

# DSD Online Grant System Guide

How to apply for grants offered by the Minnesota Department of Human Services Disability Services Division

*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 Department of Human Services is an equal opportunity employer and provider.*

# The Minnesota Department of Human Services

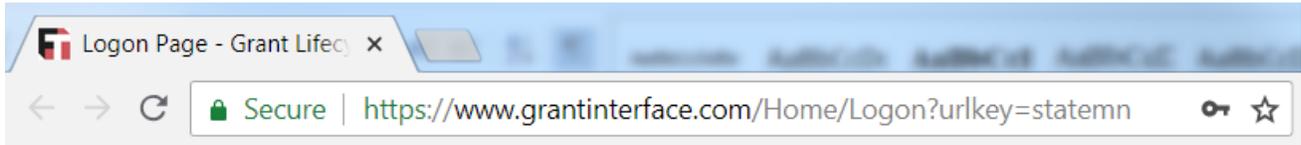
## Disability Services Online Grant System

Disability Services offers an online application and grant management process for the Innovation Grants. The online program keeps application and grant information available and accessible to you anytime. Applicants are able to save and access their applications as many times as needed until they hit the SUBMIT button. The program is also a resource for tracking your application status and, if awarded, managing your grant, submitting reports and communicating with your DHS grant coordinator.

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

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Use a web browser (e.g. Chrome, Firefox, Internet Explorer) to go to the [Disability Services Online Grant System logon page](https://www.grantinterface.com/Home/Logon?urlkey=statemn). If this link doesn't work, type or cut and paste the website address: <https://www.grantinterface.com/Home/Logon> into the address bar of your browser.

## Step 2: Create an account

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### Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

**Welcome to the MN Dept of Human Services - Disability Services' Online Portal.**

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

In order to apply online, you must first create an account.

- To create a new account, click on "Create New Account" and fill in your information, as requested.
- If you already have an account with DHS Disability Services, enter your email address and password. Click the "Log On" button to go directly to the "Apply" page.

## Step 3: Enter organization contact information

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An organization may be a business, nonprofit, government or university. If you are a small-scale operation or individual without a formal organization, you may use your personal contact information.

Fill in the blanks with your organization’s contact information. Note: Items with an asterisk (\*) are required fields.

When you are finished, click the “Next” button located on the bottom right corner of the page.

The screenshot shows a form titled "Organization Information". It contains the following fields: "Organization Name\*" (required), "Web Site", "Telephone Number\*" (with a format instruction: "Please enter in the following format: XXX-XXX-XXXX"), "Organization Email", "Address 1\*", "Address 2", "City\*", "State\*" (with a format instruction: "Please enter with only the two-letter capital abbreviation"), "Postal Code\*", and "County\*". A "Next >" button is located at the bottom right corner of the form.

## Step 4: Enter user contact information

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The “User” is the person responsible for applying for the grant. Enter the user contact information into the form. Remember that items with an asterisk (\*) are required fields.

Note: The email address you use on this page is the email address that must be used every time you log on to the Disability Services Online Grant System.

When you are finished, click the “Next” button located on the bottom right corner of the page.

The screenshot shows a form titled "User Information". It includes a "Copy Address from Organization" button at the top left. The form contains the following fields: "First Name\*", "Last Name\*", "Business Title", "Email / Username\*" (with an email icon), "Email / Username Confirmation\*" (with an email icon), "Telephone Number\*" (with a format instruction: "Please enter in the following format: XXX-XXX-XXXX"), "Mobile Number" (with a format instruction: "Please enter in the following format: XXX-XXX-XXXX"), "Address 1\*", "Address 2", "City\*", "State\*" (with a format instruction: "Please enter with only the two-letter capital abbreviation"), "Postal Code\*", and "County\*". Navigation buttons "Previous <" and "Next >" are located at the bottom left and right corners, respectively.

From this point on, please do not use the browser “Back” button.

If you attempt to navigate to the previous section by using the “Back” button, you will lose all registration information entered. If you need to return to a page, click on the “Previous” button located on the bottom left corner of the page. To continue, press the “Next” button located on the bottom right corner of the page.

## Step 5: Enter Executive Officer contact information



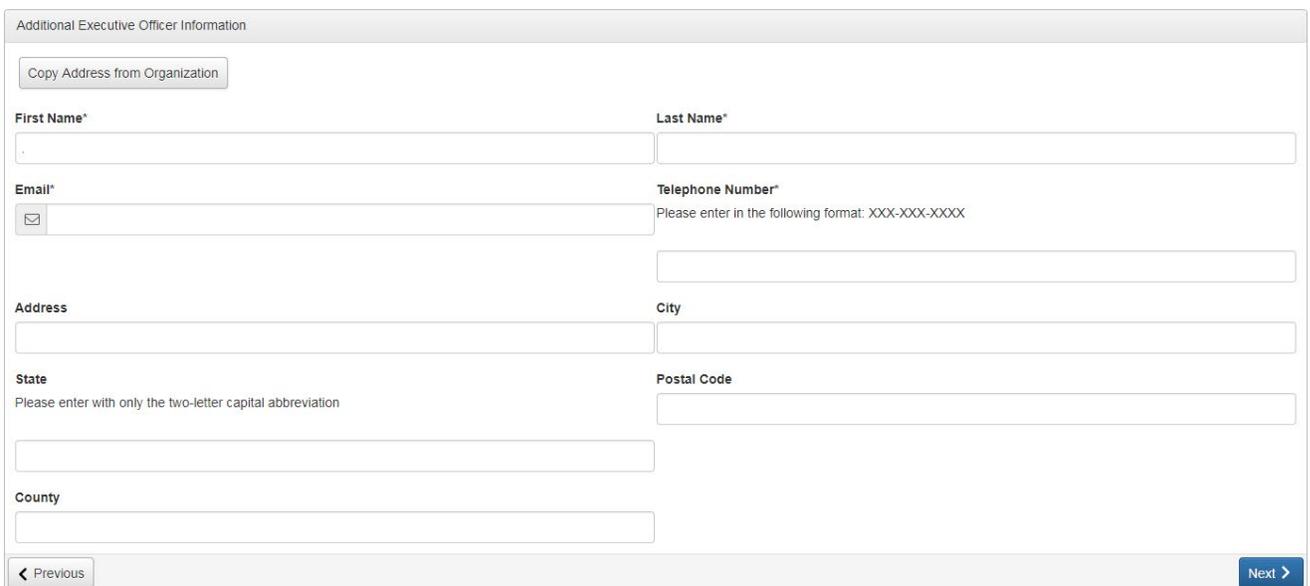
The screenshot shows a form titled "Executive Officer". It contains a question: "Are you the Organization's Executive Officer?" with two radio button options: "Yes" (selected) and "No". At the bottom left is a "Previous" button and at the bottom right is a "Next" button.

