

How to Register and Apply for the Community Health Impact Funds

1. Navigate to <https://mgb.smapply.us/>

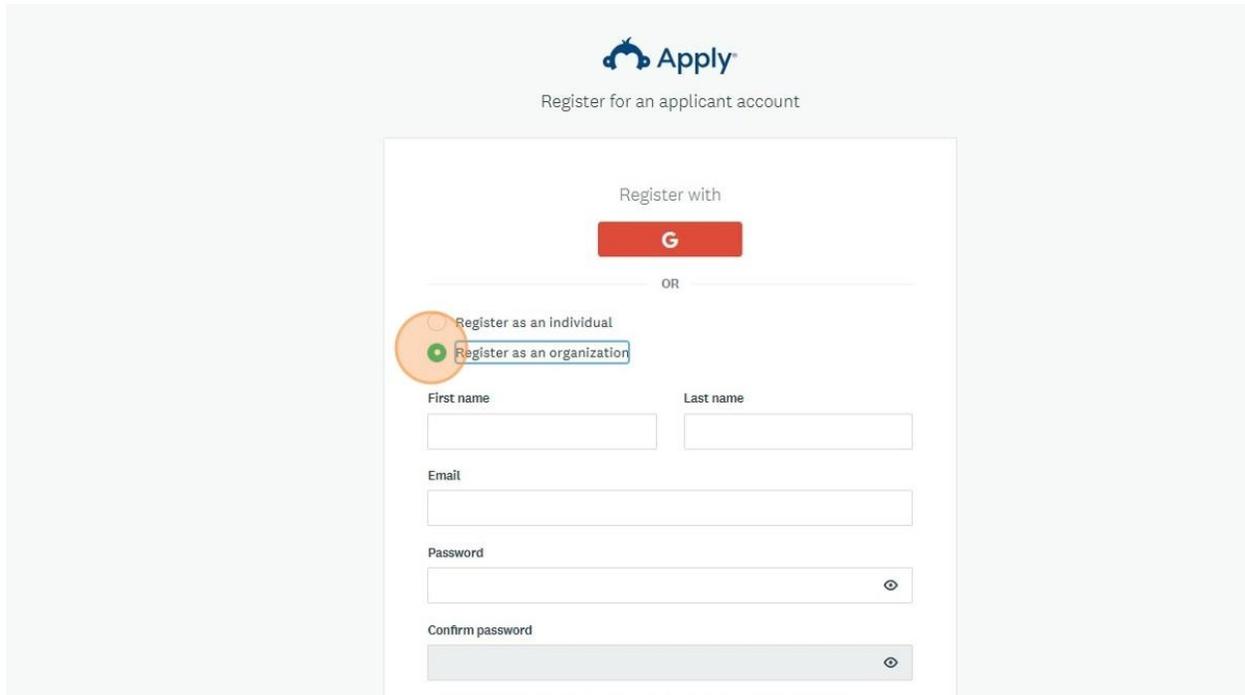
*Please notice there are **two opportunities** being offered on this site. Ours is [Community Health Impact Funds](#).*

The screenshot shows the website for THE KRAFT CENTER for Community Health. The page features a header with the organization's name and logo. Below the header, there is a main text block that reads: "Applications are now being accepted for the Kraft Center Community Health Champions Award. The award will recognize Massachusetts and New Hampshire-based community organizations and a Mass General Brigham (MGB) employee whose dedication and commitment to community service have made a positive impact on local community health. Through an internal MGB nomination process, up to five awards of \$2,500 will be awarded to community-based organizations and MGB employees. Successful nominations will demonstrate the organizations' and employee's impact and commitment to improving community health. Applications are due on July 2, 2025. Learn more and submit a nomination below. Questions? We are committed to ensuring an equitable, accessible, and transparent process, so please don't hesitate to reach out with any questions. Please feel free to share this opportunity with your colleagues and partners who might be interested. For additional information or if you have any questions about the application, eligibility, or nomination process please contact: Craig Regis, Director of Community Health Innovation, Kraft Center for Community Health cregis1@mgh.harvard.edu." Below this text is a section titled "Community Health Impact Funds" with four icons representing different aspects of community health: a house, a person with a gear, a person with a leaf, and a person with a bowl of food. At the bottom of this section, it says: "We are pleased to announce that a Request for Proposals (RFP) is now open for the Massachusetts General Hospital (MGH) [Community Health Impact Funding Food and Nutrition Security](#) priority. Details on the RFP process for this priority can be found below."

