

# 2021 GRANT CYCLE

Submitting a Grant Application via  
the Healthy Communities Grant Portal

This document will walk you through four main steps to complete and submit your 2021 Grant Cycle application. If you encounter any issues or have questions during the process, please reach out to us at [administration@hcfdn.org](mailto:administration@hcfdn.org) or call us at (708) 443-5674. If you send an email, please allow 1-2 business days for a response.





## Check Your Organization's Profile

**PORTAL LOGIN** – Enter your log-in credentials. If you do not have an account, click “Sign Up”.

The screenshot shows the login interface for the Healthy Communities Foundation Grants Portal. On the left, there is a 'Welcome' message and instructions for new and returning users. On the right, there is a 'Sign In' section with fields for 'Email' (containing 'gknight@hcfnd.org') and 'Password' (masked with dots). Below the password field is a 'Log In' button and a 'Forgot your password?' link. A 'Need an Account?' section contains a 'Sign Up' button. At the bottom center, it says 'POWERED BY wizehive'.

**ACTION LOGIN** – After you log in, click “Edit” to check your profile to ensure that the information is up to date.

The screenshot shows the user's profile page. At the top, it says 'Homepage' and 'Welcome, gknight@hcfnd.org'. Below this, there is a message: '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.' A card displays 'Profile' with a 'Complete' status and an 'Edit' button circled in red. Below the card, there is a 'Get Started' button with a plus sign icon. A list of instructions explains the status bar colors: gray for under review, blue for action required, and red for error.

You will see the Profile page.

Homepage > Profile Welcome, gknight@hcfdn.org

## Profile

**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  
 No

**Year Incorporated or Established** \*

  
(organization applying, not fiscal sponsor)  
**Organizational Address**

**Address:** \*

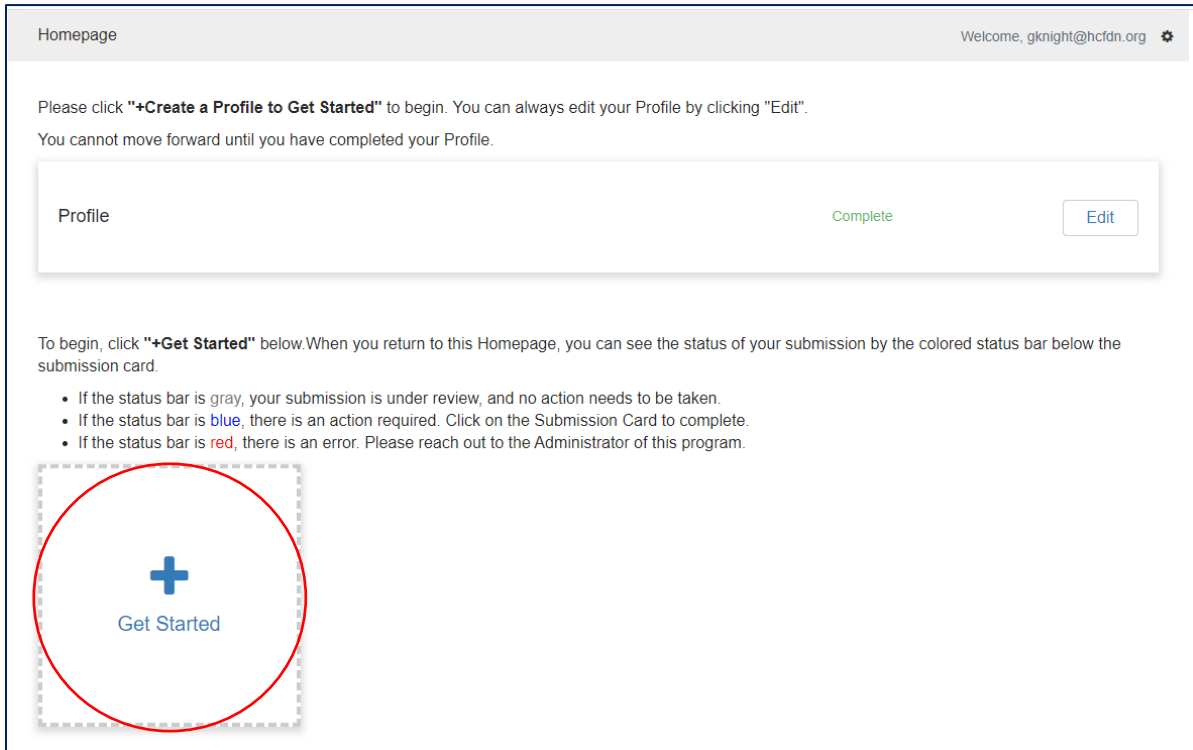
  
**City:** \*  

**Save Changes**

Review and update your organization's information, including the primary contact information on this page.

