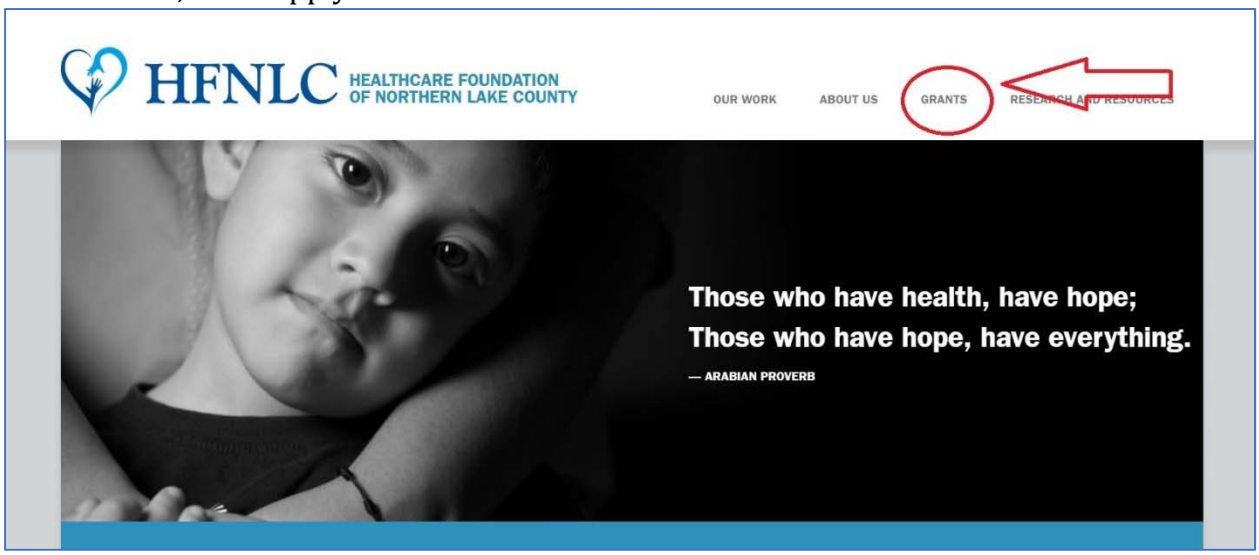
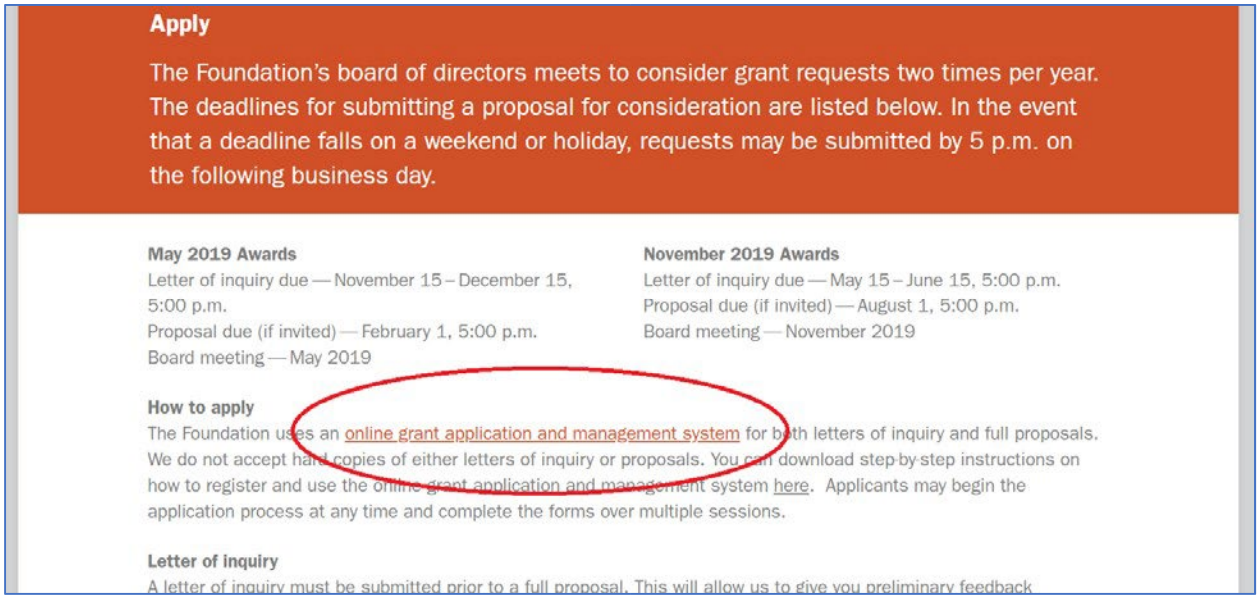
Registration

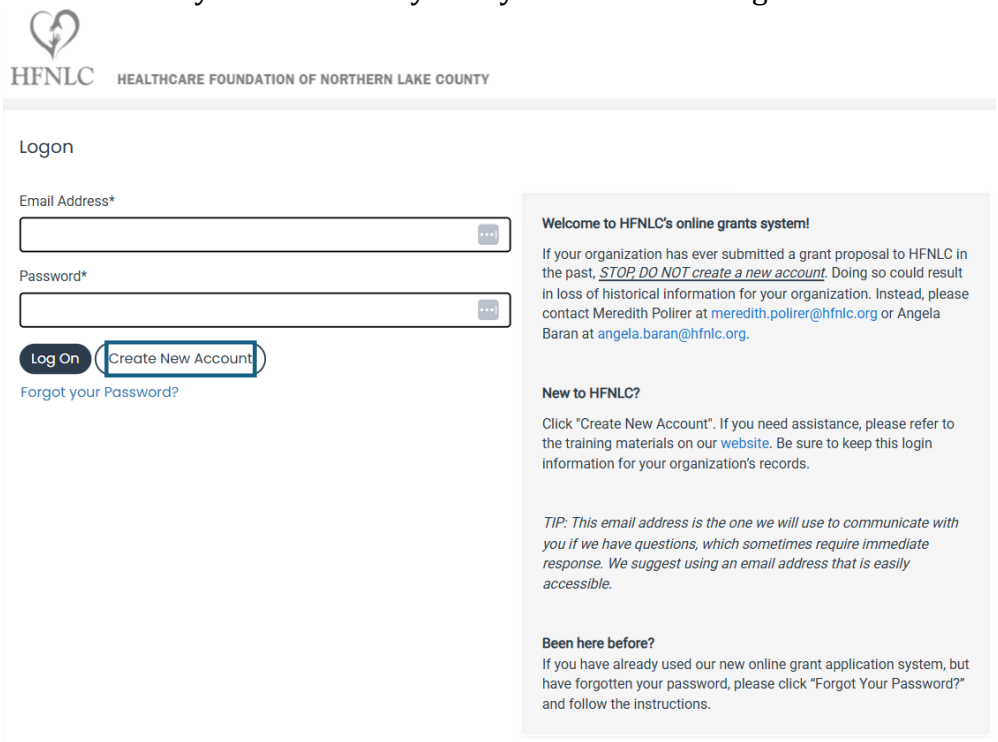
1. Access the online application through our website www.hfnlc.org.
2. Click on GRANTS in the upper right-hand corner of the home page. In the dropdown menu, click "Apply".



