

Foundant – Grant Application System Subrecipient User Manual

Last Updated June 2025

Contents

Background

3

How to Log On

3

Create a New Account.....

4

Log On

5

Forgot Password

5

Navigating Your Dashboard

5

How to Apply for a Subaward

6

Role of the Primary Applicant

6

Begin Subaward Application.....

6

Invite Collaborators

8

View Application Materials

9

Save Application

9

Delete an Application

10

Submit Final Application.....

10

View the Status of an Application.....

10

Respond to Comments from KOR.....

11

Submit an Invoice

11

Prior Approval Forms

14

Purpose of Prior Approval Form.....

14

Begin Prior Approval Form.....

14

Risk Assessment.....

16

Purpose of Risk Assessment

16

Uploading Risk Assessment Documents

16

Resources and Support.....

17

Additional Information on Completing Forms.....

17

Foundant Support

17

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.

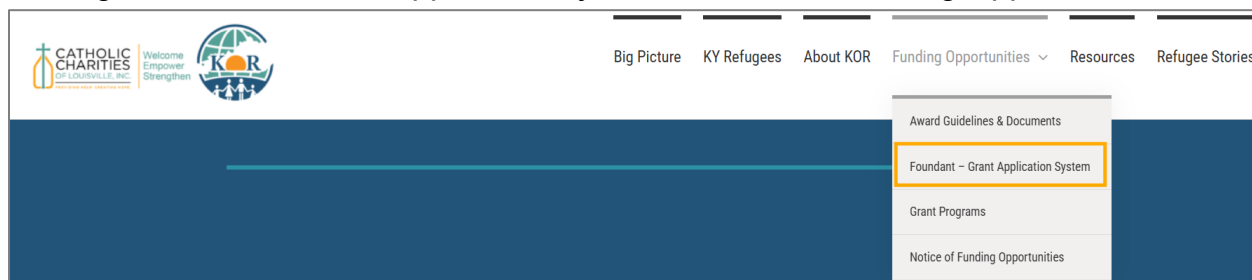
The purpose of this software is to facilitate internal document reviewing at KOR and to provide a more centralized platform for organizations to manage their applications. This document outlines how organizational staff may utilize the Foundant Grant Application System.

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*

Password*

[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*

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

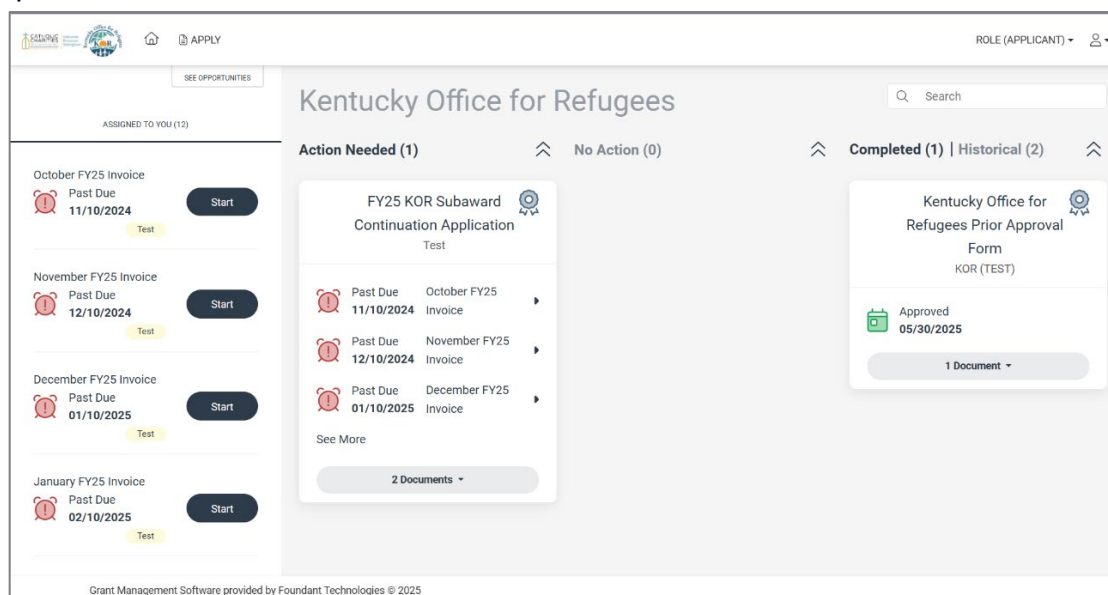
If you have already created an account, enter your information and click Log On.

