

UVM Medical Center Community Health Investment Fund

Announcement 10/31/23: Accepting Letters of Intent for Fiscal Year 2024

Fund Overview

The University of Vermont Medical Center's Community Health Investment Fund (CHIF) currently invests over \$1 million annually in programs and initiatives through a competitive grant process. Investments help support the priority areas identified in the [Community Health Needs Assessment \(CHNA\)](#). The Fund is overseen by the UVM Medical Center's Community Health Investment Committee (CHIC).

Applicants for funding must be a 501(c)3 or government organization. Projects should be located in the UVM Medical Center's primary Health Service Area (Chittenden and Grand Isle Counties).

Health Priority Areas Funded

- **Cultural Humility and Inclusive Health Care:** Access to inclusive, high-quality health care in settings where all community members feel safe, respected, and understood.
- **Housing:** Having safe, healthy, and affordable housing that meets the needs of all families and individuals in our community, while promoting equitable access.
- **Mental Health and Well-being:** Supporting the mental health and well-being of all community members by offering timely services and promoting social connections.

Important Dates

- **Letters of Intent are due by 11:59pm on Sunday, November 26**
- Three listening sessions will be held to answer community member questions related to the Letter of Intent
 - Friday, November 3, 12pm – 1pm; [Join Here](#)
 - Wednesday, November 8, 8am – 9am; [Join Here](#)
 - Tuesday, November 14, 3pm – 4pm; [Join Here](#)
 - To join via phone, please email Justin.graham@uvmhealth.org 48 hours prior to the session
- Applicants can request (at no cost) translation of the Sample Letter of Intent (below) by the Champlain Valley Office of Economic Opportunity (CVOEO) up until Friday, November 10th. Contact CVOEO directly through Virginie Diambou (vdiambou@cvoeo.org) or Shiferaw Gameda (sgameda@cvoeo.org)
- Decisions on Letters of Intent will be communicated the week of December 12
- Full grant proposals will be due on January 28 at 5pm
- Decisions on full applications will be communicated the week of February 19

Grant Types

There are three categories of funding available as part of this Letter of Intent, see below. The Fund's fourth grant type, Emerging Need Grant, will be available later in the year.

Program Grant Criteria	Collective Impact - Planning Grant Criteria	Collective Impact - Implementation Grant Criteria
<ul style="list-style-type: none">• Maximum request of \$50,000• Optional multi-year, renewable up to three years based on committee evaluation• Supports projects or programs within an organization, often times as part of collaborative effort but not required	<ul style="list-style-type: none">• Maximum request of \$40,000• 1-year of funding with the option to apply for Collective Impact Implementation Grant• Often used to understand systems, bring community partners together, and assess areas of need• Intent must be to address systems level change	<ul style="list-style-type: none">• Maximum request of \$100,000• Funding match of 50% required (in-kind, cash, or combination)• Optional multi-year, renewable up to three years based on committee evaluation• Often used to implement large systems level changes, develop new systems, develop policy

Directions for submitting a Letter of Intent

1. STOP! You may have to create an account first.
2. If you do not already have an account, create an account at: [UVM Medical Center Community Health Investment Fund](#). Directions on how to create an account can be found later in this document.

If you have an account or once you've created an account:

3. Login using [this link](#) or the link above.
4. On the "APPLY" page (you should be directed to this page after logging in as an existing user or creating an account) find the box in the upper right-hand corner for "Access Code"
5. **Enter 11140 for the Access Code**
6. You should be directed to the LOI form for the "FY24 Program and Collective Impact Grants, Community Health Investment Fund"
7. Complete the LOI form and submit.
8. You should receive an automated email acknowledging your submission

If you have a question or need assistance, please email Justin at Justin.graham@uvmhealth.org. Again, instructions on creating an account and applying for a grant can be found in the material below.

Sample Letter of Intent

Note: Applicants must complete questions in our online grant platform, Foundant. A notation is made on certain questions where only an applicant applying for a specific grant category should respond. When no notation is provided, applicants should answer the question. Some questions have character limits.