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



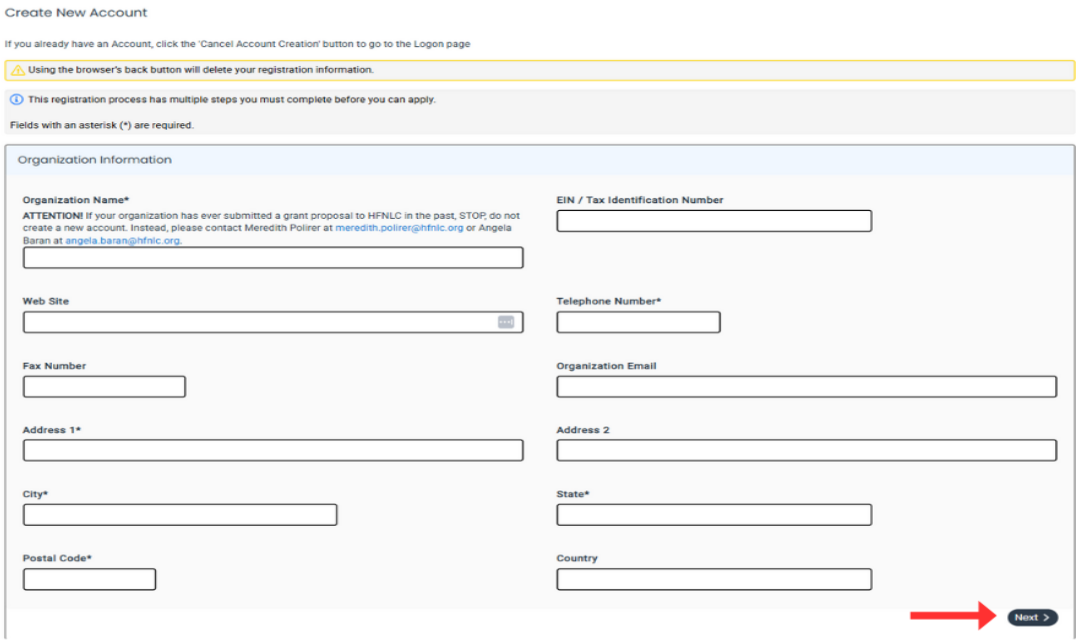
4. You will go to the HFNLC logon page.
   The first time you access the system you will need to register.



   Select "Create New Account"

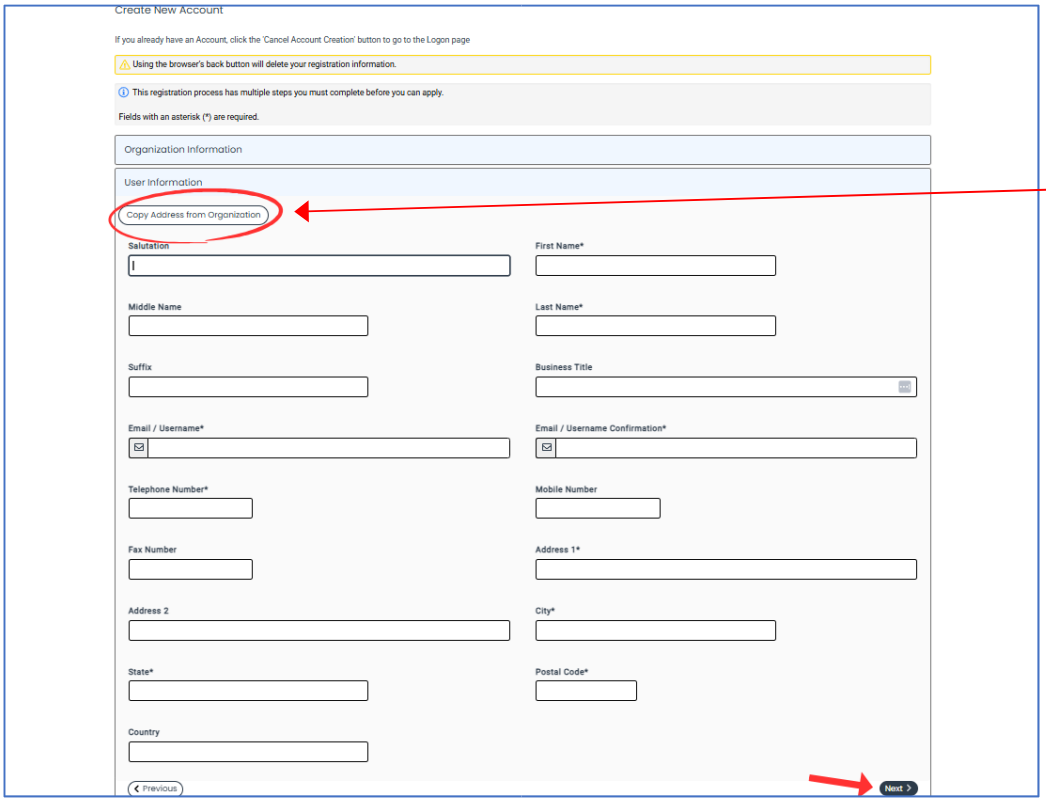
   If your organization has ever submitted a grant proposal to HFNLC in the past, DO NOT CREATE A NEW ACCOUNT. Doing so could result in loss of historical data for your organization.

In the first section, fill out the organization's information. Organization name, Telephone number, and Address are required to be entered before clicking next.



The Next> button at the bottom of the page will move you to the next page.

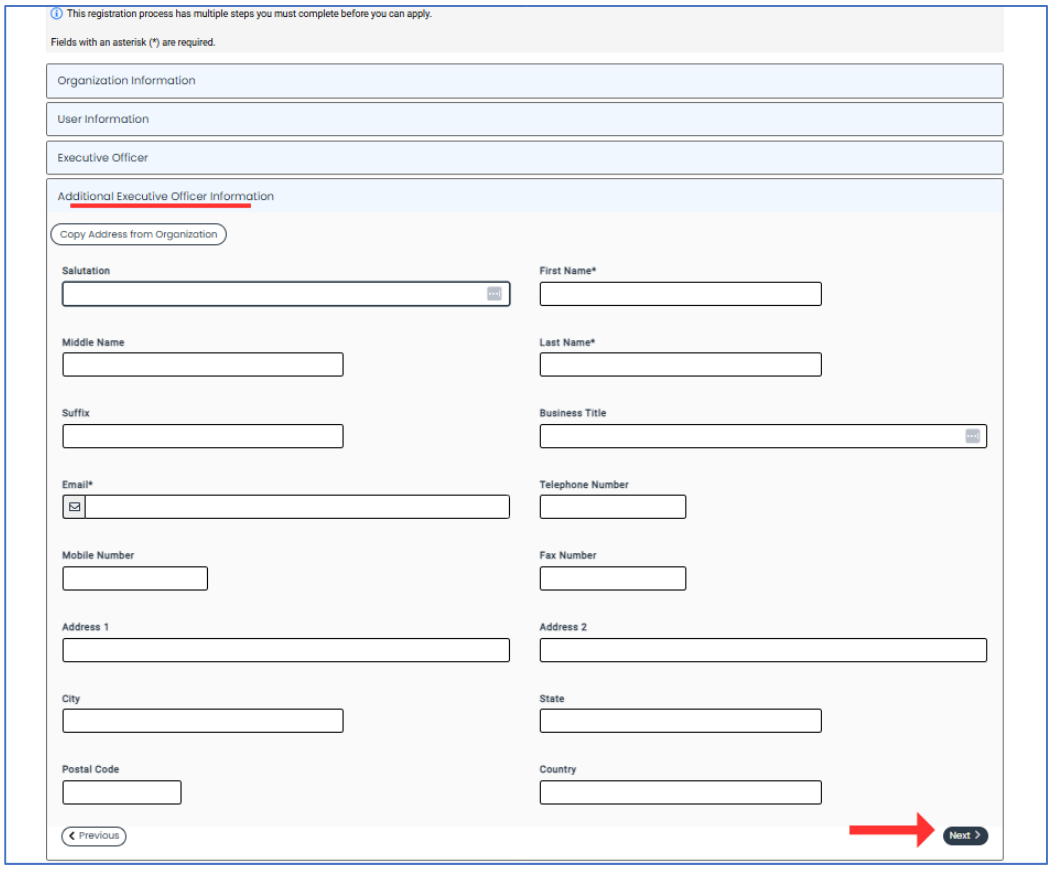
5. Then enter your information, the *user's* information.



