

Wonderfund Login Instructions 2024

For Social Workers and Family Resource 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. Select the “Forgot Your Password?” option to securely reset your password.
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 home, 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)
 - 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. 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 service, and
 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 and include an indisputable valid proof of payment.
7. Select Complete Application

8. The application will be reviewed by your area office Gatekeeper. If approved, it will be sent to Wonderfund.
9. Once Wonderfund approval, a check to the vendor and mailed to your area office Wonderfund Gatekeeper for distribution.

Foundant: Area Office Names and Access Codes	
Area Office	Access Code
Arlington/ Greather 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