Foundant – Grant Application System
Contractor User Manual

Last Updated July 2025

Contents

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 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.
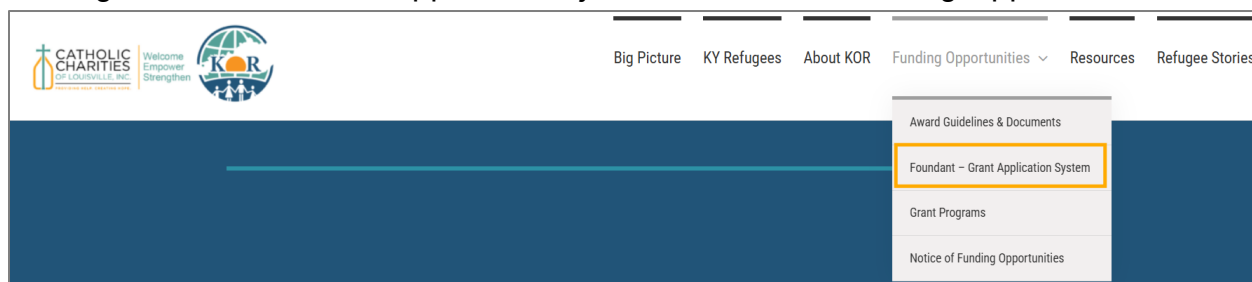
Create a New Account

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.

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**.

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**.


