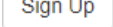







## Online Application Process for Systems Change Grants

### How to submit a Letter of Intent (LOI)

1. Visit: <https://webportalapp.com/sp/login/vitalyst-systemschange>



2. Need an Account? Click  Enter Email Address, create Password and Confirm password. Click  Retain credentials for future use. If an account already exists for your email address, you will be prompted to log in.

3. From the Account Homepage, select  If you already have a profile from a previous application, please click  to review your information and make any changes.



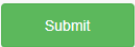
4. Enter your name and phone number. Select your organization's name from the dropdown list. If you do not see your organization's name, contact Vitalyst at [help@vitalysthealth.org](mailto:help@vitalysthealth.org) with Organization information (name, address, EIN, phone number) to request that your organization be added to the system. Once it has been added, you will be able to proceed with your profile and submission.

In 2019, we began collecting Diversity, Equity & Inclusion information about the organizations we are working with. Please complete the DEI information in as much detail as you can about the leadership of the lead organization.

Click  when complete.

5. To begin your LOI submission, scroll down to click on 
6. To enter the information for your Letter of Intent, click the  icon to the right. Complete all relevant fields and upload your two-page document.

In 2019, we began collecting Diversity, Equity & Inclusion information about the projects and grants we are reviewing. Please complete the DEI information in as much detail as you can about the communities to be served through this proposal.

7. You may click  to save your work return at a later time.
8. When complete and ready to submit, click  which will navigate you back to the main page.
9. If all required fields are complete, the Submit button will be green. You must click  for your LOI to be received and reviewed.

10. When you select submit, you will see 

11. A confirmation is sent to your registered email address. This may be delayed, as it's a manual process; however, you should receive this confirmation within 72 hours of submission.

QUESTIONS??? [Help@VitalystHealth.org](mailto:Help@VitalystHealth.org)

A CATALYST FOR COMMUNITY HEALTH