

Foundant – Grant Application System Contractor User Manual

Last Updated July 2025

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Background

The Kentucky Office for Refugees (KOR) began using the Foundant Grant Application System, also referred to as [grantinterface.com](https://www.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.

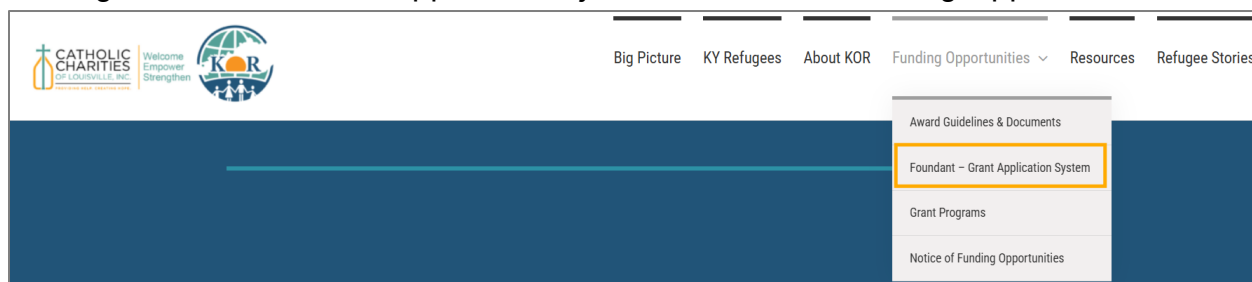
The purpose of this software is to facilitate internal document reviewing at KOR and to provide a more centralized platform for organizations to manage their applications. This document outlines how organizational staff may utilize the Foundant Grant Application System.

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.



Create a New Account

If you are the Primary Applicant 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 following steps.

Logon

Email Address*

email

Password*

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. This information will be used in your application. Please ensure that you use information associated with the organization that is applying for funding, such as the organization's name 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**.

Organization Information

Organization Name (Sub-Office Name)*
If you are applying from a sub-office, please include the city name in parentheses.

Address 1*

Address 2

City*

State*

Postal Code*

Next >

User Information

Password

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

SEND EMAIL AGAIN

CONTINUE

Log On

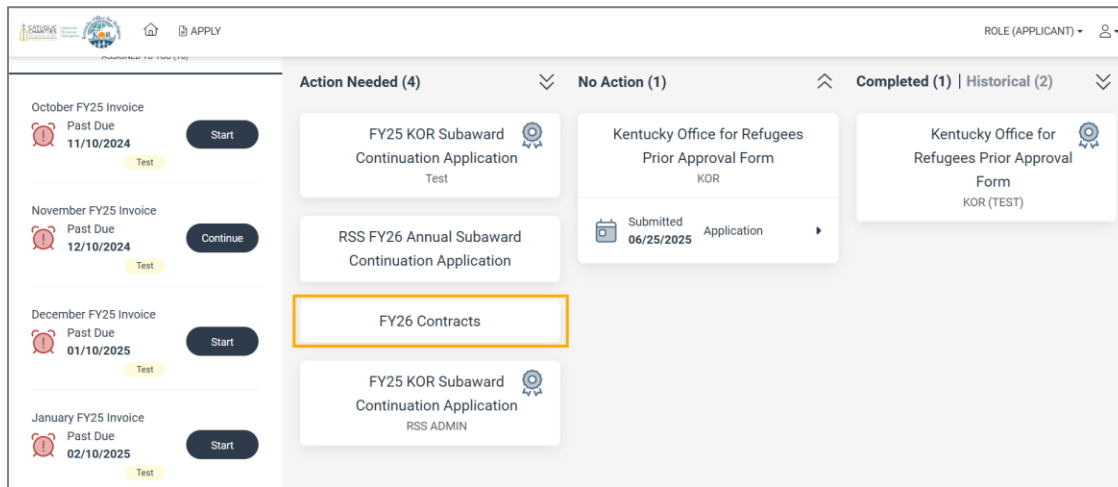
If you have already created an account, enter your information and click Log On.