2. Click "Register"

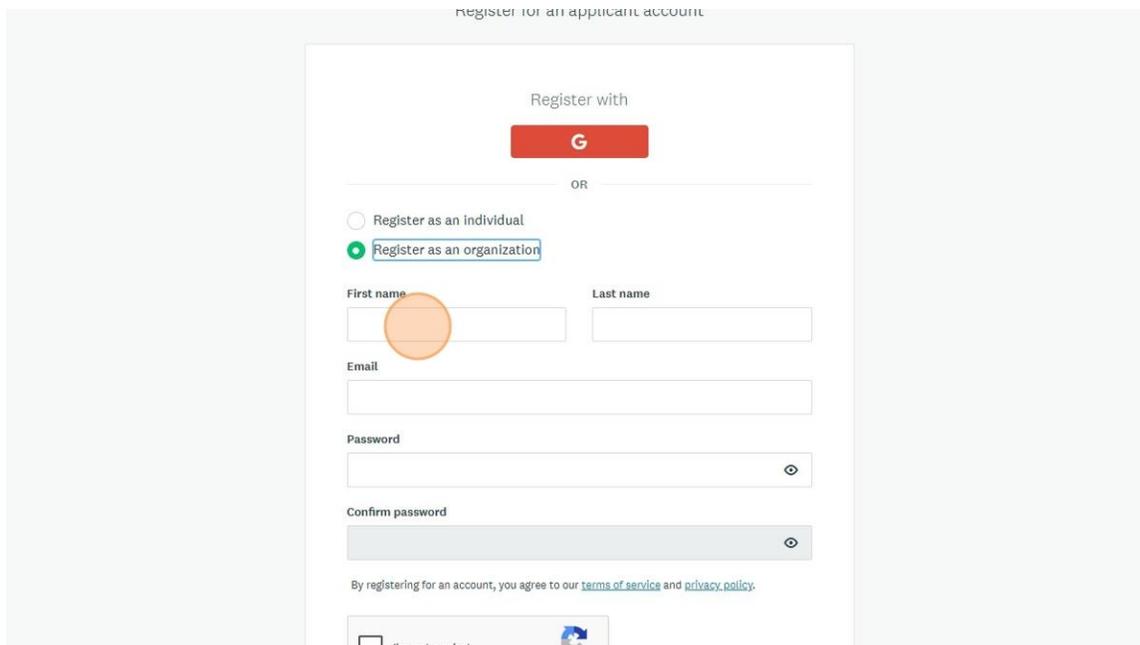
The screenshot shows the top navigation bar of the website. On the left, it says "Kraft Center Community Health Champions and MGH CHIF". On the right, there are links for "EN", "Log In", and a prominent green "Register" button. Below the navigation bar is the Mass General Brigham logo and the text "Mass General Brigham". The main content area below the logo is identical to the screenshot in the first step, showing the "THE KRAFT CENTER for Community Health" page with the same text and "Community Health Impact Funds" section.

3. Click "Register as an organization"



The screenshot shows the 'Apply' logo at the top center, with the text 'Register for an applicant account' below it. The main registration form is titled 'Register with' and features a red button with a white 'G' logo. Below this is a horizontal line with 'OR' in the center. Two radio button options are listed: 'Register as an individual' (unselected) and 'Register as an organization' (selected and highlighted with a blue border and an orange circle). The form includes input fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password', each with a toggle icon for visibility. The 'First name' field is highlighted with an orange circle.

4. Enter the information for your organization's contact person.



This screenshot is identical to the previous one, showing the registration form with the 'Register as an organization' option selected. In this view, the 'First name' input field is highlighted with an orange circle, indicating where the user should enter the contact person's information. The rest of the form, including the 'Last name', 'Email', 'Password', and 'Confirm password' fields, remains the same.

5. Click "Create account"

This screenshot shows the account creation form. It includes two password fields labeled "Password" and "Confirm password", both containing masked characters. Below the fields is a link to the "terms of service" and "privacy policy". A reCAPTCHA widget is present with the text "I'm not a robot" and a green checkmark. The "CREATE ACCOUNT" button is highlighted with an orange circle.

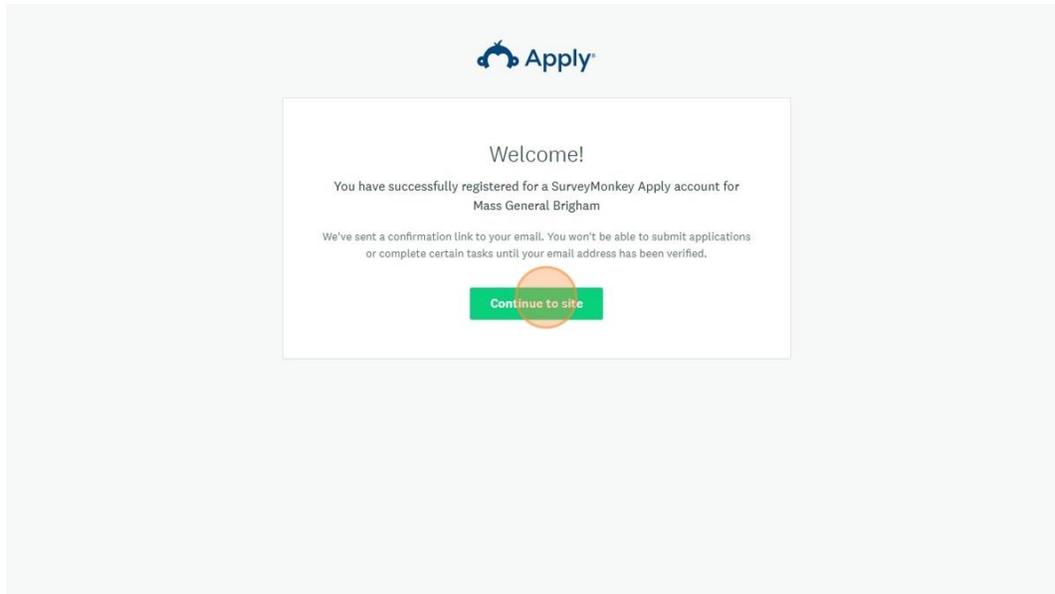
6. Enter your organization's information.

This screenshot shows the organization information form. The header includes the "Mass General Brigham" logo and the user "Test Applicant". The form contains several fields: "Organization name" (highlighted with an orange circle), "Address (optional)", "City (optional)", "Country (optional)" (a dropdown menu), "Organization phone number (optional)", "Organization email (optional)", and "Website (optional)". A green "CONTINUE" button is located at the bottom right.

