



Online Application Process

Healthcare Georgia Foundation requests that all proposals/ applications responding to an announced funding opportunity be submitted through its online application process. Links to the online application can be found here:

www.healthcaregeorgia.org/grantmaking/how-to-apply.cfm

Organizations requiring assistance with the application may contact the Foundation at 404-653-0990 for technical assistance.

Important Tips: The Foundation highly recommends that you print a copy of your application using the “printer-friendly version” link located in the top right-hand corner of the application. We also suggest that you first type your answers into a Word

document and then copy/paste your responses into the online application. Spell check is not available in the application. *Be sure to click the “Save and Finish Later” button at the bottom of the screen and come back to continue your work!*

✓ Information Checklist:

- Fiscal Sponsor information (if applicable)
- Organization's tax id number and tax letter
- Organization background, staff and volunteer information
- Organization contact and primary program contact information
- Organization's annual budget
- Information about your request, amount requested, geographic location of organization, geographic location serving, gender served, age group, ethnicity, need for funding and objectives
- List of funders
- List of Board of Directors & Staff
- Most recent audit
- Letters of agreement

Applying Online Step 1: Accessing the Online System

All users must log in with a user name and password. If this is your first time applying online with the Foundation, click on the new applicant button under the email log in and create a profile. If you are a returning user, please enter your email address and password.

Once you have accessed the application, immediately click the “Save and Finish Later” button. This will email you your link to access and finish the application, as well as email you a full copy of the application for your future use.

Step 2: Completing the Application

- **Tax ID and Eligibility Quiz** – In order to verify your 501(c)(3) status, you will be asked to enter your Fed Tax ID. If you are working with a fiscal sponsor, enter that group's tax ID number. Complete the eligibility quiz.
- Read and follow all directions carefully.
- If you are using a fiscal sponsor, please answer the questions using YOUR information, not the fiscal sponsors
- A “*” indicates a required field

- **Organization Contact and Primary Contact Information** – Provide information your organization’s CEO/ED information and the primary program contact (if different).
- **Funding Request and Description** – Drop down boxes are provided for some selections; choose the appropriate answer, as requested. Be sure to stay within word/character limits. The funding description requires clear and precise information on the funding request, organization need, and target population served. The Foundation uses regions for geographic location – download the guide here: www.healthcaregeorgia.org/grantmaking/grantmaking-priorities.cfm.
- **Objectives** – List the required amount of objectives; be sure they are specific, measurable, attainable, realistic, and timely. Save your work!
- **Budget** – Download the Foundation’s budget template at www.healthcaregeorgia.org/grantmaking/grantmaking-priorities.cfm.
- **Budget Narrative** – The purpose of the budget narrative is to supplement the information provided in the budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and

accomplish the results. The budget narrative is a tool to help the Foundation staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the costs beyond the constraints of the budget template.

- **Attachments** – Maximum size is 50MB. Preferred formats: Word Documents (.DOC, .DOCX), Adobe PDF (.PDF), and Excel (.XLS, .XLSX)

Step 3: Submitting the Application

- After you have completed all required fields and uploaded the necessary documents, click the “Review & Submit” Button. This will allow you to review and edit the document. It does **NOT** submit the application.
- Your application will appear in full and you **MAY** make any changes you feel are necessary.
- To officially submit the application, please scroll to the bottom of the screen and click “SUBMIT”. You will receive an email confirmation verifying that you have submitted your application successfully.
- If you submit and do not receive this confirmation, please contact the Foundation to be sure your application was received.

- Please note you cannot submit your application unless all required fields are completed and the required documents are uploaded. The Foundation will confirm its receipt of your application via email.

For More Information:

Detailed instructions are available for download at www.healthcaregeorgia.org/grantmaking/how-to-apply.cfm. If you have any questions about the online application process, please contact the Foundation’s Grants Manager at 404-653-0990.

About Healthcare Georgia Foundation

Healthcare Georgia Foundation is a statewide, private independent foundation. Through its strategic grantmaking, Healthcare Georgia Foundation supports organizations that drive positive change, promotes programs that improve health and healthcare among underserved individuals and communities, and connects people, partners and resources across Georgia.