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.
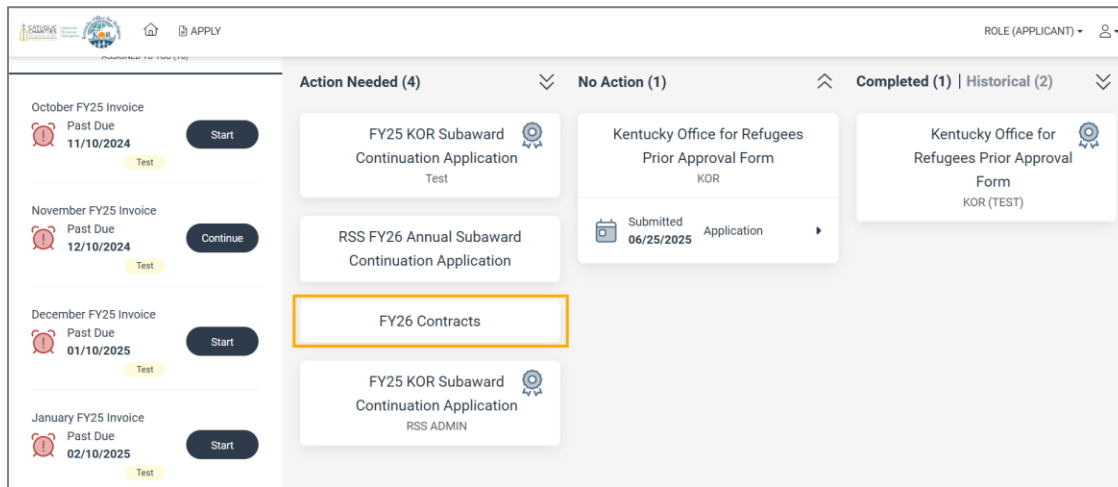
Primary Applicants will see items, such as invoices, in the Assigned to You column. Collaborators will see them in the applications "Action Needed" column.
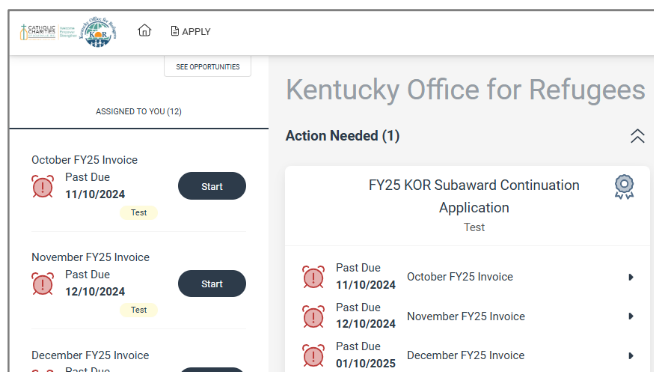
All applicants and collaborators can view documents related to the application listed in the" Documents" drop down.
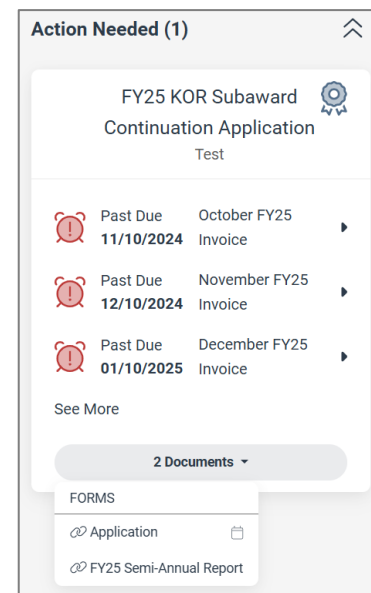
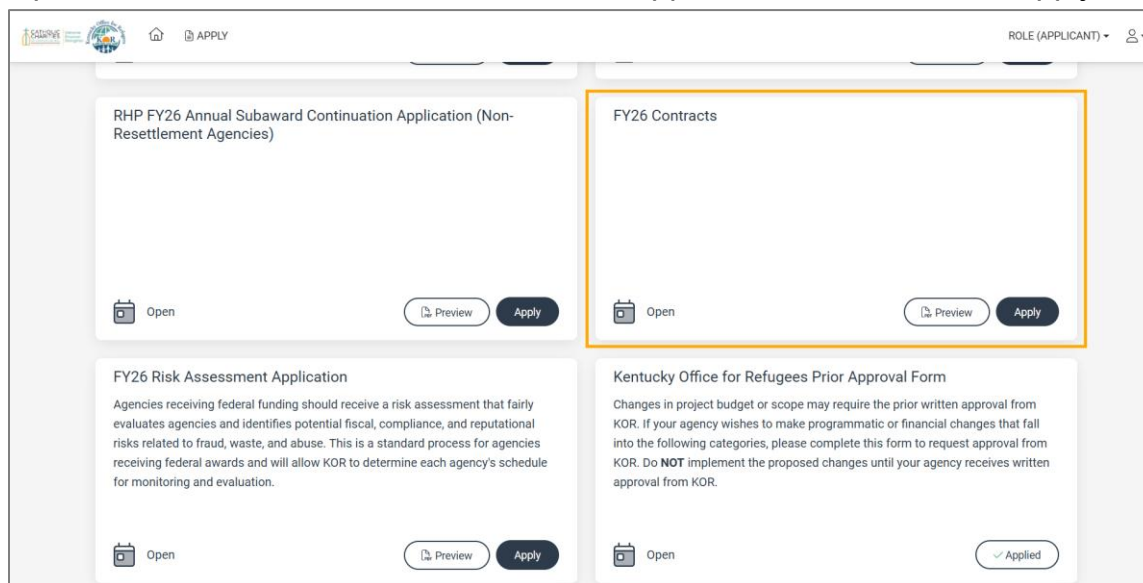# How to Apply for a Contract

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."

