



Welcome  
Empower  
Strengthen



# **Foundant – Grant Application System Applicant User Manual**

Last Updated July 2024



## Contents

Background .....	2
How to Log On .....	3
Create a New Account .....	3
Log On .....	5
Forgot Password .....	5
How to Apply for a Subaward .....	6
Apply as a Primary Applicant .....	6
Invite Collaborators .....	6
Begin Subaward Application .....	7
View Application Materials .....	8
Save Application .....	8
Delete an Application .....	8
Submit Final Application .....	8
How to View the Status of an Application .....	9
Resources and Support .....	10
Additional Information on Completing Forms .....	10
Contact Support .....	10

## Background

The Kentucky Office for Refugees (KOR) began using the Foundant Grant Application System, also referred to as [grantinterface.com](https://grantinterface.com), platform in 2024 to help manage the administration of subawards and contracts. Foundant streamlines the funding process by allowing grantmakers to create applications and applicants to submit materials in a singular online, cloud-based software.

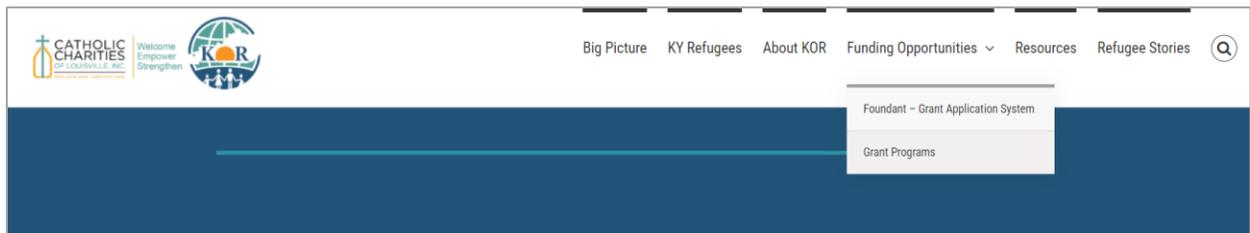
The purpose of this software is to facilitate internal document reviewing at KOR and to provide a more centralized platform for organizations to manage their applications. This document outlines how organizational staff may utilize the Foundant Grant Application System to apply for subawards.

### How to Log On

Use this link to access the Foundant – Grant Application System website:

<https://www.grantinterface.com/Home/Logon?urlkey=kor>

The link can also be found by visiting KOR’s main website, [www.kentuckyrefugees.org](http://www.kentuckyrefugees.org), and clicking “Foundant – Grant Application System” under the “Funding Opportunities” tab.



### Create a New Account

If you are the Primary Applicant (see page 6 for more details) starting a new application for your organization and do not yet have an account, click Create New Account.

If you are **not** starting the application for your organization, the Primary Applicant will add you as a collaborator. You will only need to provide your name and password to create an account and edit the application and can skip the steps on Pages 4 and 5.



When you click Create New Account, you will be asked to complete registration information for yourself and your organization. This information will be used in your application so please ensure that you use information associated with the organization that is applying for funding, such as the Organization’s Tax ID, contact information of your Executive Officer, and the physical address of your organization. For User Information, we recommend using work-related contact information, such as your office phone number and business email.

**Organization Information**

<p><b>Organization Name (Sub-Office Name)*</b>  <small>If you are applying from a sub-office, please include the city name in parentheses.</small></p> <input style="width: 95%; height: 25px;" type="text"/>	<p><b>Unique Entity Identifier (UEI #)*</b>  <small>The UEI # is a 12-character alphanumeric identifier used in <a href="https://sam.gov">SAM.gov</a> as a way to identify a unique entity.</small></p> <p><small>For instructions on finding your organization's UEI #, please click on this link, <a href="#">Finding Your UEI</a>.</small></p> <p><small>For instructions on creating an account to obtain a UEI number, click on this <a href="#">Create a SAM.gov Account</a> link.</small></p> <input style="width: 50%; height: 25px;" type="text"/>
<p><b>Web Site</b></p> <input style="width: 95%; height: 25px;" type="text"/>	<p><b>Telephone Number (###-###-####)*</b></p> <input style="width: 95%; height: 25px;" type="text"/>
<p><b>Organization Email</b></p> <input style="width: 95%; height: 25px;" type="text"/>	<p><b>Address 1*</b></p> <input style="width: 95%; height: 25px;" type="text"/>
<p><b>Address 2</b></p> <input style="width: 95%; height: 25px;" type="text"/>	<p><b>City*</b></p> <input style="width: 95%; height: 25px;" type="text"/>
<p><b>State*</b></p> <input style="width: 95%; height: 25px;" type="text"/>	<p><b>Postal Code*</b></p> <input style="width: 95%; height: 25px;" type="text"/>

User Information

Director/CEO Question

Additional Director/CEO Information

Password

After filling out all the required information, click **Create Account**.