Forgot Password

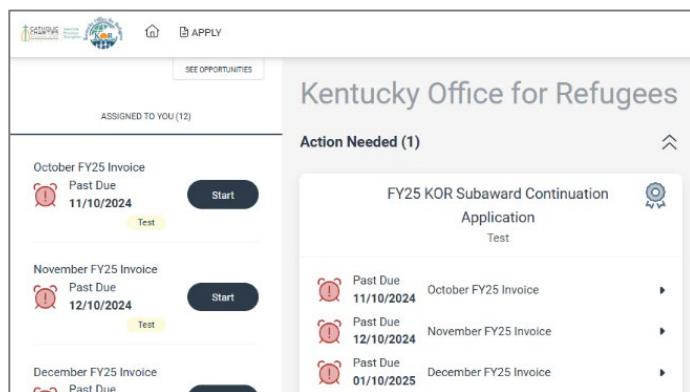
If you have already created an account but have forgotten your password, click Forgot Your Password to reset it.

Navigating Your Dashboard

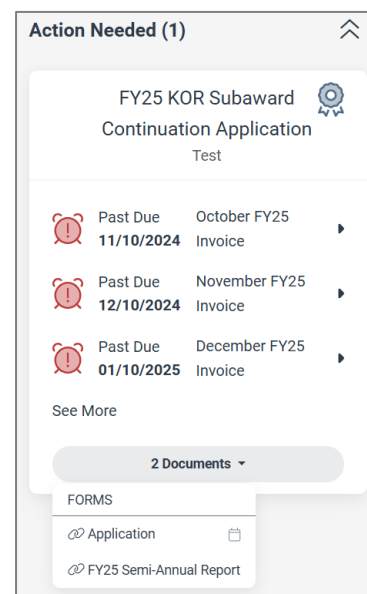
Starting in summer 2025, subrecipients will see an updated Dashboard in Foundant. Tasks are listed under different columns: Assigned to You, Action Needed, No Action, and Completed/Historical.



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 Subaward

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

Begin Subaward Application

The Primary Applicant can begin the subaward application by selecting the “Apply” tab at the top-left corner.

For FY26, applicants will submit a minimum of two (2) applications:

- Universal FY26 Annual Subaward Continuation Application
- Program-Specific Application(s) (ex. RSS, YM, RCA, SOR, RHP)

Choose the awards you are applying for and then click “Apply.”

Foundant will ask applicants to fill out organization information and submit subaward application materials, such as service plans, line-item budgets, and a staff roster. These may include text boxes for applicants to type in answers or options for applicants to Upload a File.

B. Outcomes*

1. Estimated number of clients enrolled in Case Management who will be referred to services as reported in the services module in ClientTrack between 10/1/2025 and 9/30/2026:

2. Estimated number of clients enrolled in Case Management whose initial FSSP goal is reported in ClientTrack as achieved on the six month FSSP follow up between 10/1/25 and 9/30/2026?

C. Benchmarks*

When awarded funds, you will commit to each of the following benchmarks.

Please initial to confirm that you have reviewed and understand the benchmarks.

1. 90% of individuals enrolled in case management will complete the Family Self-Sufficiency Plan (FSSP) within 30 days of enrollment.

2. 66% of clients enrolled in case management with a Family Self-Sufficiency Plan (FSSP) will participate in a 6-month follow-up.

3. 33% of clients enrolled in case management with a Family Self-Sufficiency Plan (FSSP) participate in a 12-month follow-up.





D. Budget*


Upload the budget template provided below.

Upload a file [6 MiB allowed]


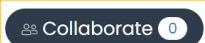
Invite Collaborators

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) ▾

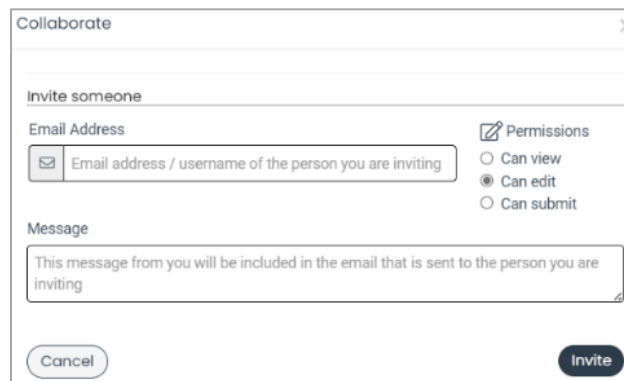
Select Language ▾
Powered by  Google Translate

