



# Submitting an Application in Foundant

# Foundant Grant Application System

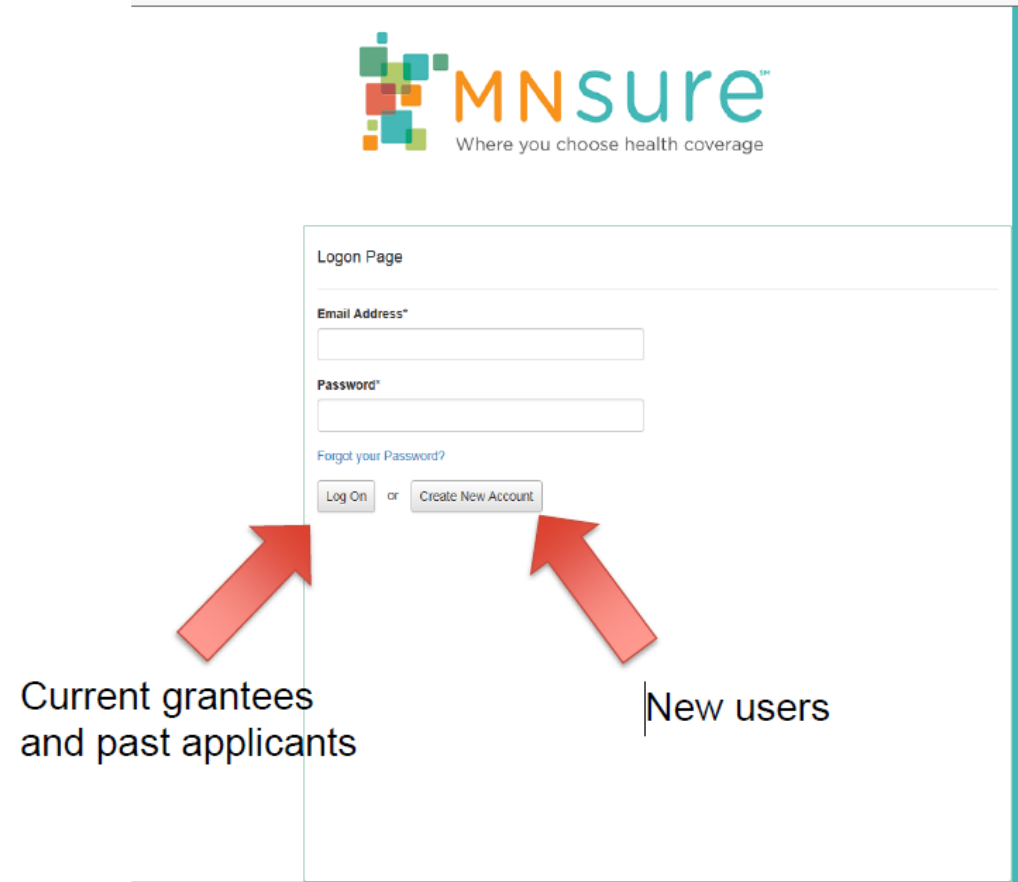
- The link to login to Foundant is on the Assister Funding Opportunities webpage under “How to Apply.”

## How to Apply

Applicants must submit their proposals using the online application site hosted by Foundant Technologies.

1. Go to [MNsure's grant application system](#), Foundant Technologies.
2. New users will need to create an account. Existing users will need to log in.
3. From the dashboard, click on “Apply” to start an application.
4. Complete each proposal section.
5. If it is a paid partnership, upload required letters of support as a single document.
6. Upload all required statements – Attachments A through F.
7. Click “Preview” button to review to make sure all required information is included.
8. Submit proposal prior to 1 p.m. Central time on February 22, 2024, by selecting the Submit button.

# Account Login or Creation



The screenshot shows the MNsure login page. At the top is the MNsure logo with the tagline "Where you choose health coverage". Below the logo is a "Logon Page" section containing an "Email Address\*" input field, a "Password\*" input field, a "Forgot your Password?" link, and two buttons: "Log On" and "Create New Account". Two red arrows point from the text "Current grantees and past applicants" to the "Log On" button, and another two red arrows point from the text "New users" to the "Create New Account" button.

