

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 KRAFT CENTER
for Community Health

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?

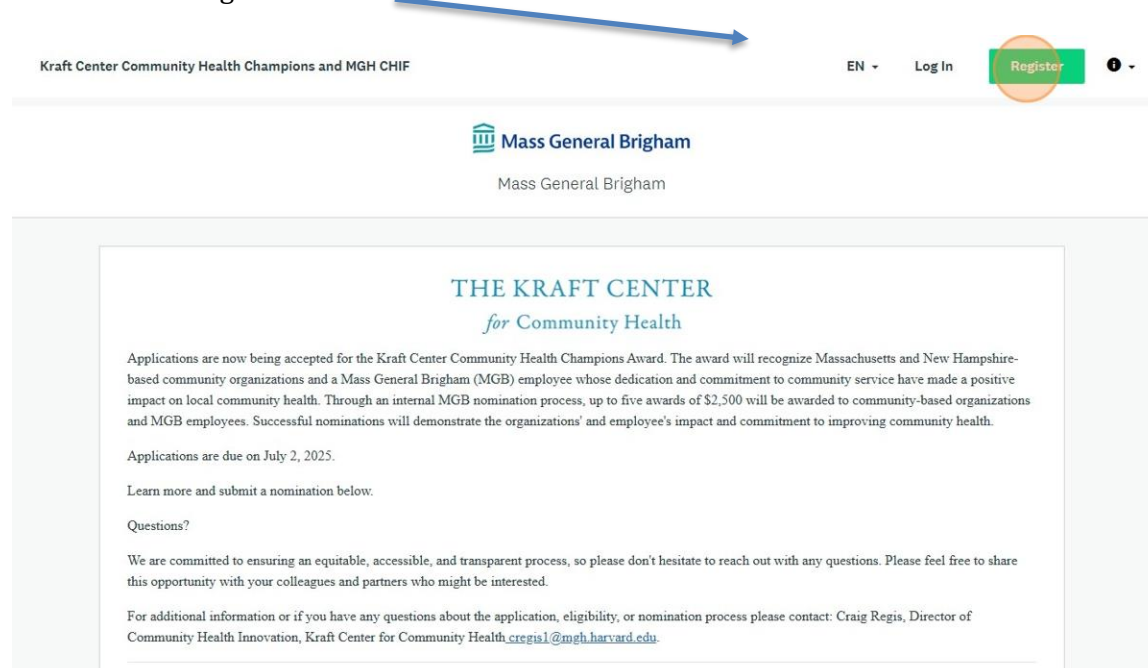
We are committed to ensuring an equitable, accessible, and transparent process, so please don't hesitate to reach out with any questions. Please feel free to share this opportunity with your colleagues and partners who might be interested.

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.

Community Health Impact Funds

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"



Kraft Center Community Health Champions and MGH CHIF

EN Log In **Register**

Mass General Brigham
Mass General Brigham

THE KRAFT CENTER
for Community Health

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.

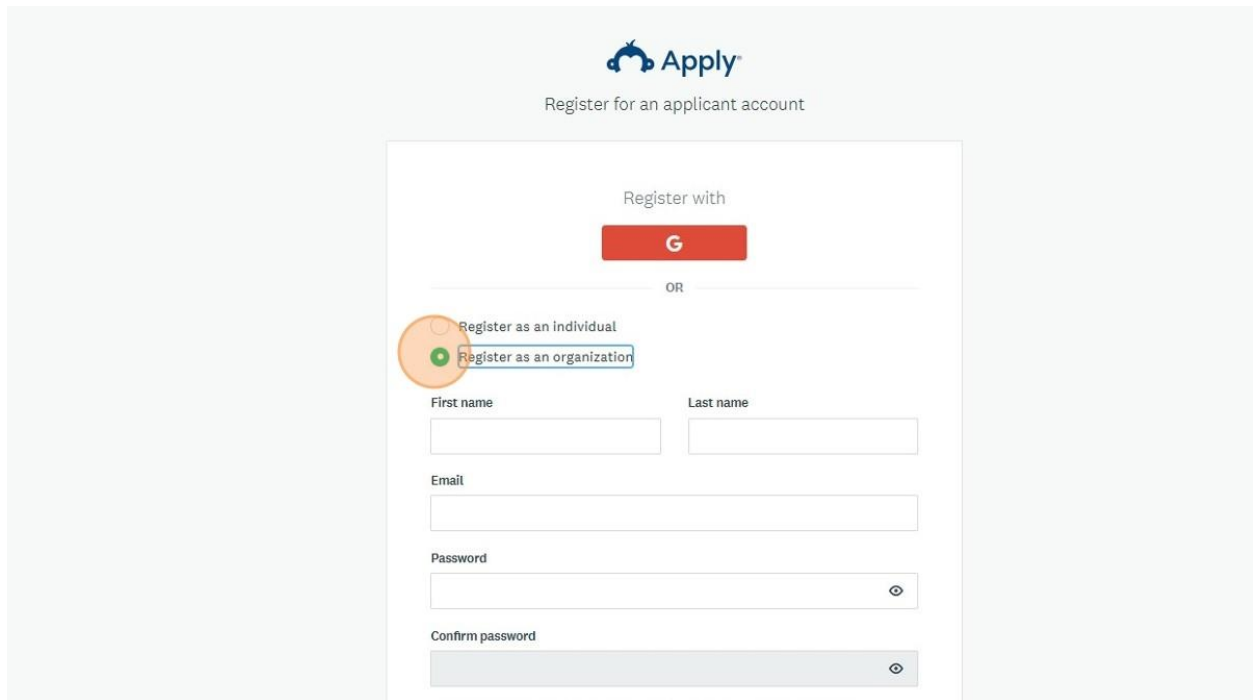
Learn more and submit a nomination below.