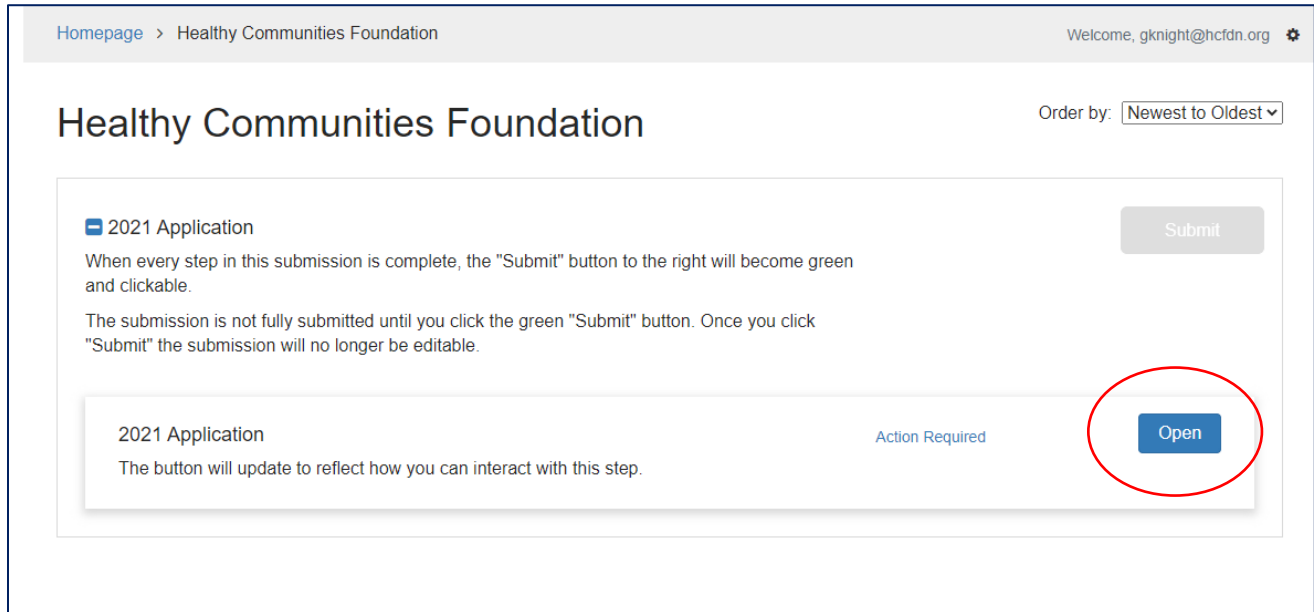
- If no changes are needed, click "Save Changes". You can do this at the upper or bottom right-hand corners of this page.
- If you need to make changes, please do so in the text fields and click "Save Changes" after you enter your updates.

You will be taken back to the Home Page. After you review your organization’s profile, you can begin to fill out your 2021 grant application by clicking the “+ Get Started”.





On the 2021 Application Home Page, click “Open” to view the 2021 Grant Application questions.



Enter your responses to all the required questions. You can reference our [2021 grant guidelines](#) while you complete your grant application.

The following pages will show what the 2021 Grant Application looks like.

## 2021 Application ▾

Save Changes

Close

**The Healthy Communities Foundation team has provided grant guidelines for you to reference as you complete your 2021 application.** Click here to view our grant guidelines.

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Previous HCF grant submissions listed below

[click here to view 2020](#)

[click here to view 2019](#)

[click here to view 2018](#)

Last saved on 5/5/2021 at 12:09:46 PM

This form is now marked complete.