Select your Service Area and Program(s) then click "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.
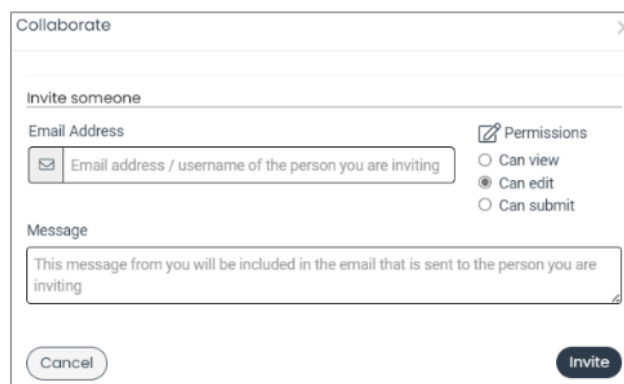
Primary Applicants can invite Collaborators and assign them "Can Edit" permission. This Primary Applicant will still be responsible for entering organization information and submitting the final application. Collaborators will only need to provide their name and password to create an account. **Collaborators will need to be manually assigned to <u>each</u> application they are collaborating on.**
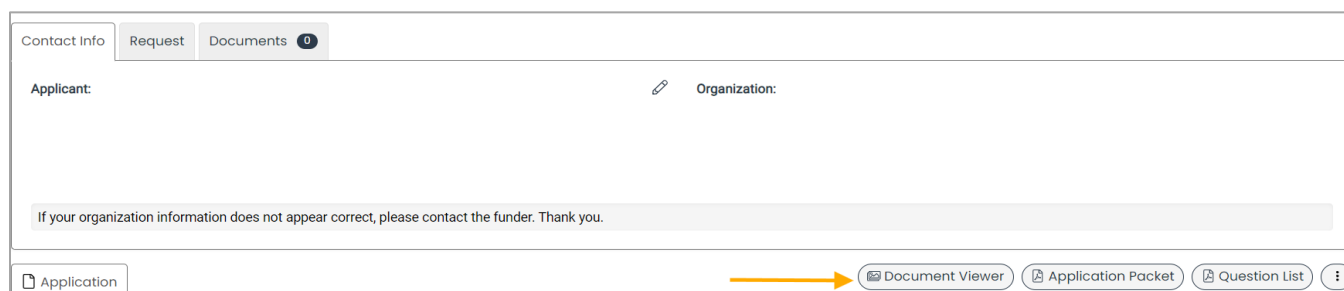
Please note that while the Collaborate feature allows multiple users to work together on a single application, it does *not* show live edits. When making changes to the application, users must save their work, and other collaborators need to refresh their page to see the updated content. If you and a 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.
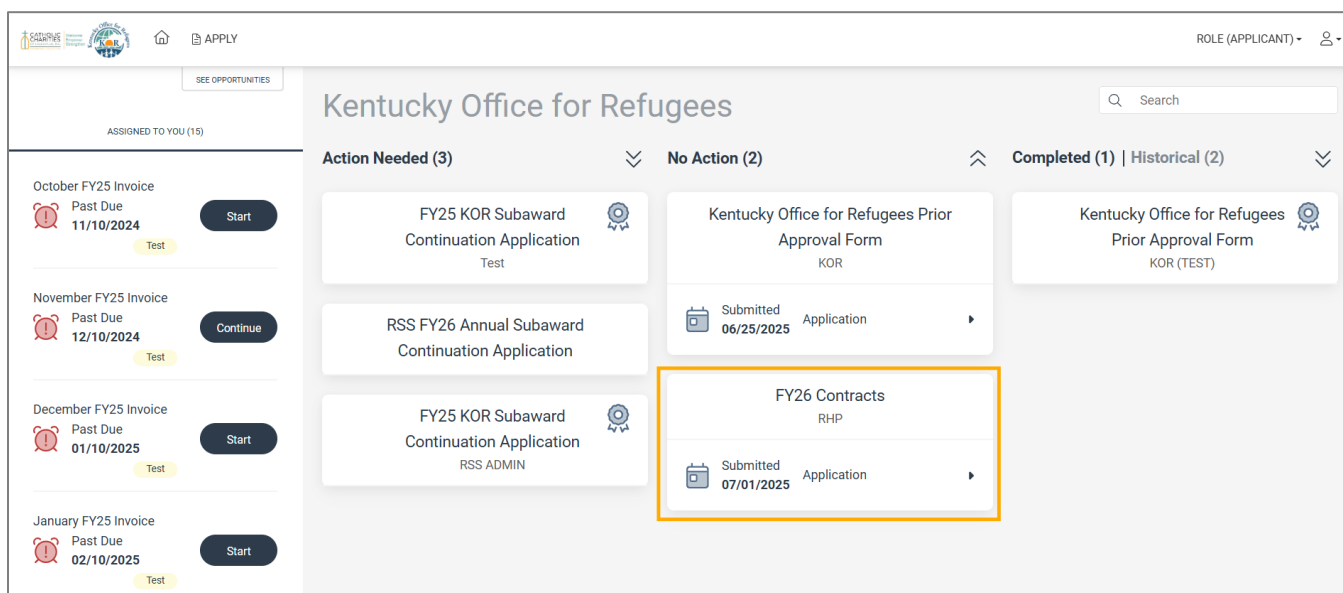

View the Status of an Application

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.

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.

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."

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.

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.**

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.

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

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 and receive comments on your invoice in Foundant. 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

Completed and approved invoices can be viewed under the Documents tab in the Dashboard.

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.

Uploading Risk Assessment Documents

Subrecipients should upload the required documents then click "Submit Application."

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