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.

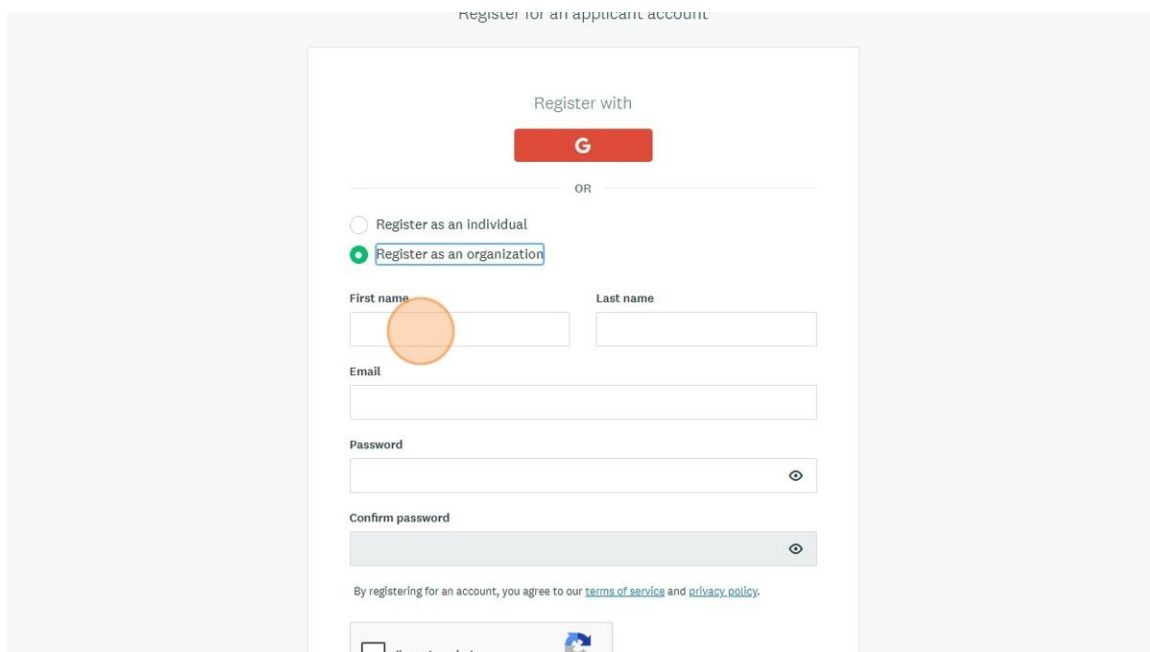
For additional information or if you have any questions about the application, eligibility, or nomination process please contact: Craig Regis, Director of Community Health Innovation, Kraft Center for Community Health cregis1@mgh.harvard.edu.

3. Click "Register as an organization"



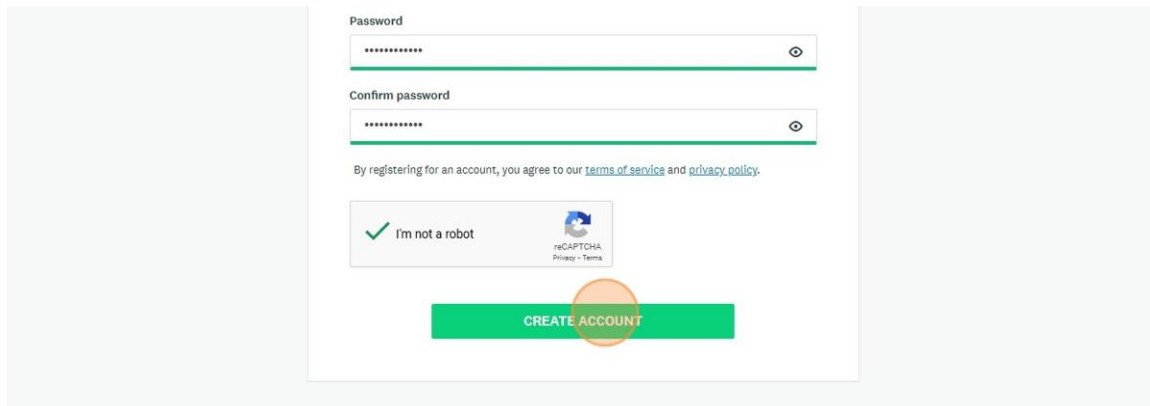
The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is displayed with the text 'Register for an applicant account' below it. The main heading is 'Register with', followed by a red button with a white 'G' logo. Below this is a horizontal line with 'OR' in the center. There are two radio button options: 'Register as an individual' (unselected) and 'Register as an organization' (selected, highlighted with a blue box and an orange circle). Below the radio buttons are input fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. The 'Password' and 'Confirm password' fields have eye icons to toggle visibility.