This button auto fills the address from the Organization information.

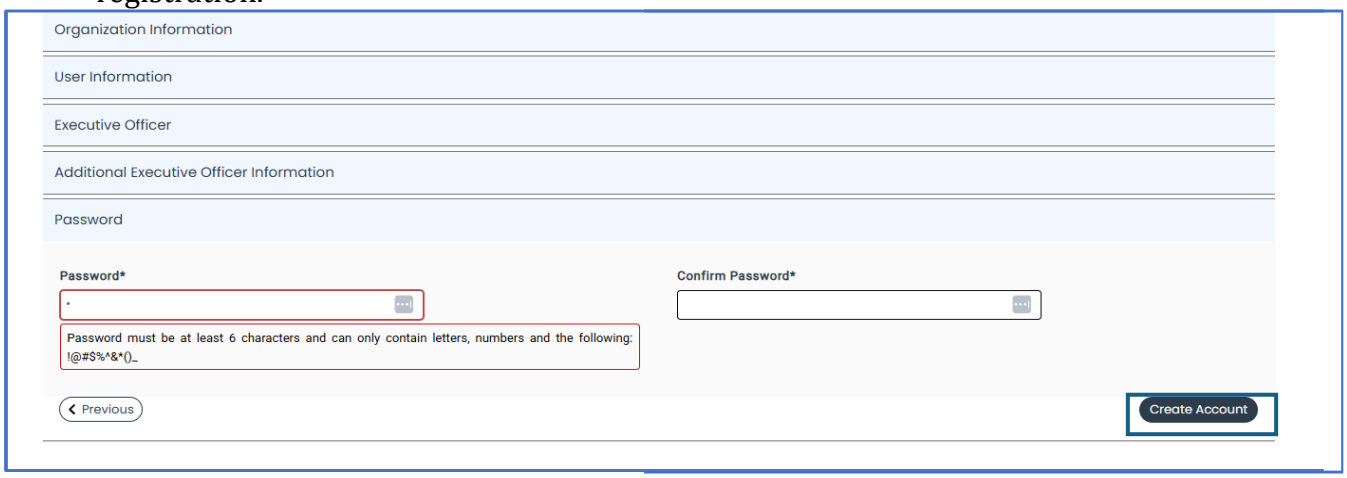
Again, use the Next Step button on the bottom of your screen to move to the next page.

6. If you are not the Executive Officer, complete the contact information for that person.

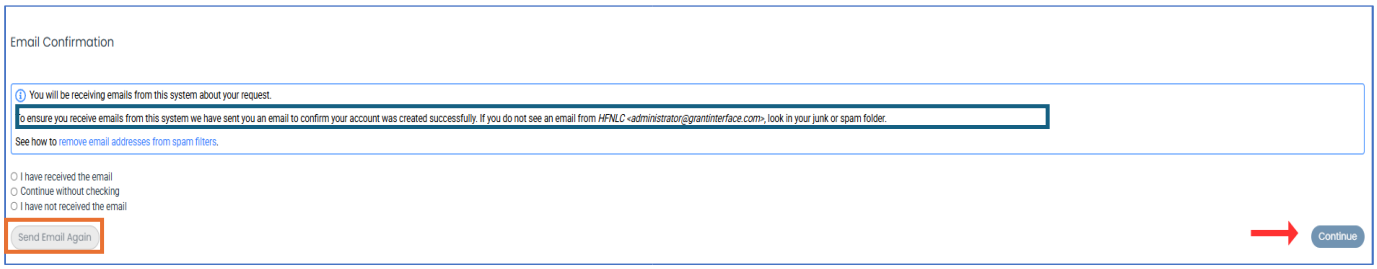


And click the Next Step button to move to the next page.

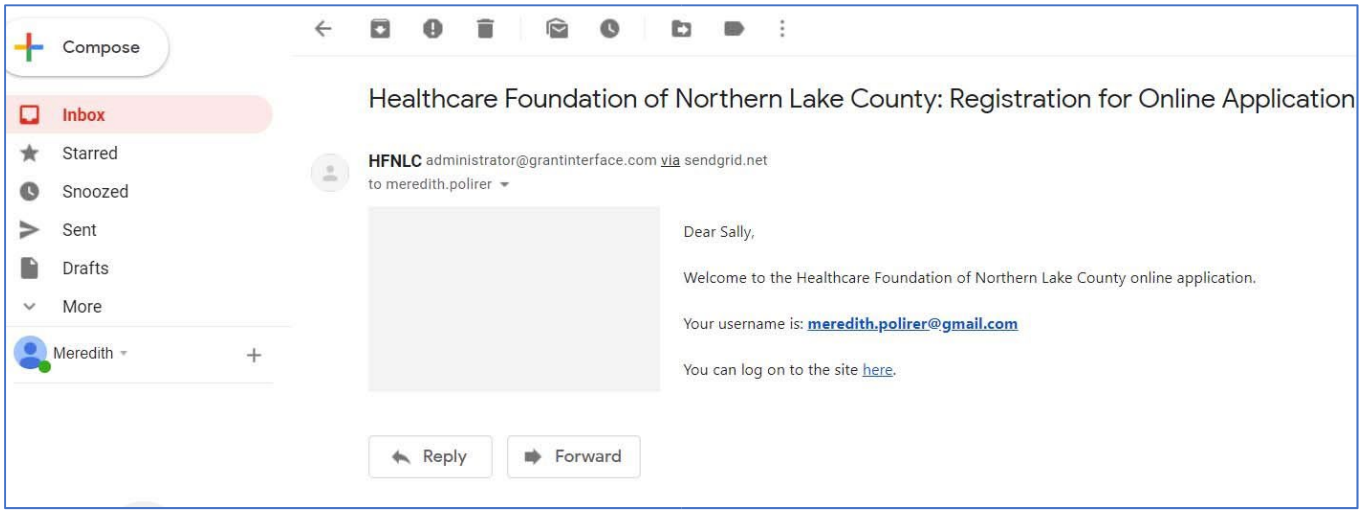
7. The next step is to create a password (please be sure it is at least six characters). Repeat the password to confirm. Please keep your password in a safe place as you will use this for future requests. *You should have only one Username and Password per organization.* Your Username will be your email address. Then press the Finish button to complete your registration.