- Projects must directly support communities in Chittenden and/or Grand Isle counties. Does your project meet this criteria? Yes or No
- Has this project been funded by the Community Health Investment Fund at any point in the past? Yes or No
- What type of grant are you applying for?
 - Program (maximum \$50,000)
 - Collective Impact – Planning (maximum \$40,000)
 - Collective Impact – Implementation (maximum \$100,000) and requires a 50% match of in-kind, cash or a combination
- If applying for a Collective Impact Grant, please complete the steps below. Once complete, upload your Readiness Tool document to this question as a confirmation that you have completed all steps.
 - Read: [Stanford article on Collective Impact](#).
 - Sign up on the [Collective Impact Forum website](#)
 - Watch video: <http://collectiveimpactforum.org/resources/tackling-complex-social-problems-through-collective-impact>
 - Complete: [Readiness Tool](#) (upload tool document)
- Organization Name (Text Box)
- Organization Mission Statement (Text Box)
- Project Name (Text Box)
- Project Anticipated Start Date (if known)
- Please select the Health Priority Area(s) your project will address. Select all that apply.
 - Cultural Humility and Inclusive Healthcare
 - Housing
 - Mental Health and Wellbeing
- Please select the Population(s) of Focus your project will serve. Select all that apply.
 - Black, Native American, and People of Color

- People who are non-binary, genderqueer, fluid, and transgender
 - People with Limited English Proficiency (LEP)
 - People with disabilities
 - People who are LGBTQ+
 - Older adults over 65 years of age
 - Refugees and newly immigrated individuals
 - People experiencing poverty or lower socio-economic status
 - Youth
 - Other
- If you selected “other” above, please use this text box to provide additional detail for the population(s) your project will serve. (Text Box)
 - Please provide a brief summary of your project. Your summary may include: problem or need being addressed, clear description of activities taking place, population(s) of focus, and desired outcome. If selected for funding, this is how your project will be represented on our website. (Text Box)
 - Program Grant ONLY: Who and how many people do you hope to serve by your project? (Text Box)
 - Program Grant ONLY: Why do you think your project will be successful? If applicable, please include a) Citations and links to other similar models, b) References to indigenous or cultural knowledge, or c) Data sources that support your approach. (Text Box)
 - Collective Impact Grant ONLY: If known, what is the anticipated change desired, and how will the project activities better understand the system or support systems change? (Text Box)
 - How will you be measuring the impact of your project? What outcomes define success for this project? (Text Box)
 - Please list any project partners or collaborators. Collective Impact Grant applicants must list at least (3) partners. Response optional for Program Grant applicants. (Text Box)
 - What amount are you requesting? (Text Box)
 - How much more funding, in addition to this request, would you need to complete this project? Could parts of this project happen with partial funding? If so, which parts? (Text Box)
 - Program and Collective Impact Grants can be renewed up to three years contingent on a reporting and renewal process. How many years do you anticipate funding? (One, two or three)

The Committee seeks to identify, support, and collaborate with partners who include diversity, equity, and inclusion (DEI) efforts into their work. The committee acknowledges that there are different levels of this work and recognizes demonstrated progress to create more inclusive and equitable communities.

- Please describe how your organization integrates Diversity, Equity, and Inclusion efforts into its work. i.e. policies and procedures, executive leadership, board, staff, volunteers, people with lived experience, clients and other stakeholders. If helpful, applicants may reference the DEI Organizational Evolution chart found [here](#) to better describe their work. (Text Box)

Creating a New Account and Site Access

You will access the system via the log on page. [UVM Medical Center Community Health Investment Fund](#)

It's recommended that you bookmark this page in your internet browser for ease of access. If at any time after creating an account, you can't remember your password, you may click on the Forgot Your Password button, enter your email address, and you will be sent a link to reset your password.



Logon Page

Email Address*

Password*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the Foundation's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact our Administrator, at example@email.com to receive your username and password.

