Welcome to Healthcare Foundation of La Porte’s 2021 Grant Cycle 2 Tutorial. I am Jessica Mace, HFL’s Program Officer. It is our hope that this presentation will inform and facilitate your grant application.

As you know, HFL strives to improve grant processes every year and we thank you for your input. As in prior grant cycles, please feel free to contact us with any questions.

**KEY DATES:**

Please note key dates for 2021 Cycle 2 grants.

- May 28, 2021, the grant portal opens for Cycle 2 grants.
- If you are applying for a grant over 25,000, your Letter of Inquiry (LOI) is due June 11, 2021. A LOI is a requirement for all grant requests that are over $25,000.
- By June 16, all applicants who submitted a LOI will receive communication from HFL informing them if their request qualifies for a grant proposal submission. The LOI helps to avoid an applicant spending time and effort on a proposal that does not fit HFL’s strategic priorities and guidelines.
- On July 16, all applications are due and the grant portal will close at 11:59 pm.

To see the entire timeline of communication and funding, please check our website.

**2021 CYCLE 1 GRANT HIGHLIGHTS:**

For 2021 Cycle 2 grants, we have several items we would like to highlight for applicants.

To begin, **HFL is accepting applications for grants that address our strategic priorities of Healthy Children, Healthy Living, and Healthy Minds, and for Healthy La Porte grants.** Healthy La Porte grants meet community health and wellness needs that fall outside of HFL’s strategic priorities and demonstrate a connection to HFL’s mission and vision and a commitment to measurable results.

Second, please note that for 2021 we have updated the goals and indicators for our strategic priorities. Before applying for a grant, please review this information on our website.

Next, we have streamlined the application forms. We have **two application forms. One is for grant requests up to $25,000.** Use this form to apply for grants of $25,000 and under. This includes grants addressing a strategic priority or Healthy La Porte grants.

The second application form is for **Grants over $25,000,** which is only for grants addressing one of HFL’s strategic priorities.

We also would like to highlight the **Collaborate tool.** Collaborate is a feature that makes it easier for applicants to work with coworkers or organizational partners to create, review, and submit their application forms or follow-up forms, such as grant agreements and reports. Collaborate can be especially helpful when an organization’s leadership, such as the Executive Director, needs to review an application before it is submitted or needs to sign a follow-up form, such as a grant agreement.
Finally, the 2021 application forms include some new questions and instructions to help you prepare your best grant application.

LET'S GET STARTED:

To apply for a grant, you will need to login to HFL's grant portal, which you can access on our website. When you login, you will be brought to your dashboard. Click on Apply at the top of the screen.

On the Apply page, you will see HFL’s current grant opportunities. The first one is for Grants Over $25,000 and the second one is for Grants UP TO $25,000.

Let’s begin with the Grants up to $25,000. You will use this application to apply for strategic and responsive Healthy La Porte grants of $25,000 and under. To begin your application, click on apply.

Project/Program Information section. Two things to note.

- **Project/Program Name:** Your project/program name is extremely important. It is how we identify your project/program in our system and in the community. If you are applying for one of your organization’s programs, use that name here. If this is a new project, please enter a simple project name. If you have received a grant from HFL before to support your project or program, please use the same name. For example, let us say I am applying for my organization’s Active Parents program. I applied last year and used our program name *Active Parents*. So, for this year, I am going to enter the same name: *Active Parents*. There is no need to create a new program name or otherwise try to differentiate the name from previous years.

- **Project Summary:** Your project summary is one of the most important elements of your application. This summary should be brief. With my example of Active Parents, here I could
say: The Active Parents program supports parents to be physically active every day. This program increases participating parents’ physical activity through facilitating virtual support groups and providing fitness trackers. Active Parents participants will increase their average daily step count as part of developing an active lifestyle.

Community Impact. For Community Impact, you will need to select your strategic focus. Please review the goals and indicators for each of HFL’s strategic focus areas and select the area that aligns with your project/program. You can review them by clicking here, which takes you to HFL’s website. Select Healthy La Porte if your project/program falls outside of HFL’s strategic focus areas and contributes to achieving Healthy La Porte goals.

Going with the example of Active Parents, I previously reviewed HFL’s website and saw that my program contributes to impact in Healthy Living.

This brings me to the Healthy Living indicators. Two things to point out:

1) The importance of reviewing the indicators and understanding their definitions before selecting. You can go to our website or ten2030 to understand the definitions.
2) The importance of selecting no more than three indicators. Please select one to three indicators.

For my project, I am going to select Adults who are sedentary.
**Project/Program Description.** The next area I would like to point out is in the Project/Program Description section. These questions will all look familiar to those of you who have submitted applications in previous years. One change is with the Partnership and Collaboration question. Please note that you will detail any partners in your response to the Project/Program Activities and Timeline question. For each partner or collaborating organization, you will need to upload documentation of the partnership. This can be in the form of a Memorandum of Understanding or an email from the partner organization agreeing to the collaboration. Please combine all documentation in one file and upload.

**Project/Performance Measurement.** Please note that in this section, the instructions are here to help you. First note the two definitions:

- A Performance Measure is a measure of how well your project/program is working.
- A Target is the desired level of achievement for a Performance measure.

Also note that you can visit HFL’s website to access more information on Results-Based Accountability, which will help you complete this section of the application.

**For number of people served:**

- First you will enter the total number of people you plan to serve through your project or program. This number should be reported in the unit of measure that your organization uses to track results. So, if your organization tracks number of families, enter the number of families here. You will specify your unit of measure below.
- Next, we ask you to specify the number of people who are residents of the City of La Porte. Keep in mind that this number is included in the total you just entered. It is not in addition to the total. Again, if your organization uses a different unit of measure, that is OK. So if your organization uses number of families served, enter the number of families that reside in the City of La Porte that you plan to serve through your project/program.
For all other performance measures, you will be asked to enter your performance measures AND targets, separately. Let us take a look at what this looks like.

For Any Additional “How Much Did You Do?” performance measures, I am going to include:

- Number of virtual support group facilitators trained
- Number of fitness trackers distributed

Note that I am only including the performance measures, and I am placing each measure on its own line.

For the TARGET section, I will enter the number of facilitators I plan to train and the number of fitness trackers I plan to distribute. These are my targets. Here is what that looks like:

- 10 virtual support group facilitators trained
- 100 fitness trackers distributed

The process is similar for the other two categories of performance measures: “How Well Did You Do It?” and “Is Anyone Better Off?”

That summarizes the key highlights of the application for Grants Up To $25,000.

**APPLICATION FOR GRANTS OVER $25,000:**

Let us go back to the Apply page and look at the application for Grants Over $25,000.
The Apply page includes a summary of the grant opportunity. In this summary, you will see that the application process for grants over $25,000 requires a Letter of Inquiry (LOI) as a first step. The LOI is completed via our grant portal. Only LOI’s submitted through our grant portal will be considered. To prepare and submit a LOI, you will click on Apply. That brings you to the LOI form, which has two sections: Project/Program Information and Project/Program Abstract and Estimated Funding Request.
Once you submit your LOI, HFL will review and will respond within 3-5 days to notify you if you will be invited to submit a full application.
Thank you for watching this video tutorial on Key Information and Highlights for HFL’s 2021 Cycle 1 Grant Applications. Remember that we are here to help you. If you have questions or need assistance, please contact us. You can email us with your questions or to set up a time to talk. You can also call us.

We look forward to receiving your 2021 grant application.