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



This screenshot shows the same registration page as the previous one, but with the 'First name' field highlighted by an orange circle. Below the 'Confirm password' field, there is a line of text: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).' At the bottom, there is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo.

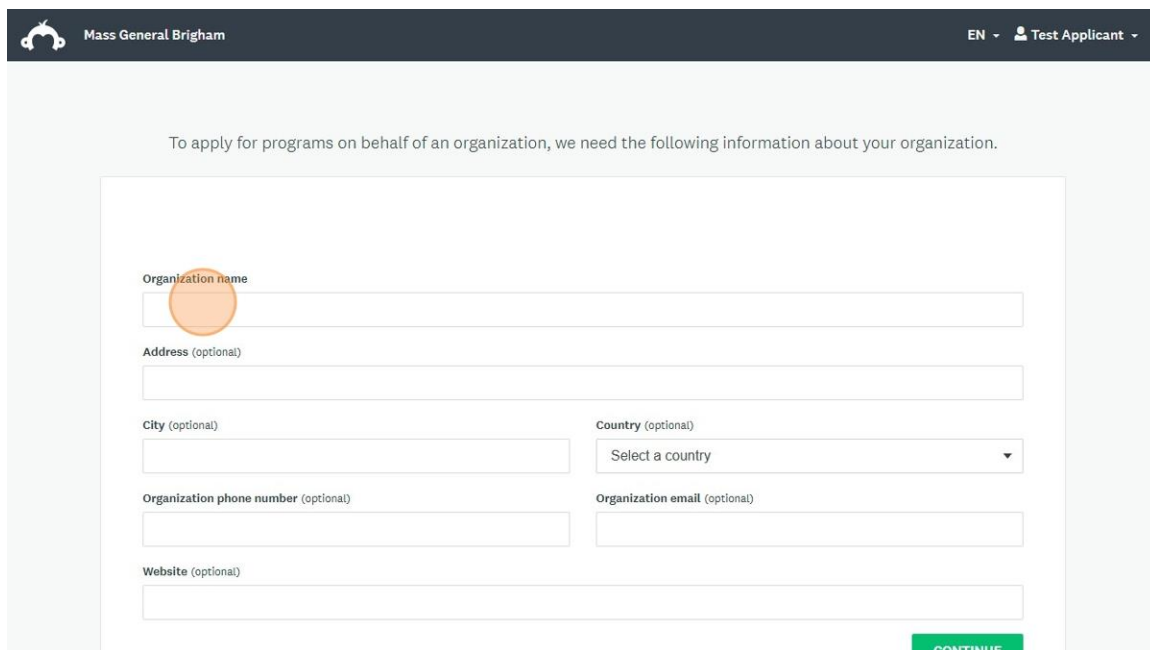
5. Click "Create account"



Account creation form with the following fields and elements:

- Password**: A text input field with a green border and a toggle icon.
- Confirm password**: A text input field with a green border and a toggle icon.
- Agreement**: Text stating "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)."
- reCAPTCHA**: A checkbox labeled "I'm not a robot" with a green checkmark icon and a reCAPTCHA logo.
- CREATE ACCOUNT**: A green button with white text, highlighted with an orange circle.

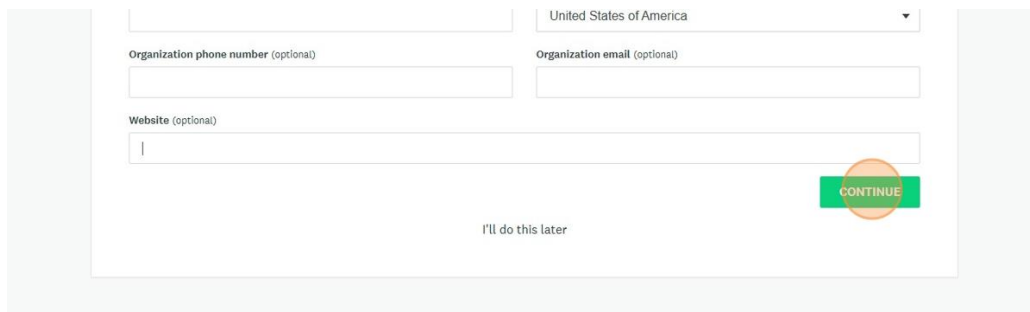
6. Enter your organization's information.



Organization information form with the following fields and elements:

- Header**: "Mass General Brigham" logo and "EN Test Applicant" dropdown.
- Introductory text**: "To apply for programs on behalf of an organization, we need the following information about your organization."
- Organization name**: A text input field, highlighted with an orange circle.
- Address (optional)**: A text input field.
- City (optional)**: A text input field.
- Country (optional)**: A dropdown menu with "Select a country" as the placeholder.
- Organization phone number (optional)**: A text input field.
- Organization email (optional)**: A text input field.
- Website (optional)**: A text input field.
- CONTINUE**: A green button with white text.

