

## 2021 Cycle 2 Grants: Key Information & Highlights for Applicants Written Tutorial

*(Published May 28, 2021)*

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.

The screenshot displays the Healthcare Foundation of La Porte (HFL) grant portal. At the top, there is a navigation bar with the HFL logo, a home icon, and links for 'Apply' and 'Fax to File'. The user's name, 'Jen Kvasnicka', is in the top right corner. Below the navigation bar, the page title is 'Healthcare Foundation of La Porte Grant Opportunities'. The main content area lists two grant opportunities for the 2021 Cycle 1. The first opportunity is for 'Grants up to \$25,000' and the second is for 'Grants over \$25,000'. Both opportunities have an 'Apply' button. The first opportunity's description mentions 'Strategic and Responsive Grant Requests UP TO \$25,000' and 'Healthy La Porte Responsive Grants'. The second opportunity's description mentions 'Strategic Grant Requests OVER \$25,000' and 'Healthy La Porte Responsive Grants'. Both opportunities have a 'Preview' button. The footer of the page states 'Grant Management Software provided by Foundant Technologies © 2021'.

Healthcare Foundation of La Porte

Jen Kvasnicka

Apply Fax to File

Role (Applicant)

### Healthcare Foundation of La Porte Grant Opportunities

Healthcare Foundation of La Porte (HFL) welcomes grant applications. Please find more information about our open opportunities below.

For information about the types of grants HFL makes, [learn more here](#).

To see grantee eligibility requirements and grant cycle timelines, [click here](#).

View a list of grant FAQ's [here](#).

If you have questions or need assistance, please contact us by email at [contact@hflaportel.org](mailto:contact@hflaportel.org) or call 219.326.2471.

2021 Cycle 1 Grants up to \$25,000

Accepting Submissions from 01/15/2021 to 03/05/2021

Apply

This application is for **Strategic and Responsive Grant Requests UP TO \$25,000**. **Strategic Grants** address specific, board-approved, major community needs with a defined impact on health and wellness. Strategic Grants are made in the Strategic Focus Areas of *Healthy Children*, *Healthy Living*, and *Healthy Minds*. You can find more information about HFL's Strategic Grants and Strategic Focus Areas [here](#).

**Healthy La Porte Responsive Grants** meet community health and wellness needs that fall outside of HFL's Strategic Focus Areas and demonstrate a connection to HFL's mission and vision. You can learn more about HFL's Healthy La Porte Responsive Grants [here](#).

Applications are due **March 5, 2021** by 11:59 pm CST.

Preview

2021 Cycle 1 Grants over \$25,000

Accepting Submissions from 01/15/2021 to 03/05/2021

Apply

This application is for **Strategic Grant Requests OVER \$25,000**. **Strategic Grants** address specific, board-approved, major community needs with a defined impact on health and wellness. Strategic Grants are made in the Strategic Focus Areas of *Healthy Children*, *Healthy Living*, and *Healthy Minds*. You can find more information about HFL's Strategic Grants and Strategic Focus Areas [here](#). Please note that HFL does not consider requests for Healthy La Porte Responsive Grants over \$25,000.

Applications to apply for a Strategic Grant over \$25,000 require a **Letter of Inquiry (LOI)** as a first step. LOI's must be submitted **no later than 11:59 pm CST on January 29, 2021**. Please note:

- A LOI is not a vague exploration of an idea. It is assumed that you have already thought through your proposed project/program (including a budget) and are presenting an abbreviated description.
- **Invitations to proceed to the full application will be sent out no later than February 5, 2021.**
- If invited to proceed, **full applications must be submitted no later than 11:59 pm CST on March 5, 2021.**
- HFL will review all submitted LOI's within 3-5 business days.
- Applicants may receive a request for further information.
- Only applicants who receive a favorable response to their LOI will have access to the application to submit a full proposal.

