## HOW TO APPLY

Legacy’s Tobacco-Free HBCU Grant Initiativemakes it easy for you to apply for a grant online. Please read the instructions below before beginning an application. All grant applications must be submitted using Legacy’s online application system.

## STEP 1: REVIEW GRANT GUIDELINES BEFORE APPLYING

Carefully review the [Grant Guidelines](file:///H:\My%20Documents\HBCU%20%20Grant%20Guidelines%20Final.docx) for information on eligibility, funding requirements, and key dates.

## STEP 2: CREATE AN ACCOUNT

All applicants must register in Legacy’s [online application system](https://www.grantinterface.com/legacyforhealth/Common/LogOn.aspx) before beginning the grant application process.

After providing contact information for your institution, yourself (grant submitter) and your institution’s leader (President, Chancellor, etc.), you will be prompted to create a user name and password. You will use this login information to access your grant application throughout the process. If awarded a grant, you will also use this login information to submit grantee reports and access your grant file.

The email address you provide as the grant submitter will be the official email Legacy will use to communicate with the applicant regarding all aspects of the application and, if an award is made, administration of the grant. Please ensure that the email address is accurate and belongs to someone who can serve in this capacity.

Please note that you will be required to provide your institution’s EIN / tax identification number during the registration process.

## STEP 3: COMPLETE THE ONLINE GRANT APPLICATION

After registering, you will be directed to a page where you should select “2016 *Tobacco-Free HBCU Grant Initiative.”*

The online application process allows you to save drafts of the application until it is ready to submit. You may also preview and print the application questions to assist with preparation.

The application will require that you type some answers directly into the application or upload documents. Documents may be uploaded directly from your server.

The application also requires the use of templates for the budget and project timeline. You will see links to these templates in the application. Please download these documents, complete and save them to your server before uploading them to the application.

Refer to grant guidelines for detailed information regarding application and project requirements. Applications MUST follow the grant guidelines to be considered responsive.

After you submit the application, you will receive an email confirmation that your application was successfully submitted.

## STEP 4: APPLICATION REVIEW

Your grant application will undergo a multi-stage review process that will include:

* Technical analysis by Legacy staff;
* Review by an external group of tobacco control leaders and members of academia;
* Approval by Legacy’s Executive Management.

During this process, our staff may contact you for more information.

## STEP 5: GRANT DECISION NOTIFICATION

In December, you will be notified by email if your application has been approved or denied. Please do not contact Legacy regarding funding decisions before that time.

## HELPFUL HINTS

[Frequently Asked Questions](file:///C:\Users\dsmith\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\4S9TK1DB\HBCU%20FAQ.docx)

[Applicant Tutorials](https://community.foundant.com/foundant/topics/training_video_applicant_tutorials)

Please direct questions about the application system and any technical difficulties to Legacy by phone at 202-454-5555 or email [SmokeFreeHBCU@legacyforhealth.org](mailto:SmokeFreeHBCU@legacyforhealth.org). If contact is via phone, indicate that you are calling about the Tobacco Free HBCU Grants Initiative and specify the nature of your call (e.g. technical issues related to the online application system).