

2025 GRANT CYCLE: SUBMITTING YOUR LOI

This document will walk you through the process of submitting a Letter of Intent (LOI) for the 2025 Grant Cycle through our online grants portal.



ACCESSING YOUR PROFILE



COMPLETING YOUR LOI



2025 LOI QUESTIONS



SUBMITTING YOUR LOI

If you encounter any issues during the LOI process, contact us at administration@hcfdn.org.



ACCESSING YOUR PROFILE

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

The screenshot shows the login page for the Healthy Communities Foundation 2025 Grants Portal. At the top, the logo for 'hcf Healthy Communities Foundation' is displayed. Below the logo, the page is divided into two main sections. On the left, there is a 'Welcome to the Healthy Communities Foundation 2025 Grants Portal' section. This section contains instructions for new users, returning users, and a sign-in instruction. On the right, there is a 'Sign In' section with input fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. Below the 'Sign In' section, there is a 'Need an Account?' section with a 'Sign Up' button.

Welcome to the Healthy Communities Foundation 2025 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. Note: For the 2025 cycle, applications will be pre-populated with information for most returning applicants. Users will only be able to access pre-populated applications if they use their existing portal account.

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you forgot 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.

Sign In

Email

Password [Forgot your password?](#)

Log In

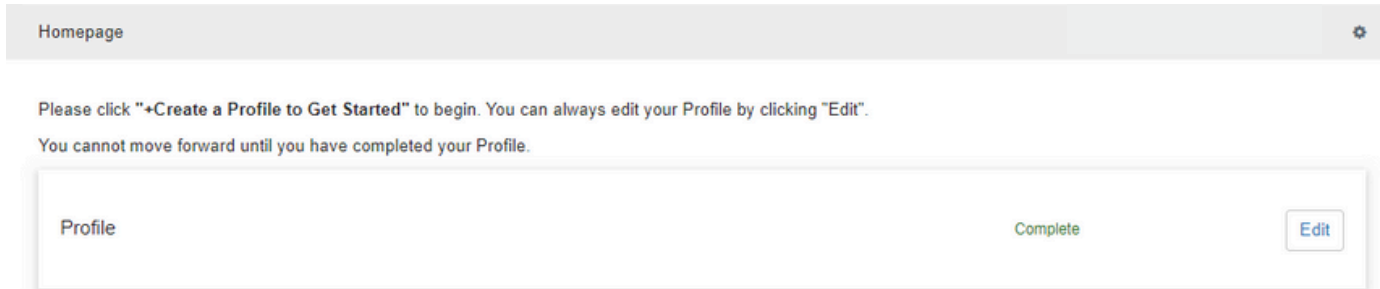
Need an Account?

Sign Up

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 dhunter@hcfdn.org.

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](#)

←

NOTE: Returning users may have access to grant applications with pre-populated information if using an existing account.

If you are a new user, you must complete your profile before proceeding to the LOI. Enter information into your profile and click "Save Changes."



Homepage > Profile ⚙

Profile [Save Changes](#)