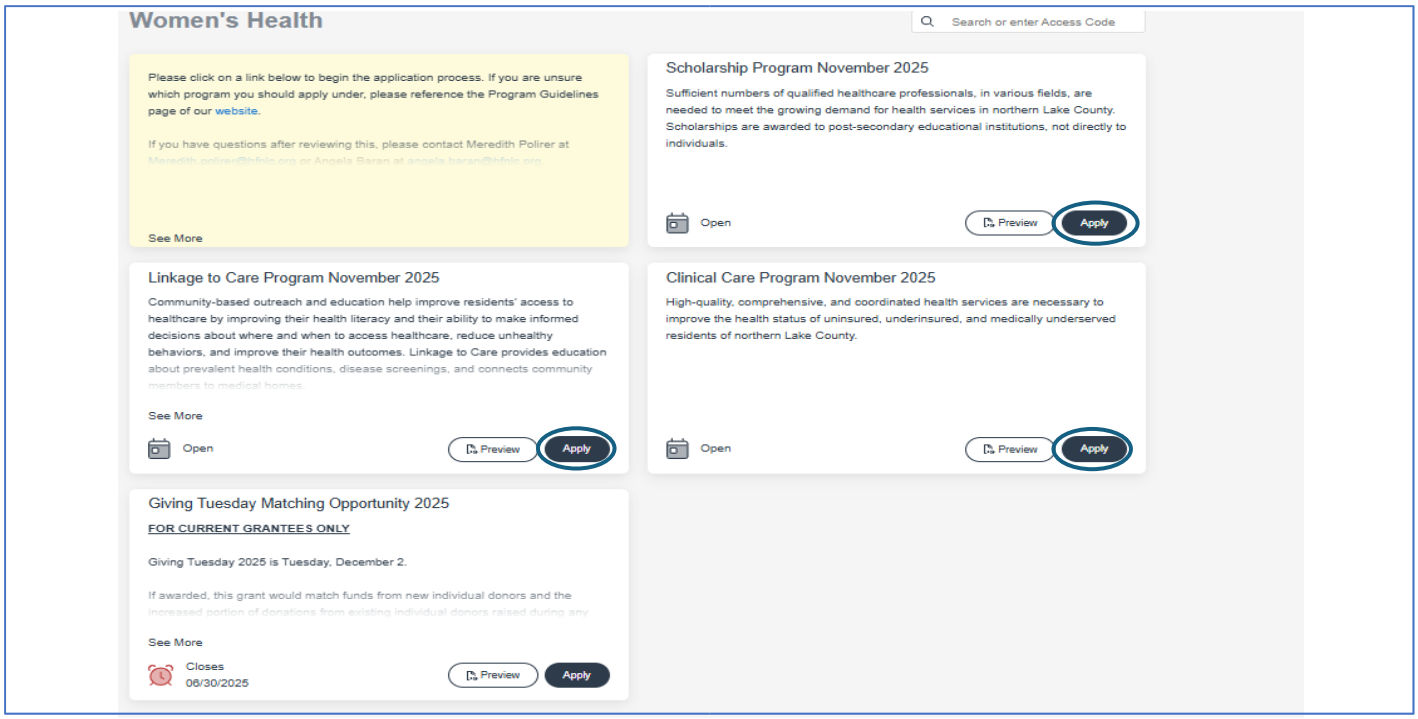
8. Once this is done, you are successfully registered. The system will send an email confirming your registration. The email will contain your username and password. When you receive the confirmation email, select Continue. If you do not receive the email, follow the directions to adjust your spam filters and select Send Email Again.



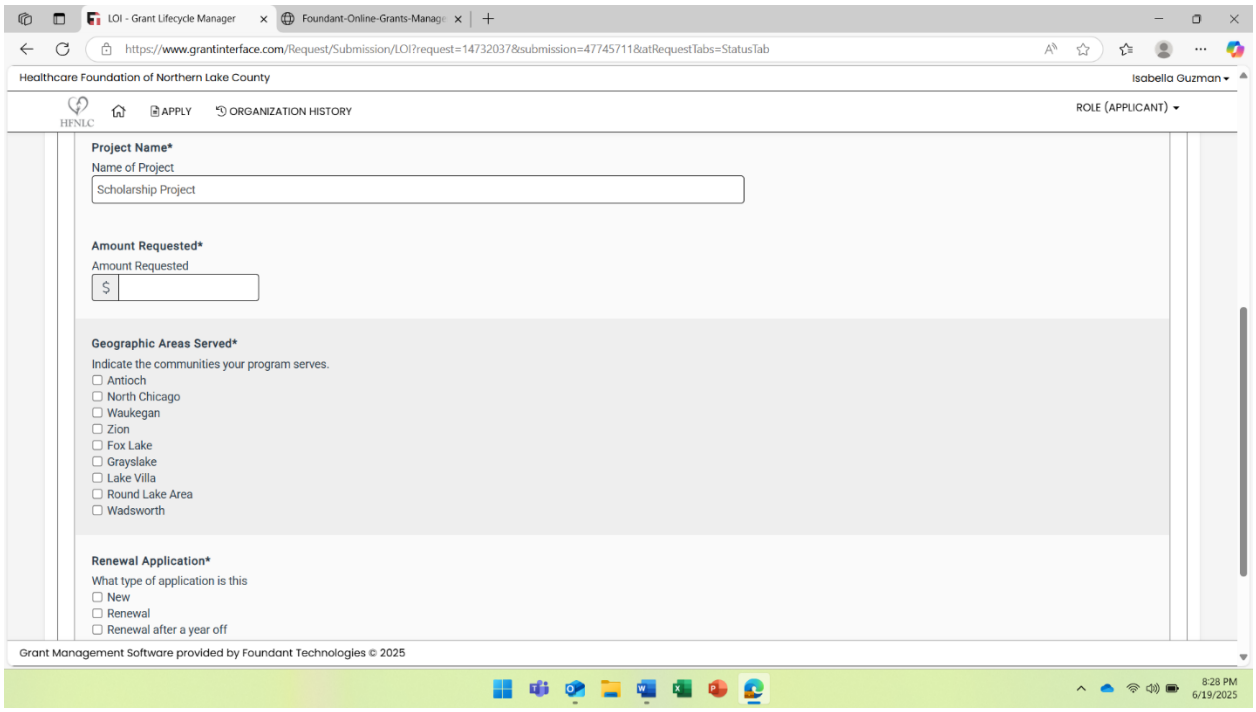
Confirmation Email:

