

2021 Cycle 1 Grants: Key Information & Highlights for Applicants Written Tutorial

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Welcome to Healthcare Foundation of La Porte's 2021 Grant Cycle 1 Tutorial. I am Maria Fruth, HFL's President & CEO. It is our hope that this video 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 of your questions.

KEY DATES:

Please note some key dates for the 2021 Cycle 1 grants.

- On January 15, 2021, the grant portal opens.
- On January 29, if you are applying for a grant over 25,000, be aware that a Letter of Inquiry (LOI) must be submitted by that date via our grant portal.
- By February 5, all LOIs 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 guidelines.
- On March 5, the grant portal will close at 11:59 pm.

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

I would like to introduce Jessica Mace, our Program Officer. Jessica will walk you through the highlights of changes and improvements to our grant process and application.

2021 CYCLE 1 GRANT HIGHLIGHTS:

For 2021 Cycle 1 grants, we have several items we would like to highlight for applicants.

To begin, **HFL is accepting applications for Strategic Grants and Responsive Healthy La Porte Grants.** Strategic grants address our strategic focus areas of Healthy Children, Healthy Living, and Healthy Minds. Responsive Healthy La Porte 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.

Second, please note that **we have updated the goals and indicators for our strategic focus areas.** Before applying for a grant, please review our 2021 Grants Overview page on our website. Here you can find the updated goals and indicators for Healthy Children, Healthy Living, and Healthy Minds.

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 strategic grants and responsive Healthy La Porte grants of \$25,000 and under. The second application form is for Grants over \$25,000. We will look at this in more detail when we go to the Apply page in a moment.

We also would like to highlight the **Collaborate tool.** Collaborate is a new feature that makes it easier for applicants to work with coworkers or organizational partners to create, review, and submit their application forms.

Finally, the 2021 Cycle 1 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 logon to HFL's grant portal and go to the Apply Page. To access our Grant Portal, go to our website, and select Enter Grant Portal under Grants. If you are new to the grant portal and are not sure how to create an account or access the Apply page, we have tutorials available. You can see them here.

The screenshot shows the top navigation bar of the Healthcare Foundation of La Porte website. The logo is on the left, followed by a 'Ten2030' banner with the text 'COVID-19 Find At-Risk Populations for Action Today' and 'COVID-19 Find Vulnerable Communities for Future Action'. The main navigation includes Home, About, FAQs, Contact, and Press Room. A dropdown menu for 'Grants' is open, listing options like '2021 Grant Overview', 'Forms & Important Documents', 'Enter Grant Portal', 'Eligibility & Timeline', 'Grant FAQ's, Tutorials & How to Apply', 'Strategic Grants', 'Responsive Grants - Healthy La Porte', 'Capacity Building - Healthy Partners', 'COVID-19 Emergency Grants Hub', and 'When Seconds Count - AED Initiative'. Below the menu, there are two prominent red and white boxes: 'COVID-19 Resource Hub' and 'FREE COVID-19 TESTING'.



Lagon Page

Email Address*

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.

NOTE: The grant portal will not be accessible Saturday, January 23 from 11:00 pm to Sunday, January 24 at 7:00 am due to scheduled maintenance from our portal provider. Thank you for your understanding.

* 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.

Been here before? If you have already used the Online Grants Manager, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

Not sure? If you believe your organization may already have a profile but you are unsure of the login information, please do not create a new profile. Instead, please contact us at 219.326.2471 or contact@hflaportel.org.

To preview the application process click [HERE](#)

On the **Apply** page, you will see HFL's current grant opportunities. As I mentioned earlier, we have two applications. 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.

Healthcare Foundation of La Porte

Jen Kvasnicka

HEALTHCARE FOUNDATION OF LA PORTE

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@hflaporte.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

Collaborator Information. Here are links to tutorials on the collaborate feature. If you are going to use a collaborator, click yes and that will take you to a set of questions where you can enter your collaborator's email address, name, and organization if different from your own. If you will not be using a collaborator, you click no.

