

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.



Logon Page

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)



Ag Marketing and Development Grants Team

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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.

Organization Information

Organization Name*	Web Site
<input type="text"/>	<input type="text"/>
Telephone Number* Please enter in the following format: XXX-XXX-XXXX	Organization Email
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State* Please enter with only the two-letter capital abbreviation
<input type="text"/>	<input type="text"/>
Postal Code*	County*
<input type="text"/>	<input type="text"/>

[Next >](#)



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.

User Information

[Copy Address from Organization](#)

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Business Title	Email / Username*
<input type="text"/>	<input type="text"/>
Email / Username Confirmation*	Telephone Number* Please enter in the following format: XXX-XXX-XXXX
<input type="text"/>	<input type="text"/>
Mobile Number Please enter in the following format: XXX-XXX-XXXX	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State* Please enter with only the two-letter capital abbreviation	Postal Code*
<input type="text"/>	<input type="text"/>
County*	
<input type="text"/>	

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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 Postal Code

Please enter with only the two-letter capital abbreviation

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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Create Account

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 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, 'Minnesota Department of Agriculture (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'Minnesota Department of Agriculture (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



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.