Forgot Password

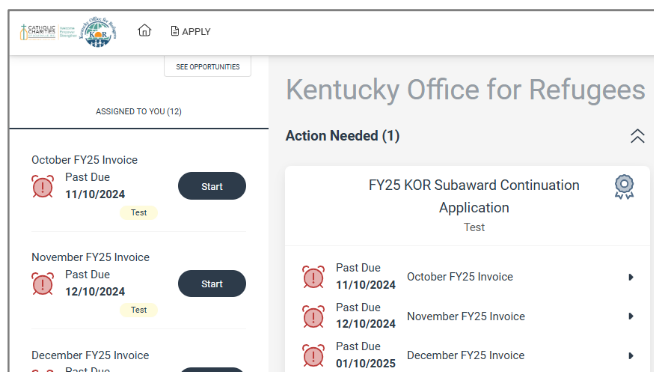
If you have already created an account but have forgotten your password, click Forgot Your Password to reset it.

Navigating Your Dashboard

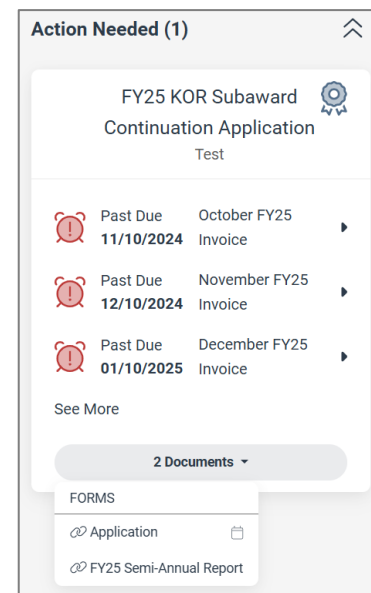
Starting in summer 2025, subrecipients will see an updated Dashboard in Foundant. Tasks are listed under different columns: Assigned to You, Action Needed, No Action, and Completed/Historical.



Primary Applicants will see items, such as invoices, in the Assigned to You column. Collaborators will see them in the applications “Action Needed” column.



All applicants and collaborators can view documents related to the application listed in the “Documents” drop down.



How to Apply for a Contract

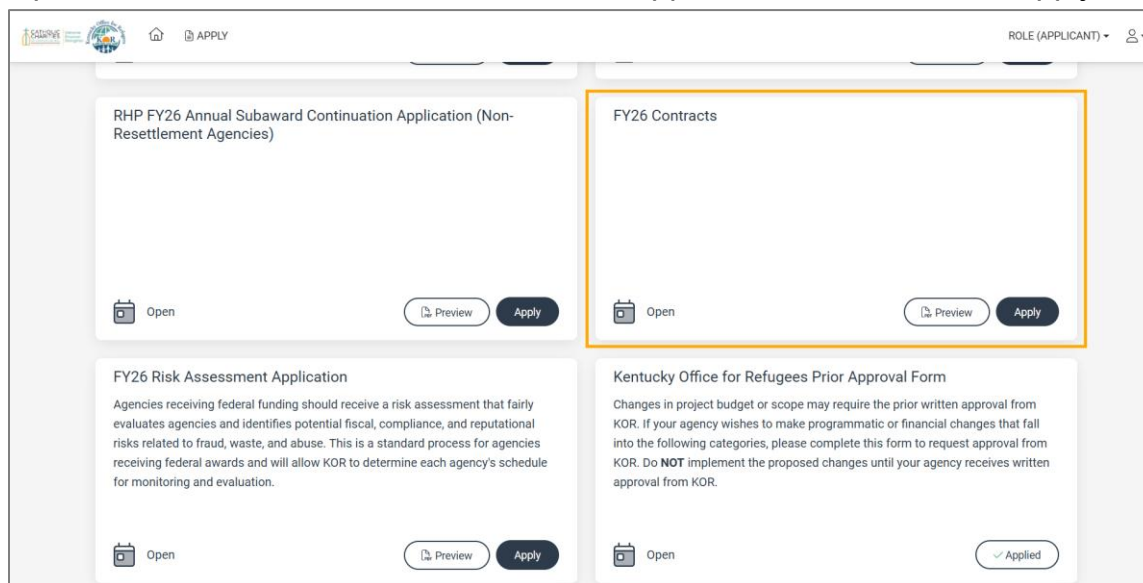
Role of the Primary Applicant

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

- Starting the Contract Application
- Setting Up Organization Details
- Inviting Collaborators
- Viewing Comments from KOR
- Deleting an Application, if Necessary
- Submitting the Final Application
- Receiving Email Updates

Begin Contract Application

The Primary Applicant can begin the subaward application by selecting the “Apply” tab at the top-left corner. Choose the **FY26 Contracts** application and then click “Apply.”



