

HEALTHCARE FOUNDATION OF WILSON

Online Grants System Tutorial

Module II

Completing a Letter of Inquiry



www.healthcarefoundationofwilson.org

ACCESSING THE GRANT SYSTEM

A screenshot of the login page for the Healthcare Foundation of Wilson's grant system. The page has a white background with a grey sidebar on the left. The top left corner features the organization's logo. The main content area is titled "Login Page" and contains two input fields: "Email Address*" and "Password*". Below the password field is a link that says "Forgot your Password?". At the bottom, there are two buttons: "Log On" and "Create New Account", separated by the word "or". A large, diagonal "DEMO" watermark is visible across the center of the page. A blue arrow points from a text box on the right to the email address input field.

Log on to the system using the email address and password you created.

COMPLETING A LETTER OF INQUIRY



Organization: DEO Test Grantee Application DEO Test Grantee ▾

HEALTHCARE FOUNDATION of Wilson

requests
Dashboard
Apply
tools
Fax to File

Application Status Page

View the status of your applications below.

Contact: DEO Test Grantee
P.O. Box 3697
Wilson, NC 27895 USA

252.281.2015
~~XXXXXXXXXX~~

Info: If your organization information does not appear correct, please contact the funder. Thank you.

Organization: DEO Test Grantee Application
P.O. Box 3697
Wilson, NC 27895 USA

252-281-2105
56-1234567

▼ Growing up Healthy

Process: 2015 Grant Test Process

LOI	Submitted	10/05/2015	View LOI
Decision	Undecided		

Once you have logged into your profile, click “Apply.”

After you have completed the application process, you will also be able to see the history of your applications.

COMPLETING A LETTER OF INQUIRY



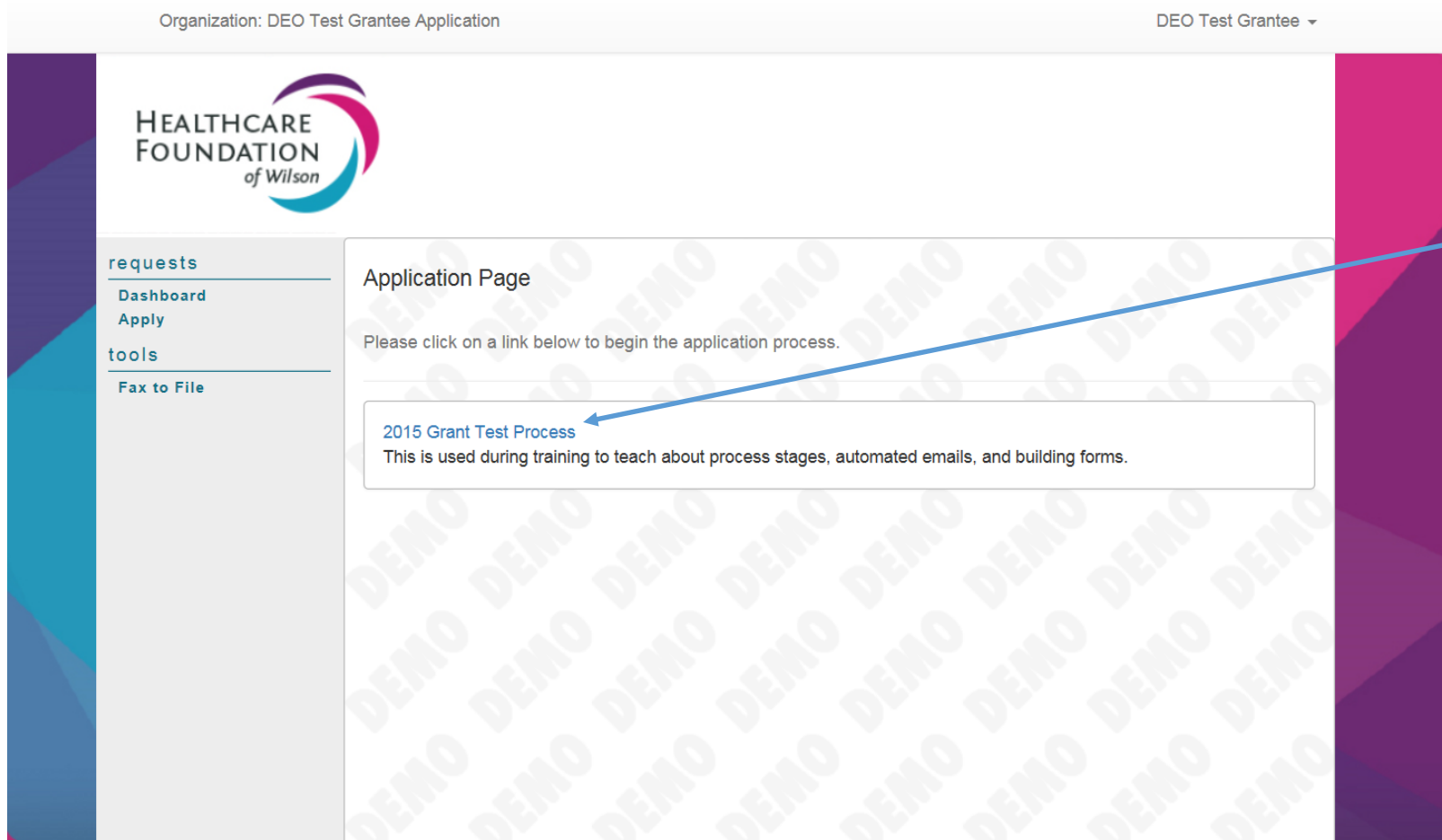
BEFORE YOU APPLY:

