

RFP Technical Assistance Session: How to Use Foundant

Brendan McIntyre | MCH Grants Specialist

Tribal-State Relations Statement

The State of Minnesota is home to 11 federally recognized Indian Tribes with elected Tribal government officials. The State of Minnesota acknowledges and supports the unique political status of Tribal Nations across Minnesota and their absolute right to existence, self-governance, and self-determination. This unique relationship with federally recognized Indian Tribes is cemented by the Constitution of the United States, treaties, statutes, case law, and agreements. The State of Minnesota and Tribal governments across Minnesota significantly benefit from working together, learning from one another, and partnering where possible.

The Minnesota Department of Health recognizes, values, and celebrates the vibrant and unique relationships between the 11 Tribal Nations and the State of Minnesota. Partnerships formed through government-to-government relationships with these Tribes will effectively address health disparities and lead to better health outcomes for all of Minnesota.



Request for proposals team



Brendan McIntyre (he/him),
MCH Grants Specialist



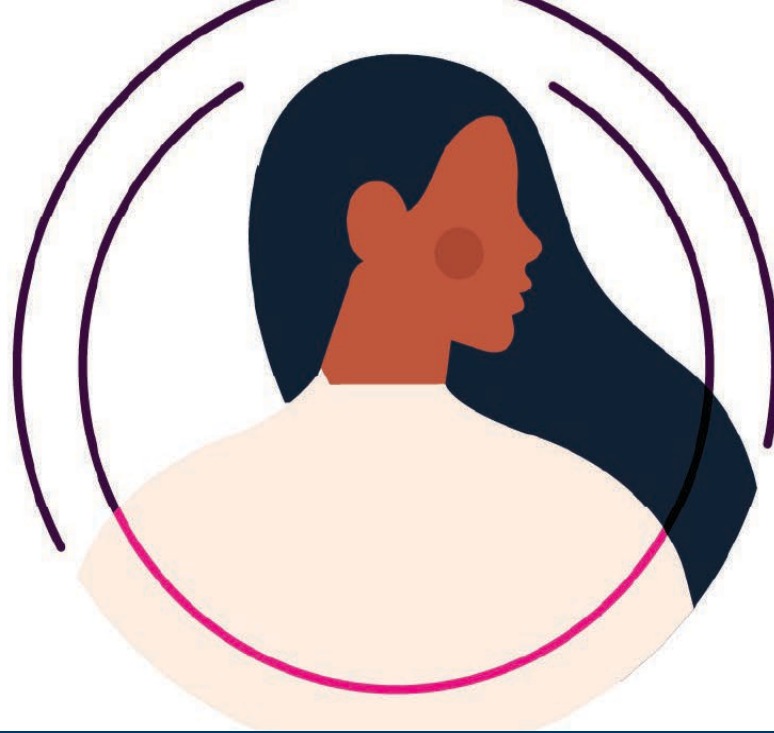
Ramya Palaniappan
(she/hers), Maternal Health
Innovations Planner



Anne Walaszek (she/hers),
Maternal Health Innovations
Program Director

Foundant technical assistance session vs. RFP information meeting

- Today's meeting is specifically for how to utilize Foundant to apply for the Perinatal Health Innovations Grant.
- The meeting for information on the RFP itself was on Tuesday, March 10.
- Please review the Perinatal Health Innovations webpage for more information regarding the RFP session.