Preview

Grant Management Software provided by Foundant Technologies © 2021

**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.

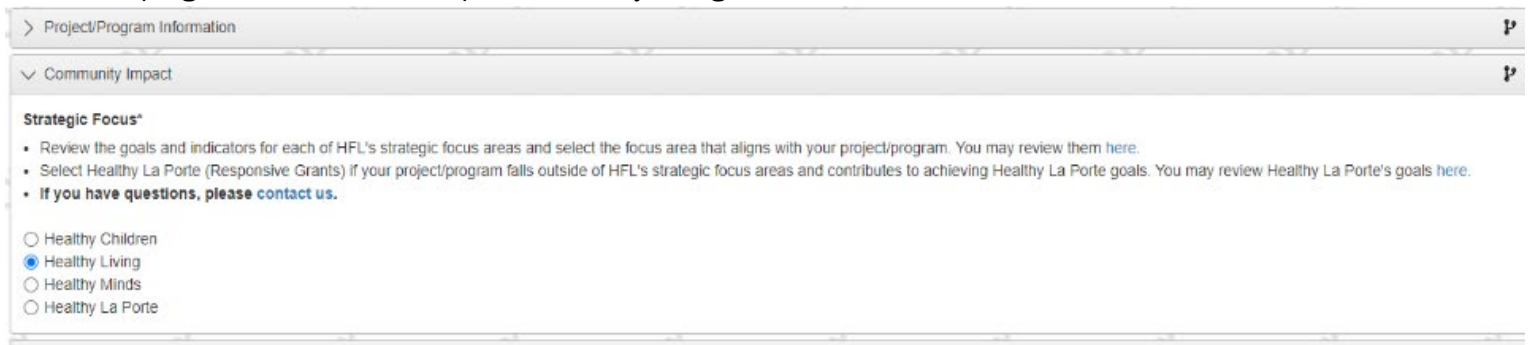
**Project/Program Information section.** Two things to note.

- **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.



The screenshot shows the 'Community Impact' section of a form. It has a title bar 'Project/Program Information' and a sub-section 'Community Impact'. Under 'Strategic Focus\*', there are instructions and a list of radio button options: 'Healthy Children', 'Healthy Living' (selected), 'Healthy Minds', and 'Healthy La Porte'.

> Project/Program Information

▼ Community Impact

**Strategic Focus\***

- Review the goals and indicators for each of HFL's strategic focus areas and select the focus area that aligns with your project/program. You may review them [here](#).
- Select Healthy La Porte (Responsive Grants) if your project/program falls outside of HFL's strategic focus areas and contributes to achieving Healthy La Porte goals. You may review Healthy La Porte's goals [here](#).
- If you have questions, please [contact us](#).