STEP BY STEP Account Creation

- Creating a new account is a multi-step process;
 - with the first section collecting **Organization Information**;
 - the second section collecting **User Information**;
 - and sections three and four collecting **Executive Officer** information.
- After Organization Information has been entered click on the **"Next"** button.
- The next section is the **"User Information"** section, or YOUR information.
 - If your address is the same as your organization's you may use the **"Copy Address from Organization"** button to automatically pull the address information from the organization address fields into the address fields in this section.
 - It is very important to note that the email address entered in the **Email/Username** field becomes the Applicant's **Username** in the system.
- Once the fields on the **"User Information"** section are completed, click on the **"Next"** button.
 - Please note that should you need to navigate to the previous section in the registration process, you must use the **"Previous"** button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using their browser's "back" button you will lose all registration information entered.
- In the next section you indicate if you are the Organization's Executive Officer.

- If you are the executive officer, select **“Yes.”** You are taken to a section of optional fields that includes only the fields that were not required in the **“User Information”** section.
- If you are not the executive officer, select **“No,”** and complete the required Executive Officer fields.
- Once the executive officer’s information is entered, click on the **“Next”** button to create a password.
- Password requirements are listed at the top of the section, so the applicant can create their password accordingly.
- Once the password is created, the applicant clicks the **“Create Account”** button.

EMAIL CONFIRMATION:

Upon clicking Create Account you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system. Follow the onscreen instructions and click the **“Continue”** button to finish the registration process. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.

Applying for Funding Step by Step

Upon completing registration and accessing the system for the first time, you will land on the **Apply Page**. This page will show you any currently open opportunities that you can apply for, as well as any relevant deadlines and other applicable information related to them.

- If you’ve been provided an access code, you may enter it in the upper right-hand corner to reveal the opportunity you have been invited to apply to. **ACCESS CODE ABOVE**
- You can preview the application without having to save any work by clicking on the **“Preview”** button.
- To start a request, click on the blue **“Apply”** button under the opportunity you’d like to apply to.
 - Clicking Apply will take you into a form to complete and submit. Depending on the Foundation the form will likely be an LOI or Application. In this example, you are taken directly into the application.

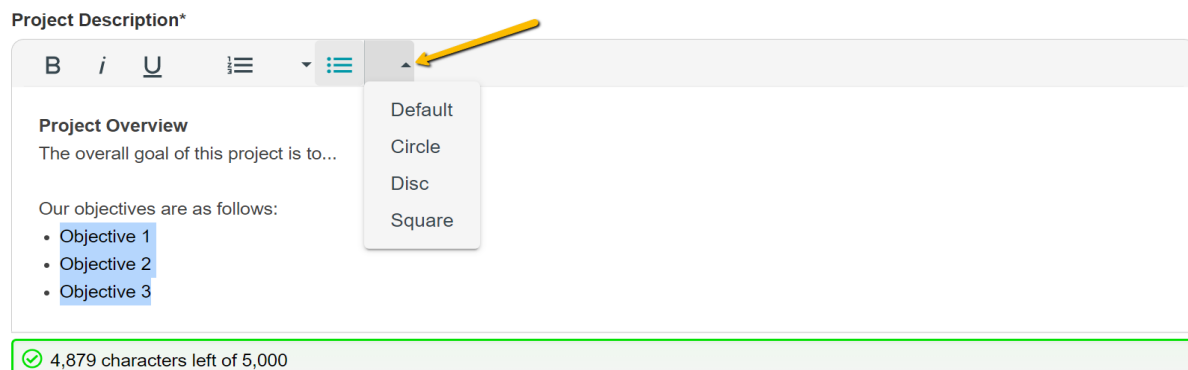
Once in the form, note that your contact and organization information automatically populates at the top of the form.

- You may update your contact information and view your email history.
 - If the Foundation allows applicants to update organization information you will see the edit icon next to the Organization Information.

- If not, you must contact the Foundation directly to change organization information.
- If you'd like a PDF copy of the application, you can click the Question List button.
- Once you've completed the form, you may click the Application Packet button to download a copy of the questions and your responses.
- Please note that if the form has a specific deadline it will be listed at the top of the form.
 - Depending on the Foundation you may or may not be able to submit after the deadline has passed.
 - If the past due message is reflected in orange, you may still submit the form.
 - If the past due message is reflected in red, you no longer have the option to submit the form.
 - If you are not allowed to submit, you will receive a message should you attempt to submit.