Organization Information

Name of Organization: *

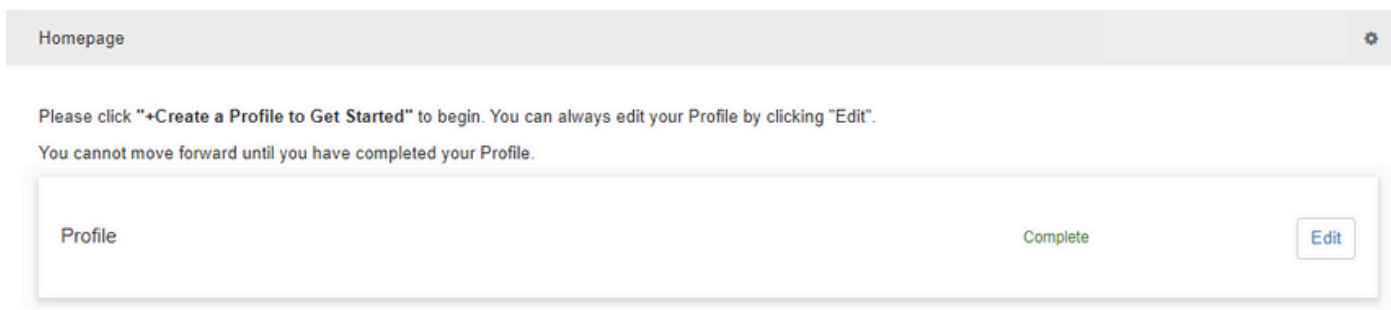
EIN: *

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



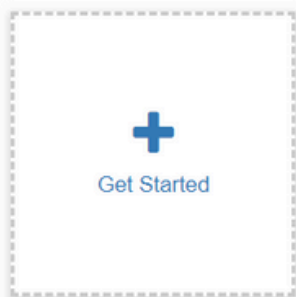
COMPLETING YOUR LOI

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

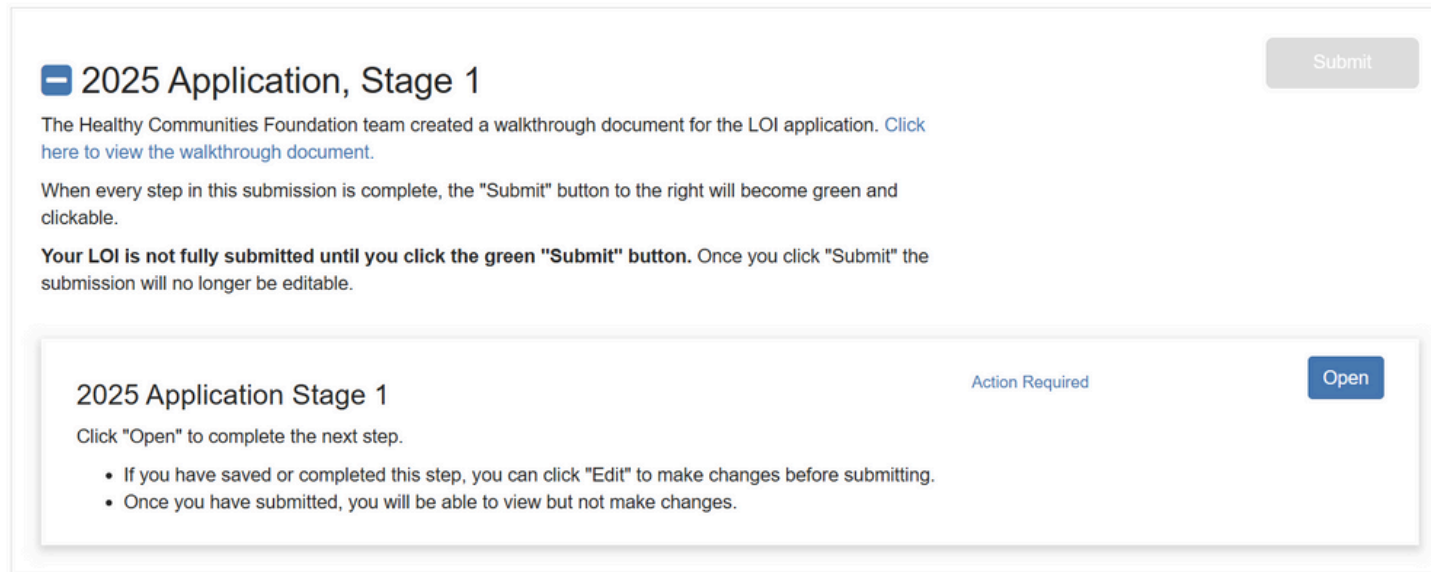


To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- 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@hcfndn.org.



On the following screen, you can access the LOI form. Complete all required fields. All LOI questions are listed on the following pages for your reference.



2025 Application, Stage 1 Submit

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.

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

2025 Application Stage 1 Action Required Open

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

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





2025 LOI QUESTIONS

Name of Organization *

Total Amount Requested *

Current FY Budget *

Please enter your organization or institution's overall operational budget, not a department budget.

In honor of the feedback we have received from past applicants, we suggest 350 words to 500 words maximum per response. Note that some fields may require specific word limits and will be noted when applicable. Feel free to reference our 2024 Grant Guidelines for guidance: <https://www.hcfdn.org/wp-content/uploads/2023/12/2024-Grant-Cycle-Grant-Guidelines.pdf>

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.

Access to quality health services: High-quality, comprehensive healthcare services are often out of reach for community members in our region due to systemic racism, high medical costs and/or lack of culturally affirming care.

Address social determinants of health: The unfair and avoidable difference in health status means that where people are born, work, live, and age are stronger drivers of health outcomes than individual lifestyle choices and clinical care.

Advocate for health policies & systems change: Policy change can address the root causes of health inequities and impact existing structures that perpetuate racism.

Augment local health knowledge: Supporting strategies that facilitate access to relevant and usable local health data for communities and partners can enhance their capacity to make informed health-related decisions and advocate for better policies.

2. Please indicate which of your organization's core programs and services are aligned with Healthy Communities Foundation's funding priorities. Please select any that apply. *

You will be asked to provide additional information on how your organization aligns with the following categories in a follow-up field.

- Access to quality health services
- Address social determinants of health
- Advocate for health policies & systems change
- Augment local health knowledge

3. Please describe how the HCF region is strategic for your organization's health equity and health justice work. *

4. Beyond providing services, 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. Beyond racial demographics, this could include, but is not limited to, socioeconomic status and lived experience.