The screenshot shows the user interface of the Foundant Grant Application System. At the top, there is a navigation bar with the 'APPLY' tab selected. Below the navigation bar, there are four application cards arranged in a 2x2 grid. The top-left card is titled 'RHP FY26 Annual Subaward Continuation Application (Non-Resettlement Agencies)'. The top-right card is titled 'FY26 Contracts' and is highlighted with an orange border. The bottom-left card is titled 'FY26 Risk Assessment Application'. The bottom-right card is titled 'Kentucky Office for Refugees Prior Approval Form'. Each card has an 'Open' button with a calendar icon, a 'Preview' button, and an 'Apply' button. The 'FY26 Contracts' card also has an 'Applied' button at the bottom right.

Select your Service Area and Program(s) then click “Submit Application.”

Organization Name*

Service Area*

- ☐ Bowling Green
- ☐ Owensboro
- ☐ Lexington
- ☐ Louisville
- ☐ Covington
- ☐ State-Wide

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, ERSI, AERSI, 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)

Project 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


[Abandon Request](#)
[Save Application](#)
[Submit Application](#)

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 of the application.





ROLE (APPLICANT) ▾

Select Language ▾

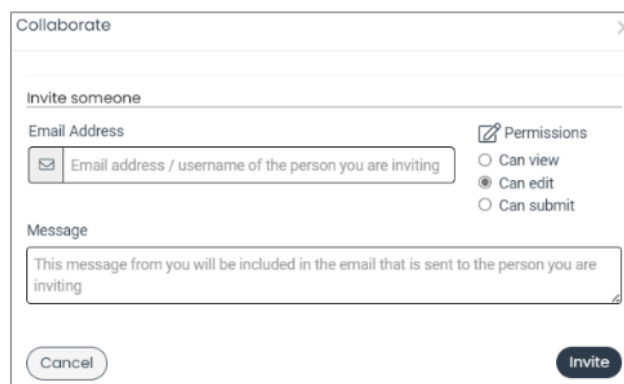
Powered by  Google Translate

Application

Process: RSS FY26 Annual Subaward Continuation Application

[Public Profile](#)
[Collaborate 0](#)

Primary Applicants can invite Collaborators and assign them “Can Edit” permission. This Primary Applicant will still be responsible for entering organization information and submitting the final application. Collaborators will only need to provide their name and password to create an account. **Collaborators will need to be manually assigned to each application they are collaborating on.**

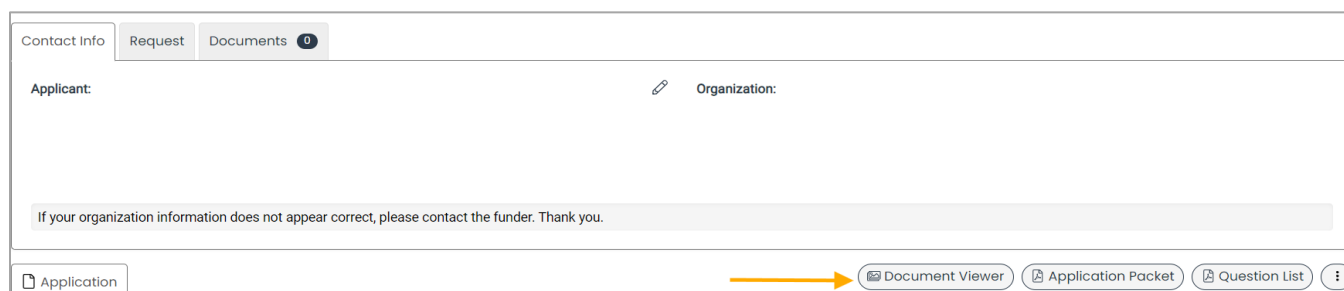


Please note that while the Collaborate feature allows multiple users to work together on a single application, it does **not** show live edits. When making changes to the application, users must save their work, and other collaborators need to refresh their page to see the updated content. If you and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

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.