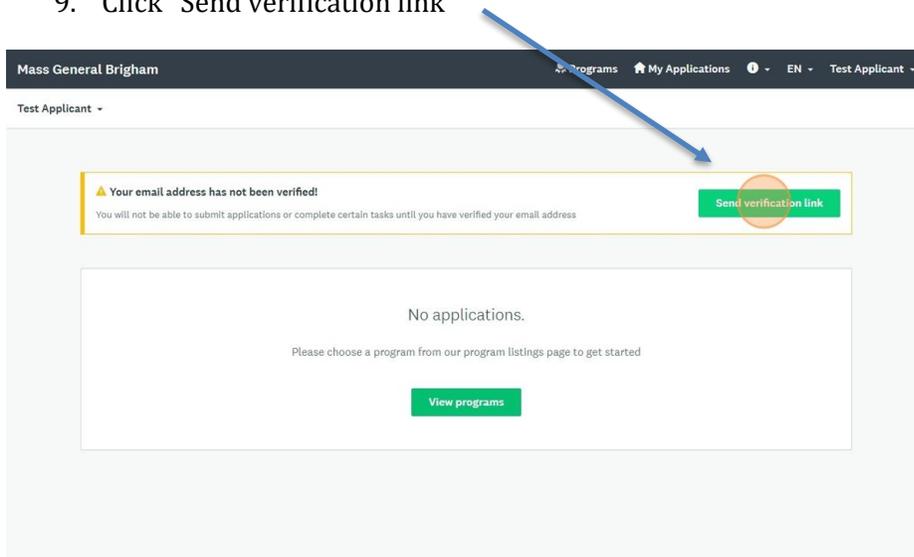
7. Click "CONTINUE"

This screenshot shows the organization information form with the "CONTINUE" button highlighted by an orange circle. The "Country" dropdown menu is now set to "United States of America". The "I'll do this later" link is visible at the bottom center.

8. Click "Continue to site"



9. Click "Send verification link"



You will receive an email verification email from noreply@mail.smapply.net. Please check your Spam folder if you do not see in your Inbox. **Click to confirm email address.** The following message should follow.

SurveyMonkey Apply Account Email Verification

Dear Community Member,

In order to validate your SurveyMonkey Apply account we require you to verify your email address. Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

[Confirm email address](#)



Thanks!

Your email address is now verified.

[Continue](#)

Welcome to Mass General Brigham

Mass General Brigham

Dear Community Member,

You have successfully registered for the following site, **Mass General Brigham**, as an Applicant. You can click on the link below to take you to your Applicant portal.

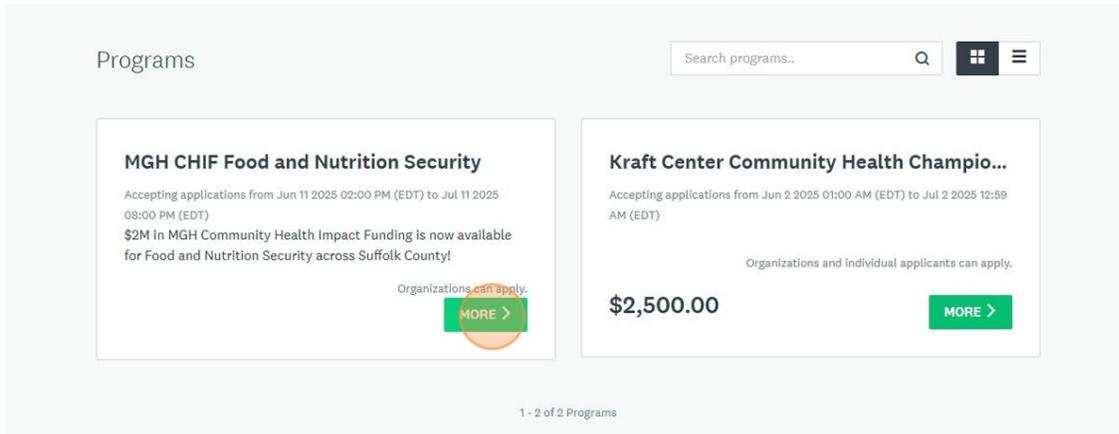
Thank you,
Silvia Chiang

[Go to site](#)

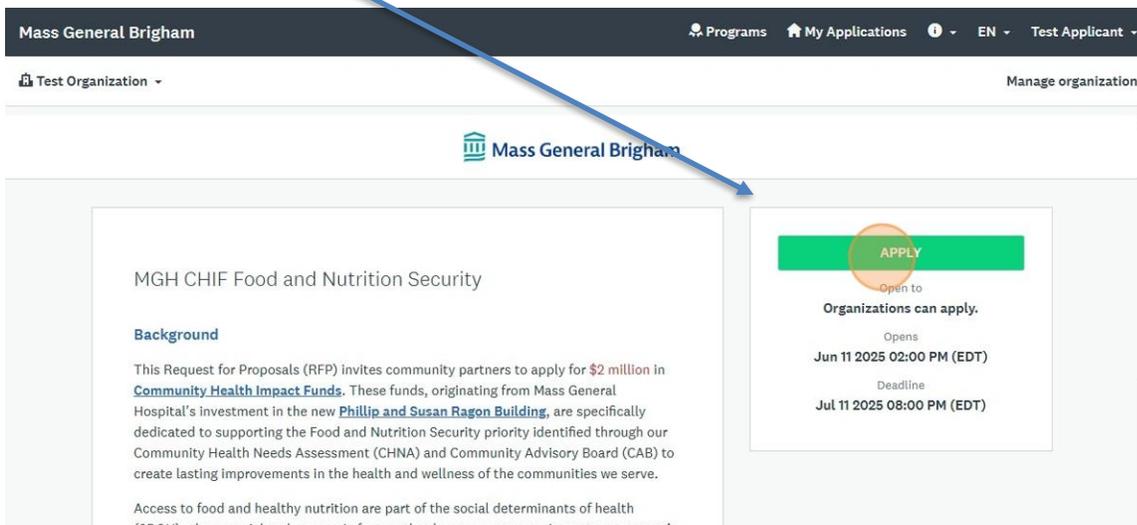
10. Once you navigate back to the site click "View programs"

A screenshot of the Mass General Brigham applicant portal. The top navigation bar is dark grey with the text "Mass General Brigham" on the left and "Programs", "My Applications", "EN", and "Test Applicant" on the right. Below the navigation bar, there is a "Test Organization" dropdown menu and a "Manage organization" link. The main content area is light grey and contains a white box with the text "No applications." and "Please choose a program from our program listings page to get started". A green button with the text "View programs" is centered below the text. The button has a circular orange highlight around it.

