



Foundant – Grant Application System

Contractor Manual

Last Updated August 2024



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Background

The Kentucky Office for Refugees (KOR) began using the Foundant Grant Application System, also referred to as 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.

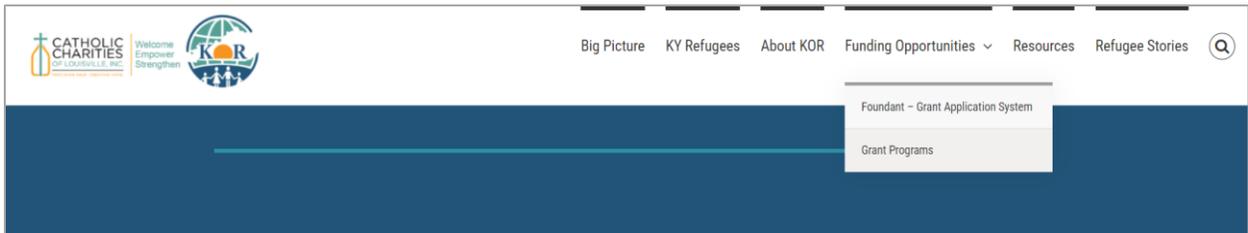
The purpose of this software is to facilitate internal document reviewing at KOR and to provide a more centralized platform for organizations to manage their applications. This document outlines how contractors will utilize the Foundant Grant Application System.

How to Log On

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

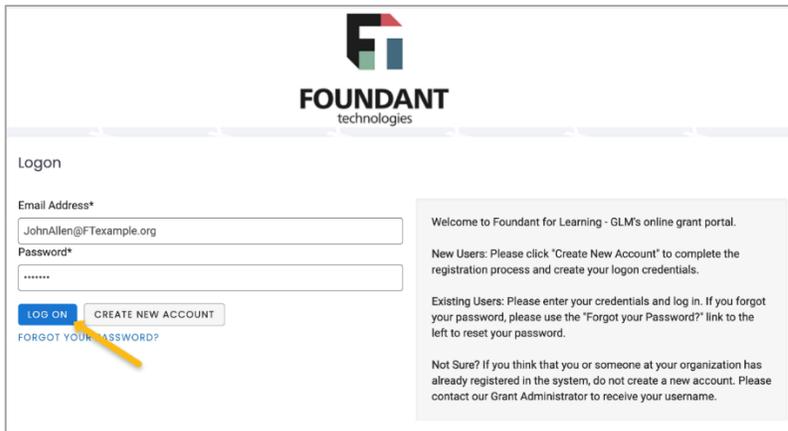
<https://www.grantinterface.com/Home/Logon?urlkey=kor>

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



Log On

If you have already created an account or been assigned an account, enter your information and click “Log On.”





Create a New Account

If you do not yet have an account, click “Create New Account.”

When you click “Create New Account,” you will be asked to complete registration information for yourself and your organization, 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.

