

# 2023 GRANT CYCLE: SUBMITTING YOUR LETTER OF INTENT (LOI)

This document will walk you through the process of submitting a Letter of Intent (LOI) for the 2023 Grant Cycle through our online grants portal.



**ACCESSING YOUR PROFILE**



**COMPLETING YOUR LOI**



**PROJECT SUPPORT GUIDANCE**



**SUBMITTING YOUR LOI**

[Access the Grants Portal here.](#)

If you encounter any issues during the LOI process, contact us at [administration@hcfdn.org](mailto:administration@hcfdn.org).



## ACCESSING YOUR PROFILE

When you access the online grant portal, you will see this screen.

**NOTE:** If you submitted a proposal with Healthy Communities Foundation any year since 2018, you already have an account in our system. Please do NOT create a new account.

If you are unsure what account your organization used previously to submit a proposal, please contact us at [administration@hcfdn.org](mailto:administration@hcfdn.org).

### Welcome to the Healthy Communities Foundation 2023 Grants Portal

#### For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

**For Returning Users:** If you submitted a proposal with Healthy Communities Foundation any year since 2018, you already have an account in our system. **Please do NOT create a new account.** If you are unsure what account your organization used previously to submit a proposal, please contact Healthy Communities Foundation at [administration@hcfdn.org](mailto:administration@hcfdn.org).

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password. If you cannot access your existing organizational account, please email [administration@hcfdn.org](mailto:administration@hcfdn.org).

### Sign In

Email

Password

Log In

[Forgot your password?](#)

### Need an Account?

Sign Up

If you are a returning user, please ensure your profile is up to date by clicking "Edit."

Homepage ⚙️

Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".  
You cannot move forward until you have completed your Profile.

Profile Complete Edit

To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program at [administration@hcfdn.org](mailto:administration@hcfdn.org).

If you are a new user, enter information into your profile and click "Save Changes."

Homepage > Profile ⚙️

Profile ▾ Save Changes

### Organization Information

**Name of Organization: \***

**EIN: \***

To apply, organizations must be 501(c)3 non-profit. Applicant must have a valid Employer Identification Number (EIN) granted by the IRS.

**Are you using a fiscal sponsor?**

☐ Yes



## COMPLETING YOUR LOI

Click the "Get Started" icon to access the LOI form.

All LOI questions are listed on the following pages for your reference.

Application, Stage One

The Healthy Communities Foundation team created a walkthrough document for the LOI application. Click [here](#) to view the walkthrough document.

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

2023 LOI

Action Required

Open

The button will update to reflect how you can interact with this step.

**NOTE: To save your LOI as a draft at any point, click "Save Draft."**

## Organization Information

Organization Name \*

Amount Requested \*

\$

Current FY Budget \*

\$

## Health Equity Alignment

1. Please describe your core organizational programs and services. \*

We would like to understand the strategies you use to work towards your mission. Please refer to the following definitions to support your answer for Question #2 below:

**Advocacy & Policy:** Individuals and organizations meaningfully engage in efforts to change societal frameworks that impact their communities by centering and cultivating the leadership, expertise, and solutions of those most directly impacted by inequitable systems.

**Coalition Building:** Convene organizations and individuals around a shared set of values, goals, and outcomes to strategize coordinated efforts and have an impact on policy issues affecting their communities and shared interests.

**Community Organizing:** HCF believes community organizing should be viewed as a long-term process of engaging with community members, particularly individuals directly impacted by issues, to unlock their potential and grow their leadership to collaborate on, develop, and agitate for community-defined solutions to community-based problems.

**Research & Data:** HCF believes that our data and publicly available public health data belongs in the hands of community. Organizations use this data to build relationships and coalitions to drive toward community-led inquiry, improved data collection, and outcomes reporting.

**Service Provisions:** Organizations provide direct services that promote health and well-being, including but not limited to health and human services

2. Please indicate your organization's strategies to implement its core programs and services. Please select any that apply. \*

- ☐ Advocacy & Policy
- ☐ Coalition Building
- ☐ Community Organizing
- ☐ Research & Data
- ☐ Service Provision

3. Please describe your organization's approach(es) to advancing health equity and health justice and the impact of your work to date for community members in our service region. \*

4. Please describe how your organization centers the leadership of Black, Indigenous, Latinx and/or other People of Color in your work. \*

We seek to understand if and/or how your organization is representative of our service region and the population(s) you serve. This could include, but is not limited to, racial demographics, socioeconomic status, and lived experience.

NOTE: If your organization's budget is greater than or equal to \$20M, you must complete Project Support questions.

Refer to the Project Support Guidance section on Page 9.

## Grant Utilization

### 5. If awarded, how do you anticipate utilizing funds from this general operating support grant? \*

By asking this question, we seek to understand how your organization plans to utilize these funds based on what you know now. If you receive a grant award in this cycle, please know you will not be required to adhere to your response to this question.

- ☐ Program expansion
- ☐ Retaining or adding staff
- ☐ Professional development (staff/board trainings, workshops, etc.)
- ☐ Essentials for Operations (rent, utilities, office equipment, etc.)
- ☐ Development infrastructure (donor management, outreach, etc.)
- ☒ Other

If you selected "Other" above, please describe how your organization will utilize general operating support. \*

### 6. Programmatically, what is the primary focus of your work and funds in the HCF region for 2023? (50 words or less) \*

Word Count: 0 / 50

## Regional Reach

Please refer to our 2023 Grant Guidelines for assistance in completing this section.