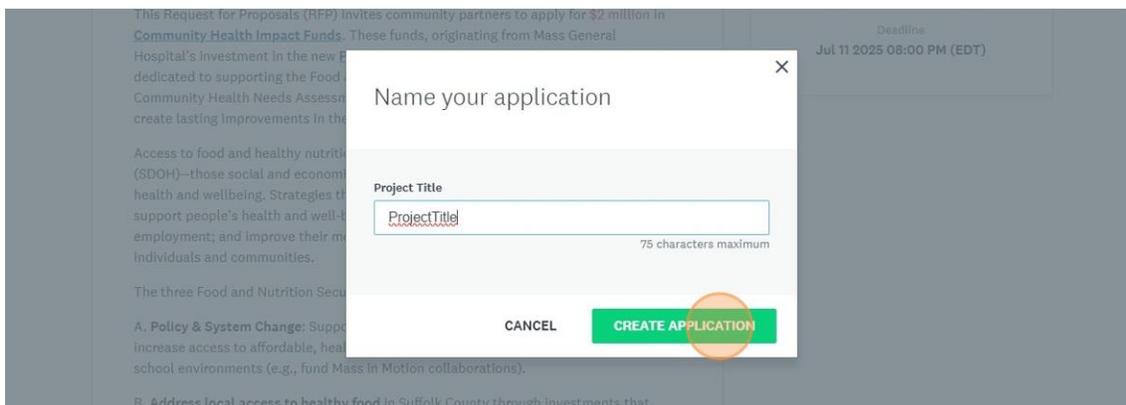
11. Click "MORE" next to "MGH CHIF Food and Nutrition Security"



12. Click "Apply"



13. Enter your Project Title and Click "Create application"



14. Click "Request for Proposals (RFP)"

MGH CHIF Food and Nutrition Security

ProjectTitle

Test Organization ID: 9781407704

APPLICATION ACTIVITY

Your tasks

- Request for Proposals (RFP) >
- Project Budget
Deadline: Jul 11 2025 08:00 PM (EDT) >
- Financial Statements
Deadline: Jul 11 2025 08:00 PM (EDT) >
- IRS Determination Letter
Deadline: Jul 11 2025 08:00 PM (EDT) >
- W9 form: Valid (not expired) and signed.
Deadline: Jul 11 2025 08:00 PM (EDT) >
- Partnership letters (optional)
Deadline: Jul 11 2025 08:00 PM (EDT) >

0 of 5 required tasks complete

Last edited: Jun 11 2025 06:29 PM (EDT)

REVIEW SUBMIT

Deadline: Jul 11 2025 08:00 PM (EDT)

Test Organization

Test Applicant
clinden+mbgttest@hria.org
View & edit

Add Member or Team

15. Complete Page 1 of the RFP

MGH CHIF Food and Nutrition Security

ProjectTitle

ID: 9781407704

Request for Proposal (RFP) >

Project Budget

Financial Statements

IRS Determination Letter

W9 form: Valid (not expired) and signed.

Partnership letters (optional)

0 of 5 required tasks complete

Last edited: Jun 11 2025 06:38 PM (EDT)

REVIEW SUBMIT

Deadline: Jul 11 2025 08:00 PM (EDT)

Request for Proposal (RFP)

0%

Application Title:
ProjectTitle

Organization Name:

Organization EIN:

Address

Address Line 1

Address Line 2

Zip Code

City

Organizational Leadership

Organization's Primary Contact First Name (head of institution)

Organization's Primary Contact Last Name (head of institution)

Organization's Primary Email (head of institution)

Applicant's First Name (if different from above)

Applicant's Last Name (if different from above)

Applicant's Title

Applicant's Primary Phone Number

Applicant's Email (if different from above)

Applicant's Address (if different from organization)

Size of Staff, Leadership, and Board:

Number of Staff

Number of Board members

Mission, guiding principles, strategic priorities, the role your organization plays in the community and with partners.
(150 words max)

Annual Budget:

\$

Region/Geographic area served. Check all that apply:

- Boston
- Chelsea
- Revere
- Winthrop

Will the project need a Fiscal Sponsor?

- Yes
- No

16. Click "Next"

Will the project need a Fiscal Sponsor?

- Yes
- No

POWERED BY  Apply

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17. Complete Page 2 of the RFP

MGH CHIF Food and Nutrition Security

Project Title
ID: 9781407704

- Request for Proposals (RFP) >
- Project Budget
- Financial Statements
- IRS Determination Letter
- W9 form: Valid (not expired) and signed.
- Partnership letters (optional)

0 of 5 required tasks complete

Last edited: Jun 11 2025 06:39 PM (EDT)

REVIEW **SUBMIT**

Deadline: Jul 11 2025 08:00 PM (EDT)

Request for Proposal (RFP)

50%

Project Information

Project Description: Briefly describe the history of working with farms. Describe last year: who did you purchase from, how much, who was served. Also, describe the proposed project, goals, and target communities.

(no more than 400 words)

Project Plan:

- a. Description of local farm partners and procurement plan.
- b. Food distribution logistics.
- c. Partnerships with schools, food pantries/food hubs/distribution partners, if applicable.
- d. Timeline, workplan and expected outcomes.

This information can be presented in any format including tables or spreadsheets. A workplan template is provided [here](#) for optional use and can be submitted as an attachment.

Upload Workplan/Timeline

I am willing to participate in the evaluation carried out with the assistance of an evaluator hired by Mass General Brigham.