### 2021 HCF General Operating Grant Application

Name of Organization \*

Healthy Communities Test

Total Amount Requested \*

\$ 1

Current FY Budget \*

\$ 1,000,000

Did you receive a general operating grant from HCF in 2020? \*

No

Healthy Communities Foundation has 4 funding strategies, but understand that many approaches are intersectional, please select the strategy or strategies, that best reflect your work. \*

- Access to Quality Health Services
- Address Social Determinants of Health
- Advocate for Health- Related Policies & Systems Change
- Augment Knowledge Through Capacity Building

(continued on the next page)

## Narrative

We recognize that preparing a proposal is no small feat, and word limits can be difficult to navigate, in honor of that feedback, 350 words are suggested for each response with 500 words max per response

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

This field is required

**2) Optional - We recognize that COVID-19 has impacted many organizations' day-to-day programs and operations. If you would like to share additional details about your organization's specific context, including whether any shifts are temporary or long-term, please elaborate here.**

Word Count: 0 / 500

**3) Please describe your organization's approach(es) to advance health equity in the region. \***

This field is required

Word Count: 0 / 500

**4) Please describe how your proposed efforts emerged from, were informed by, and/or are tailored to the community you serve. How do your programs, policies and strategies develop and/or support community leadership? \***

This field is required

Word Count: 0 / 500

**5) Please describe how your organization is representative of the HCF region and/or the community it serves. \***

This field is required

Word Count: 0 / 500

6) How does your organization use new information and lessons learned to inform your approach and definitions of success? \*

This field is required

Word Count: 0 / 500

7) Optional- Describe a collaborative effort that has been particularly significant, useful, and/or energizing to your work. Examples could include policy advocacy, community-wide multi-sector initiatives, and/or issue-specific efforts. Please include the role your organization plays. If this is not applicable, please write 'n/a.'

Word Count: 0 / 500

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

- We have not yet taken this on and do not feel ready to address these issues in a systemic way.
- We have identified racial equity as a priority we would like to address, but we have not conducted an assessment or set goals.
- We have conducted a formal assessment and are aware of the areas that need attention but have not yet begun to implement change.
- We have clear and targeted goals regarding our racial equity and/or justice work and have begun to work towards these goals

If applicable, please elaborate on any of your racial equity/racial justice goals. (optional)

Word Count: 0 / 500

9) Based on what you know now, if awarded, how do you anticipate utilizing funds from this general operating grant? \*

- 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.)
- Project support
- Other (please describe below)

If applicable, please elaborate on any of your responses above.

(continued on the next page)



10) For Project Support grants only (applicable for organizations whose annual operating budget exceeds \$20M): Please provide a summary of this project, including but not limited to: the recognized need/opportunity for this work; history of collaboration among partner(s) as applicable; the duration and/or life cycle of the project (if applicable), and how the requested funds for this project will be utilized. Please note that, if this application advances to the next stage, HCF staff may reach out to request additional information.

## Regional Reach

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

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

Please indicate below whether individuals served by your organization reside in any of the following zip codes/communities:

- Berwyn 60402
- Bridgeview 60455
- Broadview 60155
- Brookfield 60513
- Burbank 60459
- Chicago - Ashburn 60652
- Chicago - Austin 60644
- Chicago - Brighton Park 60632
- Chicago - Chicago Lawn, Gage Park and Marquette Park 60629
- Chicago - Garfield Ridge, Le Clarie Courts Vittum Park 60638
- Chicago - North Lawndale and Little Village 60623
- Cicero 60804
- Forest Park 60130
- Hickory Hills 60457
- Justice 60458
- La Grange Park 60526
- La Grange and McCook 60525
- Lyons 60534
- Maywood 60153
- Oak Park 60301
- Oak Park 60302
- Oak Park 60304
- River Forest 60305
- Riverside 60546
- Summit Argo 60501
- Westchester 60154
- Western Springs 60558

## Attachments

Most recent audit or audited financial statement

+ Select a file  ?

If not possible, you can provide the most recent budget.

+ Select a file  ?

Project budget (for organizations with budget sizes over 20M)

+ Select a file  ?

