

**YOUR ZIP  
CODE  
SHOULD  
NOT  
BE**



**MORE  
IMPORTANT  
THAN YOUR  
GENETIC CODE**

**Community Impact**  
An Initiative of



# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

## Applicants 2021-2022 Quick Start Guide for Texas Health Resources Grants E-Portal

1. The Log-In page for NEW Users
  - a. Please note several items of importance on this page:
    - i. Welcome Message Box
    - ii. Video Tutorials
    - iii. Help Email



- b. **If you are a current grantee organization, please check with the Grant Coordinator at your site or your Texas Health Resources Program Manager before creating a new account and continue to page 3.**
- c. Log-In for **NEW Users from NEW Organizations only**. If you applied and were **NOT** funded in 2018, you are considered a NEW Organization and a NEW User.
  - i. Website is <https://tinyURL.com/THCIGrants>
  - ii. Click Create New Account
- d. Enter Organization Information, the green boxes are REQUIRED.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

🕒 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

Organization Name (Department Name)\*  
if your from a large org please enter you dept name

EIN / Tax ID (##-####\*)

Organization Web Site\*  
if none, put www.none.org

Telephone Number (###-###-#### x####)\*

If you belong to a national organization please use your chapter's local website.

Organization Email

Address 1\*

Address 2

City\*

State\*

Postal Code\*

Vendor

Next >

User Information

Executive Officer Question

Additional Executive Officer Information

Password

- e. Click Next
- f. Complete the User Information page; You can select “Copy Address from Organization” at the top of this page and then proceed to fill out the remaining required fields.

User Information

Copy Address from Organization

Prefix (Mr, Mrs, Ms, etc.)\*

Middle Name

Suffix (Sr, Jr, III, etc.)

Email / Username\*

Telephone Number (###-###-#### x####)\*

Address 1\*

City\*

Postal Code\*

First Name\*

Last Name\*

Business Title\*

Email / Username Confirmation\*

Mobile Number (###-###-####)

Address 2

State\*

Country

< Previous

Next >

- g. Click Next
- h. Select the appropriate radio button for the Exec. Ofc. Question, and click next

Organization Information

User Information

Executive Officer Question

Are you the Organization's Executive Officer?\*

Yes

No

< Previous

Next >

Additional Executive Officer Information

Password

- i. If Yes, you will move on to the last section, “Password”
- j. If No, you will move to the Additional Executive Officer Information Section and complete

Additional Executive Officer Information

Copy Address from Organization

Prefix (Mr, Mrs, Ms, etc.)\*

Middle Name

Suffix (Sr, Jr, III, etc.)

Email\*

Mobile Number (###-###-####)

Address 2

State

Country

First Name\*

Last Name\*

Business Title\*

Telephone Number (###-###-#### x####)

Address 1

City

Postal Code

< Previous

Next >

Password

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

- k. Click Next
- l. Create a password
- m. Click Create Account
- n. Click appropriate Radio Button, and then Click Continue

## Email Confirmation

You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from Texas Health Resources <administrator@grantinterface.com>, look in your junk or spam folder.

To remove Texas Health Resources <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email  
 Continue without checking  
 I have not received the email

Send Email Again

Continue

## 2. EXISTING USERS: START HERE!!!

- a. Please note several items of importance on this page:
  - i. Welcome Message Box
  - ii. Video Tutorials
  - iii. Help Email
  - iv. Forgot Password link

Texas Health Resources

Logon Page

Email Address\*

The Email Address\* field is required

Password\*

The Password\* field is required

Log On Create New Account

Forgot your Password?

Welcome to the Texas Health Resources' Online Portal.

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

Tutorials

- Video Tutorial 1: Site Access & Account Creation (3 minutes long)
- Video Tutorial 2: Applying for Funding (5 minutes long)
- Video Tutorial 3: Your Applicant Dashboard (3 minutes long)
- Written Tutorial

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

Questions?: Please contact our Grant Administrator at THCI-grants@texashealth.org

- b. **If you are a current grantee organization, please check with your Grant Coordinator at your site or your Texas Health Resources Program Manager before creating a new account.**
- c. Enter your Email Address and Password. Click Log-On
- d. If you do not remember your password, please click the "Forgot your password?" link and enter your email address. Click the Send Reset Link and follow the instructions in your email. Don't forget to check the "junk" email or "Spam" email boxes.