# Account Creation

Create New Account

This registration process has multiple steps you must complete before you can apply.

**Warning:** Using the browser's back button will delete your registration information.

**Info:** Fields with an asterisk (\*) are required.

**Organization Information**

<b>Organization Name*</b>	<input type="text" value="test"/>	<b>EIN / Tax Identification Number (XX-XXXXXXX)*</b>	<input type="text" value="11-11111111"/>
<b>Web Site</b>	<input type="text"/>	<b>DUNS Number</b>	<input type="text"/>
<b>Telephone Number (XXX.XXX.XXXX xXXX)*</b>	<input type="text" value="111-111-1111"/>	<b>Organization Email</b>	<input type="text"/>
<b>Address 1*</b>	<input type="text" value="15 test way"/>	<b>Address 2</b>	<input type="text"/>
<b>City*</b>	<input type="text" value="test"/>	<b>State*</b>	<input type="text" value="MN"/>
<b>Postal Code*</b>	<input type="text" value="11111"/>	<b>Country</b>	<input type="text"/>

**Error:**

- EIN / Tax Identification Number (XX-XXXXXXX): Tax ID must be entered in the following format: XX-XXXXXXX

# Applicant Dashboard



MNSure Test User ▾

**MNSure**  
Where you choose health coverage

[Home](#) [APPLY](#) [ORGANIZATION HISTORY](#)