☐ Healthy Children

☒ Healthy Living

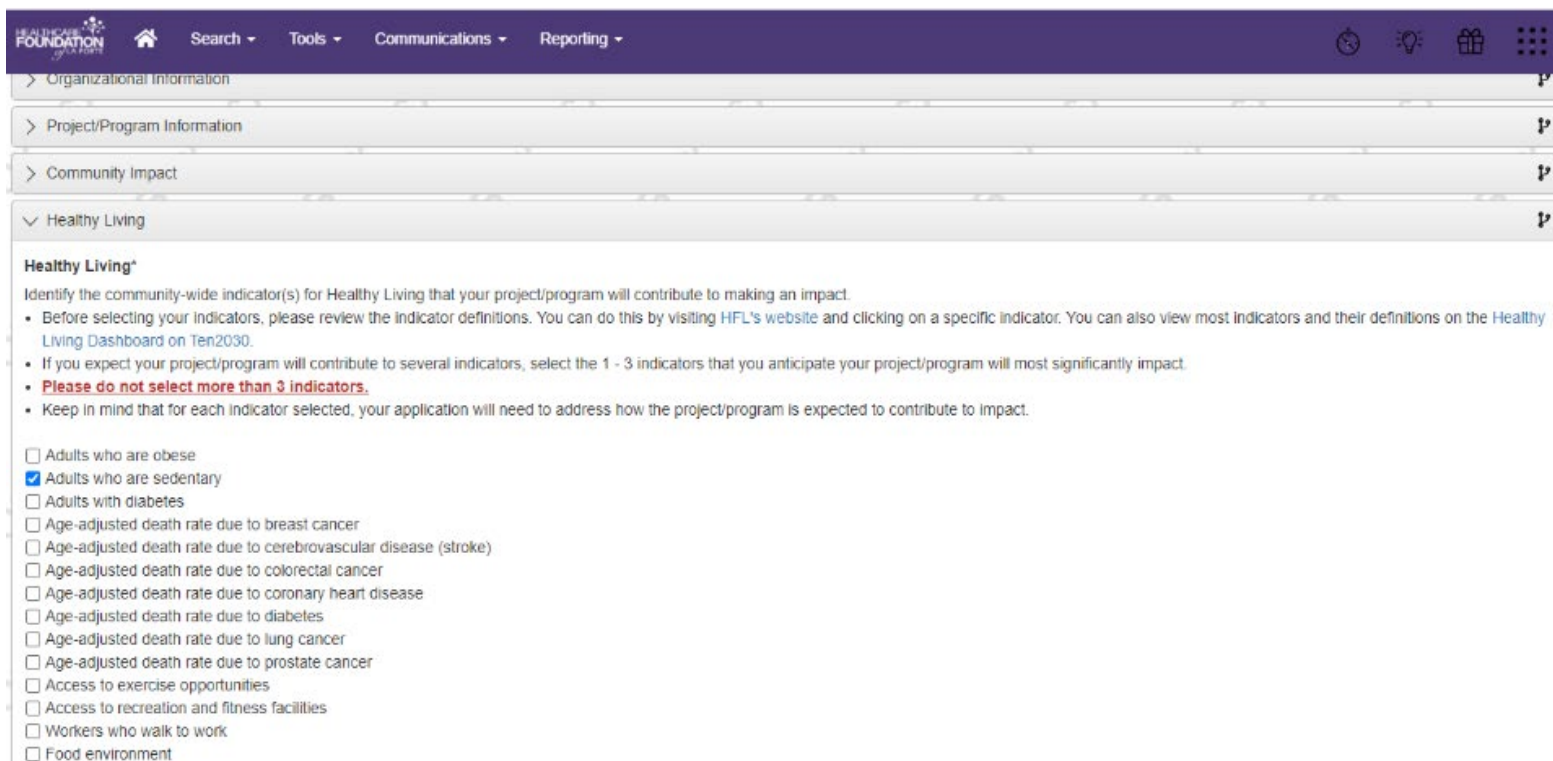
☐ Healthy Minds

☐ Healthy La Porte

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.



The screenshot shows the 'Healthy Living' section of the form. It has a title bar 'Organizational Information', 'Project/Program Information', and 'Community Impact'. The 'Healthy Living' section is expanded, showing instructions and a list of checkboxes for indicators. 'Adults who are sedentary' is selected.

FOUNDATION  
of  
LA PORTE

Home Search Tools Communications Reporting

> Organizational Information

> Project/Program Information

> Community Impact

▼ Healthy Living

**Healthy Living\***

Identify the community-wide indicator(s) for Healthy Living that your project/program will contribute to making an impact.

- Before selecting your indicators, please review the indicator definitions. You can do this by visiting [HFL's website](#) and clicking on a specific indicator. You can also view most indicators and their definitions on the [Healthy Living Dashboard on Ten2030](#).
- If you expect your project/program will contribute to several indicators, select the 1 - 3 indicators that you anticipate your project/program will most significantly impact.
- **Please do not select more than 3 indicators.**
- Keep in mind that for each indicator selected, your application will need to address how the project/program is expected to contribute to impact.

☐ Adults who are obese

☒ Adults who are sedentary

☐ Adults with diabetes

☐ Age-adjusted death rate due to breast cancer

☐ Age-adjusted death rate due to cerebrovascular disease (stroke)

☐ Age-adjusted death rate due to colorectal cancer

☐ Age-adjusted death rate due to coronary heart disease

☐ Age-adjusted death rate due to diabetes

☐ Age-adjusted death rate due to lung cancer

☐ Age-adjusted death rate due to prostate cancer

☐ Access to exercise opportunities

☐ Access to recreation and fitness facilities

☐ Workers who walk to work

☐ Food environment

**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.

The screenshot shows the 'Project/Program Performance Measurement' section of the HFL Foundation Grants application. The header includes the HFL Foundation logo, navigation links (Home, Apply, Fax to File), and a dropdown for 'Role (Applicant)'. The main content area is titled 'Project/Program Performance Measurement' and contains the following sections:

- How will you monitor your project/program's progress? How will you know if your project/program is working?**
  - Answer the following questions on Project/Program Performance Measurement.
  - The questions ask you to specify at least one performance measure in each of the three Results-Based Accountability™ (RBA) performance measure categories.
  - You will also be asked to specify a target for each measure.
- Keep in mind:**
  - 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
- To assist you in completing this section, please visit HFL's website [here](#) to view the documents under "Results-Based Accountability". HFL strongly suggests you download and complete the RBA Project/Program Summary Template for your project/program.
- How many people do you plan to serve through this project?**

Enter the **TOTAL** number of people you plan to serve through this project/program in La Porte County. Please note:

  - This number should be reported in the unit of measure that your organization uses to track results. You will specify your unit of measurement below (Individuals, Families, Other).
  - This number includes the number of City of La Porte residents you anticipate serving (see next question).
  - Do not include people outside of La Porte County in your total.