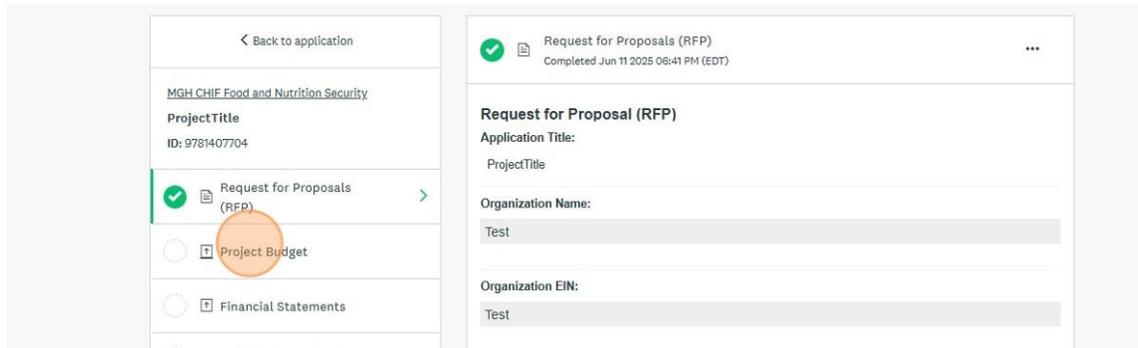
I agree

18. Click "Mark as complete"

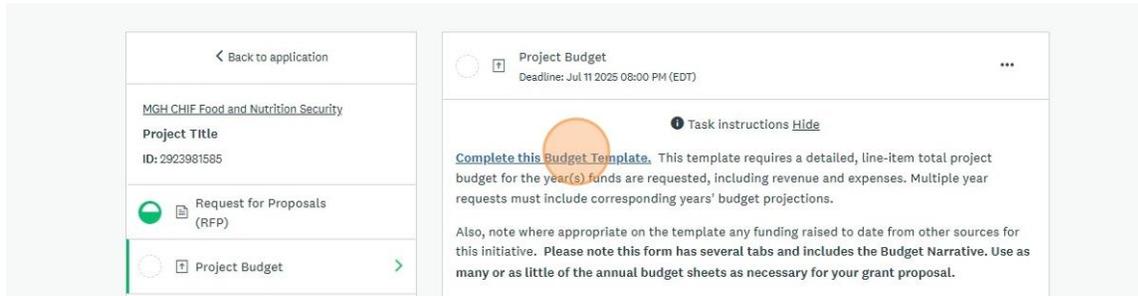
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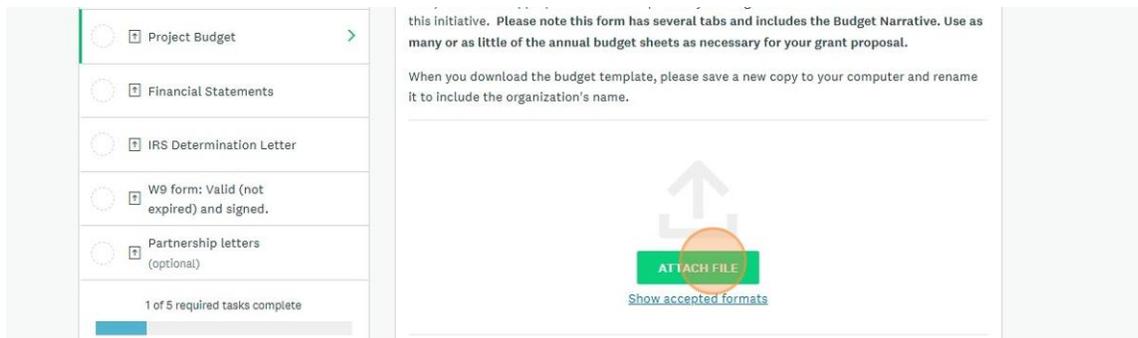
19. Click "Project Budget"



20. Click "Complete this Budget Template" to access the template



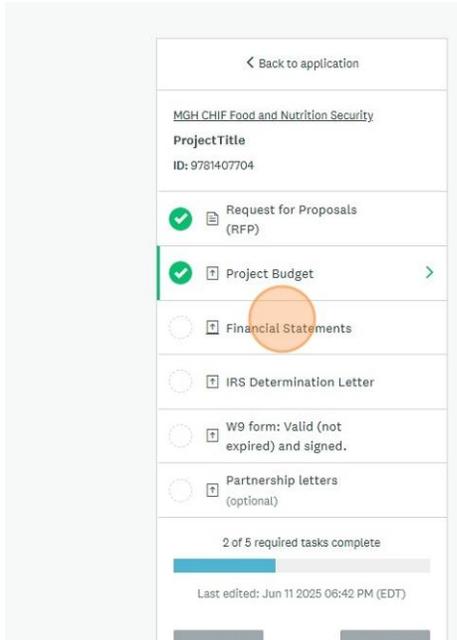
21. Once your template is ready, navigate back to the application site and click "Attach File"



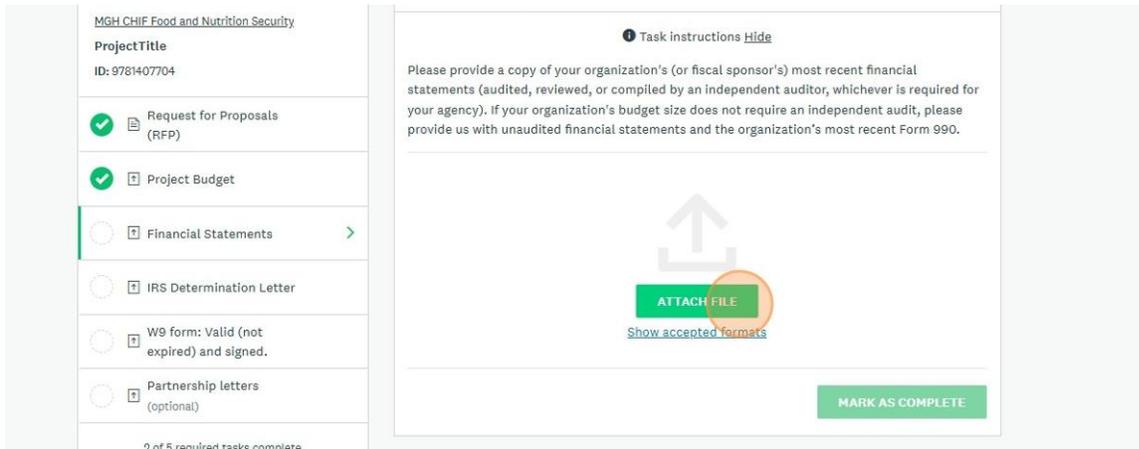
22. Click "Mark as complete"