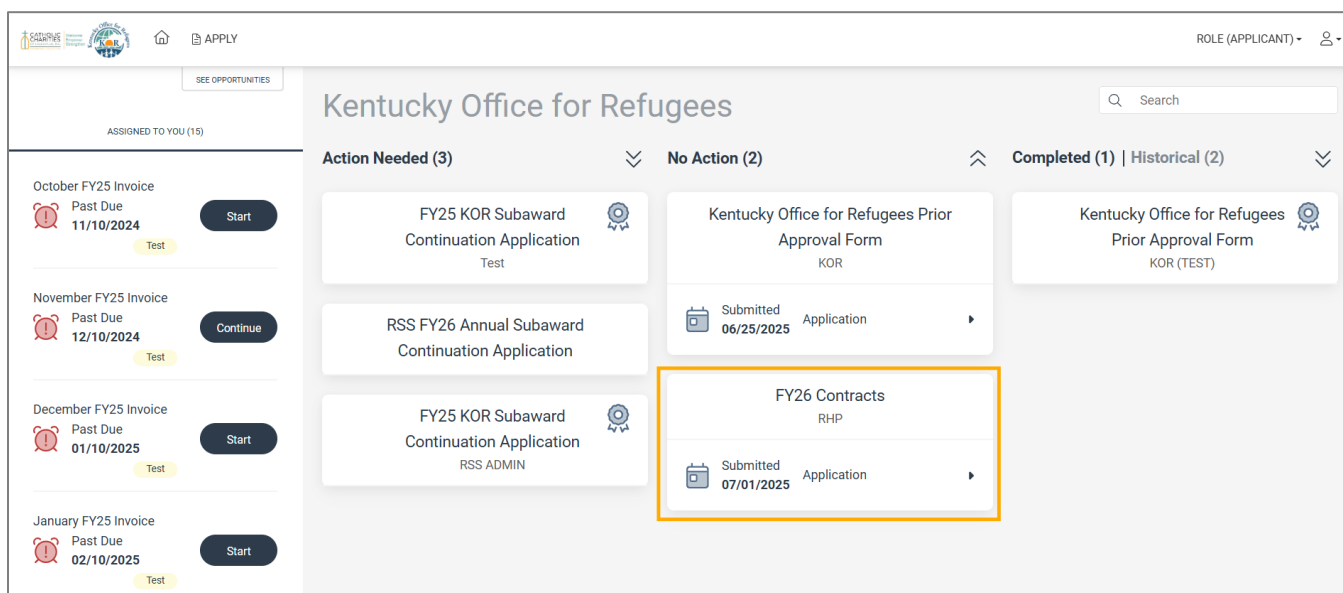
Abandon Request

Save Application

Submit Application

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.



The screenshot shows the Applicant Dashboard for the Kentucky Office for Refugees. The dashboard is divided into several sections:

- ASSIGNED TO YOU (15):** A list of invoices with due dates and status buttons.
 - October FY25 Invoice: Past Due 11/10/2024, Status: Test, Button: Start
 - November FY25 Invoice: Past Due 12/10/2024, Status: Test, Button: Continue
 - December FY25 Invoice: Past Due 01/10/2025, Status: Test, Button: Start
 - January FY25 Invoice: Past Due 02/10/2025, Status: Test, Button: Start
- Action Needed (3):** A list of applications that need action.
 - FY25 KOR Subaward Continuation Application (Test)
 - RSS FY26 Annual Subaward Continuation Application
 - FY25 KOR Subaward Continuation Application (RSS ADMIN)
- No Action (2):** A list of applications that do not require action.
 - Kentucky Office for Refugees Prior Approval Form (KOR)
 - Submitted 06/25/2025 Application
- Completed (1) | Historical (2):** A list of completed and historical applications.
 - Kentucky Office for Refugees Prior Approval Form (KOR (TEST))
 - FY26 Contracts (RHP)
 - Submitted 07/01/2025 Application

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.

Respond to Comments from KOR

KOR will review all submissions to Foundant, including applications and invoices. If there are any changes needed, you will be contacted by KOR and receive comments on your application or invoice in Foundant. **Only the primary applicant will have access to the “Administrator Comments.”** After reviewing the Administrator Comments, edit your application or 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

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.

H

Hala Shadeh via DocuSign<dse_NA4@docu
To:

docu

Hala Shadeh sent you a document to review and sign.

REVIEW DOCUMENT

Last Updated July 2025

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Select the Agree box.

Please Review & Act on These Documents



Hala Shadeh
Hala Shadeh




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 Recipient Lead Contact (Program)
Name:
Email:
Phone Number:

Sign
↓

22. Federal Recipient Lead Contact (Financial)
Name:
Email:
Phone Number:

23. Signature-Kentucky Office for Refugees:
Director

Date:

24. Signature-Catholic Charities of Louisville:
Executive Director

Date:

SA, 10 Page 1 of 1

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.