Save Draft

Mark Complete

Close

## Save/Complete Your Grant Application

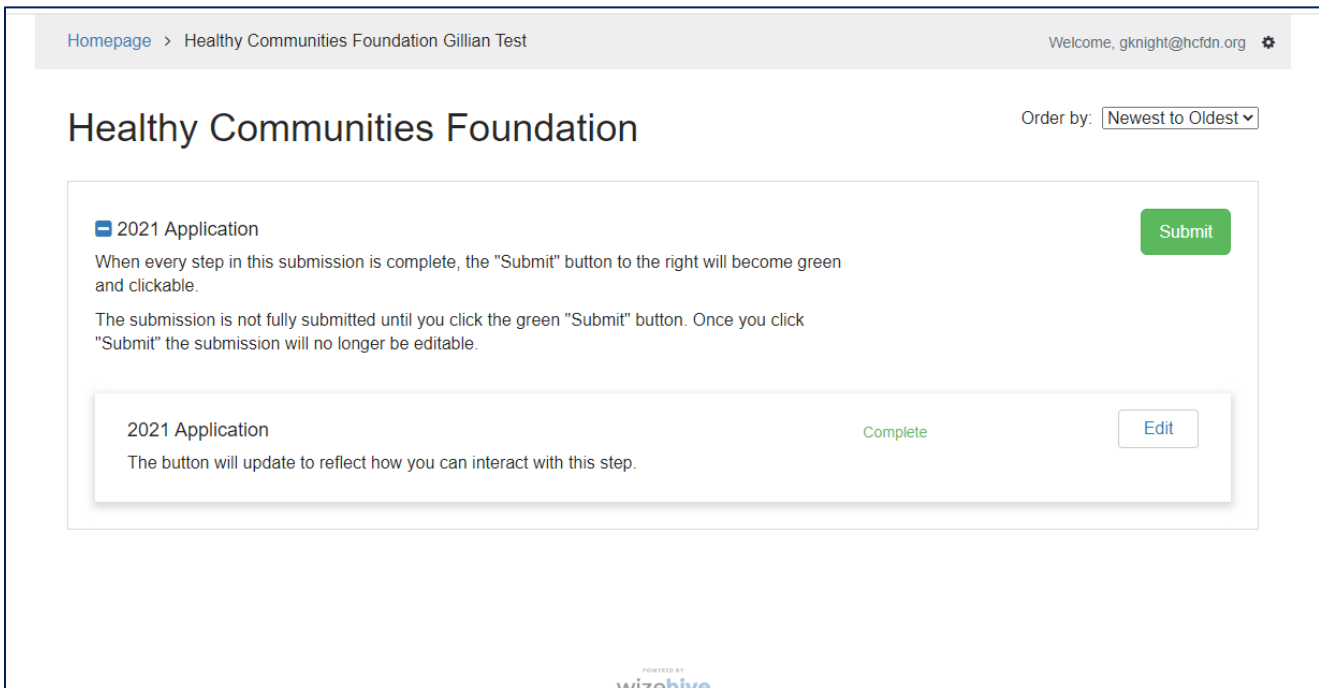
If you are not ready to submit your grant application, but would like to save your work, click “Save Draft”.



If you are ready to submit your grant application, click “Mark Complete”



When you have clicked on “Mark Complete”, you will be directed to your account Home Page. You can still edit your application responses by clicking “Edit”.



The screenshot shows the user's account page on the Healthy Communities Foundation Grants Portal. At the top, there is a breadcrumb trail: "Homepage > Healthy Communities Foundation Gillian Test". On the right, the user is logged in as "Welcome, gknight@hcfdn.org" with a settings gear icon. The main heading is "Healthy Communities Foundation". To the right of the heading is a dropdown menu for "Order by:" set to "Newest to Oldest". Below this is a card for the "2021 Application". The card contains instructions: "When every step in this submission is complete, the 'Submit' button to the right will become green and clickable." and "The submission is not fully submitted until you click the green 'Submit' button. Once you click 'Submit' the submission will no longer be editable." To the right of the text is a green "Submit" button. Below the main card is a smaller card showing the application status as "Complete" and an "Edit" button. At the bottom center, there is a logo for "POWERED BY wizehive".

After clicking “Edit”, if applicable, you will be directed back to your grant application. Once you make your changes, click “Save Changes” which is located at the upper or bottom right-hand corners of the Application page.

Homepage > Healthy Communities Foundation Healthy Communities Test > 2021 Application Welcome, gknight@hcfdn.org

## 2021 Application

**Save Changes** Close

**The Healthy Communities Foundation team has provided grant guidelines for you to reference as you complete your 2021 application.** Click here to view our grant guidelines.

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Previous HCF grant submissions listed below

[click here to view 2020](#)

[click here to view 2019](#)

[click here to view 2018](#)

Last saved on 5/5/2021 at 8:59:50 AM This form is now marked complete.

### 2021 HCF General Operations Application

**Name of Organization \***

**Total Amount Requested \***

**Current FY Budget \***

**Did you receive a general operations grant from HCF in 2020? \***

### Attachments

**Most recent audit or audited financial statement**

?