Application

Process: RSS FY26 Annual Subaward Continuation Application

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.**

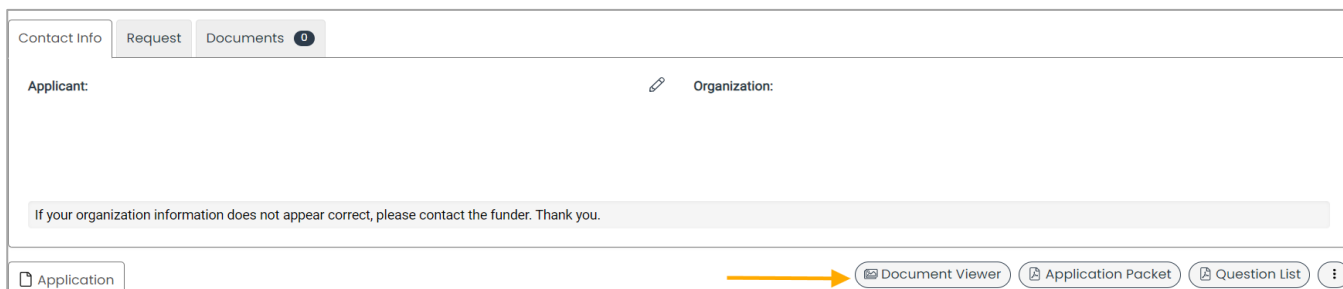


The screenshot shows a 'Collaborate' dialog box with a close button (X) in the top right corner. It has a title bar 'Collaborate'. Inside, there's a section 'Invite someone' with a sub-section 'Email Address' containing a text input field with placeholder text 'Email address / username of the person you are inviting'. To the right of this is a 'Permissions' section with three radio buttons: 'Can view', 'Can edit' (which is selected), and 'Can submit'. Below the email field is a 'Message' section with a text area containing the text 'This message from you will be included in the email that is sent to the person you are inviting'. At the bottom, there are two buttons: 'Cancel' on the left and 'Invite' on the right.

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.



The screenshot shows a web interface with three tabs at the top: 'Contact Info', 'Request', and 'Documents' (which is active and has a document icon). Below the tabs, there's a large text area with 'Applicant:' on the left and 'Organization:' on the right, with a pencil icon next to 'Organization:'. Below this is a light gray box with the text 'If your organization information does not appear correct, please contact the funder. Thank you.' At the bottom, there's a navigation bar with four buttons: 'Application' (with a document icon), 'Document Viewer' (with a document icon and an orange arrow pointing to it), 'Application Packet' (with a document icon), and 'Question List' (with a document icon). There is also a three-dot menu icon to the right of the 'Question List' button.

- **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.

