Application Submission Guide

If you have been invited to submit a full application by BCM, you can either use the link in the invitation email you received or go to BCM’s Grantee Portal to login https://www.GrantRequest.com/SID_2349?SA=AM

Welcome & Overview

The first page of the application displays information as submitted on the LOI. This information cannot be changed without contacting BCM staff.

• Please review and click Next
Proposal Details

• Question one asks you to review the challenge, problem, or opportunity your organization seeks to address as submitted on your LOI. Below question one you will see what was originally submitted.

• Please make changes as needed.

• Question three shows your results statement as submitted on LOI, please make changes as needed.

• Complete all remaining questions.

• Once complete, click Next
Focus Area/Results Overview

- Based on the Focus Area your organization selected on the LOI, you will be required to enter anticipated results within the program areas of the focus selected.
- At the top you will see Health, Education and Public Safety. Click on the tab that corresponds with the Focus Area noted on this overview page. (Or click next to move to the correct tab on the application.)
- Note: Please contact BCM staff if you have questions about the focus area listed above.
Health Results

Program Areas are listed in red under each major category.

Select at least one and no more than three program areas that are included in your grant request. It is unlikely that you will have targets for all the bullets.

- **Chronic Disease**

  Program Areas: Cancer, Diabetes, Cardiovascular Disease, Obesity, Other

  - * Total number of individuals enrolled
  - * Number of individuals served
  - * Number of individuals that increase their awareness of services and/or supports
  - * Number of individuals that enroll in and begin new services or supports
  - * Number of individuals that stabilize or improve symptoms for themselves and/or their family on a short-term basis
  - * Number of individuals that stabilize or improve symptoms for themselves and/or their family on a long-term basis
  - * Number of individuals whose immediate economic, social, or physical needs are addressed
  - * Number of individuals who build new skills and capacities
  - * Number of individuals that make healthy choices in social and economic situations
  - * If you selected Other, please describe.

- **Maternal and Child Health**

  Program Areas: Breastfeeding promotion/support, Doula/Midwifery services, Maternity care practice improvement, Other

- **Behavioral Health**

  Program Areas: Trauma informed interventions, Clinical mental health services, Suicide prevention, Other, Intellectual/Developmental Disabilities Supports

- **Health and Human Services**

  Program Areas: Mentoring, Transitional housing supports, Food insecurity services, Other, Case Management/Community Health Worker supports

- Numbers served may vary based on program area.

- It is unlikely that you will have targets for all the items with an *.

- Once complete, click Next.
**Application Submission Guide**

**Education Results**

You will see questions in the following sections below about the numbers of participants who will achieve different types of outcomes, numbers of other activities planned, and if applicable, questions about the results for policy work.

Program Areas are listed in red under each major category.

Select at least one and no more than three program areas that are included in your grant request. It is unlikely that you will have targets for all the bullets.

### Education

**Early Care and Education**

- Program Areas: Early Learning (Kindergarten readiness, Literacy), Enrichment (Arts & STEM, etc.), Parent/Caregiver Engagement

#### Early Care and Education

- Total Number of Individuals Enrolled
- Number of Children Who Reached Developmental Milestones
- Number of Parents/Caregivers Who Participate in Engagement Activities
- Number of Staff Who Participate in Professional Development
- Number of Childcare Centers That Increased Retention or Decreased Turnover
- Number of Childcare Centers That Increase Their Quality Rating
- Number of Nonprofits That Pilot Best Practices

### Pre-K12 Academics

**Program Areas:** Literacy, ESL, STEM, Mentoring, Leadership Training and/or Professional Development, Parent/Caregiver Engagement

### Out of School Time Programs (e.g., after-school, summer, etc.)

**Program Areas:** Enrichment (Arts, STEM, Sports, Dance, etc.), Youth Leadership Development, Mentoring, Leadership Training and/or Professional Development

### Vocational Education and Enrichment

**Program Areas:** Career Technical Education, Workforce Development, Entrepreneurship

### College Readiness

**Program Areas:** College Access & Persistence, Leadership Training and/or Professional Development

### Policy Change/Public Education

**Program Areas:** Policy Change, Public Education, Other

### Other

**Program Areas:** Other

- **Program Areas** are listed in red under each major category.
- **Select at least one and no more than three program areas** that are included in your grant request.
- **Enter the number of participants who will achieve different types of outcomes, number of other activities planned, and if applicable, questions about the results for policy work.**
- **Numbers served may vary based on program area.**
- **It is unlikely that you will have targets for all the items with an *.**
- **Once complete, click Next**
Public Safety Results

Application Submission Guide

• Program Areas are listed in red under each major category.

• Select at least one and no more than three program areas that are included in your grant request.

• Enter the number of participants who will achieve different types of outcomes, number of other activities planned, and if applicable, questions about the results for policy work.

• Numbers served may vary based on program area.

• It is unlikely that you will have targets for all the items with an *.

• Once complete, click Next
Please answer all questions.

- Question four and five refer to information submitted on LOI. In these two questions you are asked for more details on how you plan to engage with partner organizations and what other partners may be critical to your success.

- Once complete, click **Next**
Verification

- Check box to verify information being submitted has been verified by board member
- Please enter the Board Representative name, title and email

- Check box to verify information being submitted has been verified by President/ED/CEO
- Please enter the President/ED/CEO name, title and email

- Click Next
• Please upload the required attachments by selecting the appropriate title, choose file and click upload. You may also upload any other relevant information that may help BCM in reviewing your application.

• After all attachments have been uploaded, you can click **review and submit** or **save and finish later** if you need to come back to add more information prior to submission. Once the application has been submitted, you can no longer make changes without contacting BCM staff.
Application Submission Guide

Review and Submit

**Review & Submit:** The system will show you the entire application and if there any errors that need correcting.

- If there are any errors the system will display those at the top of the page in red text. Correct errors and click **Update**, then **Submit**.
- If no errors, click **Submit**.

*Note, once your application has been submitted you will receive confirmation and be able to access the submitted application along with your LOI in the applicant Portal.*

- In the applicant portal, click the dropdown to show submitted applications to see what you have submitted to BCM.
Application Submission Guide

How to Save & Finish Later

• Click **Save & Finish Later** – this will take you to BCM’s Application Portal.

• If you are a new user to our online system you will need to create your account, see steps below.

• If you are a returning user, please login with your email address and password.

• New users should click **New Applicant** to set up account.

• Returning users enter your email and password to access the Portal.

• If you do not remember your password, click **Forgot Password**.

• First time users enter email address and a password, click **Continue**. You will receive a confirmation email that your account has been created.

• This will be what you use to login to the Portal in the future.

How to log back into the BCM’s online Application Portal

• Please click [https://www.GrantRequest.com/SID_2349?SA=AM](https://www.GrantRequest.com/SID_2349?SA=AM) to sign into Portal and to access your saved and submitted application and reporting requirements along with any additional information BCM may require to process your application or report.