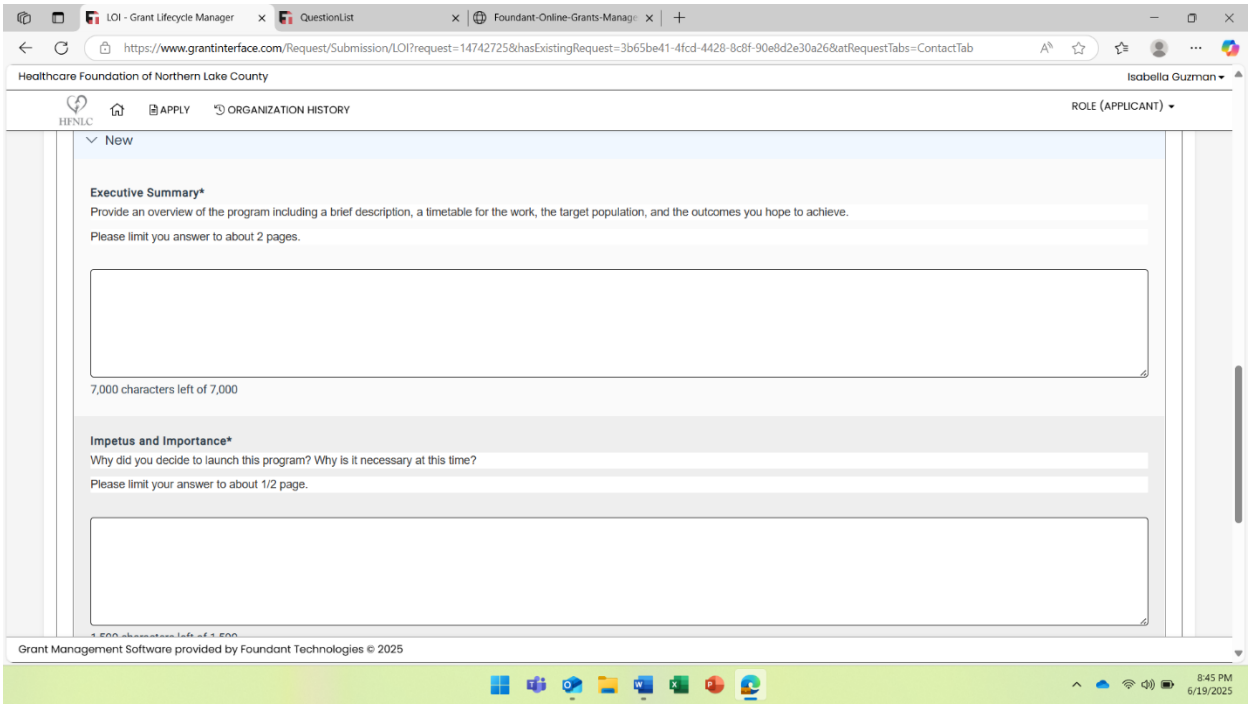


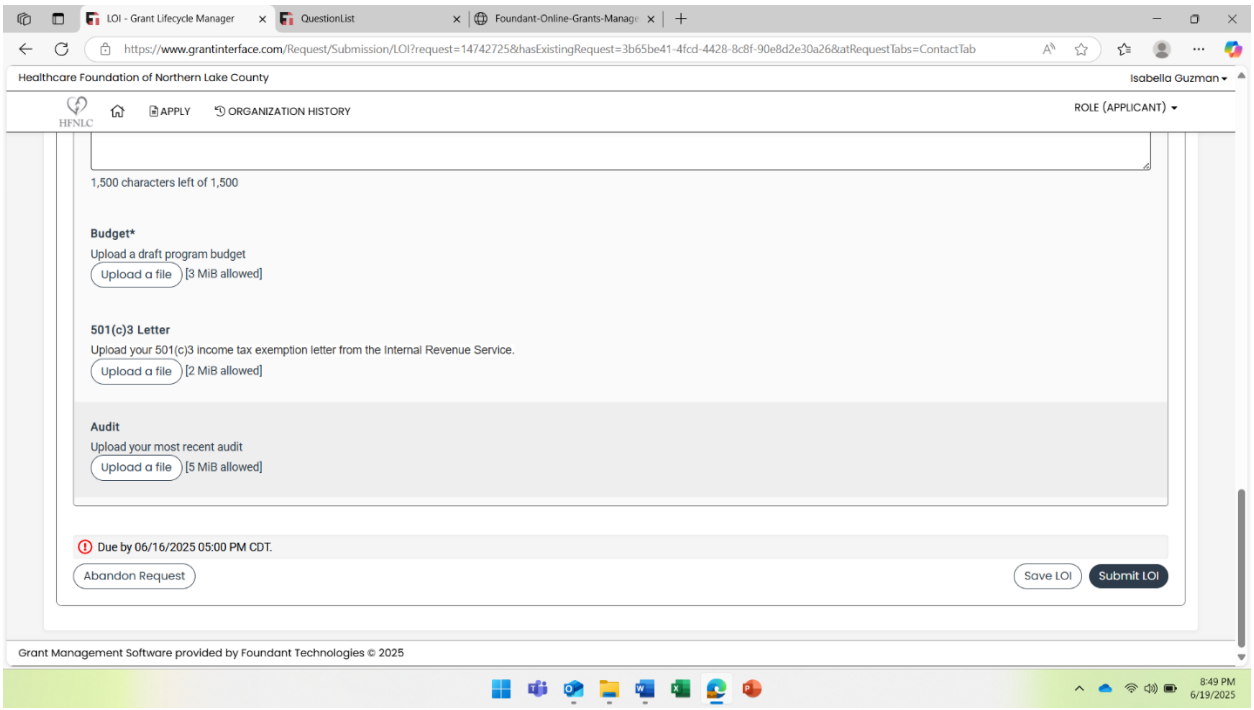
When you log in, you will be directed to this page. Click on the Program you wish to apply for to complete the LOI.



This is the LOI page and must completed for submission. You may save this page and continue when all information and questionarres can be answered.

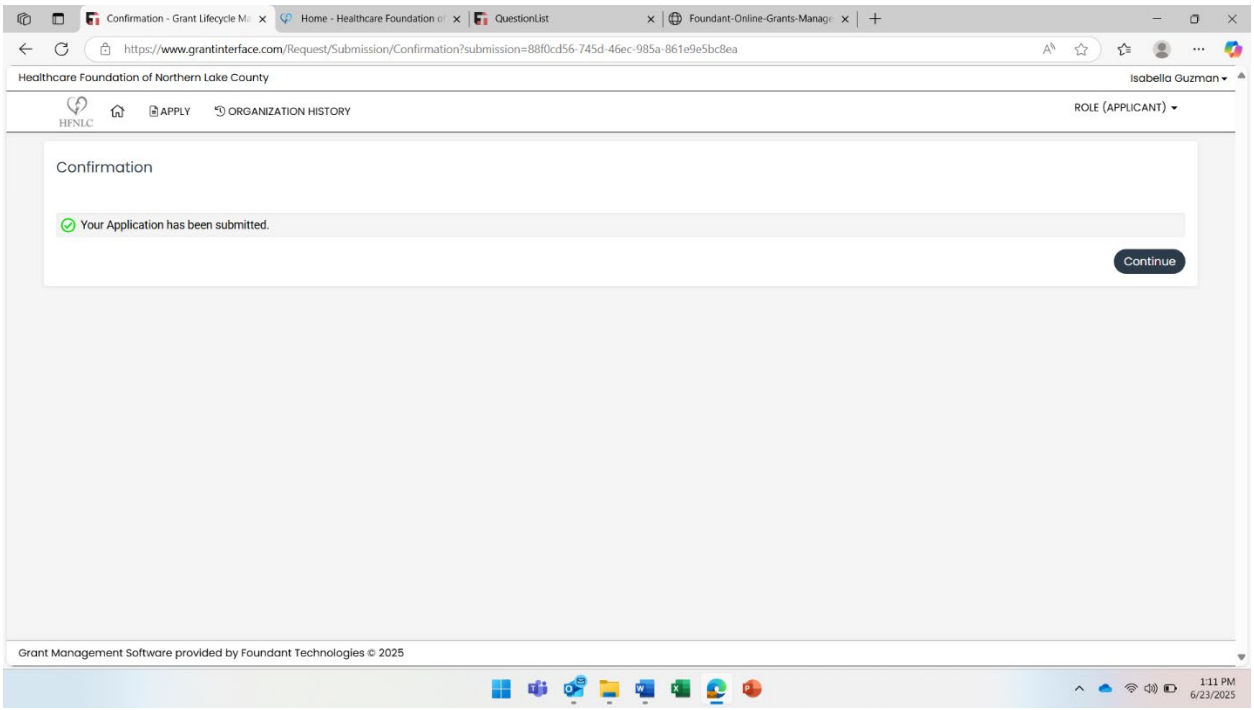

LOI - Grant Lifecycle Manager
Foundant-Online-Grants-Manage
https://www.grantinterface.com/Request/Submission/LOI?request=14732037&submission=47745711&atRequestTabs=StatusTab
Healthcare Foundation of Northern Lake County
Isabella Guzman
HFNLC
APPLY
ORGANIZATION HISTORY
ROLE (APPLICANT)
Project Name*
Name of Project
Scholarship Project
Amount Requested*
Amount Requested
$
Geographic Areas Served*
Indicate the communities your program serves.
Antioch
North Chicago
Waukegan
Zion
Fox Lake
Grayslake
Lake Villa
Round Lake Area
Wadsworth
Renewal Application*
What type of application is this
New
Renewal
Renewal after a year off
Grant Management Software provided by Foundant Technologies © 2025
8:28 PM
6/19/2025