This can be found on your Dashboard or in the Documents section of your application.

APPLY

SEE OPPORTUNITIES

Kentucky Office for Refugees

ASSIGNED TO YOU (15)

October FY25 Invoice
Past Due
11/10/2024
Test

Start

November FY25 Invoice
Past Due
12/10/2024
Test

Continue

December FY25 Invoice
Past Due
01/10/2025
Test

Start

January FY25 Invoice
Past Due
02/10/2025
Test

Start

Action Needed (3)

FY25 KOR Subaward Continuation Application
Test

RSS FY26 Annual Subaward Continuation Application

FY25 KOR Subaward Continuation Application
RSS ADMIN

No Action (2)

Kentucky Office for Refugees Prior Approval Form
KOR

Submitted 06/25/2025 Application

FY26 Contracts
RIP

Submitted 07/01/2025 Application

1 Document ▾

FILES

FY26 Contract

Return to Application Submitted

Contact Info

Request

Documents 1

Description

Created

File

FY26 Contract

07/01/2025

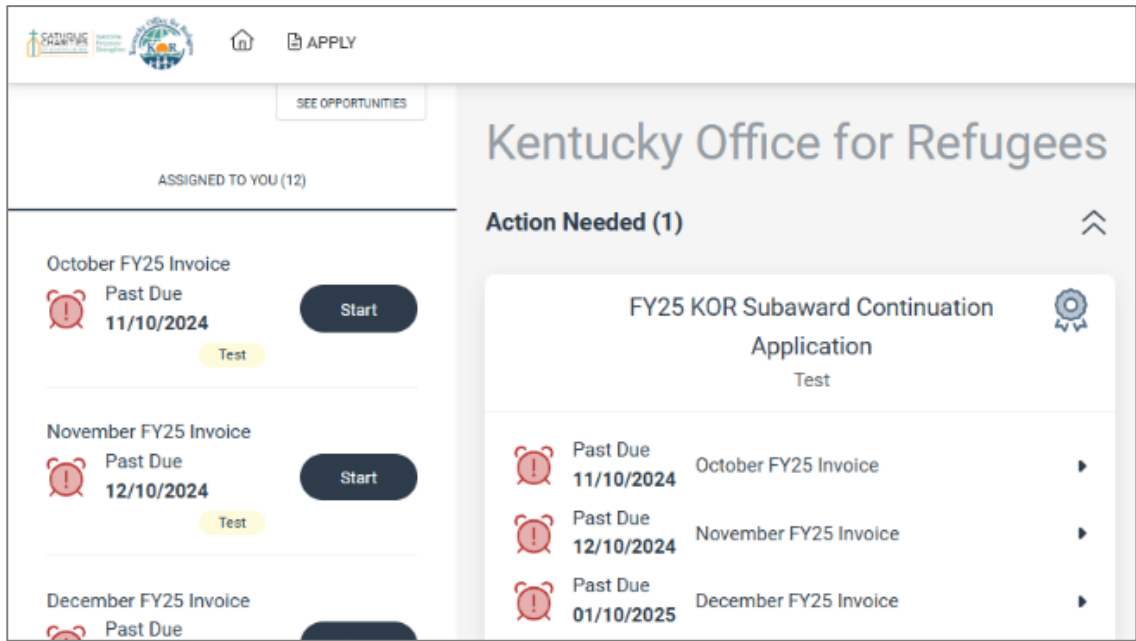
Contract FY26 Example.pdf

Last Updated July 2025

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Submit an Invoice

Primary Applicants should invite Finance contact(s) to their application as Collaborators with “Can Submit” access. This will allow Finance staff to submit invoices through Foundant. **Invoices must be submitted by the 10th day of the following month.**



The screenshot shows the Foundant dashboard for the Kentucky Office for Refugees. On the left, under 'ASSIGNED TO YOU (12)', there are three invoice entries for October, November, and December FY25. Each entry shows a red clock icon, the text 'Past Due', the due date, and a 'Start' button. On the right, under 'Action Needed (1)', there is a card for 'FY25 KOR Subaward Continuation Application'. This card lists three past due invoices: October FY25 Invoice (due 11/10/2024), November FY25 Invoice (due 12/10/2024), and December FY25 Invoice (due 01/10/2025). Each entry has a red clock icon and a right-pointing arrow.