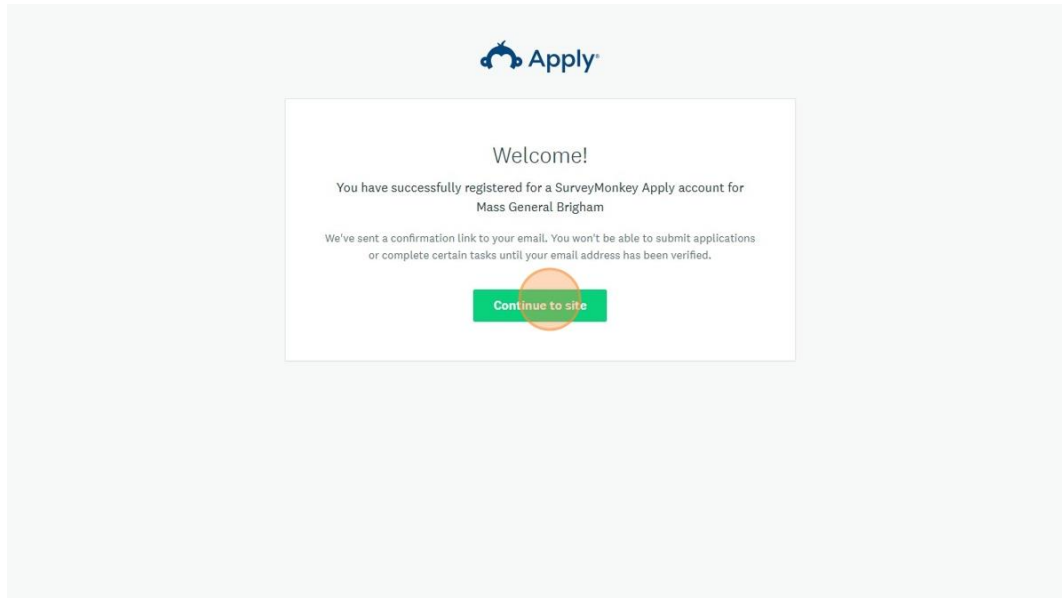
7. Click "CONTINUE"



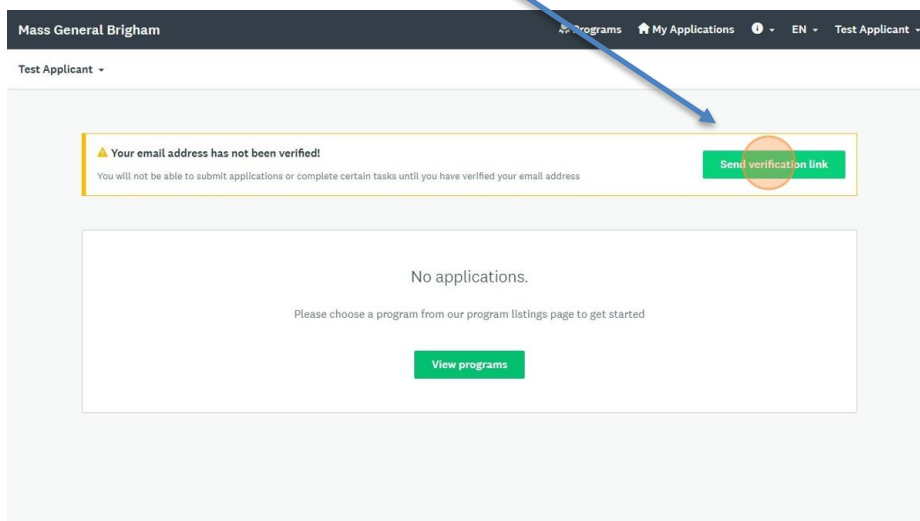
Organization information form with the following fields and elements:

- Country (optional)**: A dropdown menu with "United States of America" selected.
- Organization phone number (optional)**: A text input field.
- Organization email (optional)**: A text input field.
- Website (optional)**: A text input field.
- CONTINUE**: A green button with white text, highlighted with an orange circle.
- I'll do this later**: A link below the "CONTINUE" button.

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

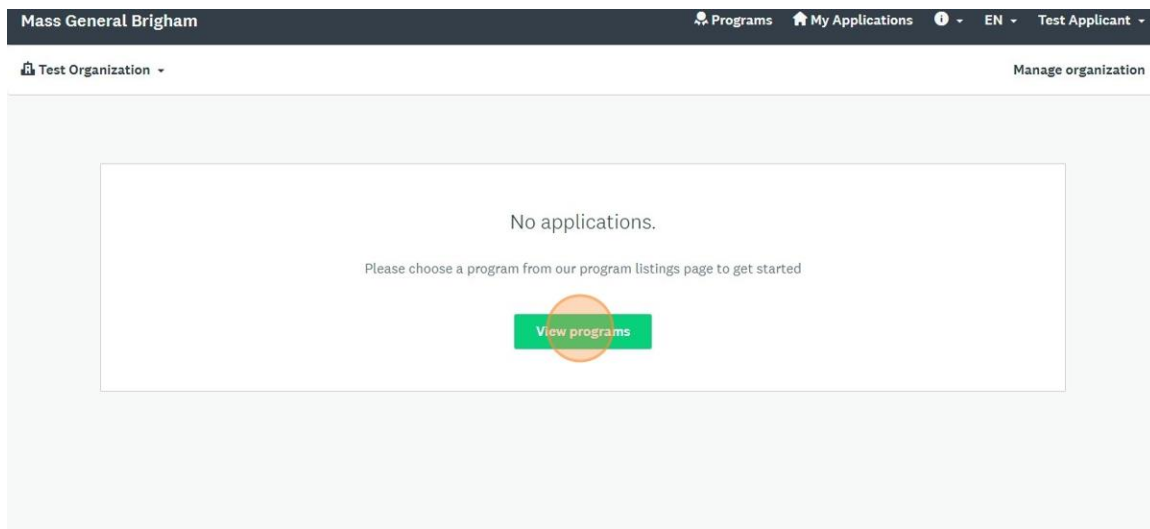
Dear Community Member,

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.