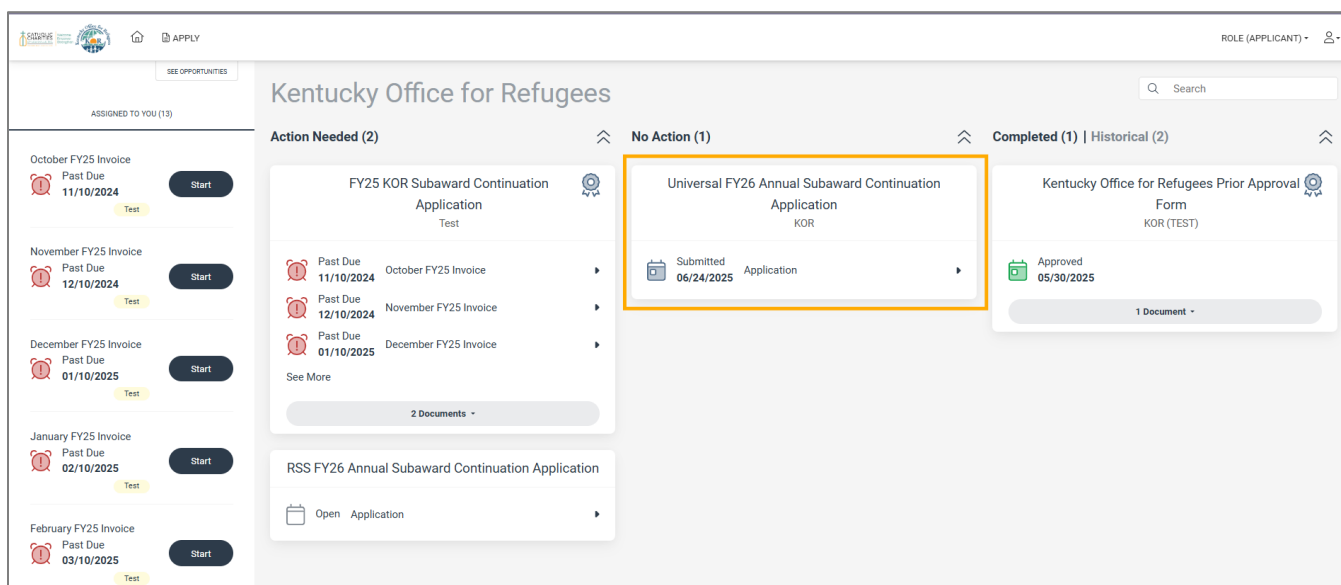
Submit Final Application

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 (13):** A list of invoices with due dates and "Start" buttons.
 - October FY25 Invoice: Past Due 11/10/2024
 - November FY25 Invoice: Past Due 12/10/2024
 - December FY25 Invoice: Past Due 01/10/2025
 - January FY25 Invoice: Past Due 02/10/2025
 - February FY25 Invoice: Past Due 03/10/2025
- Action Needed (2):** A list of applications that need action.
 - FY25 KOR Subaward Continuation Application: Test
 - RSS FY26 Annual Subaward Continuation Application: Open Application
- No Action (1):** A list of applications that are in a "Submitted" state.
 - Universal FY26 Annual Subaward Continuation Application KOR: Submitted 06/24/2025
- Completed (1) | Historical (2):** A list of completed and historical applications.
 - Kentucky Office for Refugees Prior Approval Form KOR (TEST): Approved 05/30/2025

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


Submit an Invoice

SEE OPPORTUNITIES

ASSIGNED TO YOU (14)




October FY25 Invoice

Past Due

11/10/2024

Test

Start




November FY25 Invoice

Past Due

12/10/2024

Test

Start




December FY25 Invoice

Past Due

01/10/2025

Test

Start




January FY25 Invoice

Past Due

02/10/2025

Test

Start




February FY25 Invoice

Past Due

03/10/2025

Test

Start



March FY25 Invoice

Past Due

04/10/2025

Test


Start

Kentucky Office for Refugees

Action Needed (3)

FY25 KOR Subaward Continuation Application


Test



Past Due

11/10/2024


October FY25 Invoice



Past Due

12/10/2024

November FY25 Invoice



Past Due


01/10/2025

December FY25 Invoice

See More

2 Documents -


RSS FY26 Annual Subaward Continuation Application



Open Application

Universal FY26 Annual Subaward Continuation Application

KOR



Open Application

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.

▼ 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] 

[X Delete File](#)

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

Save Follow Up

Submit Follow Up

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.