Using Foundant: Creating an account

How to create an account: Part 1

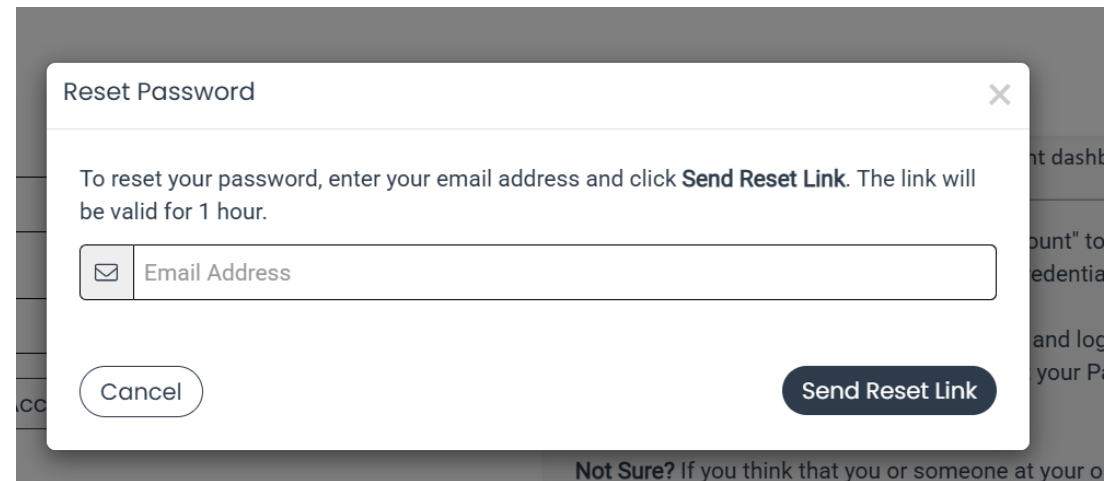
- Use this link:
<https://www.grantinterface.com/Home/Logon?urlkey=mdcfh>
 - The link is also provided on the RFP document.
- If you already have a username and password, enter your information and click 'Log On.'
- If you do not already have a Foundant account, click 'Create New Account.'
 - If someone else from your organization has created an account for this site but you have not created your own account yet, reach out to the site's administrator (Brendan McIntyre). They can create an account for you that will be connected to your organization in the site.



The screenshot shows the login page for the Minnesota Department of Health - Child and Family Health's Online Grant Portal. At the top, there is a logo with a stylized 'm' and 'h' followed by the word 'MINNESOTA'. Below the logo, the word 'Logon' is displayed. There are two input fields: 'Email Address*' and 'Password*'. Below these fields are two buttons: 'Log On' and 'Create New Account'. A blue arrow points to the 'Create New Account' button. Below the buttons is a link that says 'Forgot your Password?'. To the right of the login form, there is a 'Helpful Hints' section with two numbered items: '1) We recommend that you bookmark this page for ease of access.' and '2) Please remove the following email: 'MN Department of Health' from your spam filters to ensure you receive emails from the system.'

How to create an account: Part 2

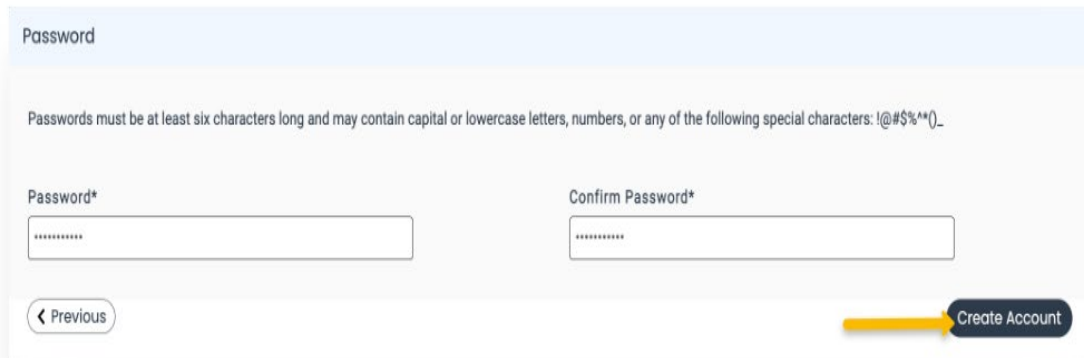
- If you have already created an account but have forgotten your password, click 'Forgot Your Password?' to reset it.
- You will be prompted to enter your email address. Enter the email you believe is connected to the account and press 'Send Reset Link.'
- The reset link email will be valid for one hour.



The image shows a 'Reset Password' dialog box with a close button (X) in the top right corner. The text inside the dialog reads: 'To reset your password, enter your email address and click **Send Reset Link**. The link will be valid for 1 hour.' Below this text is a text input field with an envelope icon on the left and the placeholder text 'Email Address'. At the bottom of the dialog, there are two buttons: a 'Cancel' button on the left and a 'Send Reset Link' button on the right. Below the dialog box, there is a small text link that says 'Not Sure? If you think that you or someone at your o'.