Work your way through the form responding to the fields.

- Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.
- As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.
- You may collapse question groups as you go, once you've finished all of the questions in that group, as an indicator to yourself that you've completed that section and reduce scrolling.
- Some fields have character limits.
 - Responses that are longer than the set limit will be saved, **but** an error message will appear informing the applicant that the limit has been exceeded.
 - You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File **upload fields** will only accept one file, per field.
 - Upload fields have size limits.
 - If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing the applicant that the file is too large and the file **will not** be saved.
 - Upload fields may also have File Type restrictions.
 - If you attempt to upload a file type in an unaccepted file type acceptable file type you will receive a warning that the file type is not acceptable and you will not be able to upload the file.
 - Once a file has been uploaded, it may be **deleted** by clicking the **red X** next to the file name and a new file can be uploaded.
- For some text questions, you might see a rich text editor bar. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.
 - Click a button in the editor (e.g. the B button for bold text) and then type. The formatting will be applied to the text that you type (e.g. the text you type will be bold).
 - Click the button in the editor again to stop using that formatting when you continue typing.
 - Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
 - Highlight existing text and click the button in the editor again to remove the formatting.
 - When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.



- Even though the system is auto-saving there is still a **“Save”** button at the bottom of the form.
 - When you click save you are taken to a confirmation page so you know the save was successful.
 - If you click **“Continue”** you will be taken back into the form so you can continue working.
 - If you save and exit the system, you will access the **draft of the form** from your **Dashboard** the next time you log in.
 - Pick back up where you left off by clicking the **“Edit”** link to the right of the request.
- You may abandon the request if it is the first form to be submitted for this request.
 - Once the first form, either an LOI or Application, has been submitted you must contact an administrator to withdraw the request from consideration.
 - After selecting Abandon Requests, you must type in Abandon Request and select OK
 - The request will then be visible in the Historical Requests tab just as it would if an administrator had abandoned the request.

When all of the fields are complete, submit the application.

- If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
 - An error message appears listing the fields that need to be completed or edited.
 - These fields are outlined in red so they are easy to identify as the applicant scrolls through the form.
- When a form is submitted successfully, the applicant will be taken to a confirmation page.
 - When you click **“Continue”** you are taken to your dashboard where you can VIEW your submitted request.
 - Note, that once an application has been submitted you can no longer edit it.

Your Applicant Dashboard


Your dashboard houses current and historical requests.

The active request tab houses all current requests. These are the requests still requiring action, awaiting a decision and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

∨ Fall Grant For Book Funding

Process: Base Camp Example Process

Application	Draft	07/24/2018	Edit Application
Decision	Undecided		



- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted but note that once submitted you can not edit them.
- You can also see the request’s decision status.
 - The status will be **“Undecided”** until the site administrator posts a decision.
 - Timing on decision status updates vary depending on the foundation.

If your request is approved you may be assigned Follow Up Reports to be completed and submitted through the system.

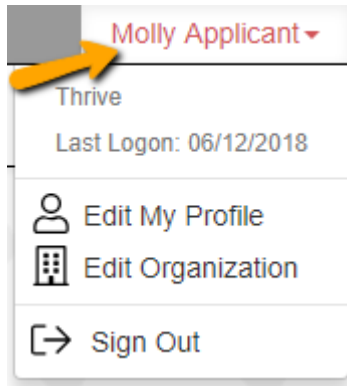
- Follow ups are completed and submitted just like any other form.
- If you’ve been assigned multiple follow up forms, you must complete them sequentially by due date.
- Follow ups that are past due will be marked as such.
 - If the past due message is reflected in orange, you may still submit the form.
 - If the past due message is reflected in red, you no longer have the option to submit the form.

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018 Past Due	Assigned	Edit

Denied requests and requests marked closed by the site administrator are housed in the Historical Request tab.

If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Be sure to click save in the bottom right once you've finished.



Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").