**If not possible, you can provide the most recent budget.**

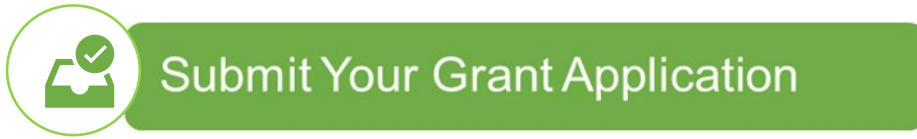
?

**Project budget (for organizations with budget sizes over 20M)**

?

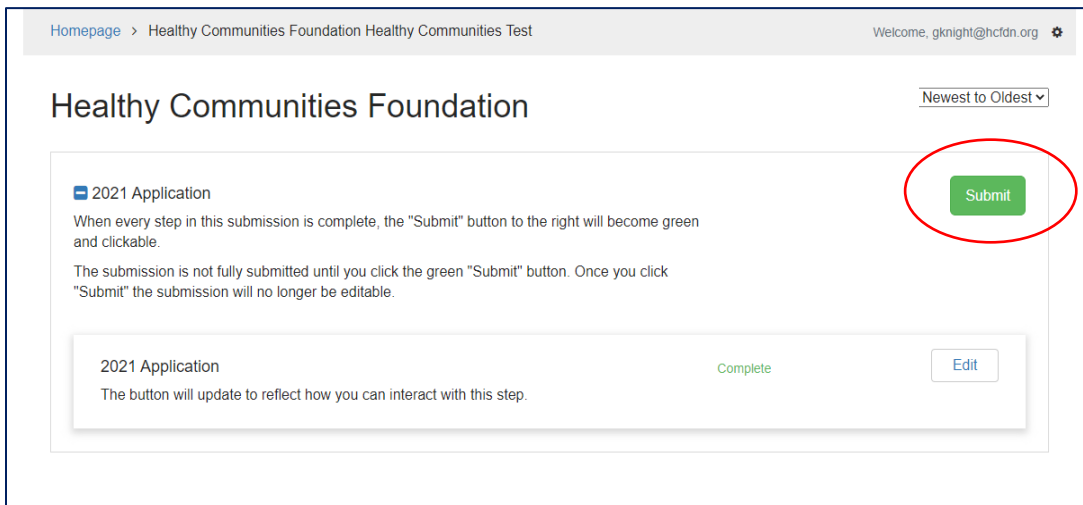
Last saved on 5/5/2021 at 8:59:50 AM

**Save Changes** Close

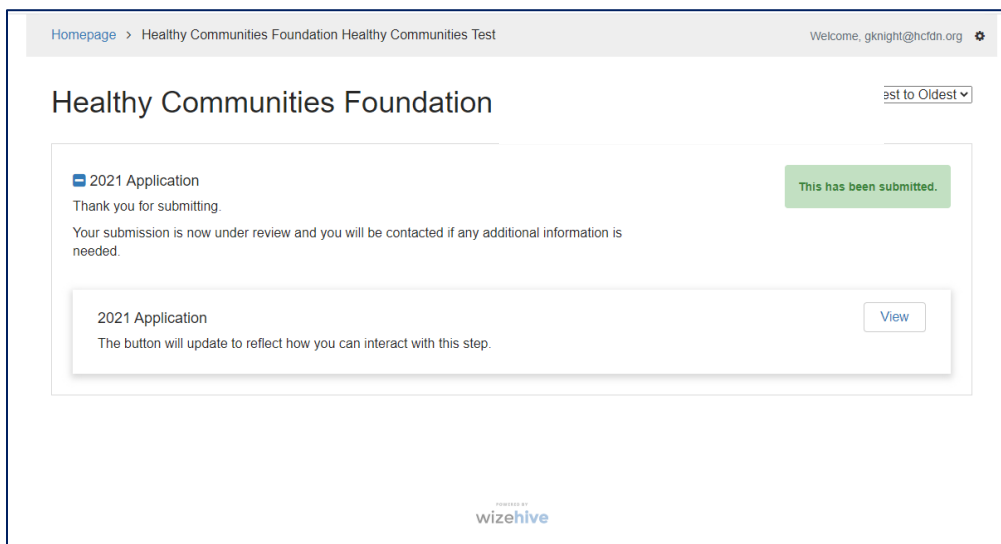


When you are ready to submit your application for review, click “Submit”.