Users should see open invoices on their Dashboard, in the Assigned to You column for Primary Applicants or in the applications Action Needed column for Collaborators. Click “Start” to begin working on your invoice. This will say “Continue” if you have already started working on your invoice but have not submitted it.

Type in your Invoice Amount. Upload your E-Financial to the Invoice Upload section. Click “Submit Follow Up” to send to KOR.



The screenshot shows the Foundant invoice submission form. It has a section for 'RSS Housing (including ASA, if applicable)' with an 'Invoice Amount*' field containing '\$ 1,500.00'. Below this is an 'Invoice Upload*' section with an 'Upload a file' button and a note '[5 MiB allowed]'. There are also links for 'Foundant Contact Export.xlsx' and a 'Delete File' button. At the bottom, there is a 'Due by 11/10/2024 11:59 PM EST.' notification and two buttons: 'Save Follow Up' and 'Submit Follow Up'.

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

▼ 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

The screenshot displays the user interface of the Kentucky Office for Refugees dashboard. At the top, there are navigation elements including logos for the State of Kentucky, the Department of Social Services, and the Office for Refugees, along with a home icon and an "APPLY" button. The user's role is identified as "ROLE (APPLICANT)". A search bar is located at the top right.

The main section is titled "Kentucky Office for Refugees". Below this title, there are three tabs: "Action Needed (3)", "No Action (2)", and "Completed (1) | Historical (2)".

Action Needed (3)

- OCTOBER FY25 INVOICE:** Past Due 11/10/2024. Includes a "Start" button and a "Test" link.
- NOVEMBER FY25 INVOICE:** Past Due 12/10/2024. Includes a "Continue" button and a "Test" link.
- DECEMBER FY25 INVOICE:** Past Due 01/10/2025. Includes a "Start" button and a "Test" link.
- JANUARY FY25 INVOICE:** Partially visible at the bottom.

No Action (2)

- Kentucky Office for Refugees Prior Approval Form KOR:** A document card.
- FY26 Contracts RHP:** A document card.

Completed (1) | Historical (2)

- Kentucky Office for Refugees Prior Approval Form KOR (TEST):** A document card.

A detailed view of the "OCTOBER FY25 INVOICE" task shows a list of documents:

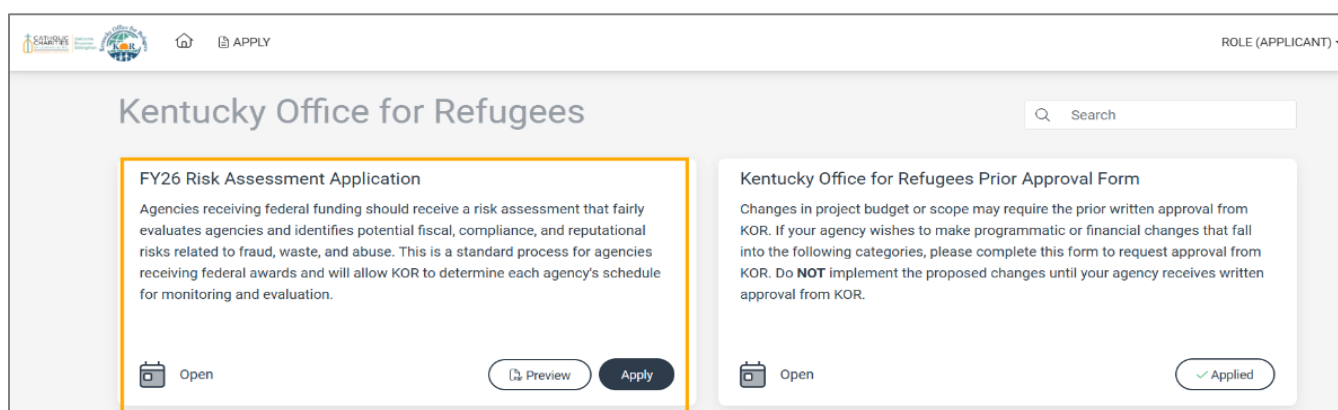
- Past Due 11/10/2024 Invoice
- Past Due 12/10/2024 Invoice
- FORMS
 - Application
 - FY25 Semi-Annual Report
 - May FY25 Invoice (highlighted with an orange box)

At the bottom of this view, it indicates "3 Documents".