# 100
- Target Number of People Served - City of La Porte\***

Enter the number of people you plan to serve through this project/program that are **residents of the City of La Porte**. Please note:

  - This number should be reported in the unit of measure that your organization uses to track results. You will specify your unit of measurement below (Individuals, Families, Other).
  - This number is included in the Target Number of People Served you entered in the previous question.

# 100
- Unit of Measurement\***
  - ☒ Individuals
  - ☐ Families
  - ☐ Other
- If other, please specify.**

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.

Fields with an asterisk (\*) are required.

#### Project/Program Information

##### Applications to apply for a grant over \$25,000 require a Letter of Inquiry (LOI). Please note:

- A LOI is not a vague exploration of an idea. It is assumed that you have already thought through your proposed project/program (including a budget) and are presenting an abbreviated description.
- LOI's must be submitted **no later than midnight on January 29, 2021**.
- Invitations to proceed will be sent out no later than February 5, 2021. If invited to proceed, full applications must be submitted no later than midnight on March 5, 2021.
- HFL will review all submitted LOI's within 3-5 business days.
- Applicants may receive a request for further information.
- Only applicants who receive a favorable response to their LOI will have access to the application to submit a full proposal.

##### Project/Program Name\*

Enter the name of your project or program.

##### Strategic Focus\*

- Review the goals and indicators for each of HFL's strategic focus areas and select the focus area that aligns with your project/program. You may review them [here](#).
- If you have questions, please [contact us](#).

- ☐ Healthy Children  
☐ Healthy Living  
☐ Healthy Minds

#### Project/Program Abstract & Estimated Funding Request

##### Any Additional "How Much Did You Do?" Performance Measures

List any additional "How Much Did You Do?" performance measures for your project/program.

- If you list more than one performance measure, please list each performance measure on a separate line and/or using dashes.
- Examples: Number of trainings delivered; Number of teachers trained.

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

409 characters left of 500

##### Target - Additional "How Much Did You Do?"

For each additional "How Much Did You Do?" performance measure you listed, specify a target.

- List each target on a separate line and/or use dashes.
- Examples: 3 trainings delivered; 15 teachers trained.

10 virtual support group facilitators trained  
100 fitness trackers distributed

421 characters left of 500

> Project/Program Information

✓ Healthy Children

**Healthy Children\***

Identify the community-wide indicator(s) for Healthy Children that your project/program will contribute to making an impact.

- Before selecting your indicators, please review the indicator definitions. You can do this by visiting [HFL's website](#) and clicking on a specific indicator. You can also view most indicators and their definitions on the [Healthy Children Dashboard on Ten2030](#).
- If you expect your project/program will contribute to several indicators, select the 1 - 3 indicators that you anticipate your project/program will most significantly impact.
- **Please do not select more than 3 indicators.**

- ☐ Mothers who receive early prenatal care
- ☐ Mothers who smoked during pregnancy
- ☐ Infant mortality rate
- ☐ Babies with low birth weight
- ☐ Preterm births
- ☐ Teen birth rate
- ☐ Child food insecurity
- ☐ Child abuse rate
- ☐ Children with health insurance
- ☐ Children living below poverty level
- ☐ Disconnected youth

> Project/Program Abstract & Estimated Funding Request

> Healthy Children

✓ Project/Program Abstract & Estimated Funding Request

**Project/Program Abstract\***

Your project/program abstract should contain the following sections:

**1. Project/Program Summary**

- Briefly describe what you plan to accomplish through your project/program.
- Include the result(s) you hope to achieve and your approach to accomplish this aim.
- This summary should be able to stand alone.

**2. Statement of Need**

- Explain what need you are addressing.
- Explain why you have chosen to respond to this need in the way that you have.
- Specify who benefits and how this contributes to community impact.

**3. Project/Program Activities**

- Briefly explain the main activities you will implement to achieve your desired result.

**4. Project Performance Measurement**

- How much will you do?
- How well will you do it?
- Is anyone better off?
- Refer to [HFL's Results-Based Accountability Information](#).

**5. Credentials**

- Explain why your organization is best equipped to deliver impact.

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**Estimated Funding Request\***

Please enter the estimated amount of your funding request for your proposed project/program.

- Use only whole dollars; no cents.

\$

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.