Reset Password

To reset your password, enter your email address and click Send Reset Link

Email Address

Cancel Send Reset Link

- i. Enter your new password--Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$\$%&\*()\_
- ii. Click "Save Password"

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

## 3. The Apply Page

- a. Several items of importance appear on this page.
  - i. Access Code Entry box—We do not use this, please disregard.
  - ii. Search Box
  - iii. **Instructions—please read these carefully, as updates and important announcements can/will appear here.**
  - iv. Eligibility Quiz link

**Apply**

*If you have been provided with an Access Code, you may enter it in the box at the top of the page.*

Thank you for your interest in the 2020 Texas Health Community Impact Request for Proposals. You may view the following video for additional guidance: [Applicant Workflow Video](#)

The eligibility quiz must be completed prior to entering the application process. If, upon completing the eligibility quiz, you are not offered a process to which you can apply, please contact us at [THCI-Grants@TexasHealth.org](mailto:THCI-Grants@TexasHealth.org) with "No Eligibility" in the subject line. If you would like to apply for more than one region, please submit your first eligibility quiz, and then email us at [THCI-Grants@TexasHealth.org](mailto:THCI-Grants@TexasHealth.org) with "Re-open Eligibility" in the subject line.

2021 TH Community Impact Grants Eligibility Quiz

Please answer the following questions to determine eligibility for Texas Health Community Impact.

## b. The Eligibility Quiz

- i. This very short quiz will allow the system to assign you to the appropriate grant request process. Please complete the quiz and submit it. If you must step away from the quiz for a few minutes or longer, please use the "Save Eligibility" button to save your progress.

after you submit this form.

- ii. If you make a mistake or your organization is planning to apply to multiple regions, please send an email to [THCI-Grants@TexasHealth.org](mailto:THCI-Grants@TexasHealth.org) with the phrase, "Re-open Eligibility" in the subject line. Someone will respond with in 24 hours (or the next business day, if on a weekend or holiday).

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

- iii. You will see the Confirmation Page. Please read it and click continue.

## Confirmation Page

✔ Your Eligibility has been submitted.

Based on your answers, you are eligible for the following:  
2021 TH Community Impact Grants - Denton-Wise

ⓘ Click 'Continue' to view the Apply page.

Continue

- c. Applications for which you are eligible
- You will see a list of all applications for which you are eligible. You may see one, or, if you have re-submitted your eligibility quiz, you may see more.
  - Click on the Apply Button to get started.

Apply

Enter Access Code  Enter Code

ⓘ If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

Thank you for your interest in the 2020 Texas Health Community Impact Request for Proposals. You may view the following video for additional guidance: [Applicant Workflow Video](#)

The eligibility quiz must be completed prior to entering the application process. If, upon completing the eligibility quiz, you are not offered a process to which you can apply, please contact us at [THCI-Grants@TexasHealth.org](mailto:THCI-Grants@TexasHealth.org) with "No Eligibility" in the subject line. If you would like to apply for more than one region, please submit your first eligibility quiz, and then email us at [THCI-Grants@TexasHealth.org](mailto:THCI-Grants@TexasHealth.org) with "Re-open Eligibility" in the subject line.

2021 TH Community Impact Grants Eligibility Quiz

ⓘ Based on your answers, you are eligible for the following

> 2021 TH Community Impact Grants - Denton-Wise Accepting Submissions from 06/10/2020 to 08/03/2020

## 4. The LOI (It's really not an LOI)

- You will see your LOI Page. **Please note that there is not an LOI associated with the 2020 Request for Proposals.** The purpose of this section is to provide our Vendor Services team a place to collect a small amount of legal information from you so they can complete the vetting process for your organization. We are collecting this information at this point in the process so that it does not impede your application process.
- Answer the questions and upload a recently (w/n the last 12 months) signed W-9 form and click save if you need to save your progress without submitting or click submit to submit your Compliance Documents.

