



Foundant Grant Application System Invoice Manual

Last Updated October 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.

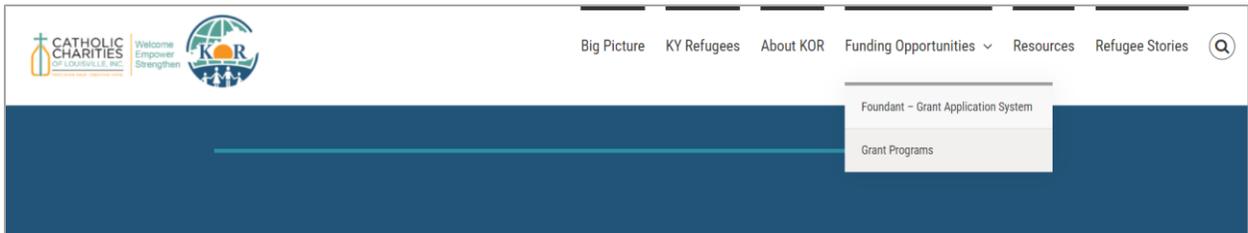
The purpose of this software is to facilitate internal document reviewing at KOR and to provide a more centralized platform for organizations to manage their applications. This document outlines how subrecipients and contractors will utilize the Foundant Grant Application System to submit invoices to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

How to Log On

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

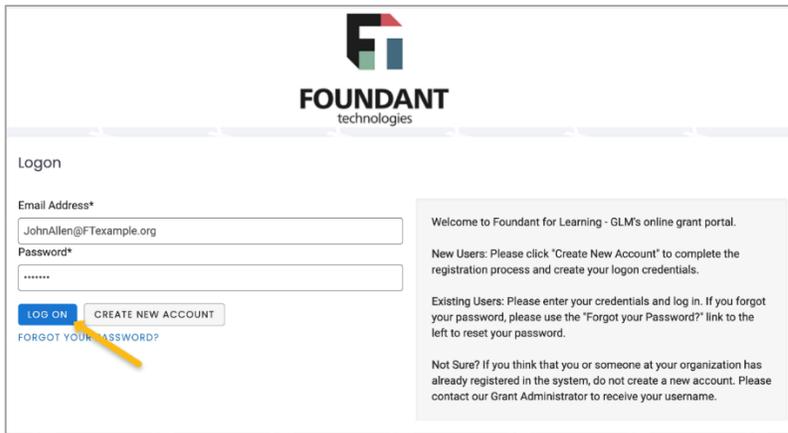
<https://www.grantinterface.com/Home/Logon?urlkey=kor>

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?](#) 

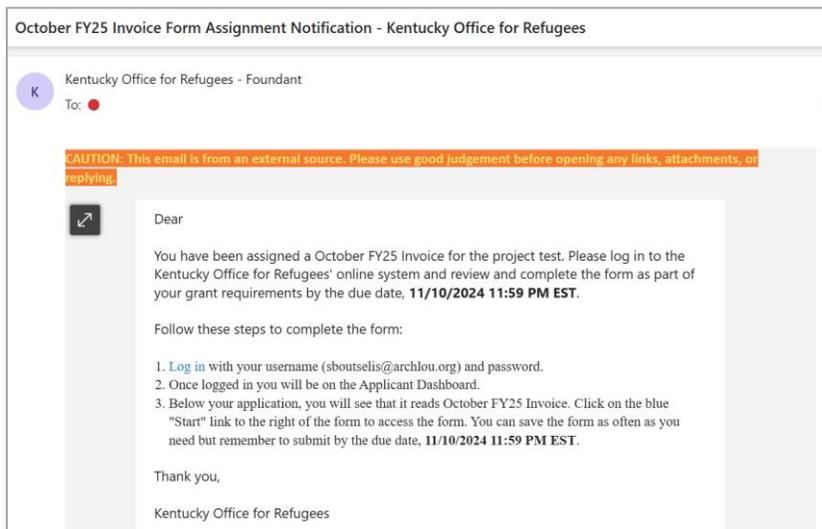
Submit an Invoice

Agency Finance Staff should receive an email from the Kentucky Office for Refugees – Foundant (administrator@grantinterface.com) indicating that they have been assigned an invoice.

Invoices must be submitted by the 10th day of the following month.

If you are your agency’s financial contact and are not receiving invoice assignments, please reach out to KOR’s Grants Administrator Assistant, Hala Shadeh (hshadeh@archlou.org), to be properly assigned.

Please note that only **one (1) Finance Staff** member per agency can be assigned to submit invoices.



Log into Foundant.



Click on the “Collaboration Requests” tab to view your assigned invoices. Click “Start” to begin working on your invoice. This will say “Continue” if you have already started working on your invoice.

▼ Hurricane impact support

Process: Fall Grant Cycle

Application Submitted 07/11/2020 [View Application](#)

Decision Approved 08/15/2020

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
Grant Agreement - Fall Grant Cycle	Jordan Thompson	Overall Award	12/31/2023 11:59 PM CST	Assigned	START

Applicant Dashboard

Kentucky Office for Refugees

Active Requests 0 Collaboration Requests 1 Historical Requests 1

▼ test28

Process: FY25 KOR Subaward Continuation Application

Application Submitted 10/02/2024 [View Application](#)

Decision Approved 10/02/2024 [View Details](#)

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
October FY25 Invoice	Sarah Boutselis	Overall Award	11/10/2024 11:59 PM EST	Draft	Continue
November FY25 Invoice	Sarah Boutselis	Overall Award	12/10/2024 11:59 PM EST	Assigned	Preview
December FY25 Invoice	Sarah Boutselis	Overall Award	01/10/2025 11:59 PM EST	Draft	Preview
January FY25 Invoice	Sarah Boutselis	Overall Award	02/10/2025 11:59 PM EST	Assigned	Preview
February FY25 Invoice	Sarah Boutselis	Overall Award	03/10/2025 11:59 PM EDT	Assigned	Preview
March FY25 Invoice	Sarah Boutselis	Overall Award	04/10/2025 11:59 PM EDT	Assigned	Preview

For non-RMA invoices: The program will be automatically selected. Type in your Invoice Amount. Upload your E-Financial to the Invoice Upload section. Click “Submit Follow Up” to send to KOR.

