2023 Grants Program:
Key Information & Highlights for Applicants Written Tutorial

Introduction

Welcome to Healthcare Foundation of La Porte's 2023 Grants Program Key Information and Highlights for Applicants tutorial. I am Jessica Mace, Senior Program Officer at HFL. 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: Key dates, how to apply, what's new in the 2023 application, 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.

Key Dates

For 2023, 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
- The grant portal will open on January 13.
- If you are applying for a grant over $25,000, your Letter of Inquiry, or LOI, is due January 27. A LOI is a requirement for all grant requests that are over $25,000. Please note that if you are applying for a grant of $25,000 or less, you do not need a LOI.
- By February 3, 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 March 3 all applications are due, and the grant portal will close at 11:59 pm Central Time.
- Applicants will be notified of the decision in late June.

For Grant Cycle 2:
- HFL will begin accepting LOIs for grants OVER $25,000 on May 19, and the grant portal will open for all requests on May 26.
- For grant requests over $25,000, LOIs are due June 9. Remember, you only need a LOI if you are applying for a grant over $25,000.
- By June 16, applicants who submitted a LOI will receive communication from HFL to inform them if their request qualifies for a grant proposal submission.
- On July 14, all applications are due, and the grant portal will close at 11:59 pm Central Time.
- Notifications of decisions for Grant Cycle 2 will be sent to applicants in late October.

