

Foundant – Grant Application System Contractor Manual

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Kentucky Office for Refugees Catholic Charities of Louisville

Foundant Grant Application System - Contractor Manual

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Background

The Kentucky Office for Refugees (KOR) began using the Foundant Grant Application System, also referred to as <u>grantinterface.com</u>, 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.



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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, <u>www.kentuckyrefugees.org</u>, and clicking "Foundant – Grant Application System" under the "Funding Opportunities" tab.

CATHOLIC CHARITIES OCIOUNILE RE Strengthen	Big Picture	KY Refugees	About KOR	Funding Opportunities ~ Re	esources	Refugee Stories	٩
				Foundant – Grant Application System	em		
				Grant Programs			

Log On

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

Logon				
Email Address* JohnAllen@FTexample.org Password* I 09: ON CREATE NEW ACCOUNT FORGOT YOUK: ASSWORD?	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.			



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Create a New Account

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

CATHOLIC CHARITIES OF LOUISVILLE, INC. PROVIDING HELP. CREATING HOPE.	Welcome Empower Strengthen
Logon	
Email Address*	
Password*	
Log On 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.

Organization Information	
Organization Name (Sub-Office Name)* If you are applying from a sub-office, please include the city name in parentheses.	Unique Entity Identifier (UEI #)* The UEI # is a 12-character alphanumeric identifier used in <u>SAM.gov</u> as a way to identify a unique entity. For instructions on finding your organization's UEI #, please click on this link, <i>Finding Your UEI</i> . For instructions on creating an account to obtain a UEI number, click on this <i>Create a SAM.gov Account</i> link.
Web Site	Telephone Number (###-#####)*
Organization Email	Address 1*
Address 2	City*
State*	Postal Code*
	Next >
User Information	
Director/CEO Question	
Additional Director/CEO Information	
Password	

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



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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."

mail Confirmation	
③ 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 G <administrator@grantinterface.com>, look in your junk or spam folder.</administrator@grantinterface.com>	LM
To remove L&D Standardized GLM <administrator@grantinterface.com> from your spam filter, use the link below.</administrator@grantinterface.com>	
Click Here for a tutorial about removing email addresses from spam filters.	
) have received the email) Continue without checking) have not received the amail	
	UE

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?



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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."

G Sele	ect Language 🔻
	Applicant Dashboard
	Kentucky Office for Refugees
	Active Requests Historical Requests
	(i) You do not have any Active Requests. Click Apply to begin the application process.

Click "Apply" next to FY25 KOR Contracts.

Apply Kentucky Office for Refugees Q puick Search	×
FY25 KOR Subaward Continuation Application	Accepting Submissions starting 07/29/2024 (Apply)
For all awards beginning October 1, 2024, please complete your application by August 15, 2024. Preview Send to GrantHub	
FY25 KOR Contracts	Accepting Submissions Apply
Preview	



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

Organization Name*	
Kentucky Office for Refuge	3
Service Area*	
 Bowling Green Owensboro Lexington Louisville Covington 	
KOR Programs* Select all programs for whice (RCA) Refugee Cash Ass (RHP) Refugee Health Pri (RSI) Refugee School Im (SOR) Services to Older I (WF TANF) Wilson-Fish (WM TANF) Wilson-Fish (RSS ADMIN) RSS - Adm (RMA) Refugee Medical	you intend to apply and have either received previous funding or have received notification of initial allocation approval from KOR. tance notion, including ReMHI ct, including S2S, ARSI, and URSI fugees NF Coordination stration sistance (Medical Screenings & Immunizations)
Program Name* Please type the acronyms ir	arentheses 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.





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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.

Н	Hala Shadeh via Docusign <dse_na4@docusign.net> To:</dse_na4@docusign.net>	
	docusign	
	Hala Shadeh sent you a document to review and sign.	

Select the Agree box.

Please Review & Act on These Documents		P docusign
Please read the Electronic Record and Signature Disclosure. I agree to use electronic records and signatures.	CONTINUE	OTHER ACTIONS +

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

21. Federal Recipier Name Email: Phone Number:	Sign	22. Federal Recipient Lead	d Contact (Financial)	
23. Signature-Kentu 24. Signature-Catho	23. Signature-Kentucky Office for Refugees: Director 24. Signature-Catholic Charities of Louisville: Executive Director			
			SA. 10 Page 1 of 1	
NOA Template				1 of 1



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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 Histori	cal Requests ①
\vee WF TANF	
Process: FY25 KOR Contracts	
Application Decision	Edit Application
Documents uploaded by KOR Gra	ants 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 <u>hshadeh@archlou.org</u> or at 502-637-9786 ext. 415.

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

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