How to create an account: Part 3

- If you clicked 'Create New Account', you will be asked to complete registration information for yourself and your organization. After filling out all the information, click Create Account.



Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*()_.

Password*

Confirm Password*

< Previous

Create Account

- The next page asks you to verify that you received your confirmation email. This helps ensure that you will receive other communications from us about your application. Click Continue.

Email Confirmation

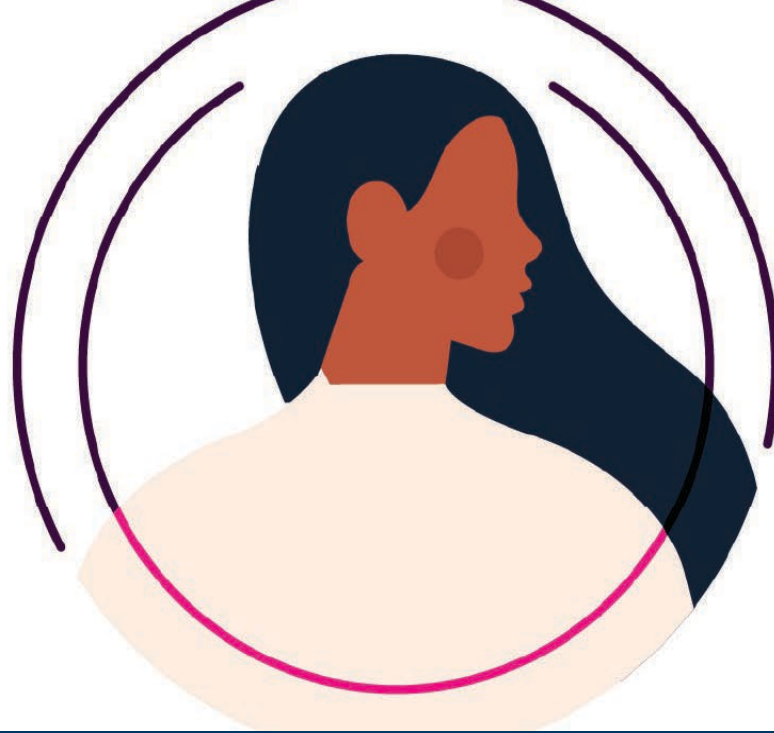
i You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If

See how to [remove email addresses from spam filters](#).

- I have received the email
- Continue without checking
- I have not received the email