> Eligibility

Are you using a collaborator?

You can use the Collaborate feature to invite other users to work on this request with you. The Collaborate feature can help when:

- Multiple applicants from an organization need to work together on a request.
- An applicant needs someone else to upload a document, fill out certain questions, or sign off on their request (e.g. a fiscal sponsor, executive director).
- An applicant needs an efficient way for someone else to view, edit, and/or submit their request.

To see how Collaborate works, you can watch this 2-minute [Video Collaborator Tutorial](#) or read the [Written Collaborator Tutorial](#).

Will you be inviting a collaborator to help with this application?*

Yes

No

Organizational Information. In this section, there are two questions.

- Note that the first question is asking about your mission. Here, please just enter your mission. As an example, for HFL, our mission *is Empowering our residents to live healthy and well in and around La Porte*. This is what I would enter in that space.
- The second question is where you can elaborate more and provide a brief organizational summary. For HFL, I might enter: *Healthcare Foundation of La Porte (HFL) is a nonprofit, private, independent foundation located in La Porte, Indiana. HFL is dedicated to empowering our residents to live healthy and well in and around La Porte to become one of Indiana's top 10 healthiest communities by 2030.*

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.

> Project/Program Information **P**

∨ Community Impact **P**

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

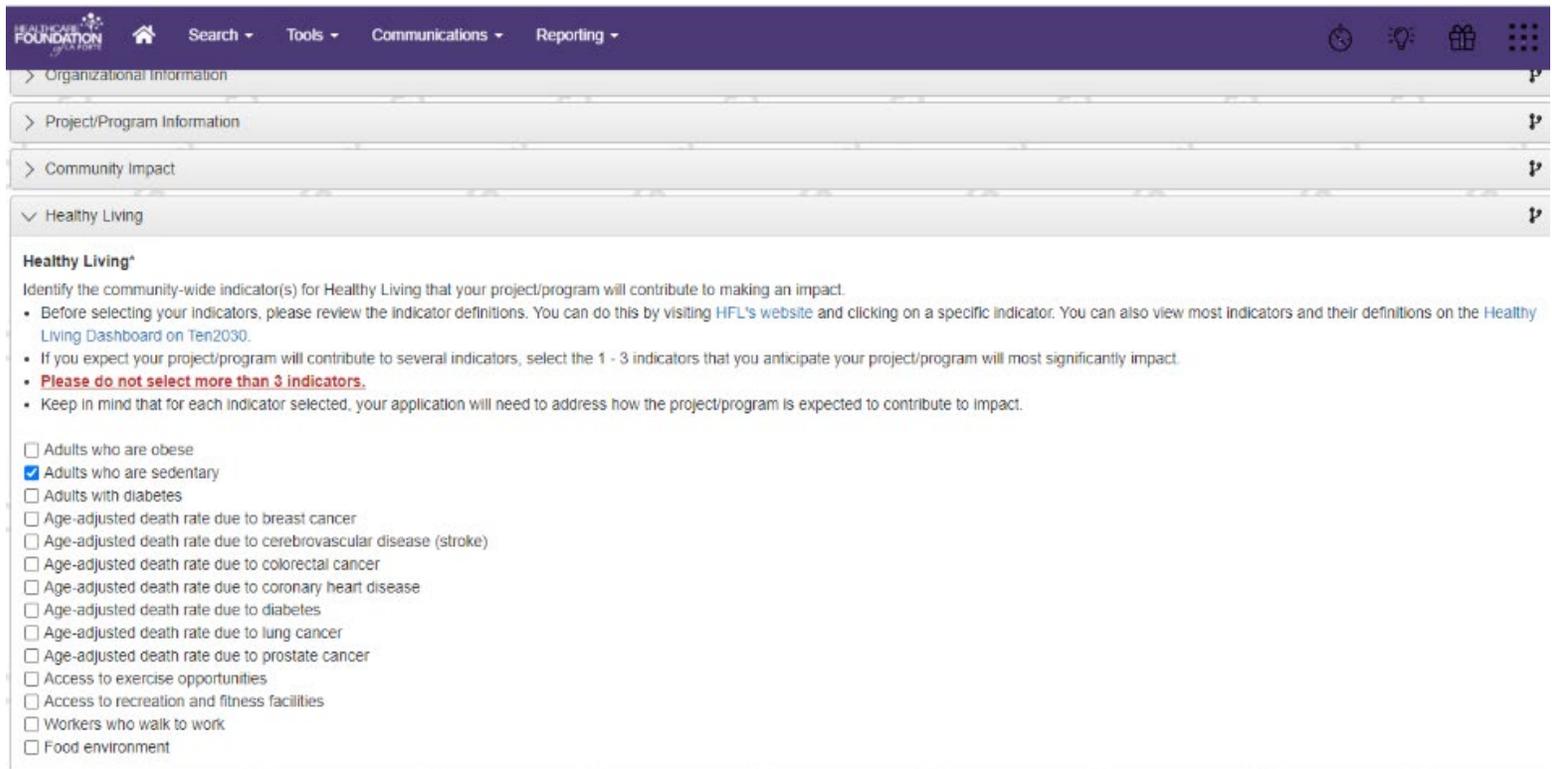
Healthy La Porte

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.



The screenshot shows a web application interface for the Healthy Living indicators. The top navigation bar includes the logo for the Healthcare Foundation of Tennessee, a home icon, and menu items for Search, Tools, Communications, and Reporting. Below the navigation bar, there are four main sections: Organizational Information, Project/Program Information, Community Impact, and Healthy Living. The Healthy Living section is expanded, showing a list of indicators with checkboxes. The indicator 'Adults who are sedentary' is selected with a blue checkmark. Other indicators include 'Adults who are obese', 'Adults with diabetes', and various age-adjusted death rates due to different cancers and diseases. Instructions at the top of the section advise users to review definitions and not to select more than three indicators.

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.

Project/Program Performance Measurement

How will you know if your project/program is working and contributing to community impact?

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.

Target Number of People Served*

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.

50

