

## APPLICATION INFORMATION AND INSTRUCTIONS

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

The 2019 cycle for this grant program varies by state. Please see below to find out when you will be able to apply for funding within your state.

Illinois: January 15 – February 4 Letter of Intent submission period

March 11 – June 30 invitation only full application

Please see <http://www.bcbsil.com/company-info/community-involvement/grant-sponsorship> for more information

Montana: March 1 – May 14 (If you are unable to access the link on the grants page, copy and paste this URL directly into your browser: <https://www.cybergrants.com/hcsc/hkhfquiz>)

New Mexico: April 15 to May 31 (If you are unable to access the link on the grants page, copy and paste this URL directly into your browser: <https://www.cybergrants.com/hcsc/hkhfquiz>)

Oklahoma: May 1 – August 30 (If you are unable to access the link on the grants page, copy and paste this URL directly into your browser: <https://www.cybergrants.com/hcsc/hkhfquiz>)

Texas: May 31 – June 21 Letter of Intent submission period

July 1 – July 30 invitation only full application

Please see <https://www.bcbstx.com/company-info/community-involvement/healthy-kids-healthy-families> for more information

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 varies within each state included in this grant program. If you have a program that impacts multiple states, please submit a separate application for each state impacted. 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

Target disposition dates to announce funding decisions will vary in each state. See below to identify when the primary contact connected to a funding request should expect to hear from the group that is responsible for reviewing their application.

Illinois disposition timeline: Announcements will be made throughout August 2019

Montana disposition timeline: Applicants will be notified within 45 days of grant cycle closing

New Mexico disposition timeline: Announcements made throughout December 2019

Oklahoma disposition timeline: Announcements made throughout December 2019

Texas disposition timeline: Announcements made throughout November 2019

### **Application Instructions**

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

New applicants: please click “Create your password” next to “First time user?” and enter the organization information that you would like to be associated with your account. 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 your password?’ link and an automated email will be sent to your email address.

### **Access Saved Applications or Pending Evaluation Forms**

To access any saved applications or pending evaluation forms, please copy and paste this link corresponding to your application type into your internet browser.

**Please note: In order to edit unsubmitted applications you will need to enter the original invitation code when logging into your account.**

IL and TX HKHF LOI: <https://www.cybergrants.com/hcsc/loi>

HKHF Grant: <https://www.cybergrants.com/hcsc/hkhf>

Local Grant: <https://www.cybergrants.com/hcsc/grant>

Sponsorship: <https://www.cybergrants.com/hcsc/event>

### **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.

donotreply@cybergrants.com

## **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 request amount should reflect the robustness and effectiveness of the proposed program and be put 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?***

Funding will occur annually and receiving funding this year will not disqualify you from being considered for funding for the remaining year of the initiative and we encourage you to apply again.

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

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

### ***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: [healthykidshealthyfamilies@hcsc.net](mailto:healthykidshealthyfamilies@hcsc.net).

### ***If I've received funding through Blue Cross and Blue Shield of IL, MT, NM, OK or TX in the recent past, can I still apply for funding through the Healthy Kids, Healthy Families initiative?***

Yes!

*Please note that as of August 2016, Health Care Service Corporation and its individual state health insurance plans are unable to fund organizations or projects with written policies that discriminate against individuals based on race, color, sex, sexual orientation, gender identity, religious creed, national origin, physical or mental disability, or protected veteran status, or any other characteristic protected by law.*