

Online Grant Application Guide

A how-to for applying online to grants offered by the MDA

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Step 1: Go to the website

To access the online application, use a web browser (e.g. Chrome, Firefox, Internet Explorer) to go to the grant application webpage. This is done by typing or cutting and pasting the following website address into the address bar of your web browser.

<https://www.grantinterface.com/Home/Logon?urlkey=statemn>

Example:



Step 2: Create an account

You will need to create an account in order to complete an application. This involves providing basic information about yourself. The account will allow you to access your application again if you do not complete it in one session. Depending on the grant you are applying for, this account will also be used to submit progress reports if you are funded. To create a new account, click 'Create New Account' on the login home page.



Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Step 3: Enter organization contact information

You will be asked to enter your organization's contact information. Examples of organizations include a business, non-profit, government, or university. If you are a small scale operation or individual (e.g farmer, landowner) without a formal organization, your personal contact information can be used.

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 >	

Note that an asterisk (*) means that the information is required. Once you have provided your information, click the 'Next' button located on the bottom right corner of the page.

Step 4: Enter user contact information

Next, you need to enter the user contact information. This information should be the contact information of the person responsible for applying for a grant. NOTE: The user email address provided on this page is the email that must be used every time you log on to the MDA's grant management website.

User Information

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

Once you have entered the contact information, click the 'Next' button located on the bottom right corner of the page.

Step 5: Enter executive officer contact information

Executive officers are the top officers of an organization, and are generally those most involved in the day-to-day operations of your organization. If you are a small scale business or individual, executive officer refers to the individual most responsible for the running of your operation.

If you are the executive officer, select 'Yes,' and click the 'Next' button located on the bottom right-hand corner of the page.

Executive Officer

Are you the Organization's Executive Officer?*

Yes
 No

[< Previous](#) [Next >](#)

If you are not your organization's executive officer, select 'No.'

Executive Officer

Are you the Organization's Executive Officer?*

Yes
 No

[< Previous](#) [Next >](#)

You will need to enter your organization's executive officer contact information. Note that the information entered in this section will not be used to create a separate account for the executive officer. The email entered in the 'user contact information' section is the only email that may be used to enter the application website.

Additional Executive Officer Information

[Copy Address from Organization](#)

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

[< Previous](#) [Next >](#)

Once information has been entered, click the 'Next' button located on the bottom right-hand corner of the page.

Step 5: Create an account password

This is the password that 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. Once you have created a password, click the 'Create Account' button located on the bottom right-hand side of the page.



The screenshot shows a web form titled "Password". Below the title, a note 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 "Previous" button with a left arrow, and at the bottom right is a blue "Create Account" button.

Step 6: Confirm account creation

After clicking 'Create Account', a confirmation email will be sent to your user email address. This is the email address that was entered on the 'user contact information section'. Check your email inbox to confirm you have received confirmation of your account creation.

After you have selected an email option, click the 'Continue' button located on the bottom right corner of the page.



The screenshot shows an email confirmation screen. At the top, a blue box contains the text: "You will be receiving emails from this system about your request." Below this, a paragraph explains: "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." A link is provided: "Click Here for a tutorial about removing email addresses from spam filters." Below the text 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 "Send Email Again" button, and at the bottom right is a blue "Continue" button.

Step 7: Apply for grants

Finally, you will be led to the application page for all grant applications currently available through the Minnesota Department of Agriculture. From here, you can select the grant and begin an application. You may scroll down the page, or use the search bar at the top of the page to find the grant..

The screenshot displays the 'Apply' page of the Minnesota Department of Agriculture's grant application portal. At the top, there is a navigation bar with the 'm' logo, a home icon, and links for 'Apply' and 'Fax to File'. Below this is a search bar labeled 'Quick Search'. A message states: 'Please click on the name of the grant below to begin the application process.' Three grant listings are shown, each with an 'Apply' button. The first grant is 'AGRI Farm to Early Care and Education Grant 2019', with submission dates from 08/10/2018 to 11/01/2018. The second is 'AGRI Farm to School Grant Request for Proposals Fiscal Year 2019', also with submission dates from 08/10/2018 to 11/01/2018. The third is 'AGRI County Fair Grant - Equal Share & Legacy 2019', with submission dates from 08/01/2018 to 02/01/2019. Each listing includes a brief description, bullet points of goals, and a 'Preview' button. The third grant listing is expanded to show 'Applicant Eligibility', 'Project Eligibility', and 'Applying' sections.

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 8: Questions and Troubleshooting

The MDA Grants Line (651-201-6500) is available to provide assistance with account creation and grant applications. Reach out if you have any questions or concerns.