

# Healthy Kids, Healthy Families®



## APPLICATION INSTRUCTIONS and FREQUENTLY ASKED QUESTIONS

Thank you for your interest in applying for a grant through [Healthy Kids, Healthy Families](#) (HKHF). Please read through the following information to help you in the application process.

### Grant Deadline

The Texas grant cycle is a two-step process and is open from May 31 through June 14, 2019, for Stage One and July 1 through July 15, 2019, for those organizations invited to apply for Stage Two.

The application link will be deactivated at 5 p.m. CST on the last day of the grant cycle. Please plan ahead, and give yourself plenty of time to complete the application to ensure that you can access the login page with ease.

The review process takes approximately six weeks. However, if your application does not meet the funding criteria, you will be notified of the declined status within 48 hours of your application submission. Once you have submitted your application, 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 in this document.

### Funding Announcements

Grant award announcements will be made throughout October and November 2019. The anticipated funding start date is December 2019.

### Application Instructions

The HKHF Texas Grant Application will be available at this [webpage](#) during the grant cycle dates indicated above.

All applicants will be directed to a login page before they can access the application.

***New applicants:*** Enter the email address that you would like to be associated with your account. All grant-related correspondence will be sent to this email address. 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 the 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 in this document.

## Troubleshooting Tips

Please note that your email account must allow for automated emails so you can receive correspondence from our online grant system. If you are unable 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 are identifying our automated emails as spam. Please add the email addresses below to your address book **and** 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.

[Letter of Intent Eligibility Quiz](#)

## FREQUENTLY ASKED QUESTIONS

### ***Are there examples of programs funded through HKHF?***

Yes, please refer to the [HKHF site](#) for examples of key partnerships in each focus area in addition to the most recent listings of organizations and program summaries funded through the initiative. Texas will continue to have a focus on Chronic Kidney Disease and Chronic Obstructive Pulmonary Disease programs in Texas for its funding. Other states do not share this focus.

***Please note:*** HKHF ***does not fund*** one-time events outside of a program model. Programs must be measurable for consideration.

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

HKHF grant requests are accepted for up to \$250,000.

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

HKHF is a single-year commitment grant mechanism. Funding is not guaranteed annually, and having received funds in one year will not disqualify you from being considered for funding in the next year.

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

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

### ***Our organization is not a 501(c)(3) charitable organization, but 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 it and determine if we are able to consider your organization.

***Can I speak with 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 your questions to [TXHKHFGrants@bcbstx.com](mailto:TXHKHFGrants@bcbstx.com), and 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."***

If you receive this error message, there may be an account already set up with the email being used. Click on the "Forgot Password?" link and an automated email will be sent to the email address with password information.

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

Yes!