

# Boone Impact Group (BIG) Funding Management System – Frequently Asked Questions

Updated: June 12, 2025

The following questions pertain to BIG’s web-based funding management system provided by Foundant Technologies.

Q1: Will the new system send out notifications for when reports or other items are available or submitted?

A1: Yes, the new system has the capability of sending out notifications. BIG is in the process of learning more about this feature and plan to use it in the future.

Q2: Was historical information from previous contracts moved over to the new system?

A2: Contracts that began or continued in 2025 were moved to the new system. If a contract ended prior to 2025, this information is not on Foundant. BIG partners saved records of previous contracts from the old system. You can reach out to the appropriate funder to access historical records.

Q3: What does DBA mean?

A3: “DBA” stands for “doing business as”. An organization may have a separate name that they are known in the community as but has a separate legal name filed with the Missouri Secretary of State’s office.

Q4: Are organization users able to add additional personnel positions on the application form under the “Personnel” section?

A4: No. Organization users are not able to add more rows to a table in a form. BIG will revisit the table to add more rows, if needed.

Q5: Can more than one person edit the same form at the same time?

A5: Yes, but Foundant does not recommend this. Information may not be saved correctly if multiple users are making edits at the same time.

Q6: When will reports be available in the system?

A6: Interim and Year End Reports will be made available to organizations closer to when reports need to be completed. Reporting timeframes and deadlines are

outlined in the contract for funded programs. The applicable funder will notify organizations when reports are made available in the system.

Q7: Do I need to submit my organization's Organization Profile regularly?

A7: No. Organizations are required to complete the Organization Profile and update it regularly. If you hit "Submit Application" at the bottom of the page, you will not be able to make edits. If this happens, please reach out to one of the BIG partners and ask to revert the form back. All other forms and funding applications do need to be submitted in order to be considered submitted.

Q8: Is there a file size limit when uploading documents to a form?

A8: The new system has allowed the ability to increase character limits and support all information on one form. However, forms do have a limit on the total amount of uploaded files it can hold. The Organization Profile has multiple upload fields for files so BIG had to limit the file size each field could support. If the file is too large, try condensing the file and/or remove unnecessary pages to reduce the file size.

Q9: How does an organization deactivate a user from the system?

A9: Organizations need to reach out to one of the BIG partners to deactivate a user from their organization. There may be forms assigned to that user and need to be reassigned by a BIG Partner.

Q10: Is there a Word version of the forms?

A10: A form can be downloaded as a PDF by clicking on 'Question List' at the top of the form. The PDF can be saved as a Word version to draft responses. Please make sure to paste as **plain text** when pasting into the form on Foundant. The system will count [metadata](#) as character counts and could exceed the character limit if the text isn't pasted as plain text.

Q11: Do you have to invite users to collaborate on forms every time?

A11: Yes. Please refer to Foundant's guide for assigning collaborators:  
<https://support.foundant.com/hc/en-us/articles/28664505675927-Collaborator-Tutorial>