

# Online Grant Application Guide

A how-to on applying online for grants offered by the  
Minnesota Department of Agriculture

The MDA offers an online application for most of our grants. This guide will walk you through the steps to set up an account so you can apply for grants electronically.

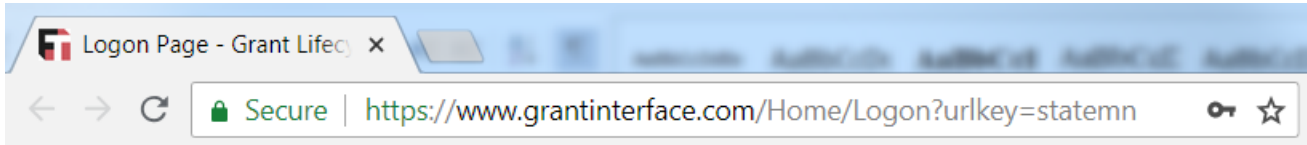
## Step 1: Go to the website

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Use a web browser (e.g. Chrome, Firefox, Internet Explorer) to go to the [MDA Grant Logon Page](https://www.grantinterface.com/Home/Logon?urlkey=statemn).

If this link doesn't work, type or cut and paste the website address

<https://www.grantinterface.com/Home/Logon?urlkey=statemn> into the address bar of your browser.



## Step 2: Create an account

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You must create an account in order to apply online. This allows you to access your application later if you don't complete it in one session. For some grants, you can also use this account to submit progress reports.

- If you already have an account, enter your email address and password. Click on 'Log On' to go directly to the "Apply" page.
- If you do not have an account, click on 'Create New Account' to take you to the next page.

Note: Items with an asterisk (\*) are required.



### Logon Page

Email Address\*

Password\*

Log On

Create New Account

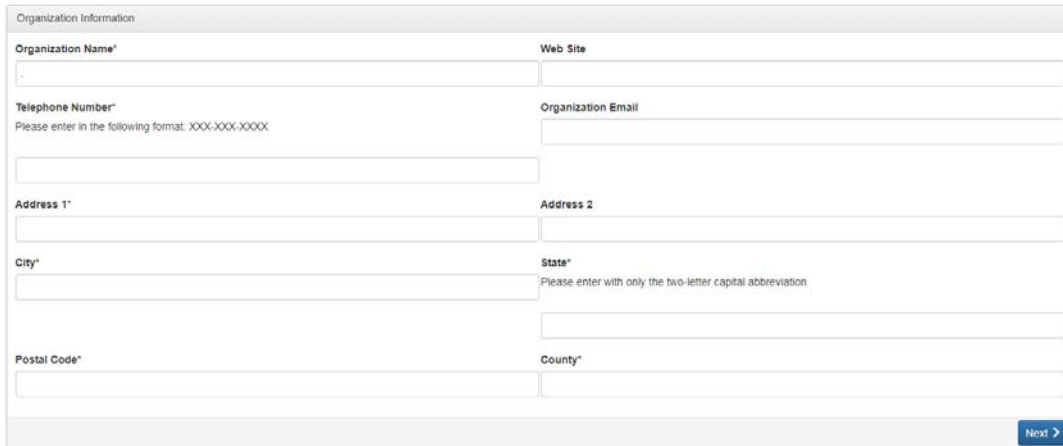
[Forgot your Password?](#)

## Step 3: Enter organization contact information

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An organization can be a business, non-profit, government, or university. If you are a small-scale operation or individual (e.g. farmer) without a formal organization, you can use your personal contact information.

Enter your organization's contact information. Click the 'Next' button located on the bottom right corner of the page.



The screenshot shows a form titled "Organization Information" with the following fields:

- Organization Name\*
- Web Site
- Telephone Number\* (with instruction: Please enter in the following format: XXX-XXX-XXXX)
- Organization Email
- Address 1\*
- Address 2
- City\*
- State\* (with instruction: Please enter with only the two-letter capital abbreviation)
- Postal Code\*
- County\*

A "Next >" button is located at the bottom right corner of the form.