Risk Assessment

Purpose of Risk Assessment

All subrecipients will be required to submit a Risk Assessment once per year. Risk Assessments will evaluate agencies on potentially fiscal, compliance, and reputational risks related to fraud, waste, and abuse. Risk Assessment scores will determine whether an applicant has the infrastructure to receive a Federal award and determine how frequently a Contractor may be monitored.



Kentucky Office for Refugees

FY26 Risk Assessment Application

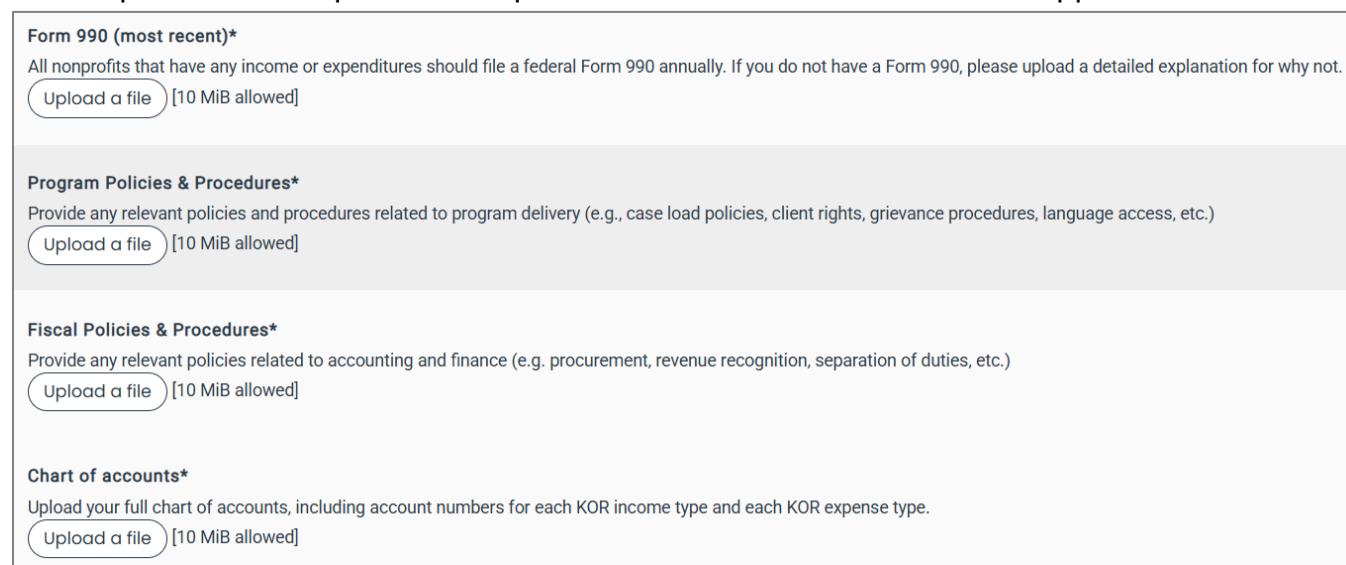
Agencies receiving federal funding should receive a risk assessment that fairly evaluates agencies and identifies potential fiscal, compliance, and reputational risks related to fraud, waste, and abuse. This is a standard process for agencies receiving federal awards and will allow KOR to determine each agency's schedule for monitoring and evaluation.

Kentucky Office for Refugees Prior Approval Form

Changes in project budget or scope may require the prior written approval from KOR. If your agency wishes to make programmatic or financial changes that fall into the following categories, please complete this form to request approval from KOR. Do **NOT** implement the proposed changes until your agency receives written approval from KOR.

Uploading Risk Assessment Documents

Subrecipients should upload the required documents then click “Submit Application.”



Form 990 (most recent)*

All nonprofits that have any income or expenditures should file a federal Form 990 annually. If you do not have a Form 990, please upload a detailed explanation for why not.

Program Policies & Procedures*

Provide any relevant policies and procedures related to program delivery (e.g., case load policies, client rights, grievance procedures, language access, etc.)

Fiscal Policies & Procedures*

Provide any relevant policies related to accounting and finance (e.g. procurement, revenue recognition, separation of duties, etc.)

Chart of accounts*

Upload your full chart of accounts, including account numbers for each KOR income type and each KOR expense type.

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.

Foundant 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>