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

Resources

**LOI** Public Profile

Process: 2021 TH Community Impact Grants - Denton-Wise

[Return to Follow Ups Draft](#)

Contact Info
Request

<b>Applicant:</b> Ms. Andrea Vernon andreav@none.cup.org 555-123-4567 103 Park Ave New York, NY 00120	<b>Organization:</b> Corporation for Ultra-Human Protection 55-5555555 555-123-4567 103 Park Ave New York, NY 000120
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[Contact Email History](#)

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

Eligibility
LOI
Question List

i Due on 07/20/2020 04:00 PM CDT.

i Fields with an asterisk (\*) are required.

**Applicant Information**

**Grant Contact Name\***  
Please enter the name of the person who will be administering this grant, and who has the authority to complete legal documents for your organization.

**Contact Email\***  
Please enter the email address of the above person.

**Project Name\***  
Name of Project.

Upload a file [5 MiB allowed]
 
Corona Virus Clean up CrewPacket.pdf [147.1KiB]
 Delete File
[Abandon Request](#)
Save LOI
Submit LOI

- c. You will see another Confirmation Page after submitting your Compliance Documents successfully.

Resources

**Confirmation Page** Andrea Ve

✔ Your LOI has been submitted.

Continue

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

5. The Dashboard is where you can review your organization information and keep track of your requests.
  - a. The top box contains your contact information as well as your organization's information. You can use the pencil icon to edit the information if necessary.
  - b. The tabs below your contact information contain your requests (applications).
    - i. You can see the status of your eligibility quizzes, applications, etc.
    - ii. Any items that are blue are links to that item.
  - c. Once you submit your LOI, our staff will mark it complete, and approve it. If we need additional information you will be contacted. Once the LOI is approved, you will see a link that says, "Edit Application" and receive an email that states that the application has been assigned to you.
  - d. Click on the Edit Application link to enter the Application

**Applicant Dashboard**

Public Profile

**Applicant:** Ms. Andrea Vernon  
andrea@none.cup.org  
555-123-4567  
103 Park Ave  
New York, NY 00120

**Organization:** Corporation for Ultra-Human Protection  
55-5555555  
555-123-4567  
103 Park Ave  
New York, NY 000120

Contact Email History

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

Active Requests **3** | Historical Requests **0**

**Eligibility Quizzes**

2021 TH Community Impact Grants Eligibility Quiz	Submitted	06/17/2020	<a href="#">View Eligibility Quiz</a>
superhuman situation damage repair			
<b>Process:</b> 2021 TH Community Impact Grants - Denton-Wise			
LOI	Submitted	06/18/2020	<a href="#">View LOI</a>
Decision	Undecided		
Corona Virus Clean Up Crew			
<b>Process:</b> 2021 TH Community Impact Grants - Denton-Wise			
LOI	Submitted	06/17/2020	<a href="#">View LOI</a>
Application	Assigned	06/17/2020	Due on 08/03/2020 04:00 PM CDT
Decision	Undecided		<a href="#">Edit Application</a>
Superhero Situation Damage Repair			
<b>Process:</b> 2021 TH Community Impact Grants - Denton-Wise			
LOI	Draft	06/17/2020	Due on 07/20/2020 04:00 PM CDT
Decision	Undecided		<a href="#">Edit LOI</a>

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

## 6. The Application

- a. There are four main sections to the application:
  - i. Cover Page
  - ii. Application Requirements
  - iii. Application Questions
  - iv. Additional Required Information
- b. There are 9 supplemental sections for additional letters of commitment that will open **ONLY** if you need them.
- c. To complete each section, click on the > next to the Section Title (or anywhere in the gray bar).
- d. Complete all questions by typing in the information requested **OR** by copying and pasting from another document. *Please use plain text if copying and pasting as most formatting will not transfer correctly.*

The screenshot shows the 'Application' page for the 'Corona Virus Clean Up Crew' under the process '2021 TH Community Impact Grants - Denton-Wise'. The page includes a navigation bar with 'Apply' and 'Fax to File' options, and buttons for 'Public Profile' and 'Copy GuideStar Profile'. A 'Return to Application Draft' button is visible at the top.