How to Apply

To apply for a grant, you will need to logon to HFL's online grant portal. You can access the grant portal on our website via any of the Grantmaking pages. Look for the blue Grant Portal button with the pencil icon.
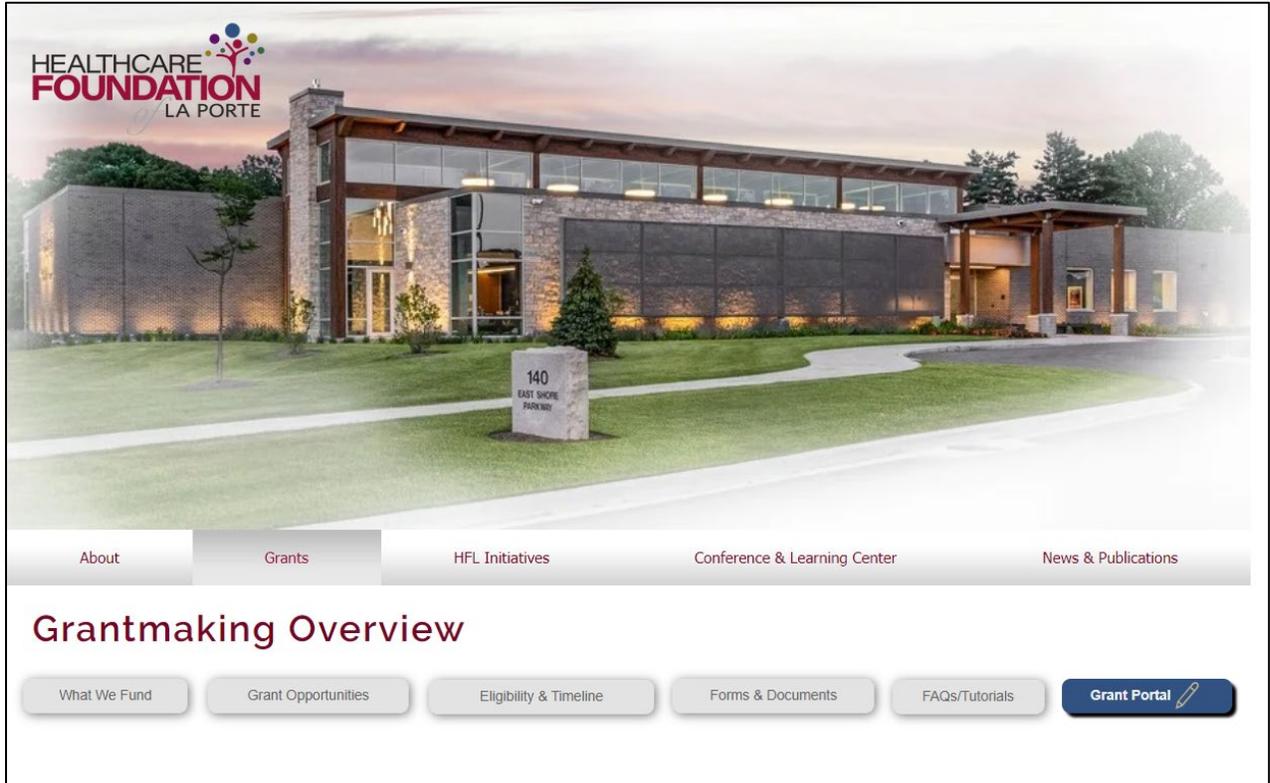
On the logon page, enter your email address and password. If you are unsure of your logon credentials, contact us and we can help you.
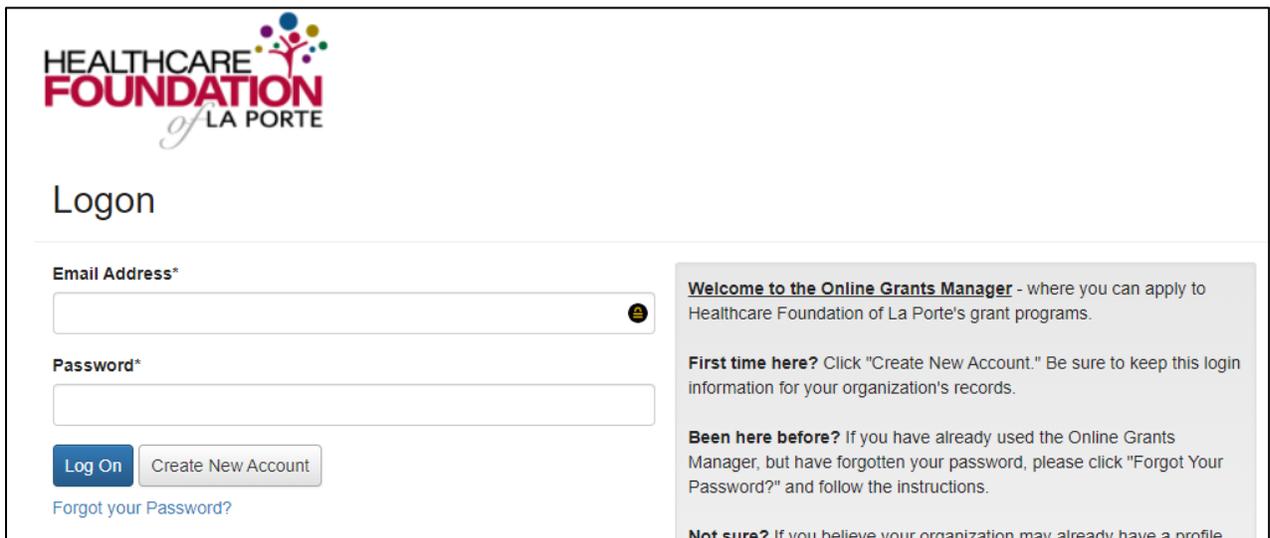
When you logon, you will be brought to your dashboard. Click on Apply at the top of the screen. On the Apply page, you will see HFL's open grant opportunities.
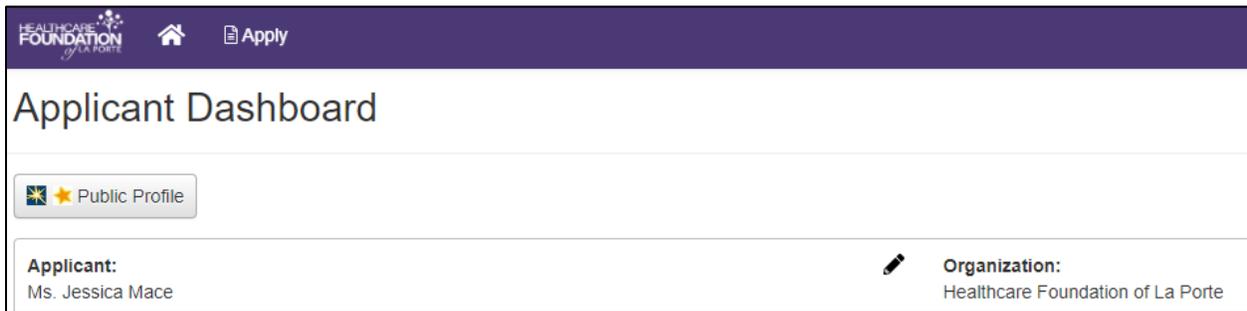
What's New

For 2023, we have three application updates to share. First, we have combined the questions on community need and target population into one question. Second, the 2023 application includes a new question format: table questions. You will find table questions in the Project/Program Performance Measurement section and for the Communications Plan.

Here is an example. For the number of people served, type in the number of people you expect to serve in La Porte County, select a unit of measurement, which could be individuals, families, or organizations. Then, do the same for the City of La Porte.

For your performance measures, the table question has space for you to include up to three How Much performance measures, three How Well performance measures, and three Is anyone better off performance measures. Just type in your performance measure and expected result. Please refer to the instructions in the application and the information on RBA on HFL's website for more information.