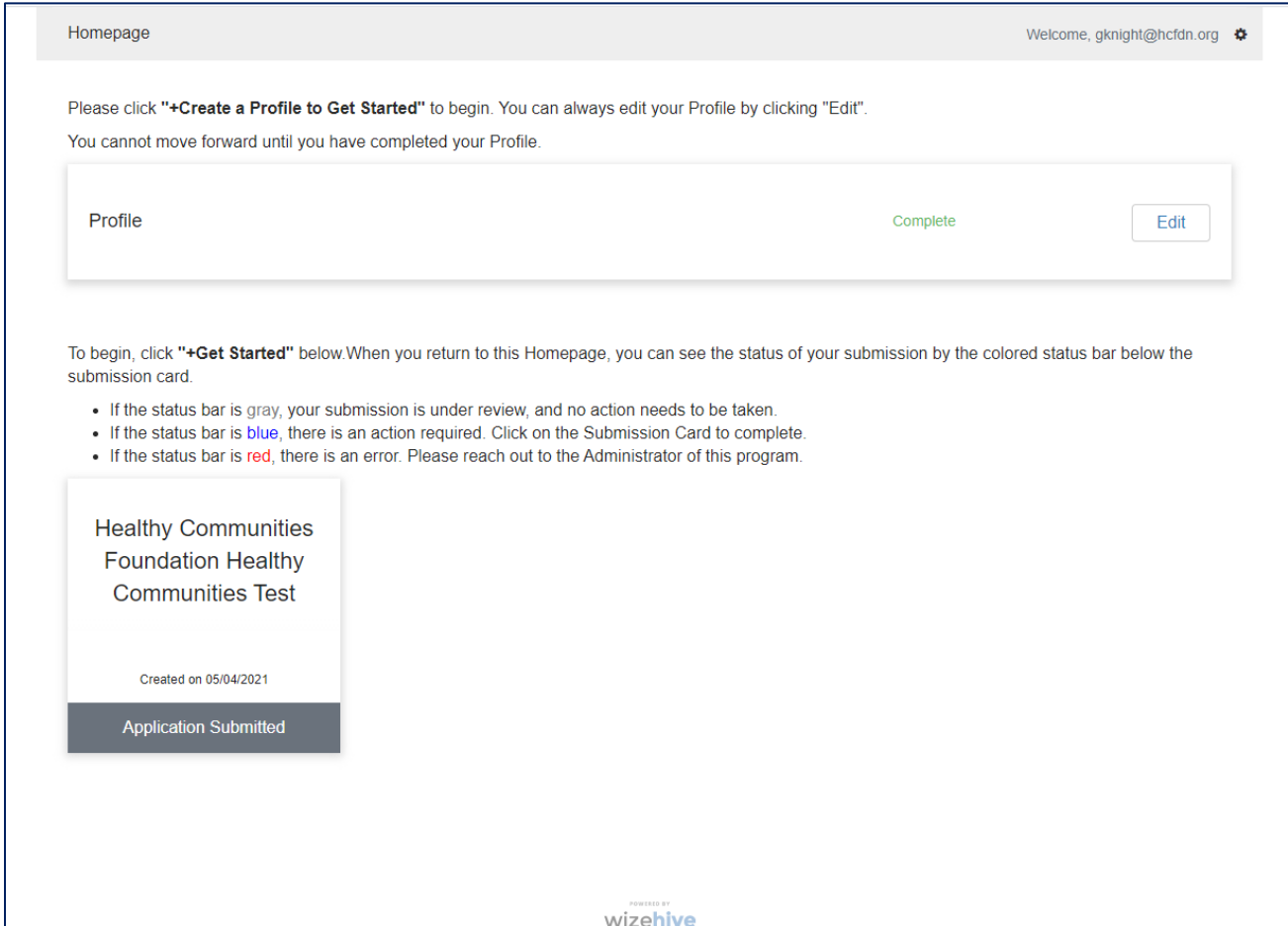
Please note that after taking this action, you will no longer be able to edit your application. If you inadvertently submit your grant application before completing it (prior to the application due date), please contact us at [administration@hcfdn.org](mailto:administration@hcfdn.org) or (708) 443-5674.



Once you have submitted your application will be reviewed by a Healthy Communities Foundation team member who will be in touch about next steps.



And, that is it! When you access our grants portal in the future, your Home Page will look like this:



If you have any questions or encounter any issues, please reach out to us at [administration@hcfdn.org](mailto:administration@hcfdn.org) or (708) 443-5674.