The main content area is divided into 'Contact Info' and 'Request' tabs. Under 'Contact Info', the applicant's details are listed: Ms. Andrea Vernon, email andreaav@none.cup.org, phone 555-123-4567, and address 103 Park Ave, New York, NY 00120. The organization's details are: Corporation for Ultra-Human Protection, phone 55-5555555, phone 555-123-4567, and address 103 Park Ave, New York, NY 000120. A 'Contact Email History' link is provided. A warning message states: 'If your organization information does not appear correct, please contact the funder. Thank you.'

Below the contact information, there are tabs for 'Eligibility', 'LOI', and 'Application'. The 'Application' tab is active, showing a list of sections: 'Cover Page', 'Application Requirements', 'Application Questions', 'Additional Required Information', and 'Letter of Commitment #2'. Each section has a right-pointing chevron (>) to expand it. Two pink arrows point to the chevrons for 'Cover Page' and 'Letter of Commitment #2'. At the bottom of the application list, there are 'Save Application' and 'Submit Application' buttons.

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

- e. There are three question types in the Application Form.
  - i. Text Areas allow you to enter information in paragraph format
  - ii. File Uploads allow you to upload one file to your application. Your application can accept up to 25 MB of information in the form of file uploads. If you have more than two or three files to upload, please watch your file size and adjust if necessary. If you require more space than the 25 MB, please email [THCI-Grants@TexasHealth.org](mailto:THCI-Grants@TexasHealth.org) and enter "File Size Too Large" in the subject line.
  - iii. Radio Buttons allow you to select one answer for that question.
- f. Letters of Commitment
  - i. After uploading a letter of commitment, you will see a question entitled "Additional Letter" with the answer choices of "Yes" or "No".
  - ii. If you select "Yes," a new question will open to allow you to upload an additional letter.
  - iii. You can repeat this step up to 9 times to include 10 letter of commitment total.
  - iv. If you have more than 10 organizations in your collaborative, email [THCI-Grants@TexasHealth.org](mailto:THCI-Grants@TexasHealth.org) and enter "Additional Letters of Commitment" in the subject line and attach the additional letters to the email. Include your Organization name and Project name in the body of the email.
- g. If you need to save your progress without submitting use the "Save Application" button at the bottom right.
- h. To submit your completed application, use the "Submit Application" button.

Additional Required Information

Collaborating Organization Information\*

List of all collaborative organizations and the primary representatives' contact information for each one.

10,000 characters left of 10,000

Letter of Commitment #1\*

Letters of Commitment (300-500 words each) from each of the major collaborative organizations identified in the proposal as part of the cross-sector collaborative (minimum of one, excluding the lead organization). Templated letters will not be accepted. These letters must answer the following questions:

- What will be the collaborative organization's roles and primary responsibilities?
- How will the collaborative organization participate in the planning and implementation of THCI project?
- How will the collaborative organization contribute to measuring the project's progress?

Upload a file [2 MiB allowed]

Additional Letter (1)

Do you have an additional Letter of Commitment to upload?

Yes

No

Letter of Commitment #2

Letter of Commitment #2

Letters of Commitment (300-500 words each) from each of the major collaborative organizations identified in the proposal as part of the cross-sector collaborative (minimum of one, excluding the lead organization). Templated letters will not be accepted. These letters must answer the following questions:

- What will be the collaborative organization's roles and primary responsibilities?
- How will the collaborative organization participate in the planning and implementation of THCI project?
- How will the collaborative organization contribute to measuring the project's progress?

Upload a file [2 MiB allowed]

Additional Letter (2)

Do you have an additional Letter of Commitment to upload?

Yes

No

Due on 08/03/2020 04:00 PM CDT.

Save Application Submit Application

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020



## Confirmation Page

✔ Your Application has been submitted.

Continue

- i. You will receive a confirmation page when your application has been submitted. Click continue to return to the Dashboard
- j. Congratulations! The hard part is DONE!!!

