

# 2022 Grants Program: Key Information & Highlights for Applicants Written Tutorial

## 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:

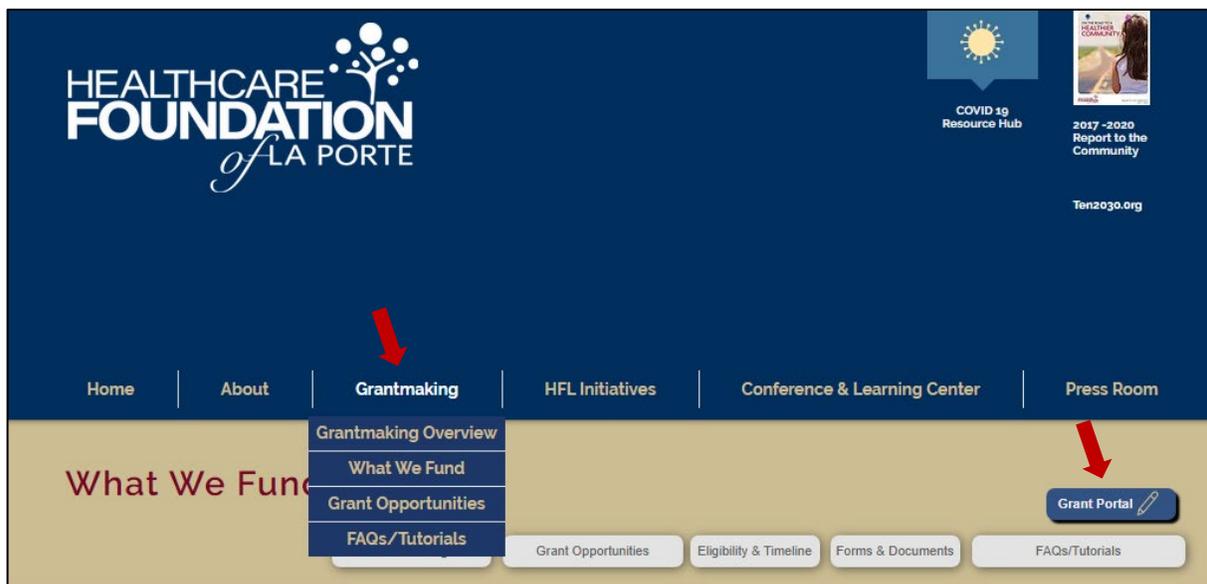
- The grant portal will open on May 27, 2022.
- For grant requests over \$25,000, LOIs are due June 10, 2022.
- By June 16, 2022, applicants who submitted a LOI will receive communication from HFL to inform them if their request qualifies for a grant proposal submission.
- On July 15, 2022, all applications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

**HEALTHCARE FOUNDATION of LA PORTE**

## Logon Page

Your Session Has Expired

As a security measure, since your session was inactive, it has timed out. To start a new session, please log in below. If you received a third-party link in an email, revisiting the provided link will log you in.

If you were filling out an application, it was automatically saved prior to timing out. You can finish by choosing it from the Dashboard after logging back in.

**Email Address\***  
jmace@hflaporte.org

**Password\***  
.....

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

**Welcome to the Online Grants Manager** - where you can apply to Healthcare Foundation of La Porte's grant programs.

\* Watch our Tutorial to apply for grants up to \$25,000  
<https://vimeo.com/221469230>

\* Watch our Tutorial to apply for grants over \$25,000  
<https://vimeo.com/221764762>

**First time here?** Click "Create New Account." Be sure to keep this login information for your organization's records.

- When you logon, you will be brought to your dashboard. Click on Apply at the top of the screen.