▼ RSS Housing (including ASA, if applicable)

RSS Housing (including ASA, if applicable) Invoice Amount*

\$ 1,500.00

RSS Housing (including ASA, if applicable) Invoice Upload*

Upload a file [5 MiB allowed]

Foundant Contact Export.xlsx [25.4 KiB] [Delete File](#)

i Due by 11/10/2024 11:59 PM EST.

[Save Follow Up](#) [Submit Follow Up](#)

For RMA invoices: The program will be automatically selected. Type in both a Medical Screenings invoice amount and Immunizations invoice amount. Upload each invoice. Click “Submit Follow Up” to send to KOR.

▼ (RMA) Refugee Medical Assistance (Medical Screenings & Im...

(RMA) Refugee Medical Assistance (Medical Screenings) Invoice Amount*

\$

(RMA) Refugee Medical Assistance (Immunizations) Invoice Amount

\$

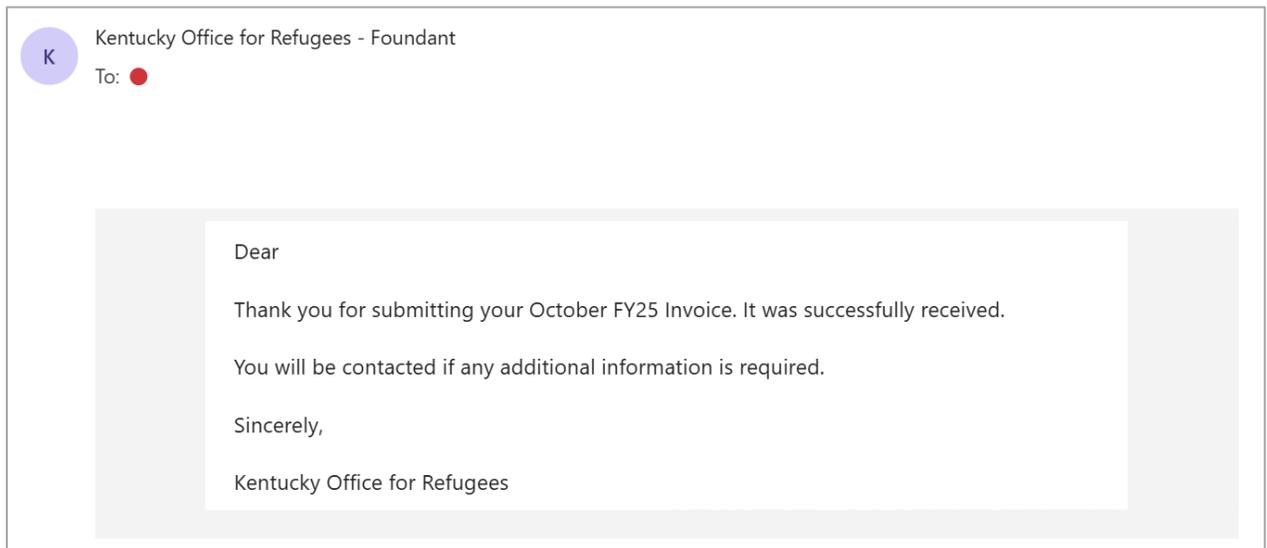
(RMA) Refugee Medical Assistance (Medical Screenings) Invoice Upload*

[5 MiB allowed]

(RMA) Refugee Medical Assistance (Immunizations) Invoice Upload

[5 MiB allowed]

Once you submit the invoices, you should receive a confirmation email.



The KOR Finance Team will review your invoices. If there are any changes needed, you will be contacted via email and receive comments on your invoice in Foundant.

If you need to make changes, click “Continue” on your invoice in Foundant.

Process: FY25 KOR Contracts

Application	Submitted	10/16/2024	View Application
Decision	Approved	10/16/2024	View Details

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
October FY25 Invoice	Hala Shadeh	Overall Award	11/10/2024	Draft	Continue
November FY25 Invoice	Hala Shadeh	Overall Award	12/10/2024	Assigned	Start

Comments from KOR will appear as “Administrator Comment.” After reviewing the Administrator Comments, edit your invoice and click “Submit Follow Up” again.

RSS Housing (including ASA, if applicable)

RSS Housing (including ASA, if applicable) Invoice Amount*

\$ 1,500.00

RSS Housing (including ASA, if applicable) Invoice Upload*

[Upload a file](#) [5 MiB allowed]

[Foundant Contact Export.xlsx](#) [25.4 KiB] [Delete File](#)

Please fix line 10 and resubmit.

Administrator Comment

[Due by 11/10/2024 11:59 PM EST.](#)

[Save Follow Up](#) [Submit Follow Up](#)

Once approved by KOR, your invoice will show the status as “Complete” in your Applicant Dashboard.

Applicant Dashboard

Kentucky Office for Refugees

Active Requests **0** Collaboration Requests **1** Historical Requests **1**

Process: FY25 KOR Subaward Continuation Application

Application	Submitted	10/02/2024	View Application
Decision	Approved	10/02/2024	View Details

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
October FY25 Invoice		Overall Award		Complete	View



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>