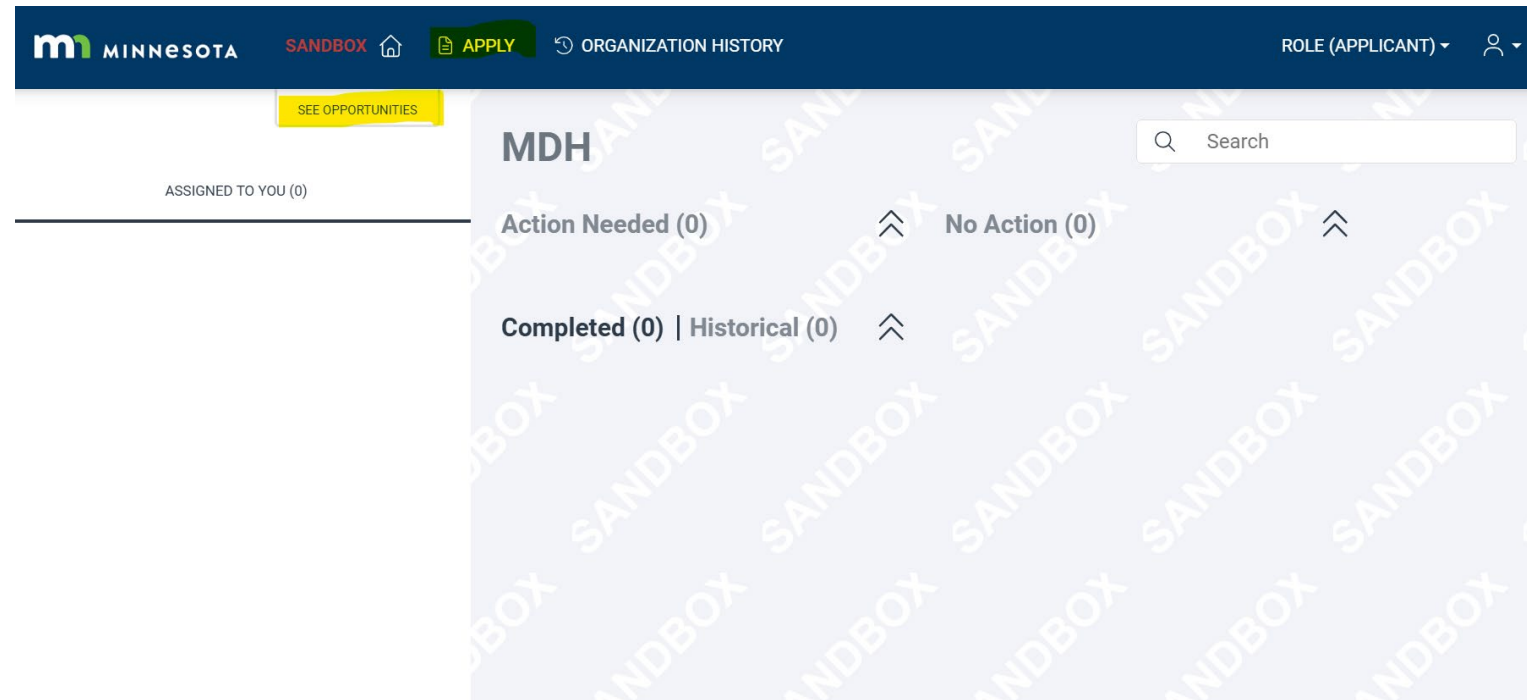
Send Email Again



Using Foundant: Applying for a grant

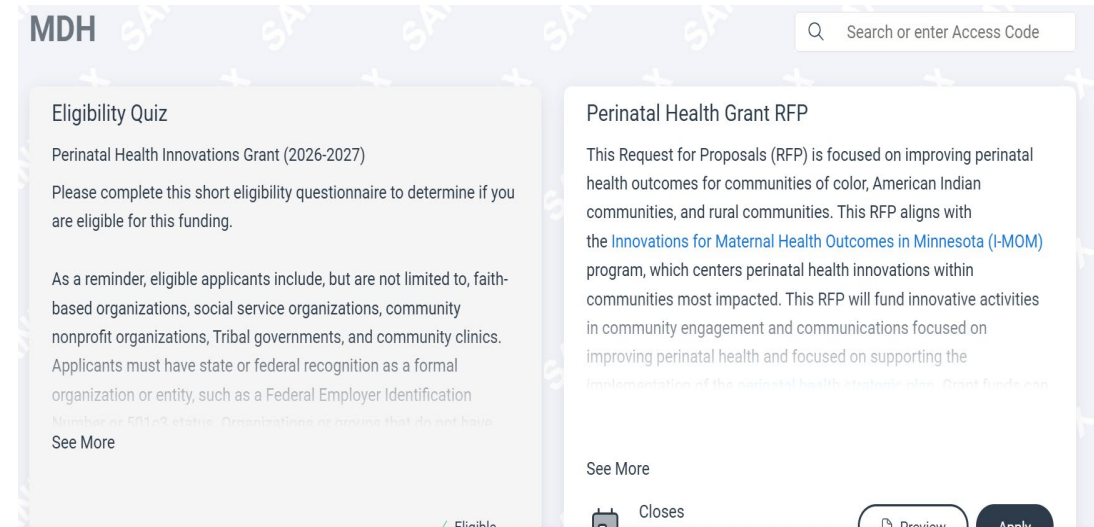
How to apply: Part 1

- From the Foundant Home Screen, click on “Apply” at the top of the screen.
- You can also press “See Opportunities.”