LOI - Grant Lifecycle Manager
QuestionList
Foundant-Online-Grants-Manage
https://www.grantinterface.com/Request/Submission/LOI?request=14742725&hasExistingRequest=3b65be41-4fcd-4428-8c8f-90e8d2e30a26&atRequestTabs=ContactTab
Healthcare Foundation of Northern Lake County
Isabella Guzman
HFNLC
APPLY
ORGANIZATION HISTORY
ROLE (APPLICANT)
New
Executive Summary*
Provide an overview of the program including a brief description, a timetable for the work, the target population, and the outcomes you hope to achieve.
Please limit you answer to about 2 pages.
7,000 characters left of 7,000
Impetus and Importance*
Why did you decide to launch this program? Why is it necessary at this time?
Please limit your answer to about 1/2 page.
Grant Management Software provided by Foundant Technologies © 2025
8:45 PM
6/19/2025



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.

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 conformation 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=B9OfTluxi4meYuD1qYP9fw2

Please email me with any questions.

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

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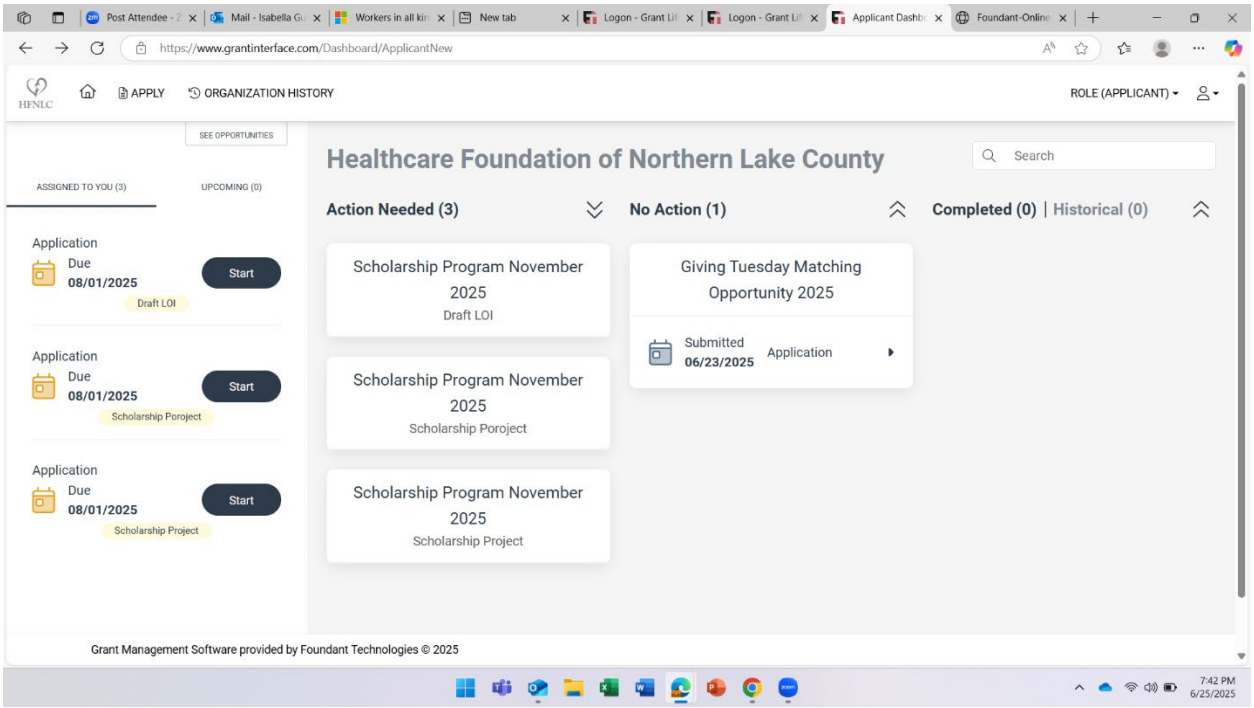
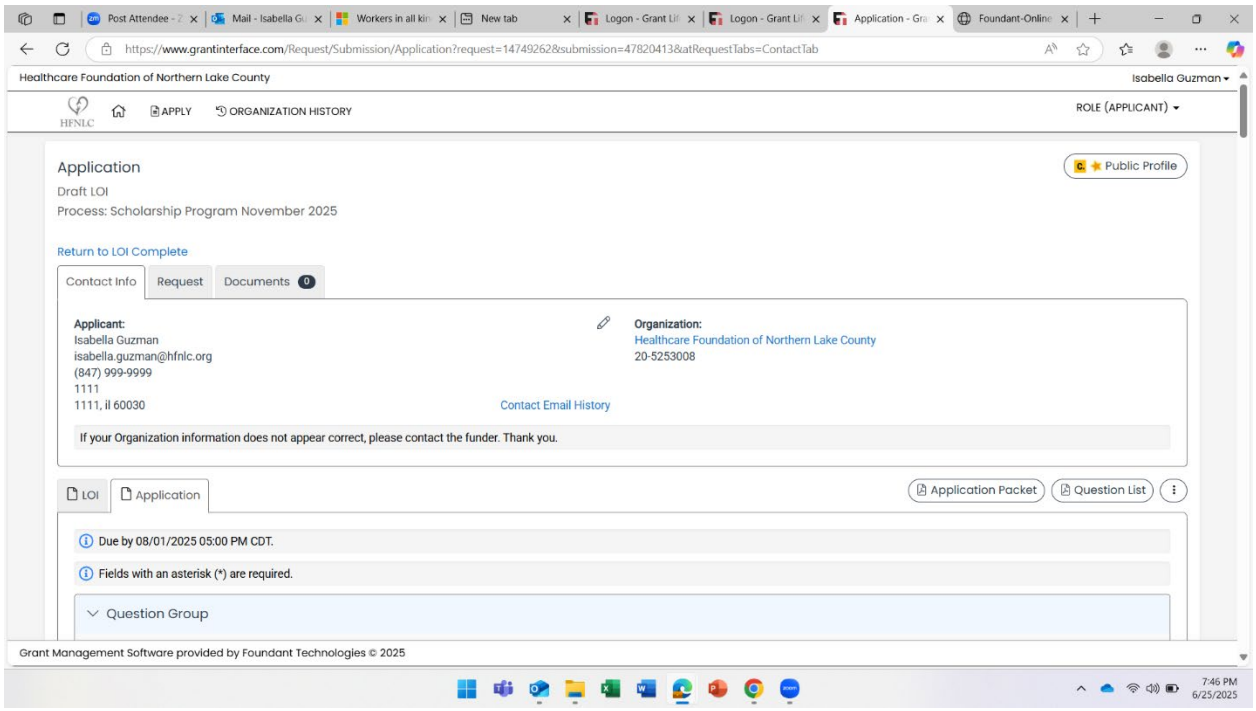
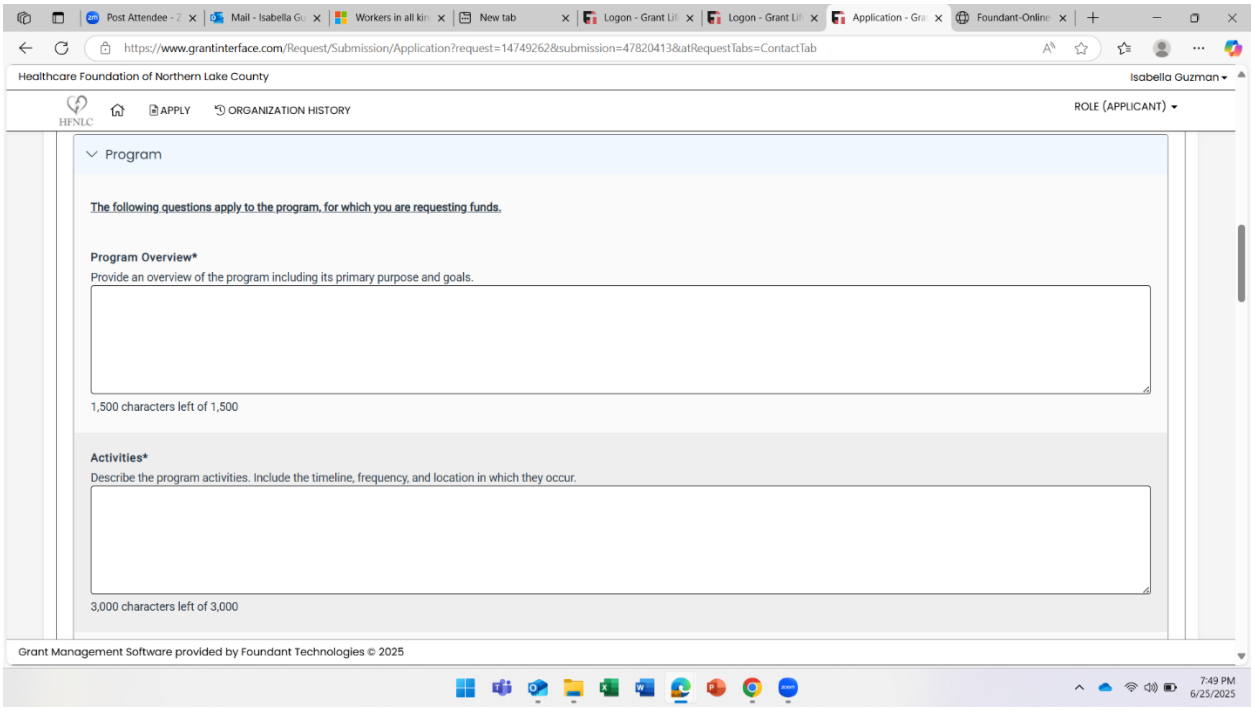
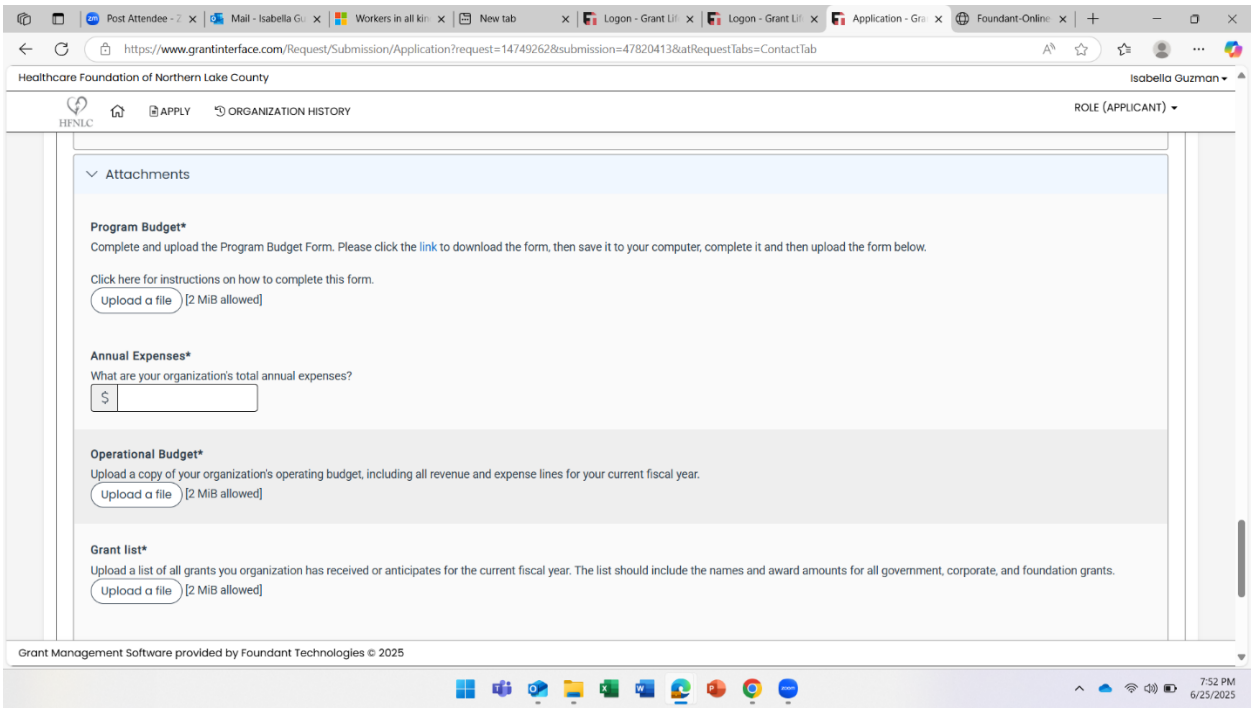
Now you are ready to begin your application. Start by signing in with your email address and password. You will then be sent to this screen. Click on start application