- Have you read HFW Grant Guidelines (What We Fund \ Grants \ Grant Guidelines) on the HFW website: www.healthcarefoundationofwilson.org

IMPORTANT REMINDERS AND TIPS:

- All Grant cycles close at NOON on the last day of the cycle. Late applications will not be considered.
- Read all instructions very carefully
- Once you have opened the application you may preview the questions by clicking on "Question List."

COMPLETING A LETTER OF INQUIRY



To apply for a grant, select the grant program to which you are applying. Grant cycles that are open will be in BLUE letters.

If a grant cycle is closed you will receive a message, "The grant cycle for this process has ended."

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LOI

Contact: DEO Test Grantee
P.O. Box 3697 252.281.2015
Wilson, NC 27895 USA XXXXX@XXXXXX

Info: If your organization information does not appear correct, please contact the funder. Thank you.

Organization: DEO Test Grantee Application
P.O. Box 3697 252-281-2105
Wilson, NC 27895 USA 56-1234567

Info: Questions marked with a * are required.

▼ ABOUT YOUR ORGANIZATION

Project Name*
Name of Project.

Be sure to follow all instructions. If you would like to review the list of questions, you may print the "Question List."

The first step of the application process is the "Letter of Inquiry" or LOI.

COMPLETING A LETTER OF INQUIRY



Organization: DEO Test Grantee Application DEO Test Grantee ▾

▼ ABOUT YOUR ORGANIZATION

Project Name*
Name of Project.

Organization's Tax ID #*
List the Organization's Tax ID #
#

Date of Organization's Founding*
On what date was your organization founded?

Type of Organization*
Please specify how your organization is registered with the IRS?

Website Address
Enter the website address for your organization.

Proof of Eligibility*
Please provide eligibility documentation.
For 501(c)(3) nonprofits: Upload a copy of your IRS Determination Letter
For all religious, governmental entities and schools: Upload a statement of your organization's activities and EIN number (if applicable) printed on official letterhead.
 [8 MB allowed]

There are a list of questions which must be completed in order to submit your Letter of Inquiry (LOI).

Questions with an asterisk * must be completed before the system will allow you to press the Submit button.

The system saves your responses as you proceed through the application.

There are a few items that must be uploaded from your computer.

COMPLETING A LETTER OF INQUIRY



Organization: DEO Test Grantee Application DEO Test Grantee ▾

▼ Grant Request Detail

Outcome Requirements*

I understand that specific, measurable outcomes, along with baselines will be required of the organization, if selected to proceed with an application.

☐ I agree to submit outcomes if approved to proceed.

☐ We will not be able to submit outcomes and understand we therefore are not eligible.

Amount Requested*

What is the amount requested for this grant?

\$

Grant Focus Area*

Select the Focus Area applicable to your grant request

Describe your project*

Describe your project

Board Approval*

Has this project been approved by your Board?

☐ Yes

☐ No

Outcomes vs. Output

Outcomes -(Required)

#'s and measures indicating how participants are better off thanks to your program.

Output - #'s & measures showing how many people were served, how many events were held, etc.

COMPLETING A LETTER OF INQUIRY



Organization: DEO Test Grantee Application DEO Test Grantee ▾

☐ Caucasian
☐ Hispanic/Latino
☐ Indian
☐ Other

Geographic Location*
In what geographic area will the funds be used?
Choose one of the following:
• City of Wilson
• County of Wilson
• Other - please specify

▼ Electronic Signature

LOI Agreement*
By entering your signature information and clicking "I Agree" below, you certify that the statements contained in this Letter of Inquiry are true and correct to the best of your knowledge and belief.
☐ I Agree

Signature - LOI*
Enter your full name, job title and the date of LOI submission (e.g. Annie Smith, Executive Director, 1/5/2016)

Save LOI Submit LOI

Grant Management Software

An Electronic Signature is required prior to submitting your Letter of Inquiry.

The system saves your responses as you proceed through the application. You may also press "Save LOI", exit the form and return later to complete and "Submit LOI."

Once your LOI has been submitted, you can review the LOI but you cannot change the LOI.

SUBMITTING A LOI



- **CONGRATULATIONS!** You have submitted your Letter of Inquiry! You will receive a confirmation email with your login information.
- Your LOI will be reviewed by the Healthcare Foundation and you will be notified if approved to proceed and submit an application.