



— Massachusetts —
COMMUNITY HEALTH AND
HEALTHY AGING FUNDS

All Application Guidelines

Contents

Application Guidelines	1
Getting Started.....	1
Navigating the Application Portal	2
Create a new account	2
Unable to Log In / Access Saved Application	3
Required Documents	3
Proposal Document	3
Proposal Attachments.....	4
Attachment Guidance: Budget	4
Completing the Budget Form.....	4
Components of the Budget Form	5
What to Include in Your Budget.....	6
Attachment Guidance: Workplan/Activities Template.....	7
Completing the Workplan/Activities Template	7
Components of the Workplan/Activities Template	7
Final Submission Checklist	7

Application Guidelines

Getting Started

Start a new [PSE Full and planning application](#)

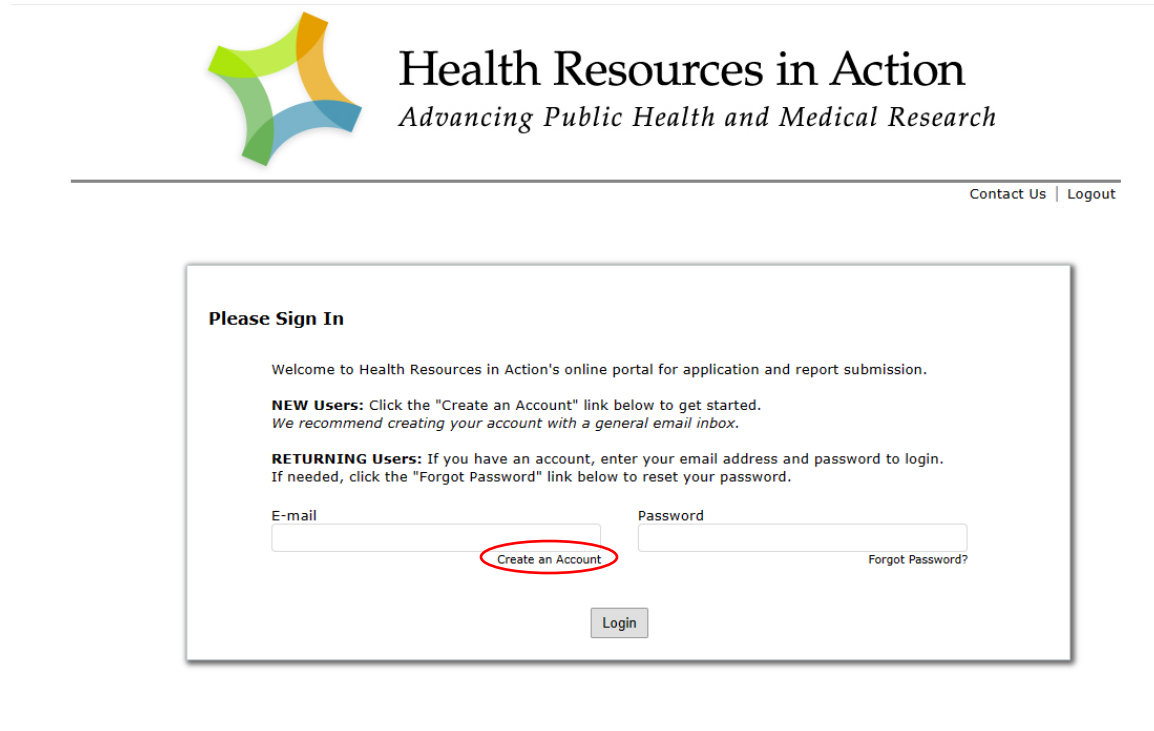
Start a new [CHIP Full and planning application](#)


Start a new [Healthy Aging Full and planning application](#)

Navigating the Application Portal

Create a new account

To begin, click the application link for the funding stream you are applying to and create your account (if you do not already have one).



 **Health Resources in Action**
Advancing Public Health and Medical Research

[Contact Us](#) | [Logout](#)