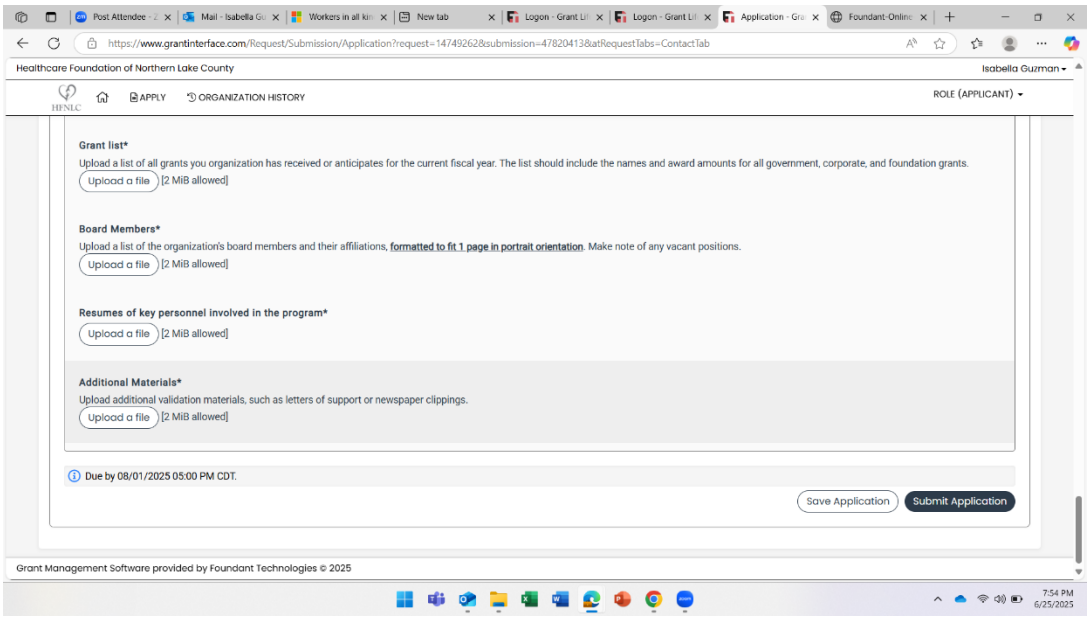
You will be moved to the Application page. Please note that an asterisk (*) designates a required field. The Contact and Organization information will automatically fill in. Start by putting in the Project Name and continue filling in all the blank spaces. For the Organization's History and similar questions that require a short summary, you may "cut and paste" your answers from a word document