### 7. Please indicate the total (unduplicated) number of individuals served by your organization during the last year. \*

### 8. Of that number, how many of those individuals are located in the Healthy Communities Foundation region? \*

### 9a. Did you collect data regarding the racial and ethnic identities of the individuals you served last year? \*

- ☐ Yes
- ☐ No

### 10a. Did you collect data regarding the gender expression of the individuals you served last year? \*

- ☐ Yes
- ☐ No

## Organizational Leadership

### 13. Does your Executive Director identify as Black, Indigenous, Latinx, and/or any People of Color (BILPOC)? \*

The term "BILPOC" encompasses people who identify as Middle Eastern North African (MENA). You can read more about the terminology we use as a foundation here: <https://www.hcf.org/our-terminology/>

- ☒ Yes  
☐ No  
☐ We do not collect this information.

Please select the racial and ethnic identity your Executive Director identifies as. \*

- ☐ Asian/Asian American  
☐ Black/African American  
☐ Latino/Latina/Latinx/Latine  
☐ Middle Eastern North African  
☐ Native American/American Indian/Alaska Native/Native Hawaiian Pacific Islander  
☐ Multi-racial or Multi-ethnic (2+ races and/or ethnicities)  
☒ Other, not reflected above, please describe below

If you selected "Other" above, please provide more context.

### 14. Which of the following would most accurately describe your Executive Director? \*

- ☐ Male  
☐ Female  
☐ Transgender  
☐ Intersex  
☐ Non-Binary  
☐ Prefer not to say  
☒ Other, not reflected above, please describe below

If you selected "Other" above, please provide more context.

### 15. Does your Executive Director identify as a member of the LGBTQIA+ Community? \*

- ☐ Yes  
☐ No  
☐ We do not collect this information.

### 16. Select which answer below best describes your board of directors' racial/ethnic demographics. \*

We understand that our current census flattens the experiences of many different cultural groups & that different terms may be used. For our learning purposes, HCF's use of BILPOC is inclusive of people who identify as Middle Eastern North African (MENA).

- ☐ Over 75% BILPOC-identified  
☐ Over 50% BILPOC-identified  
☐ Over 50% White-identified  
☐ Over 75% White-identified  
☐ We do not collect this information.

### 17. How many full-time employees do you employ? \*

### 18. How many part-time employees do you employ? \*

### 19. Has your organization experienced a major leadership change or board composition shift in the last 12 months? \*

- ☒ Yes  
☐ No

If you selected "Yes" above, please provide more context. \*



## Racial Equity

20. Given our commitment to advancing racial equity and racial justice in our region, we are interested in knowing where your organization is in your racial equity journey. Please indicate which statement below best describes your organization: \*

Please note we ask for your candid self-assessment. We presume organizations may fall within any of the statements below. The "best" response is the one that accurately reflects the current state of your work in this area.

- ☐ We have yet to take this on and are not ready to address these issues systemically.
- ☐ We have identified racial equity as a priority we would like to address, but we have yet to conduct an assessment or set goals.
- ☐ We have conducted a formal assessment and know the areas needing attention but have yet to begin implementing change.
- ☐ We have clear and targeted goals regarding our racial equity and/or justice work and have begun to work towards these goals.

## Financials

Are you applying with a fiscal sponsor? \*

- ☒ Yes
- ☐ No

Fiscal Sponsor Organization Name \*

Fiscal Sponsor Point of Contact Name \*

Fiscal Sponsor Point of Contact Email Address \*

21. Fiscal Sponsor Most Recent Audit \*

This is required for organizations whose annual operating budget exceeds \$400,000. If your organization is below this threshold, please include a financial statement for your most recently completed fiscal year.

22. Board Approved Budget \*

23. Have you experienced, or do you anticipate, any significant funding shifts this year? \*

- ☒ Yes
- ☐ No

If you selected "Yes" above, please provide more context. \*

[Save Draft](#)

[Mark Complete](#)

[Close](#)



## PROJECT SUPPORT GUIDANCE

If your organization's budget is greater than or equal to \$20M, you must complete the following Project Support questions.

### Project Support

This section is applicable to (and required of) organizations whose annual operating budget exceeds \$20M. We recommend carefully reviewing the guidelines as the parameters of project support funding have changed.

i) Please provide a project summary that includes, but is not limited to, the following: a) a description of your proposed project; b) how your organization will utilize requested funds; c) the project's duration and/or stage in its life cycle (if applicable); d) if/how this project is an expansion or enhancement of the scope of work your organization does; e) if/how this project is part of a broader initiative or collaboration (including, but not limited to) government- and or institutional-funded effort. \*

ii) How is this project a strategic priority for your organization? \*

iii) How have your proposed project efforts emerged from, been informed by, and/or tailored to community members in our service region? \*

iv) What support (financial or in-kind) is this project receiving from your organization and/or other funders? \*

Please upload a project budget (must include confirmed and pending revenue and expenses). \*

+ Select a file






## SUBMITTING YOUR LOI

Once you have completed all of the required fields, click "Mark Complete."

After marking complete, your LOI page will look like this:

Order by: Newest to Oldest ▾

 Application, Stage One

Submit

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2023 LOI

Complete

Edit


The button will update to reflect how you can interact with this step.

If you would like to edit your answers, click "Edit."

If you are ready to submit your answers, click "Submit."

**NOTE:** You will not be able to edit your answers after submitting.

After submitting, your LOI page will look like this:

 Application, Stage One

This has been submitted.

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

2023 LOI

The button will update to reflect how you can interact with this step.

View

After submitting, your Home page will look like this:

Please click "•Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".  
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Profile

Complete

Edit

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Created on 11/15/2022

Stage One Submitted

# REMINDERS

[Access the Grants Portal here.](#)

## IMPORTANT DATES RECAP FOR STAGE 1:

January 3, 2023	LOI Portal Opens
February 15, 2023 (11:59pm, CT)	LOIs Due
March 1, 2023	Stage 1 Decisions Released

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