Please Sign In

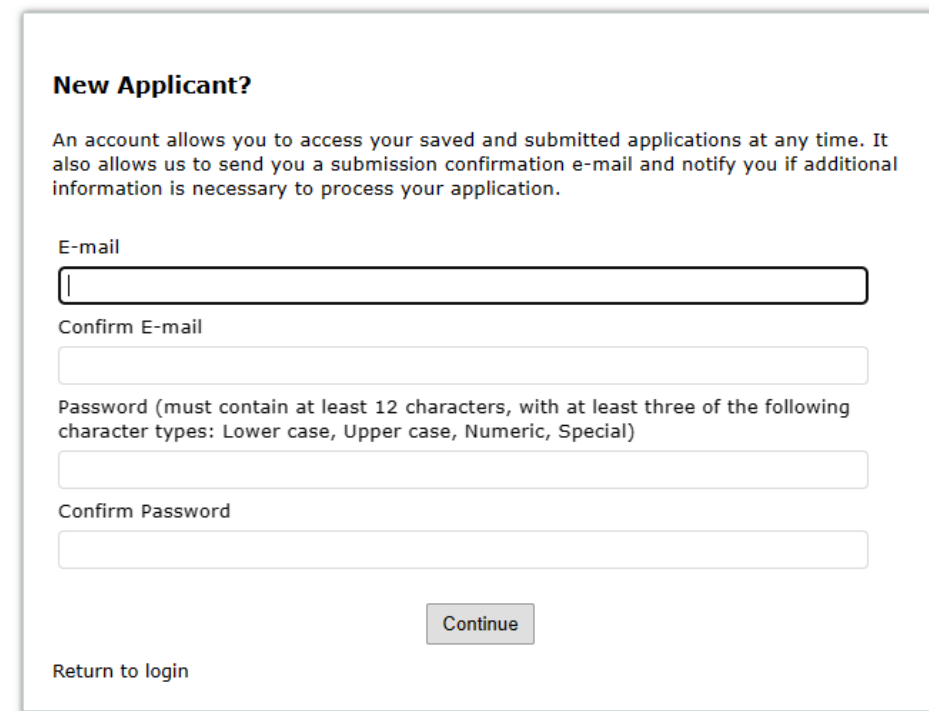
Welcome to Health Resources in Action's online portal for application and report submission.

NEW Users: Click the "Create an Account" link below to get started.
We recommend creating your account with a general email inbox.

RETURNING Users: If you have an account, enter your email address and password to login.
If needed, click the "Forgot Password" link below to reset your password.

E-mail Password

[Create an Account](#) [Forgot Password?](#)



New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

[Return to login](#)

Once you create your account and login you will be brought to some eligibility reminders.
NOTE: You Must select yes for all. Otherwise, you may not be eligible (or selected by accident)

and the portal won't let you in. If this happens, go back to New Application URL and begin again.

Be sure to save your work as you go. You can Save and Continue to the next section or Save and Finish Later.

The links for starting a new application and continuing a saved application are different. To continue a saved application, you should [login to your Account Page](#).

The Application Materials link in the application will bring you to the How to Apply page with links to all relevant materials. **NOTE: Always be sure to save your work before following a link. Open links in new tabs to avoid losing work.**

Log into the online portal well before the deadline to create an account and familiarize yourself with its format. Consider submitting before the deadline if you're able, in case you encounter any challenges.

Unable to Log In / Access Saved Application

- Clear your browser cache before login. Please follow these instructions here: [How do I clear my browser cache, cookies, and temporary Internet files \(blackbaud.com\)](#)
- Use this link to login for your saved proposal
<https://www.grantrequest.com/AccountManager.aspx?sid=2364>
- Make sure you are using the right email to login
- Sometime the browser you use can cause some issue. Please try a different browser.

Required Documents

Proposal Document

General Tips

- Ensure your proposal is as clear and concise as possible
- Consider asking a colleague who isn't familiar with your idea or program to review the Idea or Proposal and give feedback
- Spend most of the narrative articulating the idea and what your organization will do
- Spell out acronyms at least once and periodically throughout the application.
- Start preparing the application early as to ensure ample time to (1) contact us with any questions you may have about the proposal, to (2) answer all proposal questions completely, and to (3) upload all application materials.

Narrative

- 4-6pages
- 12-point, Times New Roman font, 1-inch margins
- Answer questions in order with detailed information
- Include the name of the applicant organization in the document footer
- The word counts are meant as a guide
- You can choose to include photos

- Full grants save the document as: Funding _Organization Name (Ex: PSE Full_Health Resources in Action). Planning grants save the document as: Funding Planning _Organization Name (Ex: PSE Planning_Health Resources in Action)

Presentation

- 20-24 slides
- Answer questions in order; ensure it is clear with detailed information when you are addressing each question, remember you are not presenting live and won't be able to provide nuanced details.
- Use a font that is easily readable
- Use art to help convey your message
- Create clear labels for charts and graphs
- Make slide backgrounds subtle and consistent
- Use high contrast between background and text colors
- Full grant save as Funding _Organization Name (Ex: PSE Full_Health Resources in Action). Planning grant, save the document as Funding Planning _Organization Name (Ex: PSE Planning_Health Resources in Action)

Proposal Attachments

BUDGET: The budget form **is required**. You can access the budget form on our [webpage](#).

WORKPLAN/ACTIVITIES TEMPLATE: This is **required**. You can access the workplan on our [webpage](#).

Attachment Guidance: Budget

Completing the Budget Form

Please complete a budget page for each year that you are requesting funding. If you are not requesting 5 years of funding, leave the extra space blank.

For each line item, please provide a brief description or explanation. Please include information to show how the item connects to your proposed activities, and whether the line item is also covered by other funding sources.

When you finish the budget, be sure to **save your budget form and attach it to your application** in the online portal. To do so:

1. Please save the file with the funding stream you are applying to, your organization's name, and the type of attachment (Ex. *PSE Full_Health Resources in Action_Budget*)
2. Go to your saved application on your [Account Page](#).
3. On the Attachments page, add your budget document. Make sure file type is xls. or xlsx.