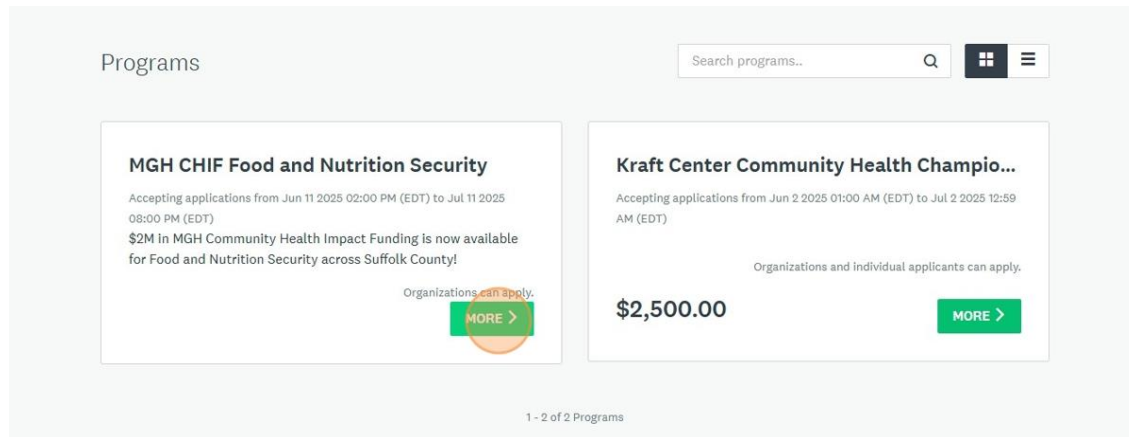
Thank you,
Silvia Chiang

[Go to site](#)

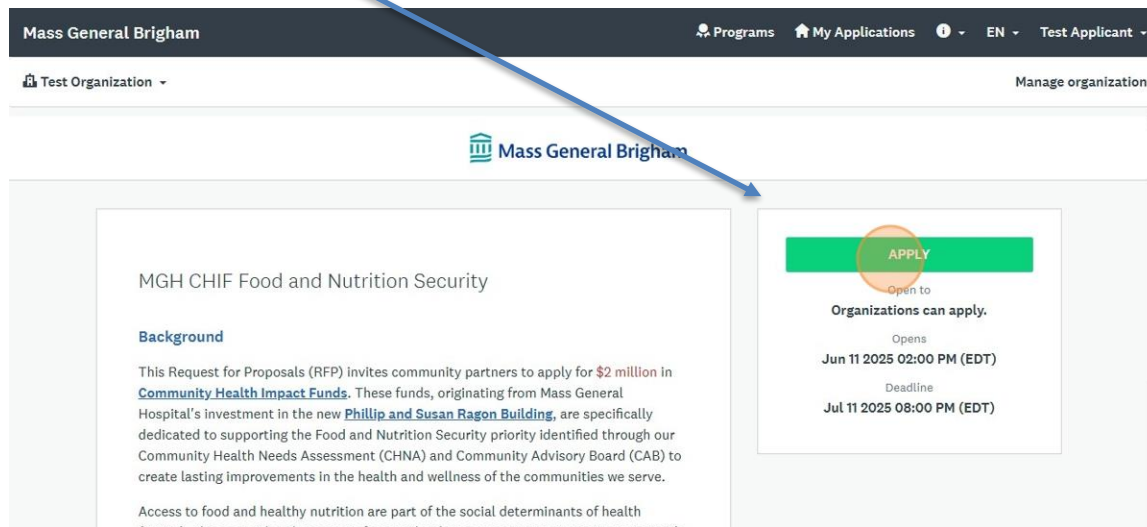
10. Once you navigate back to the site click "View programs"



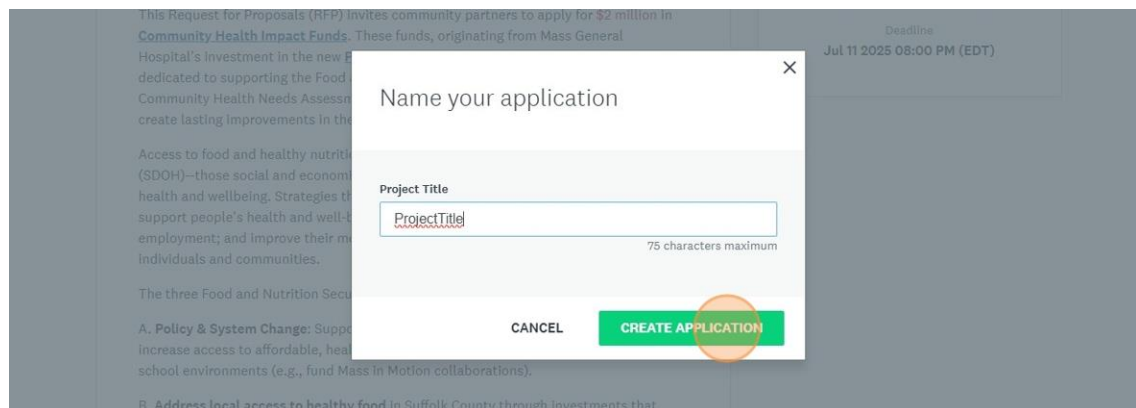
11. Click "MORE" next to "MGH CHIF Food and Nutrition Security"



