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 Sign Up. Enter Email Address, create Password and Confirm password. Click Sign Up. 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 + Create a Profile to Get Started. If you already have a profile from a previous application, please click Edit 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 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 Save Changes when complete.

5. To begin your LOI submission, scroll down to click on Get Started icon to the right. Complete all relevant fields and upload your two-page document.

6. To enter the information for your Letter of Intent, click the Open 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 Save Draft to save your work return at a later time.

8. When complete and ready to submit, click Mark Complete 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 Submit for your LOI to be received and reviewed.

10. When you select submit, you will see ✔️ This has been submitted.

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