If you have questions or need support using the template, please email us at MACHHAFunds@hria.org



REQUIRED:

Budget

Please attach your budget here. You can access the budget form on the [How to Apply](#) page of the Massachusetts Community Health & Healthy Aging Funds. Please submit a budget document with detailed project costs for each year of requested funding.

Workplan

Components of the Budget Form

Employee Compensation - This includes any employee of the applicant organization who will work on the project or program.

Non-Employee Compensation* - This includes but not limited to non-staff individuals engaged in the project or program. These might include committee members, volunteers, focus group participants, and individual consultants.

Direct Operating Expenses* - Expenses related to the specific project or program. Examples include travel expenses, advertising materials, staff training, office supplies, and more. Expenses like these would not exist if the project or program did not exist.

Subcontracts* - If you are giving funds to other partners to do parts of the initiative, list here.

Indirect Rate – Expenses necessary to support an organization’s general operations. Usually shared across projects or programs. Examples include rent and utilities, office furniture, computers, and IT systems. ***Applicants can request up to 20% for indirect costs.***

***Community Engagement** – We would like to know how much funding is dedicated to community engagement activities. Sum the line items pertaining to Community Engagement activities and enter the approximate total amount in row 46. Community engagement can be defined in several ways and can range across a [spectrum of public participation](#).

Public Participation Spectrum

Adapted by Health Resources in Action from the International Association of Public Participation

Increasing Level of Public Impact					
	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions	To obtain public feedback on analysis, alternatives, and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example Tools	<ul style="list-style-type: none"> Fact sheets Websites Open houses 	<ul style="list-style-type: none"> Public comment Focus groups Surveys Public meetings 	<ul style="list-style-type: none"> Workshops Deliberate polling 	<ul style="list-style-type: none"> Citizen Advisory Committees Consensus-building Participatory decision-making 	<ul style="list-style-type: none"> Citizen juries Ballots Delegated decisions

What to Include in Your Budget

We encourage applicants to develop a detailed, realistic budget with all project costs. We would also like to support you in including equity within your proposed budget. We have prioritized 3 key areas which we recommend you budget for. These areas include: Evaluation, Capacity Building, and Compensation and Incentives.

Capacity Building/Funds Events – Awardees are expected to take part in learning opportunities and events. Please budget for funds to cover 1-2 staff to prepare for, take part in, and travel to these meetings, along with other travel-related expenses.

Event type	# per year	Estimated Time
All Awardee Convenings (Virtual)	2	1.5 hours
Regional gathering	1	all day
Annual site visit (virtual)	1	1.5 hours
1:1 check-in (Virtual)	4	1 hour
Learning Community Sessions (Virtual)	4	1.5 hours

**Travel: Awardees should use the Federal mileage reimbursement rate to determine travel costs. The locations for events have not been determined. Assume a venue centrally located in Massachusetts.*

Evaluation - We encourage you to allocate resources that will allow your organization or partnership to evaluate your initiatives. Generally, we recommend at least 10% of your annual project budget be dedicated to evaluation activities. This can be requested from the Funds or covered by other funding sources. Evaluation activities could be done by staff, an individual consultant, or another organization. Please see the RFP for expectations related to evaluation.

Compensation and Incentives – We encourage you to budget for in-depth community engagement. When compensating community members (those who are not paid staff by the organization or subcontractors) for their time, we recommend the following:

- A minimum payment or incentive amount of \$25/hour or at least a living wage in your region. We encourage paying individuals with an extra role, such as a meeting facilitator, at a higher rate. We encourage paying individuals with an extra role, such as a meeting facilitator, at a higher rate.
- Translation, interpreting, childcare, and transportation reimbursement offered to support participation in events.

Attachment Guidance: Workplan/Activities Template

Completing the Workplan/Activities Template

Please complete the Activities Template for your initiative. Please include minimum of 5 major activities that you are proposing to do with this funding.

When you finish the Workplan/Activities Template, be sure to **save and attach it to your application** in the online portal. To do so:

1. Please save the file with the funding stream you are applying to, your organization's name, and the type of attachment (Ex. *PSE full_Health Resources in Action_Workplan*)
2. Go to your saved application on your [Account Page](#).
3. On the Attachments page, add your workplan document. Make sure file type is .doc or .docx or .pdf

If you have questions or need support using the template, please email us at MACHHAFunds@hria.org

Components of the Workplan/Activities Template

Activities – Brief outline of each major activity you plan to do for this initiative.

Timeframe – The expected year and months/quarter that you anticipate doing each activity.

Community Engagement – More information about how the community will be engaged in each given activity.

Anticipated Outcomes – Changes anticipated from the activities

Final Submission Checklist

Proposal Submission (must include 1)

- Narrative (file type .doc, or .docx)
- Presentation (file type .ppt, or .pptx)

Required Attachments (must include ALL)

- Budget (file type .xls, or .xlsx)
- Workplan (file type .doc, or .docx, or .pdf)
- Tax Exempt Designation (file type .pdf, or .png, or .jpg)
- W-9 (file type .pdf, or .png, or .jpg)