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

Last Updated June 2025

Prior Approval Forms

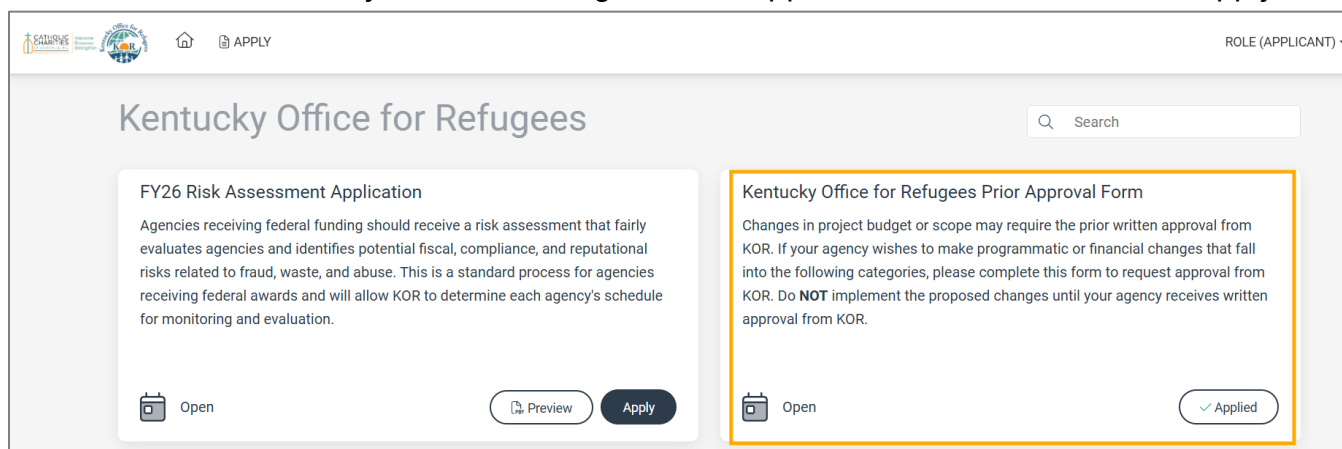
Purpose of Prior Approval Form

Subrecipients are required to submit a Prior Approval Form when they plan to implement changes that require approval from KOR, such as a change in program scope or objective, change in key person, disengagement or reduction in lead program manager time, subawarding, transferring, or contracting out work, adding a new budget line-item, transferring funds out of "Participant Support Costs," transferring $\geq 25\%$ or $> \$100,000$ of funds, requesting additional funding, or requesting a no-cost extension. For more information, please contact your Program Coordinator.

Prior Approval Forms are intended to be submitted by the Primary Applicant or Program Manager of a Subrecipient Organization.

Begin Prior Approval Form

Applicants can begin the Prior Approval Form by selecting the “Apply” tab at the top-left corner. Find the “Kentucky Office for Refugees Prior Approval Form” and then click “Apply.”



The screenshot shows the user interface of the Foundant Grant Application System. At the top, there are logos for Catholic Charities of Louisville, Inc. and the Kentucky Office for Refugees (KOR). A navigation bar includes a home icon and an 'APPLY' button. The main content area is titled 'Kentucky Office for Refugees' and features a search bar. Two application cards are displayed: 'FY26 Risk Assessment Application' and 'Kentucky Office for Refugees Prior Approval Form'. The 'Prior Approval Form' card is highlighted with an orange border and contains a description of the form's purpose and a green 'Applied' button.

Select the modification(s) and provide a written justification of requested changes. If applicable, upload additional documents. Click “Submit Application” when complete.

TYPE OF FINANCIAL MODIFICATION(S)

- Adding a new budget line-item that is not reflected in the service plan approved by CC-LOU. [2 CFR 200.308\(c\)\(4\)](#)
- Transferring funds budgeted for direct client service costs, also known as “Participant Support Costs” as defined in [2 CFR 200.1](#), to other categories, such as administrative costs. [2 CFR 200.308\(c\)\(5\)](#)
- Transferring funds between approved budget line items where either (1) the transfer amounts to 25 percent or more of an award and/or (2) the transfer is greater than \$100,000.
- The need arises for additional funds to complete the project [2 CFR 200.308\(c\)\(8\)](#)
- A no-cost extension (an extension of time that does not require the awarding of additional funds) of the period of performance [2 CFR 200.308 \(c\)\(10\)](#)
- N/A; Program modifications only

Select all that apply

☐ 1. Adding a new budget line-item

☐ 2. Transferring funds out of “Participant Support Costs”

☐ 3. Transferring ≥25% or >\$100,000 of funds

☐ 4. Additional funding

☐ 5. No-cost extension

☐ 6. N/A; Program modifications only

Please provide a written explanation/justification of requested changes.

Upload budget and any additional documents





5,000 characters left of 5,000

Upload a file [5 MiB allowed]

KOR Program and Finance staff will review the Prior Approval. Staff may add comments and/or request additional information. Prior Approvals are not guaranteed to be approved.

If approved, subrecipients will receive notification from KOR and affected documents will be changed and uploaded to Foundant by KOR. The status in Foundant should also change to Decision: Approved.

Purpose of Risk Assessment








ROLE (APPLICANT)

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.


 Open

 Preview

Apply

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.

 Open

Applied

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.

Upload a file [10 MiB allowed]

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.)

Upload a file [10 MiB allowed]

Fiscal Policies & Procedures*

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

Upload a file [10 MiB allowed]

Chart of accounts*

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

Upload a file [10 MiB allowed]

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>