Online Grant Application Guide

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

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.

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 organziation, your personal contact information can be used.

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.

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.

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

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.

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.

Password
Password must be at least 6 characters and can only contain letters, numbers and the following: !@#$%^&*()_

Password*

Confirm Password*

‹ Previous   Create Account

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.

ⓘ 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

Send Email Again   Continue

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 appliation. You may scroll down the page, or use the search bar at the top of the page to find the grant..

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.