12. Click "Apply"



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



14. Click "Request for Proposals (RFP)"

The screenshot shows a dashboard for a project titled "MGH CHIF Food and Nutrition Security". On the left, there's a sidebar with a progress bar indicating "0 of 5 required tasks complete", the last edit time "Jun 11 2025 06:29 PM (EDT)", and buttons for "REVIEW" and "SUBMIT". Below this is the "Test Organization" section, showing a test applicant "clinden+mbgttest@hria.org" and an "Add Member or Team" button. The main area shows a list of tasks under the heading "Your tasks". The first task, "Request for Proposals (RFP)", is highlighted with an orange circle and a blue arrow pointing to it. Other tasks include "Project Budget", "Financial Statements", "IRS Determination Letter", "W9 form: Valid (not expired) and signed.", and "Partnership letters (optional)".

15. Complete Page 1 of the RFP

The screenshot shows the "Request for Proposal (RFP)" form. The left sidebar is identical to the previous screenshot, but the "Request for Proposals (RFP)" task is now highlighted with a green bar. The main form area is titled "Request for Proposal (RFP)" and has a progress bar at the top right showing "0%". The form fields are organized into sections: "Application Title" (ProjectTitle), "Organization Name" (text input), "Organization EIN" (text input), "Address" (Address Line 1, Address Line 2, Zip Code, City), "Organizational Leadership" (Organization's Primary Contact First Name, Organization's Primary Contact Last Name, Organization's Primary Email, Applicant's First Name, Applicant's Last Name, Applicant's Title, Applicant's Primary Phone Number, Applicant's Email, Applicant's Address). Each field has a corresponding text input box.

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

Copyright © SurveyMonkey | Privacy | Terms

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

Upload a file

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"

PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE

POWERED BY  Apply

Copyright © SurveyMonkey | Privacy | Terms

19. Click "Project Budget"

Back to application

MGH CHIF Food and Nutrition Security

ProjectTitle

ID: 9781407704

Request for Proposals (RFP)

Project Budget

Financial Statements

Request for Proposals (RFP)

Completed Jun 11 2025 06:41 PM (EDT)

Request for Proposal (RFP)

Application Title:

ProjectTitle

Organization Name:

Test

Organization EIN:

Test

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

Back to application

MGH CHIF Food and Nutrition Security

Project Title

ID: 2923981585

Request for Proposals (RFP)

Project Budget

Project Budget

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

Task instructions [Hide](#)

Complete this Budget Template. This template requires a detailed, line-item total project budget for the year(s) funds are requested, including revenue and expenses. Multiple year requests must include corresponding years' budget projections.

Also, note where appropriate on the template any funding raised to date from other sources for this initiative. Please note this form has several tabs and includes the Budget Narrative. Use as many or as little of the annual budget sheets as necessary for your grant proposal.

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

Project Budget

Financial Statements

IRS Determination Letter

W9 form: Valid (not expired) and signed.

Partnership letters (optional)

1 of 5 required tasks complete

this initiative. Please note this form has several tabs and includes the Budget Narrative. Use as many or as little of the annual budget sheets as necessary for your grant proposal.

When you download the budget template, please save a new copy to your computer and rename it to include the organization's name.

ATTACH FILE

[Show accepted formats](#)

22. Click "Mark as complete"

1 of 5 required tasks complete

Last edited: Jun 11 2025 06:41 PM (EDT)

REVIEW

SUBMIT

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

Test Excel

Filename: Test_Excel.xlsx Added: Jun 11 2025

MARK AS COMPLETE

23. Click "Financial Statements"

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)

2 of 5 required tasks complete

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

24. Click "Attach File"

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)

2 of 5 required tasks complete

Task instructions [Hide](#)

Please provide a copy of your organization's (or fiscal sponsor's) most recent financial statements (audited, reviewed, or compiled by an independent auditor, whichever is required for your agency). If your organization's budget size does not require an independent audit, please provide us with unaudited financial statements and the organization's most recent Form 990.



ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

25. Click "Mark as complete"

Partnership letters (optional)

2 of 5 tasks complete

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

REVIEW **SUBMIT**

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

Uploading 100%

Test Excel

Filename: Test_Excel_P2BOfwU.xlsx Added: Jun 11 2025

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"

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)

Uploading 100%

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

MARK AS COMPLETE

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

This screenshot shows a sidebar menu for a project titled "MGH CHIF Food and Nutrition Security" with ID 9781407704. The menu lists five tasks: "Request for Proposals (RFP)", "Project Budget", "Financial Statements", "IRS Determination Letter", and "W9 form: Valid (not expired) and signed.". The first four tasks are marked with green checkmarks, while the fifth is marked with a circle and a plus icon. A progress bar indicates "4 of 5 required tasks complete". Below the progress bar, it says "Last edited: Jun 11 2025 06:42 PM (EDT)". At the bottom, there are "REVIEW" and "SUBMIT" buttons, and a "Deadline: Jul 11 2025 08:00 PM (EDT)".

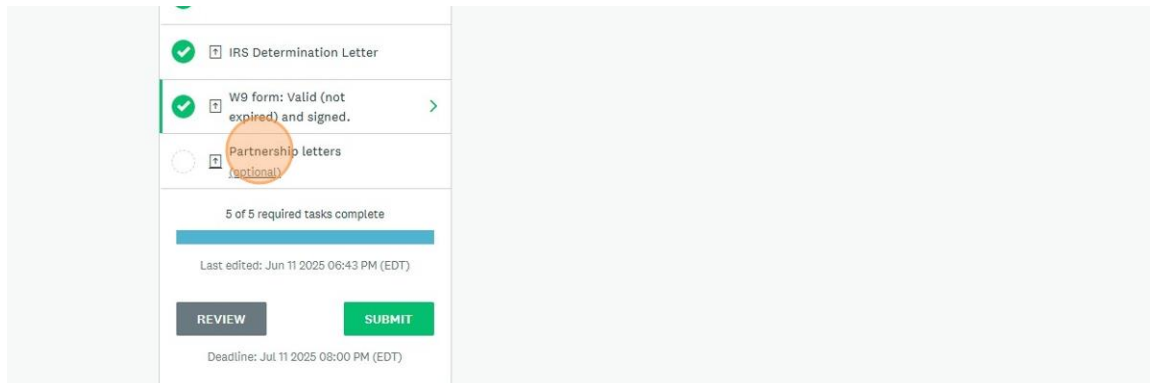
30. Click "Attach File"

This screenshot shows the details of the "W9 form: Valid (not expired) and signed." task. The task is listed in the sidebar on the left. The main area shows the task name, a deadline of "Jul 11 2025 08:00 PM (EDT)", and a "Show accepted formats" link. A large green "ATTACH FILE" button is prominently displayed in the center, with a circular arrow icon above it. A "MARK AS COMPLETE" button is located at the bottom right of the task area.

31. Click "Mark as complete"

This screenshot shows the same task page as the previous one, but now a file named "Test PDF" with filename "Test_PDF_NsU8mrh.pdf" is attached. The file was added on "Jun 11 2025". The "ATTACH FILE" button is no longer visible, and the "MARK AS COMPLETE" button is now highlighted with a circular arrow icon.

32. Click "Partnership letters"



✓ ☐ IRS Determination Letter

✓ ☐ W9 form: Valid (not expired) and signed.

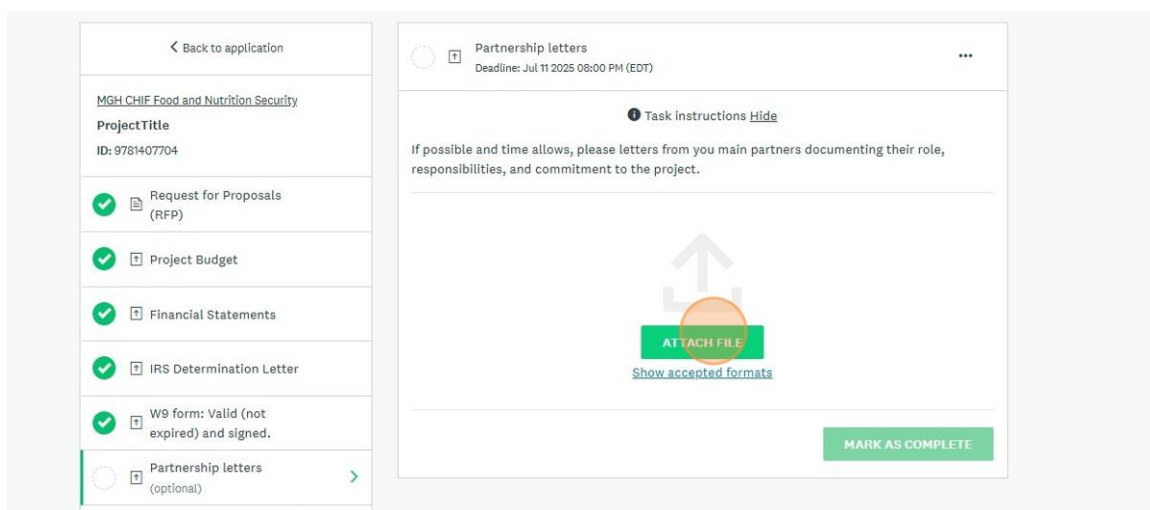
☐ Partnership letters (optional)

5 of 5 required tasks complete

Last edited: Jun 11 2025 06:43 PM (EDT)