## 7. Checking your application status

- a. After you submit your application, you will be able to check the status of your application.
- b. Log into Texas Health Grants e-Portal and go to the dashboard
  - i. If we need more information from you or clarification on an answer, your application will be marked incomplete and you may or may not be assigned a new due date.
  - ii. You will receive an email from the Region Director with further instructions.
  - iii. Please correct or provide the requested information and resubmit applications

Applicant

Organization: Corporation for Ultra-Human Protection

Applicant: Ms. Andrea Vernon  
andreaav@none.cup.org  
555-123-4567  
103 Park Ave  
New York, NY 00120

Organization: Corporation for Ultra-Human Protection  
55-5555555  
555-123-4567  
103 Park Ave  
New York, NY 000120

Contact Email History

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

Active Requests (3) Historical Requests (1)

Eligibility Quizzes

2021 TH Community Impact Grants Eligibility Quiz	Submitted	06/17/2020	<a href="#">View Eligibility Quiz</a>
superhuman situation damage repair			
Process: 2021 TH Community Impact Grants - Denton-Wise			
LOI	Submitted	06/18/2020	<a href="#">View LOI</a>
Decision	Undecided		
Corona Virus Clean Up Crew			
Process: 2021 TH Community Impact Grants - Denton-Wise			
LOI	Submitted	06/17/2020	<a href="#">View LOI</a>
Application	Draft	06/18/2020	<a href="#">Edit Application</a>
Decision	Undecided		
Due on 08/15/2020 11:00 AM CDT			
Superhero Situation Damage Repair			
Process: 2021 TH Community Impact Grants - Denton-Wise			
LOI	Draft	06/17/2020	<a href="#">Edit LOI</a>
Decision	Undecided		
Due on 07/20/2020 04:00 PM CDT			

# Texas Health Community Impact Applicants' Quick Start Guide for Grants E-Portal 2020

- iv. If your application is complete, you will see the following information.
- v. You may continue to view your application but will not be able to make changes to it.
- vi. Congratulations, this means your application is ready to move to the evaluation stage. All you have to do now is hurry up and wait.

The screenshot shows the Applicant Dashboard with the following details:

- Applicant:** Ms. Andrea Vernon, andrea.v@none.cup.org, 555-123-4567, 103 Park Ave, New York, NY 00120
- Organization:** Corporation for Ultra-Human Protection, 55-555555, 555-123-4567, 103 Park Ave, New York, NY 000120
- Message:** If your organization information does not appear correct, please contact the funder. Thank you.
- Active Requests:** 3, **Historical Requests:** 0
- Eligibility Quizzes:** 2021 TH Community Impact Grants Eligibility Quiz (Submitted 06/17/2020)
- Process: 2021 TH Community Impact Grants - Denton-Wise**
  - LOI Submitted 06/18/2020 (View LOI)
  - Decision Undecided
- Process: 2021 TH Community Impact Grants - Denton-Wise**
  - LOI Submitted 06/17/2020 (View LOI)
  - Application Submitted 06/18/2020 (View Application)
  - Decision Undecided
- Process: 2021 TH Community Impact Grants - Denton-Wise**
  - LOI Draft 06/17/2020 (Due on 07/20/2020 04:00 PM CDT, Edit LOI)
  - Decision Undecided

- vii. After September 1, 2020, you will receive an email indicating your request status, and will see the decision information on the Dashboard.

The screenshot shows the Applicant Dashboard with the following details:

- Process: 2021 TH Community Impact Grants - Denton-Wise**
  - LOI Submitted 06/17/2020 (View LOI)
  - Application Submitted 06/18/2020 (View Application)
  - Decision Approved 06/18/2020
- No Follow Ups have been scheduled**

**Special instructions for Southern Region applicants:**

In order to apply for multiple Counties within the Southern Region, a separate application will need to be completed for each county where you would like to work. The steps for completing multiple applications are as follows:

1. Click steps one through four for your first area.
2. Return to the Dashboard and click the Apply Button again to complete a second LOI
  - a. Be sure to add a unique project name to each LOI.
3. Repeat this process for each area in which you would like to apply.

**Special instructions for applying to multiple regions:**

In order to apply for multiple regions, you will need to request to re-open the eligibility quiz for each region. After completing each eligibility quiz, you will see all application processes for which you are eligible to apply. Simply complete this set of directions for each application.

If you have any problems with the Grants e-Portal, please send an email to [THCI-Grants@TexasHealth.org](mailto:THCI-Grants@TexasHealth.org) with the phrase "TEXAS HEALTH GRANTS E-PORTAL Help" in the subject line.