How to apply: Part 2

- You will be prompted to complete a brief eligibility quiz to ensure your organization is eligible for this funding. It will be located at the top of the opportunities.
- After the quiz is completed, you will be instantly notified if you are eligible.
- If you are eligible, the Perinatal Health Application will be available to the right of the eligibility quiz.



How to apply: Part 3

- Click Preview for any grant opportunity on the page if you would like to view the first form without starting a grant request.
- Click Apply for a grant opportunity when you are ready to start a request

Perinatal Health Grant RFP

This Request for Proposals (RFP) is focused on improving perinatal health outcomes for communities of color, American Indian communities, and rural communities. This RFP aligns with the [Innovations for Maternal Health Outcomes in Minnesota \(I-MOM\)](#) program, which centers perinatal health innovations within communities most impacted. This RFP will fund innovative activities in community engagement and communications focused on improving perinatal health and focused on supporting the implementation of the perinatal health strategic plan. Grant funds can

See More



Closes
04/06/2026

 Preview

Apply

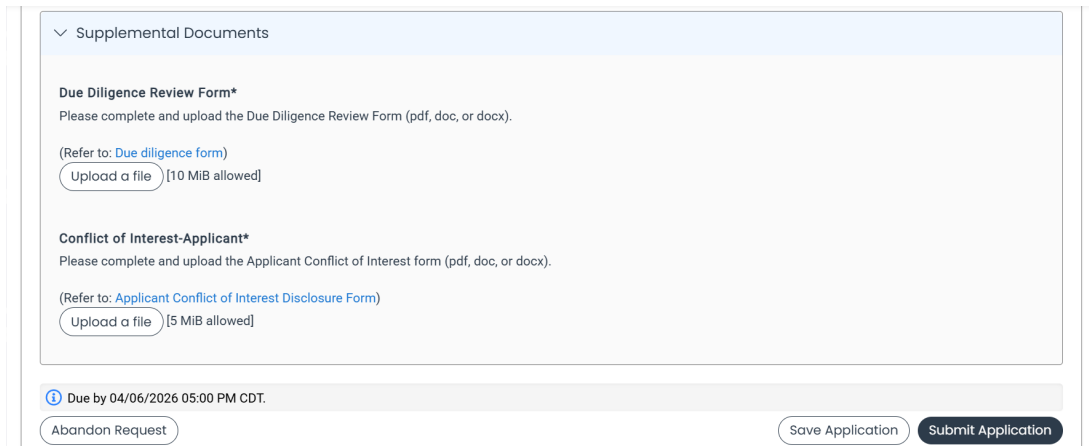
How to apply: Part 4

- You will arrive at the first form for this request, which is the application.
 - The letter of intent will be collected via email at health.mch@state.mn.us
- Click “Question List” to download a copy of the form.
- Complete all questions that are required.

The screenshot shows a web application interface for an RFP. At the top, it says "Application" and has three buttons: "Public Profile", "Copy Candid Profile", and "Collaborate". Below that, it says "Process: Perinatal Health Grant RFP" and a link "Return to Application Complete". There are three tabs: "Contact Info", "Request", and "Documents". The "Contact Info" tab is active and shows fields for "Applicant" (Brendan McIntyre, brendan.mcintyre@state.mn.us, 651-201-6747) and "Organization" (MDH). A "Contact Email History" link is below the applicant information. At the bottom, there are tabs for "Eligibility" and "Application", and a "Question List" button. A notification bar at the bottom states "Due by 04/06/2026 05:00 PM CDT." and "Fields with an asterisk (*) are required."

Application submission

- Once all required questions are completed, press ‘Submit Application’ to officially submit your application for this RFP.
- If you need to come back to your application later, press ‘Save Application’ before exiting.
- If you no longer wish to apply for this grant, please press ‘Abandon Request’.
- These buttons are located at the very bottom of the application.