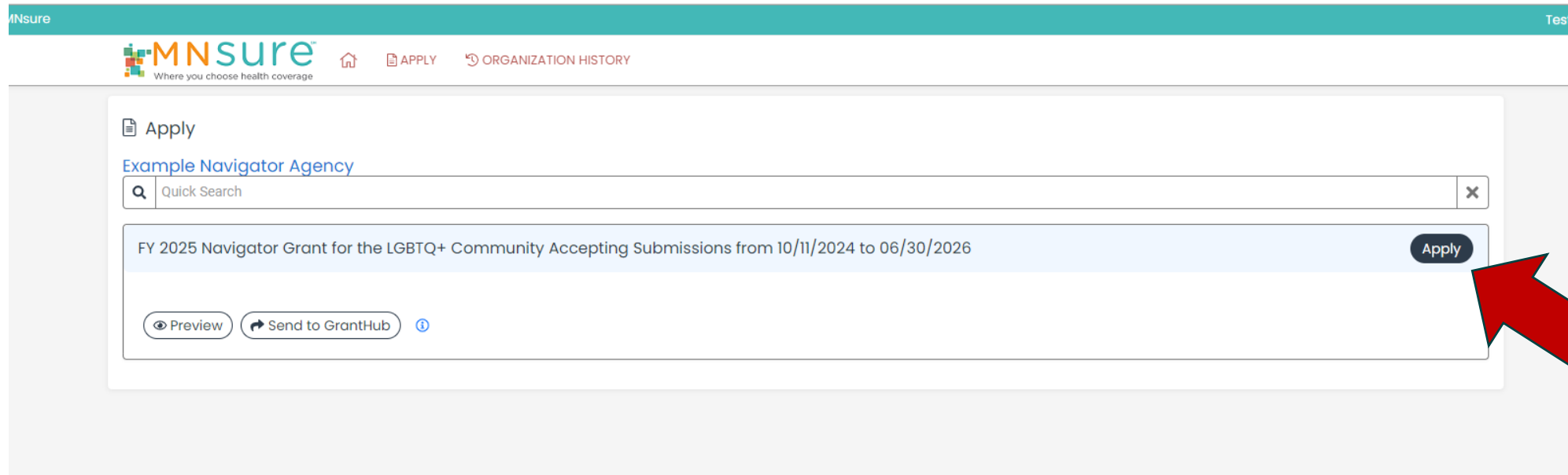
## Applicant Dashboard

Test Organization

Active Requests **0**    Historical Requests **3**

**i** You do not have any Active Requests. Click [Apply](#) to begin the application process.

# Applicant Dashboard (continued)



The screenshot displays the MNSure Applicant Dashboard. At the top, there is a teal header with the MNSure logo and the tagline "Where you choose health coverage". Navigation links for "APPLY" and "ORGANIZATION HISTORY" are visible. The main content area features a card titled "Apply" for the "Example Navigator Agency". Below the title is a search bar labeled "Quick Search". A list of grant opportunities is shown, with the first entry being "FY 2025 Navigator Grant for the LGBTQ+ Community Accepting Submissions from 10/11/2024 to 06/30/2026". This entry has an "Apply" button on its right side, which is highlighted by a large red arrow. Below the list, there are buttons for "Preview", "Send to GrantHub", and an information icon.

# Application Landing Page

## Application

Process: FY 2025 Navigator Grant for the LGBTQ+ Community

[Public Profile](#)

Contact Info Request Documents **0**

<b>Applicant:</b> Ms Test User christinavigator@yopmail.com 777-555-4444 705 MNSure Way Minneapolis, MN 55417	<b>Organization:</b> Example Navigator Agency 44-4444444 555-555-5555 770 MNSure Way Minneapolis, MN 55417
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[Contact Email History](#)

Application [Question List](#)

**Due by 11/06/2024 01:00 PM CST.**


**Fields with an asterisk (\*) are required.**

**Applicant Information (Not scored)**

**Contract Representative\***  
For a paid partnership, the contract representative should be from the lead agency.

**Contract Representative Email\***  
For a paid partnership, the contract representative should be from the lead agency.

# Application

 Fields with an asterisk (\*) are required.

## ✓ Applicant Information (Not scored)

### Contract Representative\*

For a paid partnership, the contract representative should be from the lead agency.

### Contract Representative Email\*

For a paid partnership, the contract representative should be from the lead agency.

### Contract Representative Phone\*

For a paid partnership, the contract representative should be from the lead agency.


### Main Contact for RFP Process\*

Is the contract representative also the main contact for communications regarding the RFP process?

- Yes
- No



# Application (continued)

 Fields with an asterisk (\*) are required.

> Applicant Information (Not scored)

> Statement of Focus (Not scored)

> Connection to Statement of Focus Population (30% of total...)

> Grant Objective and Strategies (40% of total score)

> Data Collection (15% of total score)

> Budget and Financial Management (15% of total score)

> Letters of Support from Paid Partners (Not scored)

> Required Statements (Not scored)

# Text Fields/Character Limits

## Grant Objective\*

Provide an objective setting how many individuals from the SOF population will gain or maintain health insurance coverage during the grant period.

This grant will |

✔ 284 characters left of 300

## Grant Objective\*

Provide an objective setting how many individuals from the SOF population will gain or maintain health insurance coverage during the grant period.

To be or not to be—that is the question:  
Whether 'tis nobler in the mind to suffer  
The slings and arrows of outrageous fortune,  
Or to take arms against a sea of troubles  
And, by opposing, end them. To die, to sleep—  
No more—and by a sleep to say we end

❗ 402 characters over the limit of 300

You have exceeded the limit of 300 characters. Your answer will save, but must fit within the limit to proceed.

# Data Fields

## Main Contact for RFP Process\*

Is the contract representative also the main contact for communications regarding the RFP process?

- Yes
- No

## If not the main contact for communications regarding the RFP:

State main contact name:

## Main Contact Email



## Main Contact Phone

## Minnesota Tax ID

If a paid partnership, this should be the Minnesota Tax ID for the lead agency.

# Document Uploads

∨ Letters of Support from Paid Partners (Not scored)

**Letters of Support**  
Letters of support from each paid partner must be submitted with the proposal to verify that the paid partner understands and has agreed to their role in the proposal. A paid partner is an agency that will receive grant funds.

