Registration

1. Access the online application through our website www.hfnlc.org.
2. Click on GRANTS in the upper right hand corner of the home page.

3. This will take you to the Apply Page. Click on online grant application and management system.

Apply

The Foundation’s board of directors meets to consider grant requests two times per year. The deadlines for submitting a proposal for consideration are listed below. In the event that a deadline falls on a weekend or holiday, requests may be submitted by 5 p.m. on the following business day.

May 2019 Awards
Letter of Inquiry due — November 15 – December 15, 5:00 p.m.
Proposal due (if invited) — February 1, 5:00 p.m.
Board meeting — May 2019

November 2019 Awards
Letter of Inquiry due — May 15 – June 15, 5:00 p.m.
Proposal due (if invited) — August 1, 5:00 p.m.
Board meeting — November 2019

How to apply
The Foundation uses an online grant application and management system for both letters of inquiry and full proposals. We do not accept hard copies of either letters of inquiry or proposals. You can download step-by-step instructions on how to register and use the online grant application and management system here. Applicants may begin the application process at any time and complete the forms over multiple sessions.

Letter of inquiry
A letter of inquiry must be submitted prior to a full proposal. This will allow us to give you preliminary feedback.
4. You will go to the HFNLC logon page. The first time you access the system you will need to register. Select “Create New Account”

**If your organization has ever submitted a grant proposal to HFNLC in the past, DO NOT CREATE A NEW ACCOUNT. Doing so could result in loss of historical data for your organization.**

The Next> button at the bottom of the page will move you to the next page.
5. Then enter your information, the *user’s* information.

Again, use the Next Step button on the bottom of your screen to move to the next page.
6. If you are not the Executive Officer, complete the contact information for that person.

And click the Next Step button to move to the next page.

7. The next step is to create a password (please be sure it is at least six characters). Repeat the password to confirm. Please keep your password in a safe place as you will use this for future requests. You should have only one Username and Password per organization. Your Username will be your email address. Then press the Finish button to complete your registration.
8. Once this is done, you are successfully registered. The system will send an email confirming your registration. The email will contain your username and password. When you receive the confirmation email, select Continue. If you do not receive the email, follow the directions to adjust your spam filters and select Send Email Again.
When you log in, you will be directed to this page. Click on the Program you wish to apply for in order to complete the LOI.
Please be sure to fill in all the blank spaces. All those marked with an asterisk (*) must be answered for you to move on to the next page.
If you have a **fiscal agent**, this information **must** be completed. Making sure to fill in all blank spaces and upload appropriate files, noting the size file allowed.

At this point, you can either **Save LOI** if you are not done and can complete it at a later time, or **Submit LOI** and you will receive confirmation that it has either been saved or submitted (please see below).
Once your LOI is submitted, you will be sent a confirmation by email.

Congratulations on submitting your Letter of Inquiry. We will contact you in the near future regarding the status of your inquiry.

In the meantime, please feel free to contact me with any questions.

Angela Baran, MS
Program Officer
Healthcare Foundation of Northern Lake County

This is an automatically generated email – please do not reply to it. If you have any questions regarding the online grant application and management system please contact Angela Baran, Program Officer at angela.baran@hfnlc.org or Meredith Polirer, Office Administrator at meredith.polirer@hfnlc.org

Once your LOI is approved, you will receive an email to submit a full application.

Congratulations, after reviewing your LOI the Healthcare Foundation of Northern Lake County would like to invite you to submit a full application

The full application is due February 1 by 5:00 pm. Log in to HFNLC’s online grants application and management system to complete and submit application. You can access the online system by clicking

https://www.grantinterface.com/Common/LogOn.aspx?eqs=B9OFTluixi4meYuD1qYP9fw2

Please email me with any questions.

Angela Baran, MS
Program Officer
Healthcare Foundation of Northern Lake County

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Now you are ready to begin your application. Start by signing in with your email address and password. You will then be sent to this screen. Click on **Edit Application**

You will be moved to the Application page. Please note that an asterisk (*) designates a required field. The Contact and Organization information will automatically fill in. Start by putting in the Project Name and continue filling in all the blank spaces.
For the Organization’s History and similar questions that require a short summary, you may “cut and paste” your answers from a word document.
This section you will have to upload a saved file, keeping your files to the maximum size allowed.

You may either Save Application if you are not finished and want to come back at a later time to finish your application, or you can click on Submit Application if you are done and wish to submit your application.

At this time, if you have not filled in every space or failed to submit files that are required, you will receive an error message indicating what is missing. Go back and fill in and attach as indicated and click the Submit Application button again.
Examples of Error Messages

1. Program capacity is Required

2. Total operating budget is Required

3. Operational budget is Required

4. Organizational funding is Required

When your application has been successfully submitted, you will receive the notification below. *Once you have successfully submitted your proposal, you will not be able to get back into your application and make any changes.*

You will also receive a confirmation email letting you know that HFNLC has received your proposal.

Congratulations on submitting your Application. We will contact you in the near future regarding the status of your inquiry.

In the meantime, please feel free to contact me with any questions.

Angela Baran, MS  
Program Officer  
Healthcare Foundation of Northern Lake County

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Please note: All emails displayed are automatically generated from the online grants application and management system. Administrator@grantinterface.com is not a monitored email. Any emails sent to this address are undeliverable.

If you have questions or need assistance, please contact:

Angela Baran, Program Officer, at angela.baran@hfnlc.org
OR

Meredith Polirer, Office Administrator, at meredith.polirer@hfnlc.org