**HEALTHCARE FOUNDATION of LA PORTE** [Home](#) [Apply](#) [Fax to File](#)

## Applicant Dashboard

**Applicant:**  
Ms. Jessica Mace  
jmace@hflaporte.org  
219-326-2471  
140 East Shore Parkway  
La Porte, IN 46350

**Organization:**  
Healthcare Foundation of La Porte  
12-1234567  
219-326-2471  
140 East Shore Parkway  
La Porte, IN 46350 US

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests **0** Historical Requests **1**

You do not have any Active Requests. Click [Apply](#) to begin the application process.

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.

The screenshot shows the top portion of a web application. At the top left is a blue button labeled 'Apply'. Below it is a search bar with the text 'Quick Search'. The main heading is 'Healthcare Foundation of La Porte Grant Opportunities'. The text below the heading provides information about grant applications, including links for 'learn more here', 'click here', and 'here'. It also includes contact information: 'contact@hflaporte.org' or '219.326.2471'. A section titled '2022 Cycle 1 Grants over \$25,000' is highlighted, with a red arrow pointing to the text 'Accepting Submissions from 01/07/2022 to 02/25/2022'. Below this, there is a paragraph about grant requests over \$25,000 and a list of application requirements. At the bottom left of this section is a 'Preview' button.

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

This screenshot is identical to the one above, showing the 'Apply' button, search bar, and grant information. However, a red arrow points to the 'Preview' button at the bottom left of the '2022 Cycle 1 Grants over \$25,000' section. The submission dates in this version are '01/07/2022 to 02/25/2022'.

- 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.



The screenshot shows the 'HEALTHY CHILDREN' website. At the top right, there is a 'Grant Portal' button. Below it are three navigation tabs: 'Grantmaking', 'Current Grant Opportunities', and 'Eligibility & Timeline'. The main content area features the 'HEALTHY CHILDREN' logo on the left, followed by a paragraph about the health of La Porte's children. Below this is a red arrow pointing to the text: 'Result: Children in La Porte County are healthy, well, and safe.' To the right of this is another red arrow pointing to a box titled 'Indicators' which contains a list of ten 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', and 'Disconnected Youth'.

- 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.



The screenshot shows the 'TEN 2030 VISION' website. The header includes the 'HEALTHCARE FOUNDATION of LA PORTE' logo, the 'TEN 2030' logo, and the text 'To be among Indiana's top TEN healthiest communities by 2030.' Below the header are four navigation tabs: 'EXPLORE DATA', 'LOCAL PRIORITIES', 'LOCATE RESOURCES', and 'GET INVOLVED'. The main content area shows a breadcrumb trail: 'Home > Community Dashboard > Mothers who Received Early Prenatal Care > County'. Below this is the title 'Mothers who Received Early Prenatal Care' with a dropdown arrow. Underneath is 'Measurement Period: 2019' with a dropdown arrow. A paragraph explains: 'This indicator shows the percentage of births to mothers who began prenatal care in the first trimester of their pregnancy.' Below this is a section titled 'Why is this important?' with an information icon and text: 'Babies born to mothers who do not receive prenatal care are three times more likely to have a low birth weight and five times more likely to die than those born to mothers who do get care. Early prenatal care (i.e. care in the first trimester of a pregnancy) allows'.

- 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.

 **Results-Based Accountability™ (RBA™)**

Results-Based Accountability™ (RBA™) is a disciplined way of thinking and acting to improve entrenched and complex social problems. Communities use RBA™ to improve the lives of children, youth, families, and adults. RBA is also used by organizations to improve the effectiveness of their programs. RBA™ starts with the ENDS in mind and works backwards to MEANS. The approach focuses on community-level conditions of well-being that leaders agree to be accountable for achieving, and then uses common sense steps to organize collective action to make a positive impact. [RBA Overview](#).

These documents provide background and guidance for how potential grantees should use Results-Based Accountability™ (RBA™) to create their grant proposal. RBA™ is a disciplined way of thinking and acting to improve entrenched and complex social problems.

-  [RBA™ Overview](#)
-  [RBA™ Project/Program Summary Template](#)

- 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.