A letter of support or agreement must provide a brief summary of the paid partner's role in achieving the grant proposal objective. It must be submitted on the paid partner's letterhead and signed.

The applicant will upload letters of support from multiple paid partners as single document through the online grant application system. There is only one attachment upload for letters of support. If there are multiple paid partners, combine all letters into a single document for uploading.

UPLOAD A FILE [10 MiB allowed]

∨ Required Statements (Not scored)

**The following are required documents that must be included with your proposal.** All of the documents are available under "Request for Proposals and Required Documents" on the [MNsure Assister Funding Opportunities](#) webpage. Complete the attachments and upload them as an attachment in the "Required Statements" section of the online application in Foundant.

**Attachment A: Responder Information/Declarations\***

UPLOAD A FILE [2 MiB allowed]

**Attachment B: Affidavit of Noncollusion\***

UPLOAD A FILE [2 MiB allowed]

The "Required Statements" can be found on the [MNsure Assister Funding Opportunities](#) webpage.

# Saving the Application

**Attachment D: Certification Regarding Lobbying\***

Upload a file [2 MiB allowed]

**Attachment E: Expectations to Terms and Conditions\***

Upload a file [2 MiB allowed]

**Attachment F: Trade Secret/Confidential Data Notice\***


Upload a file [1 MiB allowed]

Save Application

Submit Application

# Editing an Application in Progress

MNSure


 [Home](#) [APPLY](#) [ORGANIZATION HISTORY](#)

Applicant Dashboard  
Test Organization

Active Requests **1**    Historical Requests **3**

Process: FY2025 Navigator Outreach and Enrollment Grant

Application	Draft	01/25/2024	Due by 02/22/2024 01:00 PM CST	<a href="#">Edit Application</a>
Decision	Undecided			



# Sharing Application Information

[Home](#) [Apply](#) [Organization History](#) [Fax to File](#)

Information does not appear correct, please click the edit (pencil) icon.

[Application Packet](#) [Question List](#)

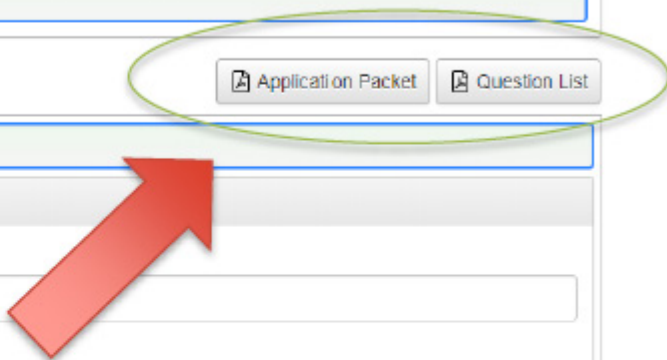
Information are required.

Representative\*

Representative Email\*

Representative Phone \*

Is this the main contact?



# Submitting the Application

**Attachment D: Certification Regarding Lobbying\***

Upload a file [2 MiB allowed]

**Attachment E: Expectations to Terms and Conditions\***

Upload a file [2 MiB allowed]

**Attachment F: Trade Secret/Confidential Data Notice\***

Upload a file [1 MiB allowed]

Save Application

Submit Application



# Tips for Completing the Application

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- If you need to work on the application offline, type the information required for each section in a Word document to be copied and pasted into the online system.
- Pay attention to character limits with spaces. Applicants preparing their application in Word can check where they are at with character limits in a word document by highlighting the text and selecting “word count” on the Review panel near the top.
- The online application system tracks the number of characters in a section as the applicant fills that section in and will stop capturing the information you type if you exceed the character limits. The character limits for each field and open text box are posted next to each question in the online application.

# Application Tips (continued)

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- **Do not wait until the last minute to begin the online submission process.** There will be limited ability to provide technical support on the due date.
- Late responses will not be considered.
- Failure to comply with grant RFP instructions for submitting a proposal may result in the disqualification of any non-complying proposal.