The next page asks you to verify that you received your confirmation email. This step helps ensure that you will receive other communications from this organization about your application. Click **Continue**.

Email Confirmation

**i** You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *L&D Standardized GLM* <administrator@grantinterface.com>, look in your junk or spam folder.

To remove *L&D Standardized GLM* <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email  
 Continue without checking  
 I have not received the email

## Log On

If you have already created an account, enter your information and click Log On.

Logon

Email Address\*

Password\*

[FORGOT YOUR PASSWORD?](#)

Welcome to Foundant for Learning - GLM's online grant portal.

**New Users:** Please click "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

**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 our Grant Administrator to receive your username.

## Forgot Password

If you have already created an account but have forgotten your password, click Forgot Your Password to reset it.

Logon

Email Address\*

Password\*

[FORGOT YOUR PASSWORD?](#)

## How to Apply for a Subaward

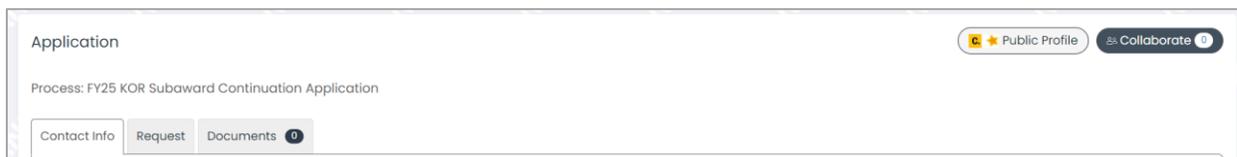
### Apply as a Primary Applicant

The subaward application should be started by your organization’s Primary Applicant. The Primary Applicant will have the following responsibilities:

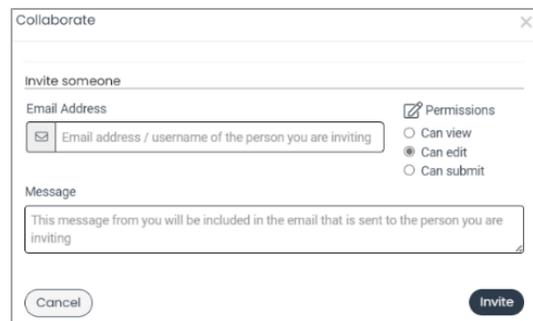
- Starting the Subaward Application
- Setting Up Organization Details
- Inviting Collaborators
- Deleting an Application, if Necessary
- Submitting the Final Application
- Receiving Email Updates

### Invite Collaborators

Only the Primary Applicant has the ability to invite collaborators to the application. To invite collaborators, you can click the “Collaborate” button at the top right corner.



We recommend inviting one collaborator per program and assigning them “Can Edit” permission. This ensures that only the Primary Applicant inputs organization information and submits the final application. Collaborators will need to provide their name and password to create an account.



**Please note** that while the Collaborate feature allows multiple users to work together on a single application, it does **not** show live edits. When making changes to the application, users must save their work, and other collaborators need to refresh their page to see the updated content. If you and a collaborator are working on a single application at the same time, the most recently saved version will overwrite any previous changes.

## Begin Subaward Application

The Primary Applicant can begin the subaward application by selecting the “Apply” tab at the top-left corner. Choose the award you are applying for and then click “Apply.”



Foundant will ask applicants to fill out organization information and submit subaward application materials, such as service plans, budget narratives, and line-item budgets. These may include text boxes for applicants to type in answers or options for applicants to Upload a File.

***Applicants must select which program(s) they are applying for and type the acronyms of the selected programs in the text box. Applicants will then fill in the required information for each program.***

### KOR Programs\*

Select all programs for which you intend to apply and have either received previous funding or have received notification of initial allocation approval from KOR.

- (RCA) Refugee Cash Assistance
- (RHP) Refugee Health Promotion, including ReMHI
- (RSI) Refugee School Impact, including S2S, ARSI, and URSI
- (SOR) Services to Older Refugees
- (WF TANF) Wilson-Fish TANF Coordination
- (YM) Youth Mentoring
- (ERSI) Early Refugee School Impact, including Afghan ERSI
- (RSS ELT) - English Language Training, including Computer Education
- (RSS-CL) RSS - Career Laddering
- (RSS-CM) RSS - Case Management
- (RSS-CIT) RSS - Citizenship
- (RSS EMP) RSS - Employment
- (RSS - OSS) RSS Other Social Services, including Driver's Ed and Extended CO
- (RSS ASA-LS) RSS - ASA Legal Services
- (RSS ADMIN) RSS - Administration