Supplemental Documents

Due Diligence Review Form*
Please complete and upload the Due Diligence Review Form (pdf, doc, or docx).
(Refer to: [Due diligence form](#))
Upload a file [10 MiB allowed]

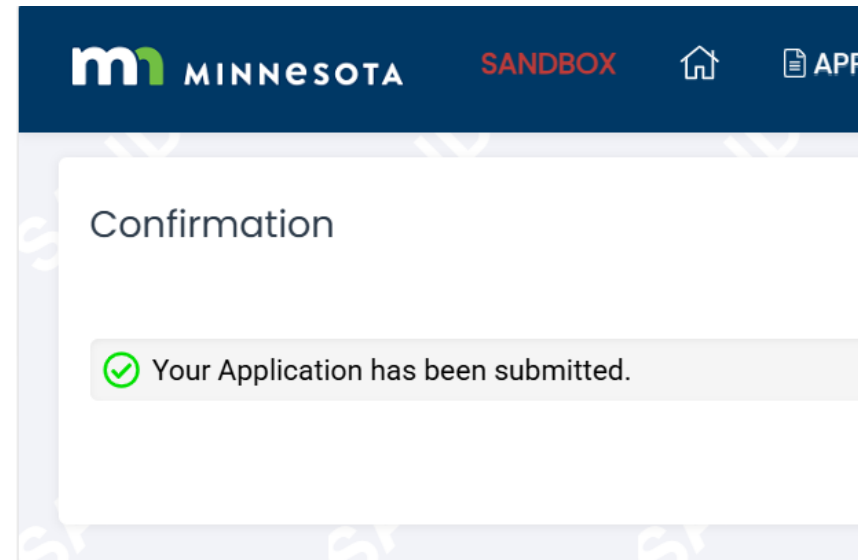
Conflict of Interest-Applicant*
Please complete and upload the Applicant Conflict of Interest form (pdf, doc, or docx).
(Refer to: [Applicant Conflict of Interest Disclosure Form](#))
Upload a file [5 MiB allowed]

Due by 04/06/2026 05:00 PM CDT.

Abandon Request Save Application Submit Application

Application submission continued

- After submitting your application, you will receive two notifications
 - You will instantly be notified on Foundant that your application was successfully submitted.
 - You will receive an email with confirmation of the submission.
- Please ensure you have submitted your application and received confirmation before exiting.

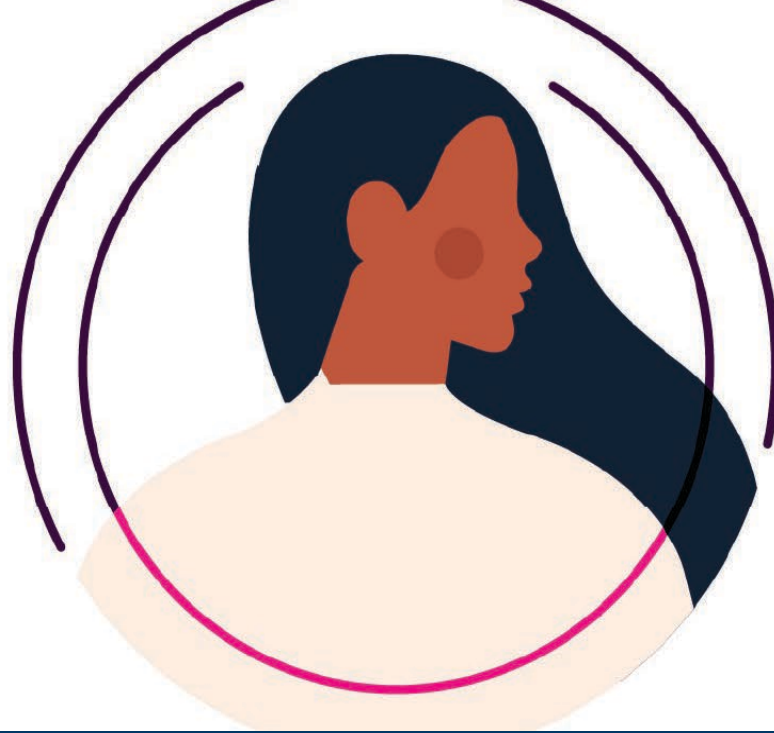


Dear Brendan,

Thank you for submitting your proposal for the Perinatal Health Innovations grant. It was successfully received. You will be contacted if additional information is needed.

Thank you,

MDH Maternal and Child Health Section



Questions?

Thank you!

Brendan McIntyre

Brendan.McIntyre@state.mn.us

651-201-6747