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:

- 6 virtual support group facilitators trained
- 60 fitness trackers distributed

"How Well Did You Do it?" Performance Measures*

List at least one performance measure that you will use to track the quality of your efforts on this project.

- If you list more than one performance measure, list each one on a separate line and/or use dashes.
- Examples: measures of efficiency (cost per client); quality of delivery (percentage of staff with additional credentialing); or measures of satisfaction (percentage of clients who report they are satisfied with the program).

quality of delivery (% of staff with additional training)
measures of steps from fitness trackers

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Target - "How Well Did You Do it?"*

For each "How Well Did You Do It?" performance measures you listed, specify a target.

- List each target on a separate line and/or use dashes.
- Examples: \$25 program cost per client; 75% of program staff certified in trauma-informed care; 85% of clients report being satisfied with the program.

20% of facilitators trained
5,000 steps per day per client

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

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

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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.

6 virtual support group facilitators trained
60 fitness trackers distributed

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"Is Anyone Better Off?" Performance Measures*

List at least one performance measure that you will use to track the effectiveness of your project/program. These measures are often referred to as outcomes.

- If you list more than one performance measure, list each one on a separate line and/or use dashes.
- Examples: Number or percentage of participants who increase physical activity; Number or percentage of clients who receive prenatal care in their first trimester.
- If your project/program does not serve individuals directly, an example would be the percentage increase in paved trail miles.

Number of clients served through virtual support groups
Number of participants who increase physical activity

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Target - "Is Anyone Better Off?"*

For each "Is Anyone Better Off?" performance measure you listed, specify a target.

- List each target on a separate line and/or use dashes.
- Examples: 50% of participants increase physical activity; 80% of clients receive prenatal care during first trimester.

80% of clients will receive support group help
90% of participants will increase physical activity

✔ 402 characters left of 500

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

> 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.

3,000 characters left of 3,000

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.