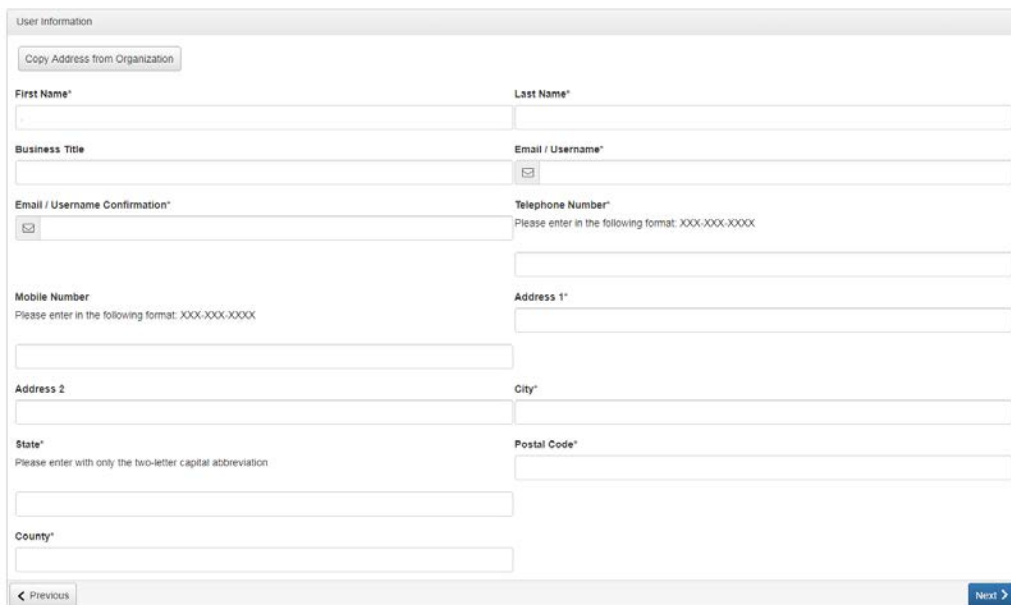
## Step 4: Enter user contact information

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The "user" is the person responsible for applying for the grant.

Enter your user contact information. Click the 'Next' button located on the bottom right corner of the page.

**NOTE:** The email address you use on this page is the email that must be used every time you log on to the MDA's grant management website.



The screenshot shows a form titled "User Information" with the following fields:

- Copy Address from Organization (button)
- First Name\*
- Last Name\*
- Business Title
- Email / Username\* (with email icon)
- Email / Username Confirmation\* (with email icon)
- Telephone Number\* (with instruction: Please enter in the following format: XXX-XXX-XXXX)
- Mobile Number (with instruction: Please enter in the following format: XXX-XXX-XXXX)
- Address 1\*
- Address 2
- City\*
- State\* (with instruction: Please enter with only the two-letter capital abbreviation)
- Postal Code\*
- County\*


Navigation buttons: "< Previous" at the bottom left and "Next >" at the bottom right.

From this point on, if you need to return to a page, click on the 'Previous' button located on the bottom left corner of the page.