This page will ask if you are the executive officer. 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.

- Click “Yes” if you, the User, are the executive officer then click the “Next” button located on the bottom right- corner of the page. The system will copy your user information into the executive officer form.
- Click “No” if someone else in your organization is the executive officer then click the “Next” button on the bottom right corner.
- Enter the contact information for your organization’s executive officer.

**Note:** Entering this information does not create a separate account for the executive officer. The information is simply added to your Organization Summary page.

When you are finished, click the “Next” button.



The screenshot shows a form titled "Additional Executive Officer Information". It includes a "Copy Address from Organization" button. The form has several input fields: "First Name\*", "Last Name\*", "Email\*" (with an envelope icon), "Telephone Number\*" (with a note: "Please enter in the following format: XXX-XXX-XXXX"), "Address", "City", "State" (with a note: "Please enter with only the two-letter capital abbreviation"), "Postal Code", and "County". At the bottom left is a "Previous" button and at the bottom right is a "Next" button.

## Step 6: Create an account password

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This page will ask you to create a password for your account. You will need this password every time you log on to the Disability Services Online Grant System.

Passwords must be at least six characters long and may contain only letters, numbers and certain symbols.

Enter a password in the first box; then enter it again in the second box to confirm that your entry is correct. Click the “Create Account” button located on the bottom right corner of the page.

You will receive an email message confirming that you set up the account.



The screenshot shows a web form titled "Password". Below the title is a note: "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\*", both currently empty. At the bottom left is a button labeled "< Previous" and at the bottom right is a blue button labeled "Create Account".

## Step 7: Confirm account creation

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Check your email inbox for the confirmation message from the Minnesota Department of Human Services – Disability Services (DSD.Innovation@state.mn.us). If you don’t see one, check your spam and junk mail folders.

- Select the “I have received the email” button if you received the confirmation email, then click the “Continue” button located on the bottom right corner of the page.
- Select the “I have not received the email” button if you did not receive the confirmation email, then click the “Send Email Again” button in the lower right corner of the page to repeat this step.
- Select the “Continue without checking” button only if you are sure that you entered the correct user email.

Click the “Continue” button in the lower right corner of the page.

## Step 8: Log in to your dashboard

Each time you log in, you will be directed to your dashboard page, which includes your contact information and a number of links. This will be your go-to site throughout the process for information and updates on your application.

Check to see that your contact information is correct.

The screenshot shows the 'Applicant Dashboard' for Jane Doe. At the top, there is a navigation bar with the logo for the Department of Human Services, a home icon, and buttons for 'Apply' and 'Fax to File'. The user's name 'Jane Doe' and role 'Applicant' are displayed in the top right. The main content area is titled 'Applicant Dashboard' and includes a 'Public Profile' button. Below this, there is a section for 'Applicant' information (Jane Doe, jane.doe@ABC.com) and 'Organization' information (ABC, 12-1234567). A 'Contact Email History' link is present. A message box states: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this, there are buttons for 'Active Requests' (0) and 'Historical Requests' (0). A final message box says: 'You do not have any Active Requests. Click Apply to begin the application process.'

## Step 9: Apply for grants

On your dashboard, click on the Apply button at the top of the page. This will bring you to the page where you can begin an application.

On the Apply page, under the search box, you will see a listing of grant programs currently available through the DHS Disability Services Division (the visual shows just one). Find the grant for which you want to apply. Once you've found it, click on the "Apply" button to the right of the listing to start your application.

The screenshot shows the 'Apply' page. It features a search bar with the text 'Quick Search' and a search icon. Below the search bar, there is a listing for '6th Copy of 2020 Innovation Small Grants' with a date range 'Accepting Submissions from 01/07/2020 to 03/27/2020' and an 'Apply' button.

Some RFPs will have a two-part process:

- 1) Letter of interest (LOI)
- 2) Application

The LOI is a shorter form to solicit idea(s) from the community. If the LOI is selected to go to the next round, the applicant will be invited to submit an application.

Both the LOI and the application forms have instructions that are specific to those forms. Be sure to read the instructions and review the entire form before beginning.

## Step 10: Questions and troubleshooting

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Contact the DSD innovation grants team at [DSD.Innovation@state.mn.us](mailto:DSD.Innovation@state.mn.us) if you have any questions or need help setting up your account, navigating the site or completing your grant application