

## Healthy Kids Healthy Families APPLICATION INSTRUCTIONS and FREQUENTLY ASKED QUESTIONS

Thank you for your interest in applying for a grant through the Healthy Kids, Healthy Families® initiative. Please read through the information provided to assist you in the application process.

### Grant Deadline

Texas grant cycle: March 17 – April 18 (If you are unable to access the link on the grants page, copy and paste this URL directly into your browser:

[https://www.GrantRequest.com/SID\\_805?SA=SNA&FID=35102](https://www.GrantRequest.com/SID_805?SA=SNA&FID=35102) )

All applications will be deactivated at 5pm CST on the last day of the grant cycle. Please plan ahead and give yourself plenty of time to complete the application and ensure that you are able to access the login page with ease.

### Review Process

The review process takes approximately six weeks. However, if you're application does not meet the funding criteria you will be notified of the declined status within 48 hours of application submission. Once your application has been submitted, you will receive an initial email indicating that your application has been received. If you do not receive this email confirmation, please refer to the troubleshooting tips within this document.

### Funding Announcements

Grant award announcements will be made throughout June and July 2014. The anticipated funding start date is August 1, 2014.

### Application Instructions

The HKHF Texas Grant Application is available at:

[https://www.GrantRequest.com/SID\\_805?SA=SNA&FID=35102](https://www.GrantRequest.com/SID_805?SA=SNA&FID=35102)

All applicants will first be directed to a login page prior to accessing the application.

New applicants: please enter the email address that you would like to be associated with your account. This is where you will receive all email correspondences. Select 'New Applicant?' and the system will prompt you to create a password. Please make note of your login ID (email address) and password so that you can access any saved applications and your login page in the future. Returning applicants: enter your login ID (email address) and password to begin the application process. If you have forgotten your password, click on the 'Forgot Password?' link and an automated email will be sent to your email address. If you do not receive this email response, please refer to the troubleshooting tips within this document.

## **Access Saved Applications**

To access any saved applications, please copy and paste this link into your internet browser:

[https://www.GrantRequest.com/SID\\_805?SA=AM](https://www.GrantRequest.com/SID_805?SA=AM)

## **Troubleshooting Tips**

Please note that your email account (user ID) must allow for automated emails so you can receive correspondence from our online grant system. If you are not able to receive automated emails or do not receive a confirmation email after saving or submitting your application, or after creating a new account, the proxy server settings on your email account is identifying our automated emails as spam. Please add the email addresses below to your address book *and* also notify your information technology (IT) department (or the department that controls system proxy settings) and have them allow for emails from these addresses as well.

grantsadministration@hcsc.net mail.grantapplication.com mail.grantrequest.com

## **Transferring Login Accounts**

If an individual has left your organization that had access to application history and a new employee would like to have access to that information, please contact us and we can transfer your organization's application history to a new account. If multiple people from your organization need to access this information, we recommend you create a general email address with a correlating login to our system so that multiple people can access the information.

## **FREQUENTLY ASKED QUESTIONS**

### ***Are there examples of programs funded through Healthy Kids, Healthy Families?***

Yes, please refer to the Healthy Kids, Healthy Families site for examples of key partnerships in each focus area in addition to the most recent listings of all organizations and program summaries funded through the initiative. ([http://www.hcsc.com/healthy\\_kids\\_healthy\\_families.html](http://www.hcsc.com/healthy_kids_healthy_families.html))

### ***What are the funding ranges?***

For this grant program, we are deferring to the expertise of the applicants to educate us on the funding needed to run a successful program. We didn't want ranges to take away from the flexibility of the program since applications will be reviewed on a case-by-case basis, focused on outcomes and impact. The intention is that the requested amount reflect the robustness and effectiveness of the proposed program and fall within the context of the specific needs and challenges of the communities involved. Healthy Kids, Healthy Families looks to create strong collaborations and impact-based investments with our community partners and will focus on programs that facilitate that opportunity.

### ***Is funding available for multi-year commitments or only single-year commitments?***

Grant awards are made annually and receiving funding this year will not disqualify you from being considered for funding next year. However, there is not a guarantee that your organization will be funded from year to year and you must apply on an annual basis to be considered for funding.

***Do you award grants to individuals?***

No, funding will only be awarded to 501(c)(3) charitable organizations.

***My organization is not a 501(c)(3), however we do hold a similar tax exempt status. Can we apply?***

If you hold a tax exempt status similar to a 501(c)(3) status (such as a university), please submit your tax status documentation with your funding request and we will review and determine if we are able to consider based upon the documentation you provide.

***Can I speak to someone about how best to partner with this initiative?***

Due to the high interest in this initiative, we are currently unable to have one-on-one conversations with all interested parties. Please submit questions to: [TXHKHFGrants@bcbstx.com](mailto:TXHKHFGrants@bcbstx.com) . Please allow at least 48 hours for a response.

***I received the following error message when I tried to set up a new account: Invalid e-mail or password.***

There may be an account already set up, click on the 'Forgot Password?' link and an automated email will be sent to the email address with password information.

***If I've received funding through Blue Cross and Blue Shield of TX in the recent past for a sponsorship or Texas Grant, can I still apply for funding through the Healthy Kids, Healthy Families initiative?***

Yes!