Introduction

Welcome to Healthcare Foundation of La Porte’s 2022 Grants Program Key Information and Highlights for Applicants tutorial. I am Maria Fruth, HFL’s President and CEO. It is our hope that this presentation will assist you in applying for a grant from HFL this year.

In this presentation, we will cover the following topics: HFL’s challenge to you, key dates, how to apply, and tips for applicants.

HFL’s mission is empowering La Porte County residents to live healthy and well. Our vision is to be among Indiana’s top ten healthiest communities by 2030.

To achieve this vision, it will take all of us. It will take bold steps, innovative ideas, and dedicated partners implementing evidence-based practices.

HFL’s Challenge to You

For 2022, we challenge you to bring your proposals for solutions to address our toughest health and wellness challenges in La Porte County.

- Review the Grantmaking section of our website to understand our strategic priorities and the community-wide indicators we use to measure success;
- Explore promising practices on Ten2030 that you could bring to our community; and
- Collaborate with community partners to draw on organizational strengths to solve our biggest health and wellness problems.

Please remember that HFL strives to improve grant processes every year, and your perspective as an applicant is critical to this process. We welcome your input at any time. We also welcome your questions and invite you to contact us.

Next, HFL’s program officer, Jessica Mace, will highlight key dates, how to apply, and tips for preparing your best grant application.

Key Dates

For 2022, as in previous years, HFL will offer two grant cycles for Healthy Children, Healthy Living, Healthy Minds, and Healthy La Porte grants.

Please note key dates for Grant Cycle 1:

- January 7, 2022, the grant portal opens.
- If you are applying for a grant over $25,000, your Letter of Inquiry (LOI) is due January 21, 2022. A LOI is a requirement for all grant requests that are over $25,000.
- By January 27, 2022, 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 February 25, 2022, all applications are due, and the grant portal will close at 11:59 pm.

For Grant Cycle 2:

- The grant portal will open on May 27, 2022.
- For grant requests over $25,000, LOIs are due June 10, 2022.
- By June 16, 2022, applicants who submitted a LOI will receive communication from HFL to inform them if their request qualifies for a grant proposal submission.
- On July 15, 2022, all applications are due, and the grant portal will close at 11:59 pm.

For the entire timeline of communication and funding, please visit our website.

**How to Apply**

Next, we will briefly explain how to apply for a grant for first time applicants and for people who need a refresher.

- To apply for a grant, you will need to logon to HFL’s grant portal.
- You can access the grant portal on our website via any of the Grantmaking pages. Look for Grant Portal with the pencil icon.
- On the logon page, enter your email address and password. If you are unsure of your logon credentials, please contact us and we can help you.

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- When you logon, 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 open grant opportunities.

- To apply for a grant over $25,000, you will use the Grants over $25,000 application process. Requests for grants over $25,000 require a letter of inquiry, or LOI, as a first step. The LOI is completed via our grant portal. To prepare and submit a LOI, you will...
click on the blue Apply button that will appear here when the grant portal is open. This
will take you to the LOI form.

- You may preview the form using the Preview button here.

- Once you submit your LOI, HFL will review and respond within 3 to 5 days. If your
  request qualifies for a full proposal submission, you will receive access to the full
  application form. Please note that HFL does not accept requests for Healthy La Porte
  grants over $25,000.

- Use Grants UP TO $25,000 to apply for grants of $25,000 and under. This includes
  grants addressing one of our strategic priorities as well as Healthy La Porte grants.
Tips for Applicants

- **Tip 1:** Understand HFL’s strategic priorities and community-wide indicators. This may seem basic, but it is crucial. Please visit the Grantmaking section of our website. The What We Fund page presents HFL’s strategic priorities, the results we seek, and the community-wide indicators we use to measure progress. Take Healthy Children for example. The result we seek for Healthy Children is: All children in La Porte County are healthy, well, and safe. The community-wide indicators to measure progress are listed to the right. You can click on each indicator to learn more. Most indicators will link to HFL’s Ten2030 website.

- For example, when I click on Mothers who receive early prenatal care, I am brought to the indicator on Ten2030. Here I can see the definition of the indicator, why it is important, and data for the indicator.
- Tip 2: Craft a brief and informative project/program summary. This is one of the most important elements of your application. It identifies the target population, the result you seek, and the approach. Imagine if someone only saw this section of your application. Would they understand your project or program? Would they understand who it will impact, what you aim to accomplish, and how you plan to do so?

- Tip 3: Carefully select indicators. In the application, we ask that you select 1 to 3 indicators. Review the indicator definitions and why they are important on Ten2030 and determine if your proposed project or program will contribute to making a difference in that indicator. For example, let’s say that I am proposing a program to provide healthy meals to students from low-income families. When I look at the indicators for Healthy Children, I may want to select child food insecurity and children living below poverty level at first glance. However, if I learn more about the indicators, I will see that my project has the potential to contribute to impact for child food insecurity, but that it most likely will not impact the percentage of children in our county who are living below the poverty level.

- Tip 4: Use the Results Based Accountability™ (or RBA™) resources on HFL’s website and instructions in the application form to help you develop your performance measures and targets. Performance measures and targets can be challenging for first-time applicants as well as seasoned grant writers.

You can access these resources by clicking on FAQs/Tutorials. We have a downloadable RBA™ Overview and RBA™ Project/Program Summary Template to help you. The application form also includes instructions to assist.
Tip 5: Plan how you would communicate HFL’s support for your project or program if you were awarded a grant. This year, we have a new question on our application form: How will you communicate HFL’s support for your project? This may involve a media release, social media strategy, or in my example of healthy meals for students, the inclusion of a sticker on the meal box with HFL’s logo and the text: The Healthy Meals program is supported by a grant from Healthcare Foundation of La Porte. Please reference HFL’s Grantee Communication Guidelines and Resources on our website, found in the Forms & Documents section.

Tip 6: Research promising practices on Ten2030. Remember our challenge to you! You can do this in a few ways.

One way is to go to Locate Resources and select Explore Promising Practices.

Another way is to access Promising Practices when you explore an indicator. You will find promising practices listed as related content toward the bottom of the page.
Finally, our last tip is to contact us! Have questions? Contact us. Can’t seem to access the grant portal? Contact us. Stuck on a question? Contact us.

This concludes our 2022 Grants Program Key Information & Highlights for Applicants tutorial. Remember - we are here to help you. If you have questions or need assistance, please contact us.

We look forward to hearing from you and receiving your grant application.