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 that you will not be required to adhere to the responses below.

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

6. Programmatically, what is the primary focus of your work and funds in the HCF region for 2024? (50 words or less) *

Word Count: 0 / 50



NOTE: In Question #2, you will be asked to provide additional information on how your organization aligns with the listed categories in a follow-up field.

Regional Reach

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? *

Collecting demographic data is considered a best practice and almost all of our previously funded partners were able to report and share this information with us.

- Yes
 No

9b. To the best of your understanding, of the individuals you work with that reside in the Healthy Communities Foundation region, how would you describe their racial and ethnic demographics? If your organization did not serve individuals in a listed option, please enter "0" in the corresponding field.

Asian/Asian American *

Black/African American *

White/Caucasian *

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.

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

Collecting demographic data is considered a best practice and almost all of our previously funded partners were able to report and share this information with us.

- Yes
 No

10b. To the best of your understanding, of the individuals you work with that reside in the Healthy Communities Foundation region, how would you describe their gender expression? If your organization did not serve individuals in a listed option, please enter "0" in the corresponding field.

11. In the past year, to the best of your understanding, please select up to FIVE zip codes your organization was most present in? *

You may select "Other" if you have additional information you would like to share about your presence in the HCF region.

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

12. Have you experienced, or do you anticipate, any significant change(s) from a programmatic, geographic, or staffing perspective this year? *

- Yes
 No

(Optional) Please share 2 to 3 news articles or online reports that best highlight the work your organization is engaged in.

Organizational Leadership

13. Do you collect the demographic data of your Board and staff annually? *

- Yes
- No

14. 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. You can read more about our terminology here: <https://www.hcfjn.org/our-terminology/>. For orgs with more than one ED, please select Yes if at least one executive is BILPOC.

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

15. Which of the following would most accurately describe your Executive Director? *

For organizations with more than one Executive Director, you are welcome to select "Other" to list multiple identities.

- Male
- Female
- Transgender
- Intersex
- Non-Binary
- Prefer not to say
- Other, not reflected above

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

- Yes
- No
- We do not collect this information

17. What year did your Executive Director start their current position? *

If you have co-Executive Directors, please list the date of the most recent onboarding process.

18. 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 90% BILPOC-identified
- Over 75% BILPOC-identified
- Over 50% BILPOC-identified
- Over 50% White-identified
- Over 75% White-identified
- Over 90% White-identified
- We do not collect this information.

19. How many full-time employees do you employ? *

20. How many part-time employees do you employ? *

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

- Yes
- No

Racial Equity

22. 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 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.

NOTE: Question #22 contains follow-up questions that will ask you to further explain your organization's racial equity journey.

Financials

Are you applying with a fiscal sponsor? *

- Yes
- No

23. Most Recent Audit *

+ Select a file

24. Board Approved Budget *

+ Select a file

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

- Yes
- No

NOTE: The following questions will only appear if you enter a FY budget of \$30M or more.

Project Support

Applicable to (and required of) organizations whose annual operating budget exceeds \$30M. 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 financial support is this project receiving from your organization and/or other funders? *

Project Budget (must include confirmed and pending revenue and expenses) *



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:

The screenshot shows a web interface for a 2025 Application, Stage 1. At the top right, there is a green 'Submit' button. Below the title, there is a paragraph of text: 'The Healthy Communities Foundation team created a walkthrough document for the LOI application. Click here to view the walkthrough document.' This is followed by another paragraph: 'When every step in this submission is complete, the "Submit" button to the right will become green and clickable.' A third paragraph states: 'Your LOI is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.' Below this is a summary card for '2025 Application Stage 1' which is marked as 'Complete' and has an 'Edit' button. The card contains the instruction 'Click "Open" to complete the next step.' and a bulleted list: '• If you have saved or completed this step, you can click "Edit" to make changes before submitting.' and '• Once you have submitted, you will be able to view but not make changes.'

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:

2025 Application, Stage 1



This has been submitted

Success! Your submission is under review. Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions.

2025 Application Stage 1

View

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

After submitting, your Home page will look like this:

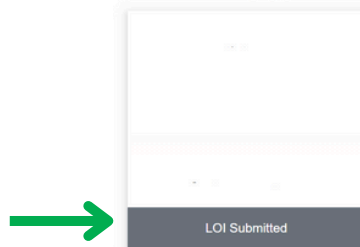
Profile

Complete

Edit

Now that you have created your profile, you can begin the submission process. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- Status bar is **gray**, your submission is under review or completed and no action is needed.



REMINDERS

IMPORTANT DATES FOR STAGE 1	
January 6, 2025	LOI Portal Opens
February 14, 2025 (11:59 pm, CT)	LOIs Due
March 19, 2025	LOI Decisions Released

→ [Access the LOI Portal Here](#)

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