

## Systems Change Grants: Online Application Process

Updated 9/18/24

### How to submit an application

1. Visit the [application portal](#)
2. Need an account? *You will be prompted to log in if an account already exists for the email address entered.*

- a. Click 'Sign Up.' 
- b. Enter the Email Address, create a Password, and Confirm the password.

3. Select 'Create a Profile to Get Started' from the Account Homepage.



*If you already have a profile, click*

'Edit'  *to review the information and make changes.*


- a. 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 added, you can proceed with your profile and submission.*


- b. Click 'Save Changes'  when information has been updated.


4. To begin the application submission, scroll down and click 'Get Started.'



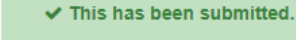
5. Click 'Open'  to the right to enter the application information.

- a. Complete all relevant fields and upload all relevant documents.

6. Click 'Save Draft'  to save your work and return at a later time. *The system DOES NOT automatically save your progress.*

7. When complete and ready to submit, click 'Mark Complete,'  which will navigate you back to the main page.

8. the Submit button  will turn green if all fields are complete. You must click the 'Submit' button to send your application for review.

9. You will see "This has been submitted." 

10. Confirmation is sent to your registered email address. It may be delayed as it's a manual process; however, you should receive it within 72 hours of submission.

- a. If you don't receive this confirmation email after 72 hours, please email [help@vitalysthealth.org](mailto:help@vitalysthealth.org).