Setting up an Account for Grant Applications

The MDA uses an online grants management software program called Foundant. Before you can apply for a grant using the online application system, you must create an account. This tutorial will show you how.

Creating a Foundant Account

1. Go to the login home page and click on "Create New Account." This will take you to the *Organization Information* page.

2. Enter your organization's contact information. Once all your information has been entered, click the "Next" button located at the bottom of the page to go to the *User Information* page.

3. Enter your user information. Remember the email address you provide as it is your User Name for logging on to the Foundant grants system. Once all your information has been entered, click the "Next" button to go to the *Executive Officer* page.

4. Answer the question, "Are you the Organization's Executive Officer?" If you select "No", you will be directed to the *Additional Executive Officer Information* page. Note: Entering the executive officer's email address will not create a login for them, but their information will be included as the primary contact on the *Organization Summary* page.

Executive Officer

Are you the Organization's Executive Officer?*
- ○ Yes
- ● No

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5. Enter the information for your organization's executive officer. Once all the information has been entered, click the "Next" button to go to the *Password* page.

Additional Executive Officer Information

Copy Address from Organization

First Name*

Last Name*

Email*

Telephone Number*
Please enter in the following format: XXX-XXX-XXXX

Address

City

State
Please enter with only the two-letter capital abbreviation

Postal Code

County

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6. Create and enter a password. Click the "Create Account" button at the bottom of the page to go to the confirmation page.

Password

Password must be at least 6 characters and can only contain letters, numbers and the following: !@#$%^&*()_

Password*

Confirm Password*

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7. Once you receive the email containing your username information, select "I have received the email," followed by the "Continue" button at the bottom of the page.

You are now able to apply for grants. If you have questions, or need additional assistance, contact the Minnesota Department of Agriculture Grants Team at 651-201-6500.