## Step 5: Enter executive officer contact information

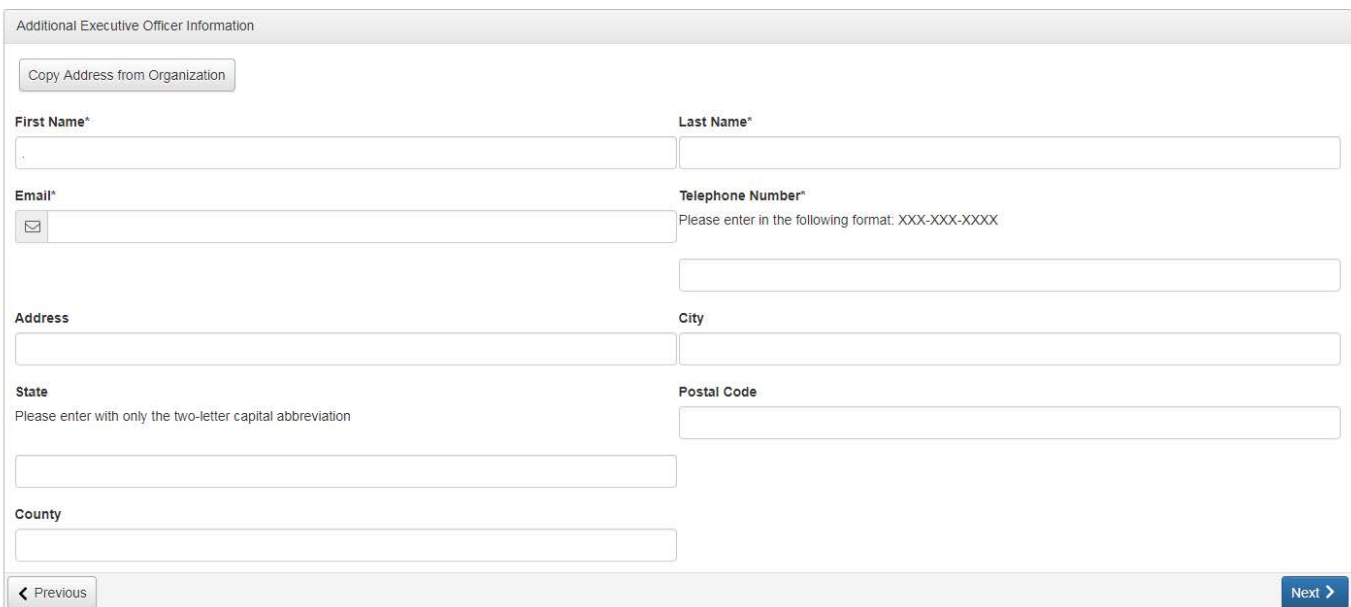
The executive officer is generally the person who oversees the day-to-day operations of your organization. If you are a small-scale business or individual, list the individual most responsible for the running of your operation.

- If you are the executive officer, select 'Yes.' Click the 'Next' button located on the bottom right-hand corner of the page. The system will automatically use your user information for the executive officer information.
- If someone else is your organization's executive officer, select 'No.' Click the 'Next' button on the bottom right hand corner to go to the page to enter this information.



- Enter the contact information for your organization's executive officer. Click on the 'Next' button located on the bottom right hand corner of the page.

Note: This does not create a separate account, but the information is included on the *Organization Summary* page.



## Step 6: Create an account password

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This password will be used anytime you log on to the MDA's grant management website. Passwords must be at least six characters, and can only contain letters, numbers, and accepted symbols.

Enter your password in the first box; then again to confirm it. Click the 'Create Account' button located on the bottom right-hand side of the page. We will send a confirmation message to your user email address.



The screenshot shows a web form titled "Password". Below the title, it states: "Password must be at least 6 characters and can only contain letters, numbers and the following: !@#\$%^&\*()\_". There are two input fields: "Password\*" and "Confirm Password\*". At the bottom left is a button labeled "< Previous" and at the bottom right is a blue button labeled "Create Account".

## Step 7: Confirm account creation


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Check your email inbox for the confirmation message from the [Minnesota Department of Agriculture \(administrator@grantinterface.com\)](mailto:administrator@grantinterface.com). If you don't see one, check your junk and spam folders.

Note: If the message went to junk or spam, follow the steps in the tutorial link on this page to prevent this from happening again.

- If you received the confirmation email, select the 'I have received the email' button. Click the 'Continue' button located on the bottom right corner of the page.
- If you did not receive the confirmation email, select the 'I have not received the email' button. Click the 'Send Email Again' button in the lower right hand corner of the page to repeat this step.

Note: Only choose 'Continue without checking' if you are sure that you entered the correct user email.



The screenshot shows a notification box with a blue border. It contains the following text: "You will be receiving emails from this system about your request." Below this, it says: "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." There is a link: "Click Here for a tutorial about removing email addresses from spam filters." Below the notification box are three radio button options: "I have received the email" (selected), "Continue without checking", and "I have not received the email". At the bottom left is a button labeled "Send Email Again" and at the bottom right is a blue button labeled "Continue".

## Step 8: Apply for grants

Now that you have an account, you will be led to the page listing all grant applications currently available through the Minnesota Department of Agriculture.

Scroll down to see all grants, or use the 'Quick Search' bar to type in a specific grant. Once you've found the grant you want to apply for, click on the 'Apply' button on the top right-hand corner of the listing to start your application.