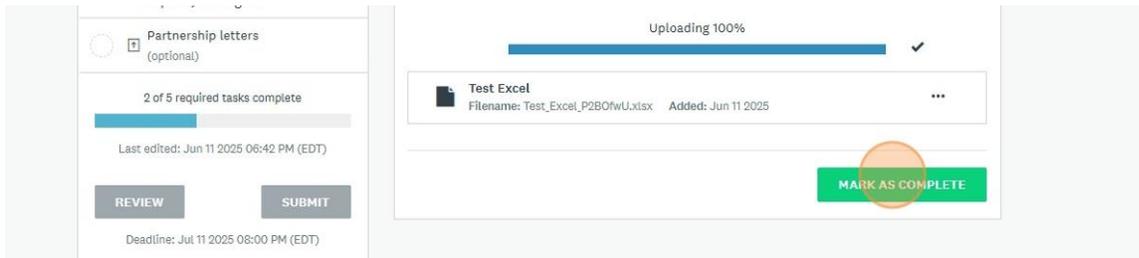
23. Click "Financial Statements"



24. Click "Attach File"



25. Click "Mark as complete"



26. Click "IRS Determination Letter"

Back to application

MGH CHIF Food and Nutrition Security
ProjectTitle
ID: 9781407704

- Request for Proposals (RFP) ✓
- Project Budget ✓
- Financial Statements ✓
- IRS Determination Letter
- W9 form: Valid (not expired) and signed.
- Partnership letters (optional)

3 of 5 required tasks complete

Last edited: Jun 11 2025 06:42 PM (EDT)

REVIEW SUBMIT

Deadline: Jul 11 2025 08:00 PM (EDT)

27. Click "Attach File"

Back to application

MGH CHIF Food and Nutrition Security
ProjectTitle
ID: 9781407704

- Request for Proposals (RFP) ✓
- Project Budget ✓
- Financial Statements ✓
- IRS Determination Letter
- W9 form: Valid (not expired) and signed.
- Partnership letters

3 of 5 required tasks complete

Last edited: Jun 11 2025 06:42 PM (EDT)

REVIEW SUBMIT

Deadline: Jul 11 2025 08:00 PM (EDT)

IRS Determination Letter
Deadline: Jul 11 2025 08:00 PM (EDT)

Task instructions [Hide](#)

Provide a copy of the IRS tax exemption determination letter confirming 501(c)(3) status.

ATTACH FILE

Show accepted formats

MARK AS COMPLETE

28. Click "Mark as complete"

Uploading 100%

Test PDF
Filename: Test_PDF.pdf Added: Jun 11 2025

MARK AS COMPLETE

29. Click "W9 form: Valid (not expired) and signed."

MGH CHIF FOOD AND NUTRITION SECURITY

ProjectTitle
ID: 9781407704

- Request for Proposals (RFP)
- Project Budget
- Financial Statements
- IRS Determination Letter >
- W9 form: Valid (not expired) and signed.
- Partnership letters (optional)

4 of 5 required tasks complete

Last edited: Jun 11 2025 06:42 PM (EDT)

Deadline: Jul 11 2025 08:00 PM (EDT)

30. Click "Attach File"

< Back to application

MGH CHIF Food and Nutrition Security

ProjectTitle
ID: 9781407704

- Request for Proposals (RFP)
- Project Budget
- Financial Statements
- IRS Determination Letter
- W9 form: Valid (not expired) and signed. >

W9 form: Valid (not expired) and signed.
Deadline: Jul 11 2025 08:00 PM (EDT)

ATTACH FILE

Show accepted formats

MARK AS COMPLETE

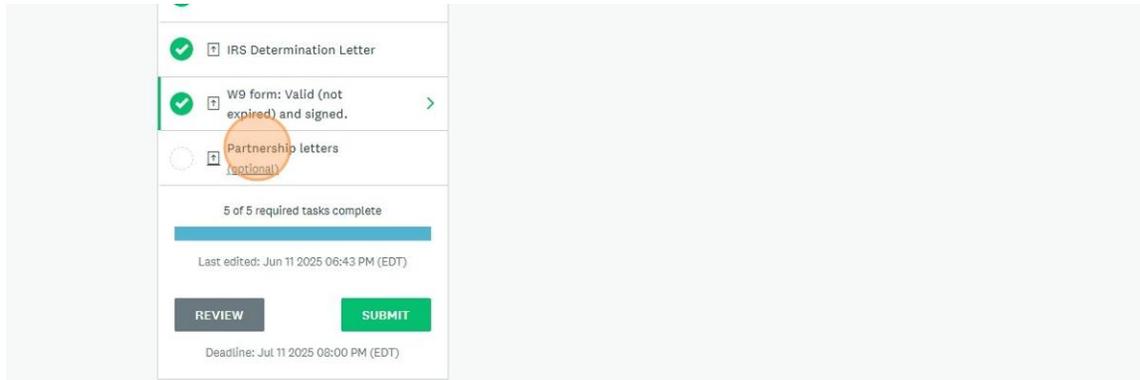
31. Click "Mark as complete"