Performance Measure Type	Performance Measure	Expected Result
How Much - Performance Measure 1	A* Number of trainings delivered	#* 5
How Much - Performance Measure 2	A Number of teachers trained	# 20
How Much - Performance Measure 3	A	#
How Well - Performance Measure 1	A*	#*
How Well - Performance Measure 2	A	#
How Well - Performance Measure 3	A	#
Better Off - Performance Measure 1	A*	#*
Better Off - Performance Measure 2	A	#
Better Off - Performance Measure 3	A	#

One last update for the 2023 application is that we have included a question to understand how you will collect and track the information needed to report on your performance measures.

Tips for Applicants

Next, we have some tips to help applicants.

- Tip 1: Understand HFL's strategic priorities and community-wide indicators. This may seem basic, but it is crucial. Please visit the What We Fund page in 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 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 and why it is important.
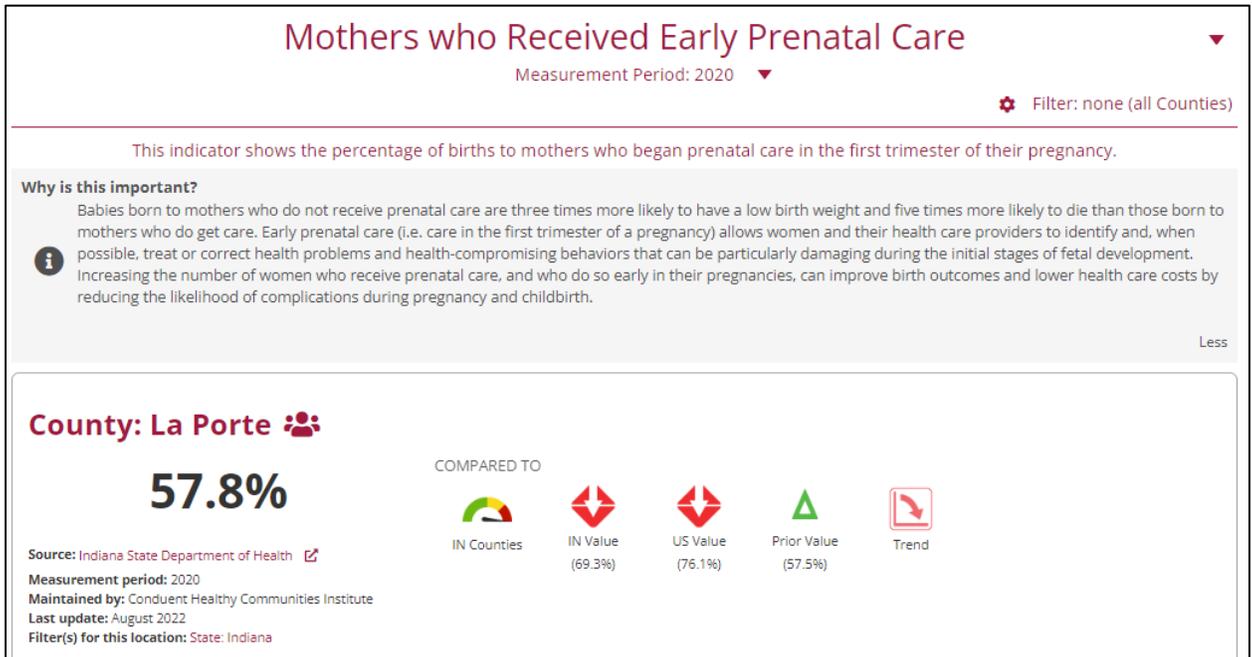
- Tip 2: Carefully select indicators. In the application, we ask that you select 1 to 3 indicators. With indicators, less really is more. Review the indicator definitions and why they are important on Ten2030 and determine which indicator your proposed project or program will contribute to making a difference.

- Tip 3: Craft a brief and informative project/program summary. This is one of the most important elements of your application and should be able to stand alone. 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 4: Use the instructions in the application form to assist you. HFL has included instructions, including examples, for several questions.

- Tip 5: Review the Results Based Accountability™ (or RBA™) resources on HFL's website to help you develop your performance measures. 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/How to Apply. We have a downloadable RBA™ Overview and RBA ™ Project/Program Summary Template to help you. The application form also includes instructions to assist.

- Tip 6: Plan how you would communicate to the community HFL's support for your project or program if you were awarded a grant. You will present your plan in a table format in the grant application. Please reference HFL's Grantee Communication Guidelines and Resources on our website for more information.

- Tip 7: Research promising practices on Ten2030 for ideas for your proposal.

- Top 8. Remember that a Letter of Inquiry, or LOI, is only required for grant requests over $25,000.

- Our last tip is to contact us! Please do not hesitate to pick up the phone or send us an email. We are here to help.

Conclusion

This concludes our 2023 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. Also, please know 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 look forward to hearing from you and receiving your 2023 grant application.