The screenshot shows the MDA Grants Hub website. At the top, there is a navigation bar with the MDA logo, a home icon, and links for 'Apply' and 'Fax to File'. Below the navigation bar is a search bar labeled 'Quick Search'. The main content area displays a list of grant applications, each with a title, a description, and an 'Apply' button. The first grant listed is 'AGRI Farm to Early Care and Education Grant 2019', which is accepting submissions from 08/10/2018 to 11/01/2018. The second grant is 'AGRI Farm to School Grant Request for Proposals Fiscal Year 2019', also accepting submissions from 08/10/2018 to 11/01/2018. The third grant is 'AGRI County Fair Grant - Equal Share & Legacy 2019', accepting submissions from 08/01/2018 to 02/01/2019. Each grant listing includes a brief description of the grant's purpose and a link to the 'Request for Proposals' (RFP). Below the third grant listing, there are sections for 'Applicant Eligibility', 'Project Eligibility', and 'Applying'.

Please click on the name of the grant below to begin the application process.

**AGRI Farm to Early Care and Education Grant 2019** Accepting Submissions from 08/10/2018 to 11/01/2018 [Apply](#)

The goal of the Farm to Early Care and Education (ECE) Grant Program is to increase sales of Minnesota agricultural products to early care and education organizations. The MDA is providing competitive grants to stimulate purchases of locally grown and raised food products by:

- creating plans that identify product availability and cost, specific equipment, tools, training or policies that ECE organizations need in order to increase the amount of Minnesota grown or raised food being purchased
- purchasing equipment to allow ECE organization to purchase, prepare and serve more Minnesota grown and raised food

Please review the [Request for Proposals \(RFP\)](#) in its entirety before submitting an application. Details on eligibility and program results may be found on pages 2-5. Evaluation criteria are on page 6. All proposals must be received by the Minnesota Department of Agriculture (MDA) no later than 4:00 pm on Thursday, November 1, 2018.

[Preview](#) [Send to GrantHub](#) [?](#)

**AGRI Farm to School Grant Request for Proposals Fiscal Year 2019** Accepting Submissions from 08/10/2018 to 11/01/2018 [Apply](#)

The goal of the AGRI Farm to School Grant Program is to increase sales of Minnesota agricultural products to schools. The MDA is providing competitive grants to stimulate purchases of locally grown and raised food products by:

- creating plans that identify product availability and cost, specific equipment, tools, training or policies that schools need in order to increase the amount of Minnesota grown or raised food being purchased
- purchasing equipment to allow schools to purchase, prepare and serve more Minnesota grown and raised food

Please review the [Request for Proposals \(RFP\)](#) in its entirety before submitting an application. Details on eligibility and program results may be found on pages 2-5. Evaluation criteria are on page 6. All proposals must be received by the Minnesota Department of Agriculture (MDA) no later than 4:00 pm on November 1, 2018.

[Preview](#) [Send to GrantHub](#) [?](#)

**AGRI County Fair Grant - Equal Share & Legacy 2019** Accepting Submissions from 08/01/2018 to 02/01/2019 [Apply](#)

The AGRI County Fair Grants are designed to assist Minnesota county fairs in preserving and promoting Minnesota agriculture, as well as providing access to the arts, or the state's agricultural, historical, and cultural heritage.

### Applicant Eligibility

The AGRI County Fair Grants are non-competitive, and all Minnesota county fairs may apply.

### Project Eligibility

- Enhance Minnesotans' access to agricultural education, and programs must preserve and promote Minnesota's agriculture. Funded by the [Agricultural Growth, Research and Innovation Program \(AGRI\)](#), the 2019 grant program distributes \$1 million in equal amounts to each of the state's county fairs. For fiscal year 2019, each county fair in Minnesota is eligible to apply for **\$11,002**.
- Provide access to the arts or preserve and promote the state's agricultural, historical, and cultural heritage. Funded by [Minnesota's Legacy bill](#), the 2019 grant program distributes \$150,000 in equal amounts to each of the state's county fairs. For fiscal year 2019, each county fair in Minnesota will be eligible to apply for up to **\$1,701**.

### Applying

Applications are due no later than 4:00 PM CST February 9th, 2019.

Read the full [Request for Proposals](#) and [apply online!](#)

## Step 9: Questions and troubleshooting

Call our MDA Grants Line, **651-201-6500**, if you have any questions or need help with your account or grant application.