

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 <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 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, <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."

FOUNDAN technologies	NT
Logon	
Email Address*	Welcome to Foundant for Learning - GLM's online grant portal.
Password*	New Users: Please click "Create New Account" to complete the registration process and create your logon credentials.
LOG ON GREATE NEW ACCOUNT	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.



Kentucky Office for Refugees

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Foundant Grant Application System Invoice Manual

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*	
Log On Create New Account Forgot your Password?	

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."

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 GL administrator@grantinterface.com , look in your junk or spam folder.	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.	
I have received the email Continue without checking I have account of the email	
	JE

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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Submit an Invoice

Agency Finance Staff should receive an email from the Kentucky Office for Refugees – Foundant (<u>administrator@grantinterface.com</u>) 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.

CATHOLIC CHARITIES OF LOUISVILLE, INC. PROVIDING HELF. CREATING HOPE	Welcome Empower Strengthen
Email Address*	Welcome to the Kentucky Office for Refugees Grant Application System.
International Create New Account Forgot your Password?	Udonaute: - waate wew our training materials before you begin using the system. KOR Foundant User Tutorial Video Foundant Applicant User Manual



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 impa	ct support						
Process: Fall Grant Cy Application Decision	cle Submitted Approved	07/11/2020 08/15/2020			View Application		
Follow Up Forms							
Form Name		Assigned To		Award / Installment	Due Date	Status	Actions
Grant Agreement - Fa	all Grant Cycle	Jordan Thon	npson	Overall Award	12/31/2023 11:59 PM CST	Assigned	START
Applicant Dashboa	rd						
Kentucky Office for F	Refugees						
Active Requests 0	Collaboration Requests	Historical Re	equests 🕕				
∨ test89							
Process: FY25 KOR Sub	award Continuation Applicat	ion					
Application Decision	Submitted Approved	10/02/2024 10/02/2024			View Application View Details		
Follow Up Forms							
Form Name	Assiç	gned To					Actions
October FY25 Invoice	Sara	h Boutselis	Overall Awar	d 1'	/10/2024 11:59 PM EST	Draft	Continue
November FY25 Invoid	ce Sara	h Boutselis	Overall Awar	d 1:	/10/2024 11:59 PM EST	Assigned	Preview
December FY25 Invoid	e Sara	h Boutselis	Overall Awar	d 0:	/10/2025 11:59 PM EST	Draft	Preview
January FY25 Invoice	Sara	h Boutselis	Overall Awar	d 0:	1/10/2025 11:59 PM EST	Assigned	Preview
February FY25 Invoice	Sara	h Boutselis	Overall Awar	d 0:	1/10/2025 11:59 PM EDT	Assigned	Preview
March FY25 Invoice	Sara	h Boutselis	Overall Awar	d 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.

\sim RSS Housing (including ASA, if applicable)	
RSS Housing (including ASA, if applicable) Invoice Amount*	
RSS Housing (including ASA, if applicable) Invoice Upload* Upload a file [5 MiB allowed] Foundant Contact Exportations [25.4 KiB] Exportations [25.4 KiB]	
() Due by 11/10/2024 11:59 PM EST.	
	Save Follow Up Submit Follow Up



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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*	
Upload a file [5 MiB allowed]	
A Due by 10/10/2024.	
	Save Follow Up Submit Follow Up

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

К	Kentucky Office for Refugees - Foundant To: •						
		Dear Thank you for submitting your October FY25 Invoice. It was successfully received.					
		You will be contacted if any additional information is required. Sincerely,					
		Kentucky Office for Refugees					

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 Decision Approved		10/16/2024		View Application		
Follow Up Forms	, pprotect					
		Assigned To	Award / Installment	Due Date	Status	
October FY25 Invoice		Hala Shadeh	Overall Award	11/10/2024	Draft	Continue

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*	
RSS Housing (including ASA, if applicable) Invoice Upload* Upload a file [5 MiB allowed] Foundant Contact Export.xlsx [25.4 KiB]	
Please fix line 10 and resubmit. Administrator Comment	
(1) 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 Co	Ilaboration Requests 🕦 🛛 Historica	Requests 1								
√ test≌										
Process: FY25 KOR Subaward Continuation Application										
Application Decision	Submitted 10/02/2024 Approved 10/02/2024		View Application 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 <u>hshadeh@archlou.org</u> 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