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

33. Click "Attach File"



< Back to application

MGH CHIEF 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) >

Partnership letters

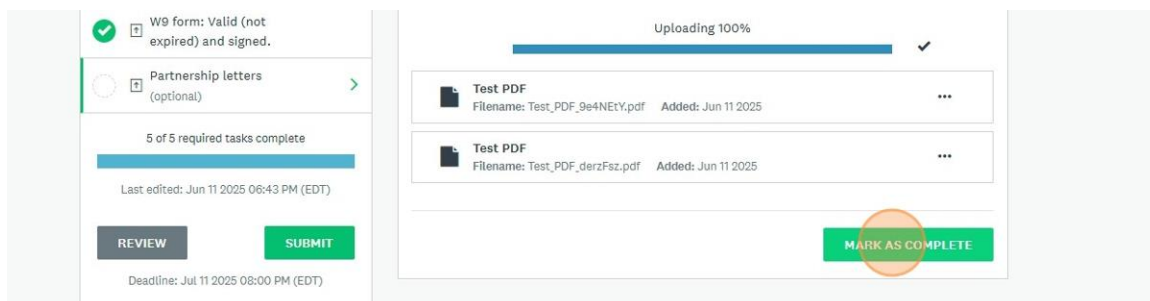
Deadline: Jul 11 2025 08:00 PM (EDT)

Task instructions [Hide](#)

If possible and time allows, please letters from you main partners documenting their role, responsibilities, and commitment to the project.

[Show accepted formats](#)

34. Click "Mark as complete"



✓ ☐ W9 form: Valid (not expired) and signed.

☐ Partnership letters (optional) >

5 of 5 required tasks complete

Last edited: Jun 11 2025 06:43 PM (EDT)

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

Uploading 100% ✓

Test PDF
Filename: Test_PDF_9e4NEtY.pdf Added: Jun 11 2025

Test PDF
Filename: Test_PDF_der2Fsz.pdf Added: Jun 11 2025

35. Click "Review"

This screenshot shows a sidebar on the left with a checklist of tasks: Financial Statements, IRS Determination Letter, W9 form: Valid (not expired) and signed, and Partnership letters (optional). The Partnership letters item is highlighted with a green checkmark and a right arrow. Below the checklist, a progress bar indicates '5 of 5 required tasks complete'. The last edit timestamp is 'Jun 11 2025 06:43 PM (EDT)'. At the bottom of the sidebar are two buttons: 'REVIEW' (highlighted with an orange circle) and 'SUBMIT'. The main area on the right shows a 'Test PDF' upload section with the filename 'Test_PDF_derzFsz.pdf' and the date 'Added: Jun 11 2025'.

36. Scroll down to review your application.

This screenshot shows the main application review page. At the top, there's a navigation bar with 'Programs', 'My Applications', and 'Test Applicant'. Below this, a sidebar on the left has 'Back to application' and a green 'SUBMIT YOUR APPLICATION' button. The main content area shows the application details for 'MGH CHIF Food and Nutrition Security' with a 'Download' button. Below this, the 'Your tasks' section shows 'Application Stage' as '100.0% complete'. The 'Request for Proposals (RFP)' task is listed as 'Completed: Jun 11 2025'. A scroll bar on the right indicates the page is scrollable.

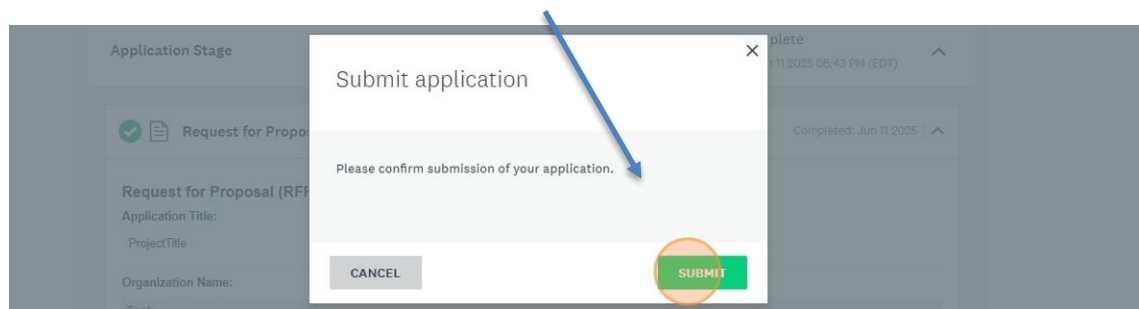
37. If you need to make changes, navigate to the section that needs changes, click the three dots in the top-right corner, and click "Edit"

This screenshot shows the application review page with a blue arrow pointing to the 'Request for Proposals (RFP)' task. The task is listed as 'Completed Jun 11 2025 07:12 PM (EDT)'. A dropdown menu is open next to the task, showing options: 'Download', 'Reset', and 'Edit' (highlighted with an orange circle). The task details show 'Application Title: Project Title' and 'Organization Name: Test'.

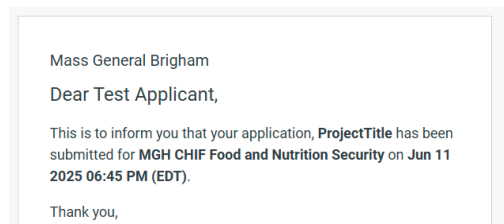
38. After you have reviewed the application and it is complete, click "Submit your application"



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"