- IRS Determination Letter
- W9 form: Valid (not expired) and signed. >
- Partnership letters (optional)

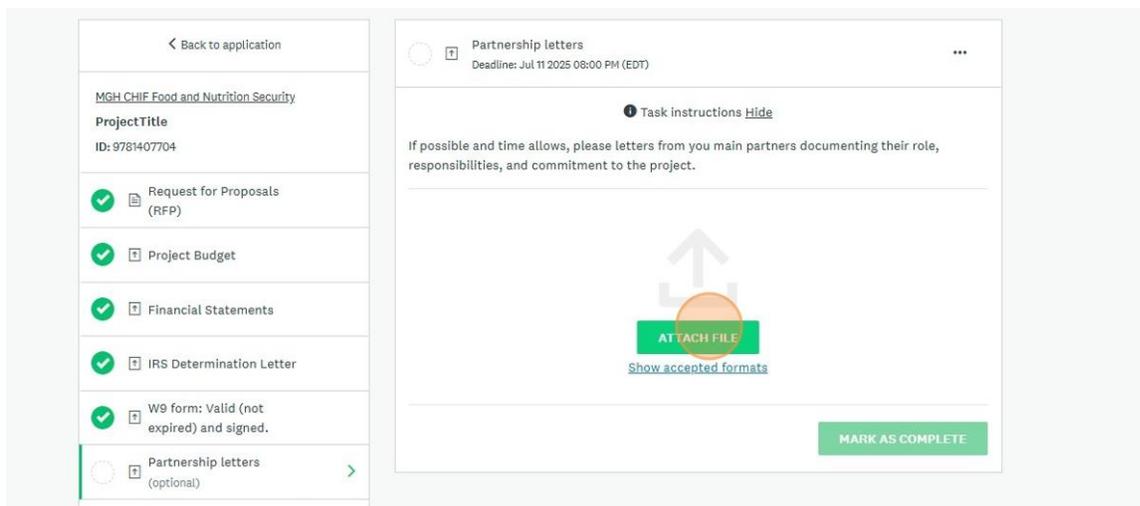
Test PDF
Filename: Test_PDF_NsU8mrh.pdf Added: Jun 11 2025

MARK AS COMPLETE

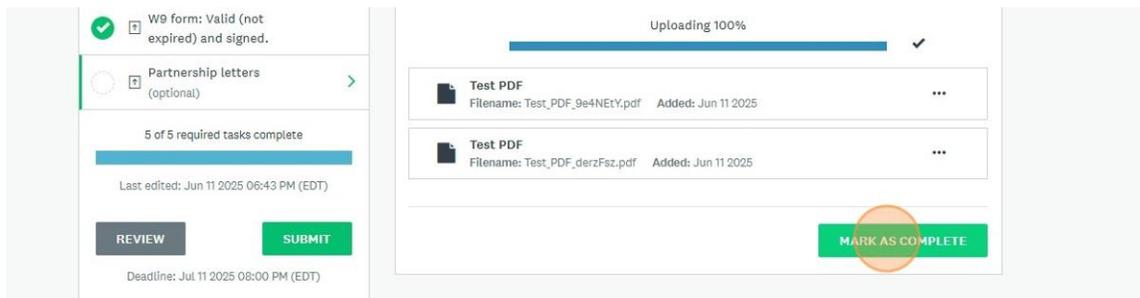
32. Click "Partnership letters"



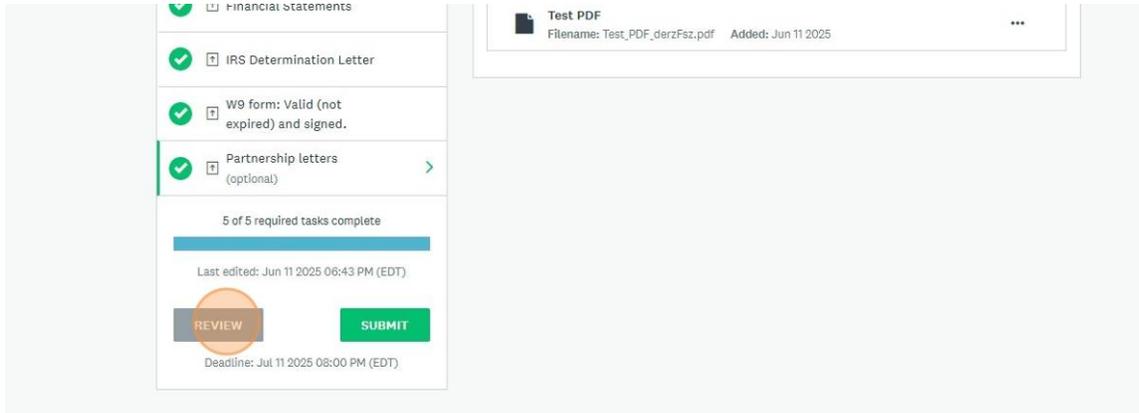
33. Click "Attach File"



