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**

Use a web browser (e.g. Chrome, Firefox, Internet Explorer) to go to the MDA Grant Logon Page. If this link doesn’t work, type or cut and paste the website address into the address bar of your browser.

Step 2: Create an account

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.
**Step 3: Enter organization contact information**

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.

![Organization Information Form]

**Step 4: Enter user contact information**

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.

![User Information Form]

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**

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.

**Step 7: Confirm account creation**

Check your email inbox for the confirmation message from the Minnesota Department of Agriculture (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.
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.

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.