### List of FY25 Programs\*

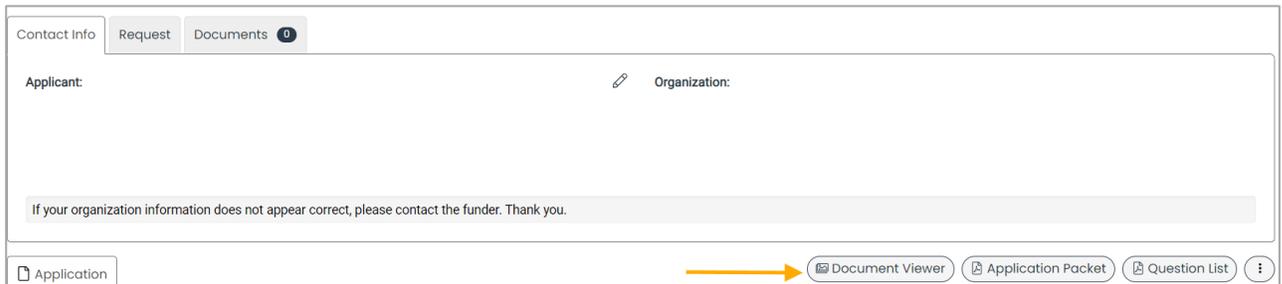
Please type the acronyms in parentheses for all of the programs you selected above. This is an important field because KOR will use these acronyms when creating reports.

#### Example:

RCA, RHP, RSI, and YM

## View Application Materials

At the top of your application, you may view your application materials.



- **Document Viewer:** This will show you any documents that have been uploaded to your application, such as your organization chart or budget narrative.
- **Application Packet:** This will include your organization’s information, the form questions, your saved answers, and any file attachments.
- **Question List:** This provides a printable list of application questions for all programs.

## Save Application

Applicants may save their application at any time. You may do this by scrolling to the bottom of the application and clicking “Save Application.”

## Delete an Application

To delete an application, click “Abandon Request” at the bottom of the application. A screen will pop up and ask you to manually type “ABANDON REQUEST” to complete this. The abandoned application will be saved to the “Historical Requests” tab and cannot be edited or re-submitted. However, a new application can still be submitted if necessary.

## Submit Final Application

To submit the Final Application, the Primary Applicant will click “Submit Application” at the bottom of the application. You will receive a notification if any information is still not complete.





## How to View the Status of an Application

Applicants may view the status of their application in the Applicant Dashboard. This will let applicants know if their application has been submitted and if a funding decision has been made.

Applicant Dashboard  
Kentucky Office for Refugees

Active Requests **2**    Historical Requests **1**

Process: FY25 KOR Subaward Continuation Application		07/23/2024	Due by 08/15/2024 11:59 PM EDT	<a href="#">Edit Application</a>
Application	Draft			
Decision	Undecided			

Primary Applicants will also receive automatic emails at each stage of the application process, such as when the application is submitted, approved, and ready for signatures. These emails will be from the Kentucky Office for Refugees – Foundant account at [administrator@grantinterface.com](mailto:administrator@grantinterface.com).

## Resources and Support

### Additional Information on Completing Forms

- Some questions have character limits.
- You will not be allowed to submit the form until the length of your responses to these questions fits within the character limits.
- Responses that are longer than the limit will be saved, but an error message will appear informing you that the limit has been exceeded.
- File upload questions only accept one file per question.
- If you attempt to upload a file that is larger than the limit, you will receive an error message informing you that the file is too large and the file will not be saved.
- If you attempt to upload a file in an unaccepted file type, you will receive a warning that the file type is not acceptable; you will not be able to upload the file.
- Once a file has been uploaded, it can be deleted by clicking the X icon next to the file name.
- An application may use GLM's integration with Candid, which is based on the Tax ID on your organization profile. If you have claimed your Candid profile and filled out the information on it, then you can use the Copy Candid Profile button to fill out some questions on this form.
- An applicant may receive administrator comments from KOR on a saved or submitted form. The administrator comment will give information to the applicant on a specific question on the LOI or Application form. The information provided could mean that the applicant needs to add more information before the administrator can mark the form complete.

### Contact Support

For additional questions, please contact KOR's Grants Administrator Assistant, Hala Shadeh, at [hshadeh@archlou.org](mailto:hshadeh@archlou.org) or at 502-637-9786 ext. 415.

Foundant Resources: [foundant.uberflip.com/page/resources-home-page](https://foundant.uberflip.com/page/resources-home-page)

Foundant Support Hub: <https://support.foundant.com/hc/en-us>