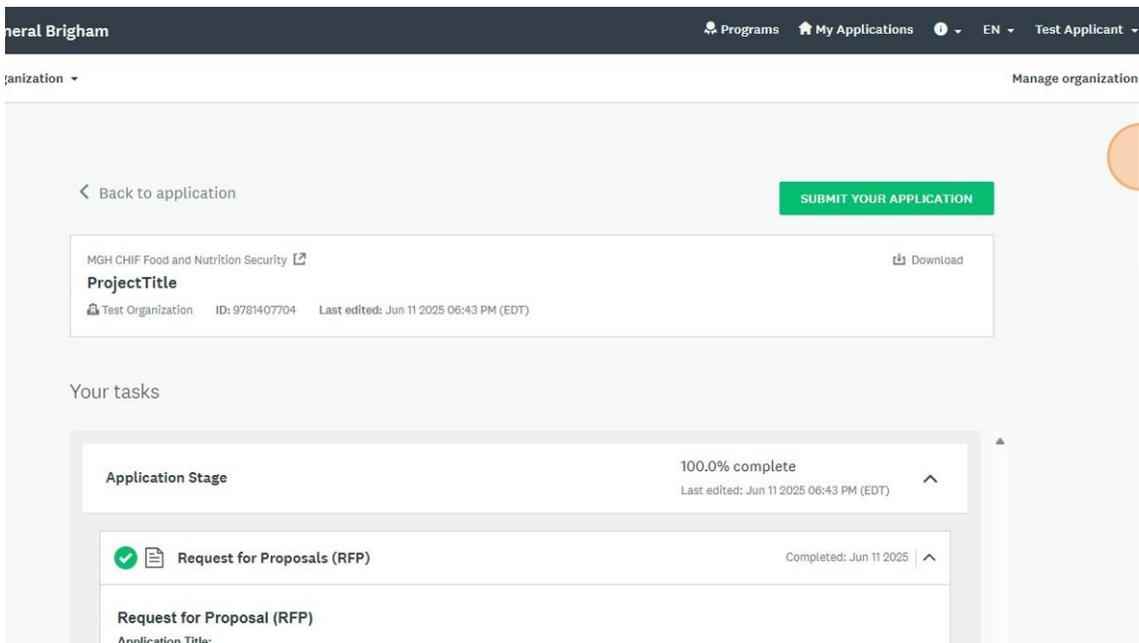
34. Click "Mark as complete"



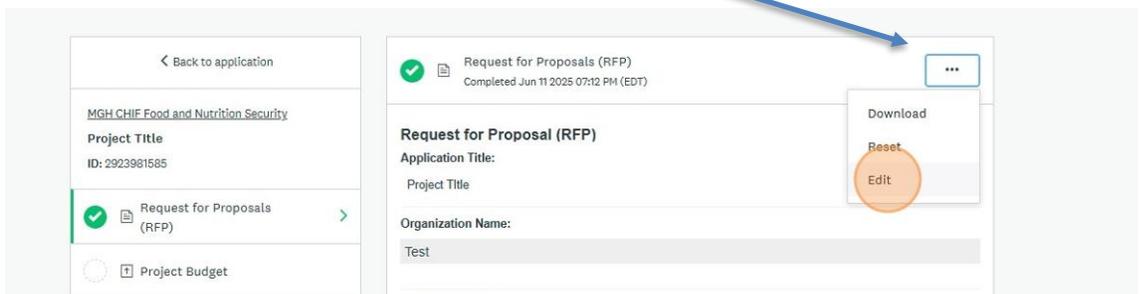
35. Click "Review"



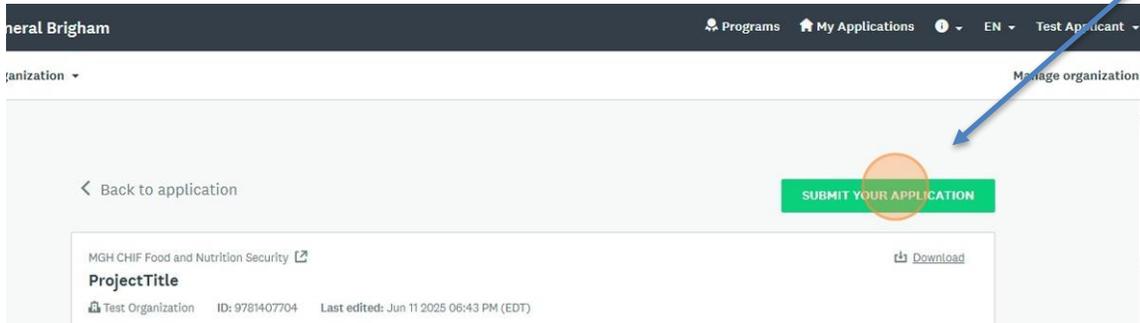
36. Scroll down to review your application.



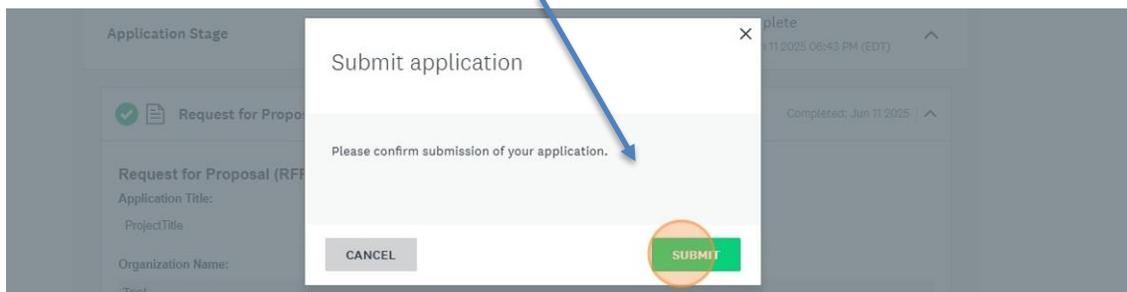
37. If you need to make changes, navigate to the section that needs changes, click the three dots in the top-right corner, and click "Edit"



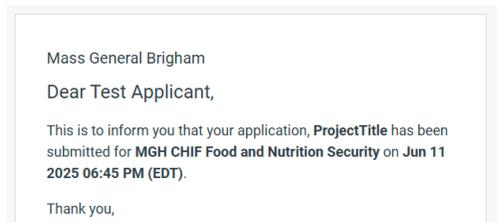
38. After you have reviewed the application and it is complete, click "Submit your application"



39. Click "Submit", again, on the pop-up.



40. Another confirmation email should be sent from noreply@mail.smapply.net. Please check your Spam folder if you do not see it in your Inbox.



41. To View your submitted application, click "Go to My Applications" then click "View"

