vendor name and address). Select whether you would like the check to be mailed to your area office or directly to the vendor (do not mail to an address other than the vendor or your area office).
 - e. Upload the invoice
 - i. The uploaded invoice must be in the following formats: JPEG, PDF, Docx, and PNG. **Please do not use MSG format.**
 - ii. The invoice must contain the following information:
 1. Vendor name
 2. Vendor contact phone number
 3. Youth's name
 4. Services provided
 5. Cost of service

6. Dates of services
7. Total payment amount

f. Wonderfund prefers not to reimburse parents or guardians. If an extenuating circumstance requires parent reimbursement, please fully explain in the Foundant Request.

- i. Reimbursements must be sent to your area office
- ii. Proof of payment must be on vendor letterhead or a valid online proof of payment screenshot that includes:
 1. Vendor name
 2. Vendor contact phone number (for confirmation if necessary)
 3. Youth's name
 4. Services provided
 5. Cost of service
 6. Date paid
 7. Form of payment
 8. Total payment amount
 9. Name of payee
 10. Confirmation that the payment is complete

7. Select Complete Application.
8. The application will be reviewed by your area office gatekeeper. If approved it will be sent to the Wonderfund.
9. If the request meets our funding parameters and is approved by the Wonderfund, a check will either be mailed to the vendor or your area office Wonderfund gatekeeper for distribution.
10. This is a multi-layered approval process. From the time your gatekeeper approves the request, it can take two weeks for the Wonderfund to process the request and for you to receive funding.
 - a. If this is a time-sensitive request, please bear this timeline in mind.
 - b. Once you submit an application, let your gatekeeper know that they should look out for the request.

Foundant: Area Office Names and Access Codes	
Area Office	Access Code
Arlington/ Greater Waltham	arlington
Berkshire	berkshire
Brockton	brockton
Burlington/Cambridge	cambridge
Cape and Islands	cape&i
Cape Ann	capeann
Coastal	coastal
Framingham	framingham
Fall River	fallriver
Greenfield	greenfield
Harbor/Chelsea	harbor
Haverhill	haverhill
Holyoke	holyoke
Hyde Park	hydepark
Jackson Square (Dimock)	dimock
Lawrence	lawrence
Lowell	lowell
Lynn	lynn
Metro North	metro
New Bedford	newbedford
North Central	ncentral
Park Street	parkstreet
South Central	scentral
Plymouth	plymouth
Springfield	springf
Taunton	taunton
Robert Van Wart	vanwart
Worcester East	worcestere
Worcester West	worcesterw