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



Forgot Password

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

Logon

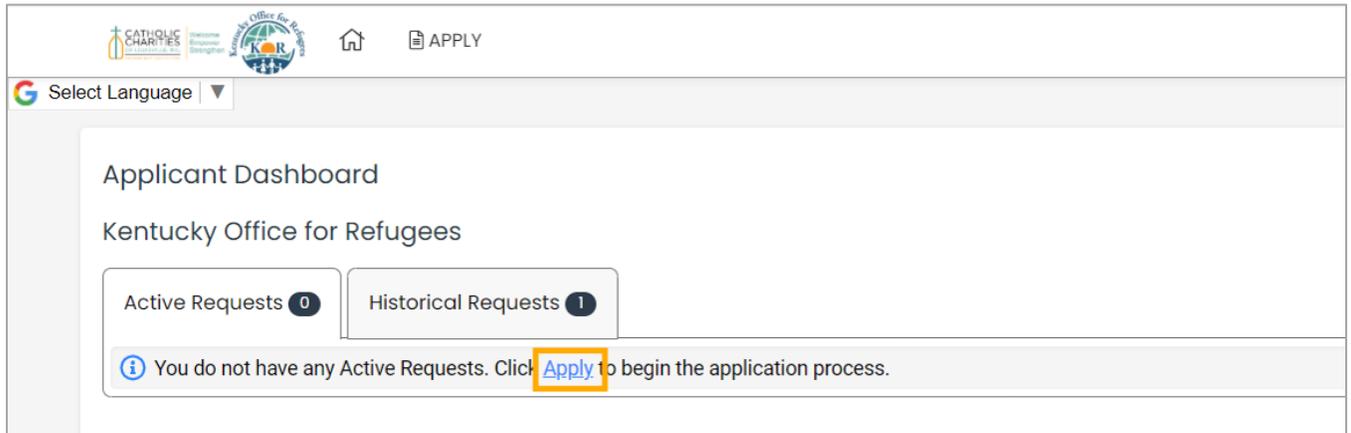
Email Address*

Password*

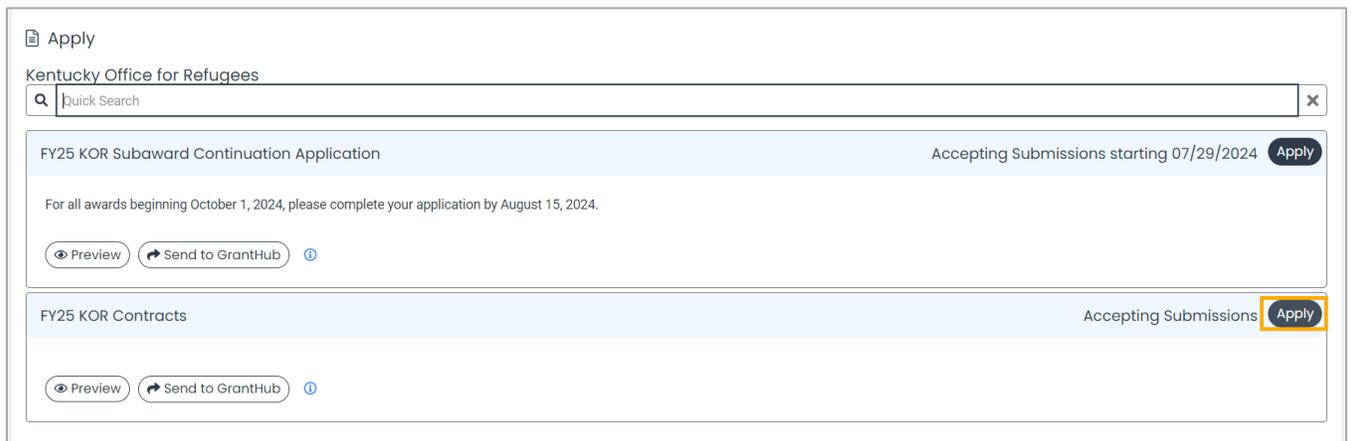
[FORGOT YOUR PASSWORD?](#) 

Apply for a Contract

Submitting a Contract Application will initiate the contract process and allow contractors to complete the signing process with KOR. Once you have created an account and logged into Foundant, click “Apply” under “Active Requests.”



Click “Apply” next to FY25 KOR Contracts.





Fill in your organization and program information. Please ensure that you type the program name in the bottom text box.

▼ FY25 KOR Contracts

Organization Name*

Service Area*

- Bowling Green
- Owensboro
- Lexington
- Louisville
- Covington

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
- (RSS ADMIN) RSS - Administration
- (RMA) Refugee Medical Assistance (Medical Screenings & Immunizations)

Program Name*

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.

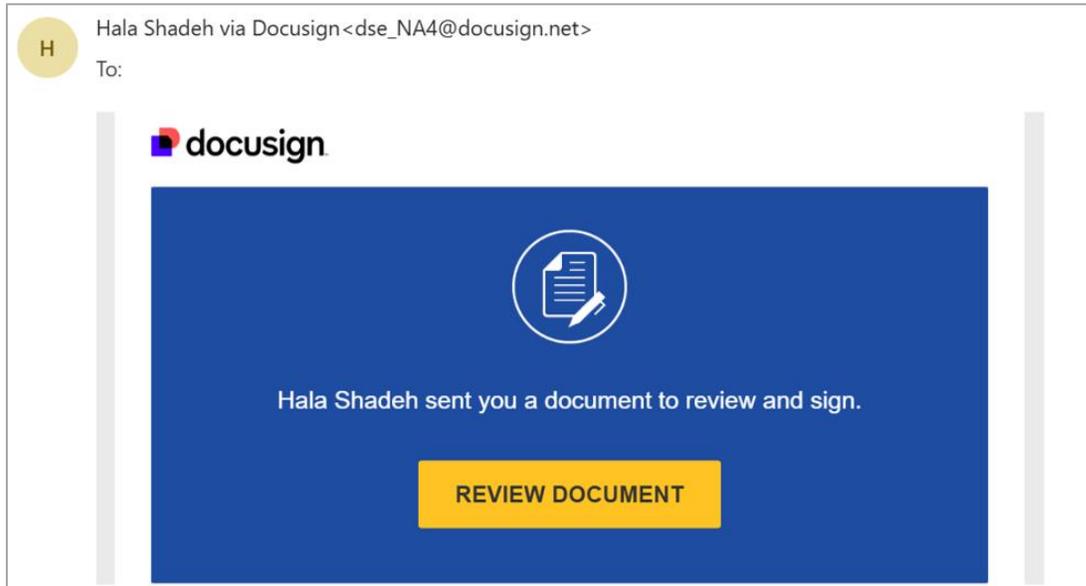
Example:
RCA, RHP, RSI, and YM

Click “Submit Application” at the bottom of your screen.

Abandon Request Save Application **Submit Application**

Sign a Contract

Once the application has been submitted, KOR will send the contract. Contractors will receive an email from Hala Shadeh via DocuSign. Click “Review Document” to sign.



Select the Agree box.



You will be prompted to add required fields, such as Signature and Date Signed. Once signed, click “Finish.”

| | | | |
|--|--|--|--|
| 21. Federal Recipient Lead Contact (Program) Name: Email: Phone Number: | | 22. Federal Recipient Lead Contact (Financial) | |
| 23. Signature-Kentucky Office for Refugees: Director | | Date: | |
| 24. Signature-Catholic Charities of Louisville: Executive Director | | Date: | |

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NOA Template 1 of 1

FINISH



View Signed Contracts

Once the contract has been signed by all parties, you can go into Foundant to view the completed document.

Active Requests 1 | Historical Requests 1

WF TANF

Process: FY25 KOR Contracts

Application [Edit Application](#)

Decision

Documents uploaded by KOR Grants Administrator

| Description | File |
|-------------|---|
| NOA | A NGA 2024 SA.10 - Template.pdf |

Contact Support

For additional questions, please contact KOR’s Grants Administrator Assistant, Hala Shadeh, at hshadeh@archlou.org or at 502-637-9786 ext. 415.

Foundant Resources: foundant.uberflip.com/page/resources-home-page

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