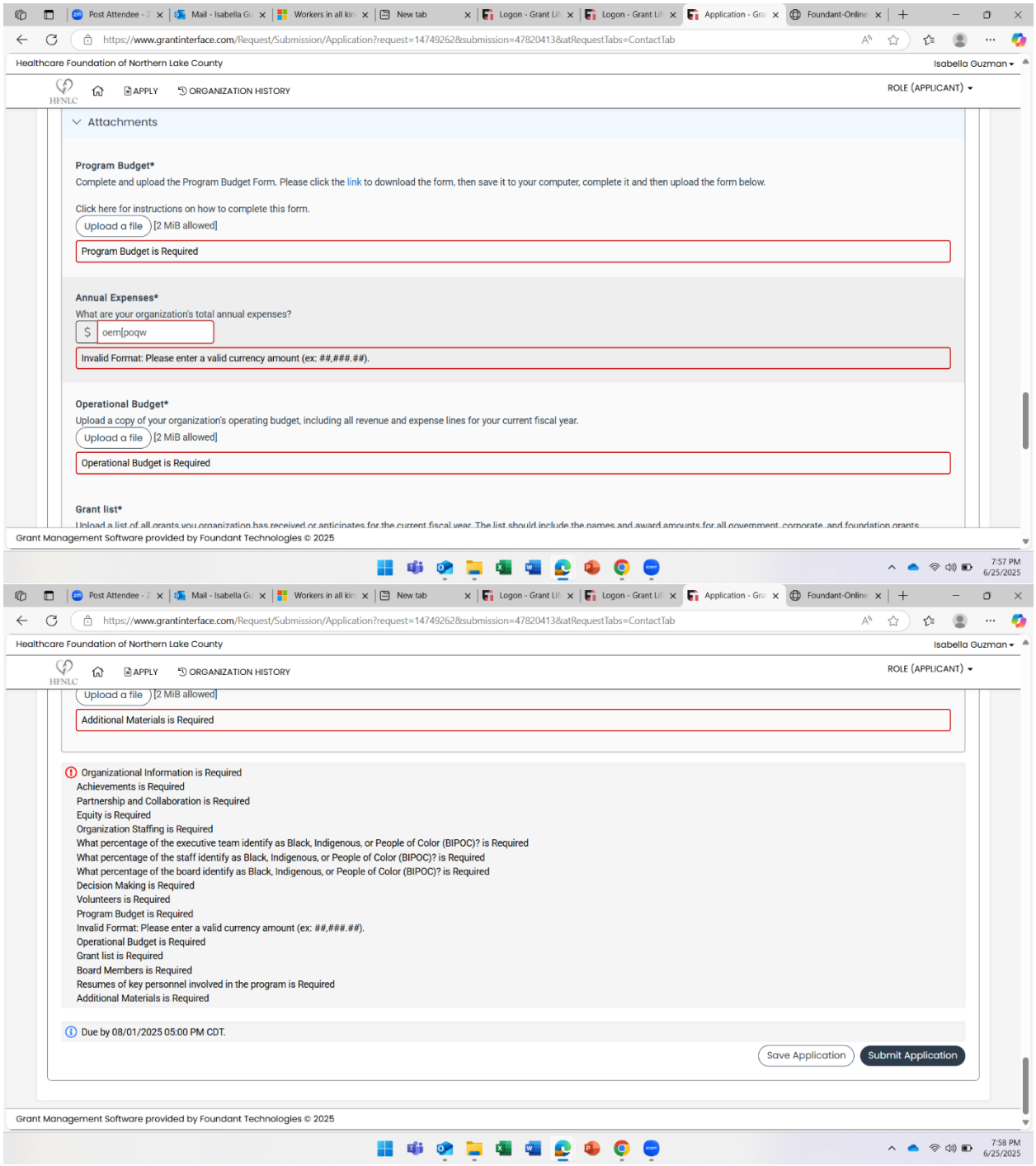
This section you will have to upload a saved file, keeping your files to the maximum size allowed.



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.

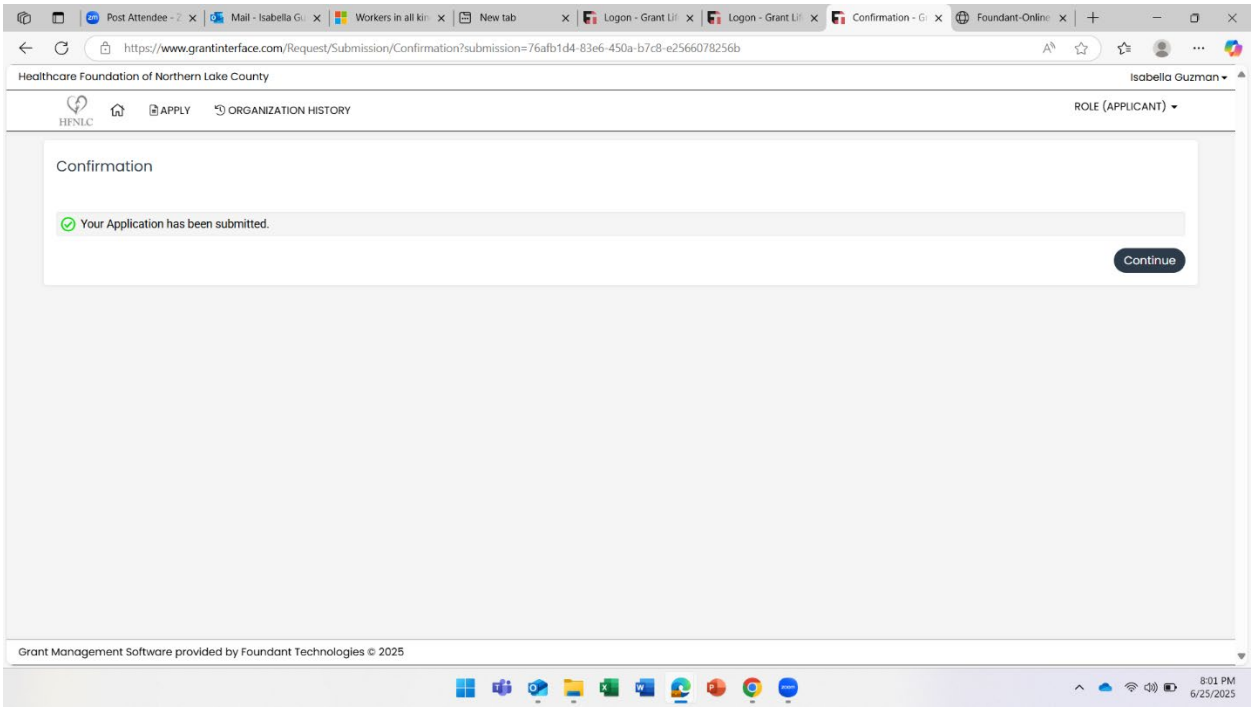
At this time, if you have not filled in every space or failed to submit files that are required, you will receive an error message indicating what is missing. Go back and fill in and attach as indicated and click the Submit Application button again.

Examples of Error Messages



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, Senior Director of Community Impact Programs, at angela.baran@hfnlc.org

OR

Meredith Polirer, Assoc. Director of Operations, at meredith.polirer@hfnlc.org