

## Empowering BIPOC Communities in the Opioid Response Grant Application Help Guide

**For optimal compatibility, we recommend using a computer or laptop with any newer browser such as: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge. Internet Explorer is *NOT* compatible with the grant application system.**

Here is the direct link to the Empowering BIPOC Communities in the Opioid Response Grant application:  
<https://parkcommunity.academicworks.com/opportunities/91>

This is what the grant application website looks like:

The screenshot shows the Nspire website interface. At the top left is the Nspire logo with the tagline 'A Park Community Initiative'. At the top right are two buttons: 'Sign Up' and 'Sign In', separated by the word 'or'. Below the logo is a dark blue navigation bar with a dropdown menu labeled 'Opportunities'. The main content area features the title 'Empowering BIPOC Communities in the Opioid Response Grant' followed by several paragraphs of text describing the grant opportunity, its focus on BIPOC communities, and the types of organizations that can apply. A link to a glossary of terms is provided at the bottom of the text block.

- You will be required to 'sign up' or 'sign in' by entering an email address and a password of your choosing.
- You will be asked to confirm your email before starting the application.

This is what the 'Sign Up' page looks like:

Opportunities

## Welcome!

If you are an Applicant or Scholarship Administrator, please provide an email address and password to sign up for an account. Upon signing up, you will receive a confirmation email to ensure your identity. *Please make sure to check your spam folder for this email.* Once you have confirmed your account, you can begin accessing the system.

*Note: If you are serving as a Reference or Reviewer, you do not need to sign up for an account. Please refer to the invitation email you received or click on [trouble signing in](#).*

\_\_\_\_\_

Email Address

\_\_\_\_\_

Password

\_\_\_\_\_

Your password must not contain your user name or common words or phrases, and must contain a minimum of 12 characters and include at least 1 digit, 1 uppercase letter, 1 lowercase letter, and 1 of these special characters: # ? ! @ \$ % ^ & \* -

Confirm Your Password

\_\_\_\_\_

\_\_\_\_\_

[Trouble signing in?](#) • [Sign In](#)

Sign Up

***You are required to confirm your email address before starting the application.***

### IMPORTANT NOTES:

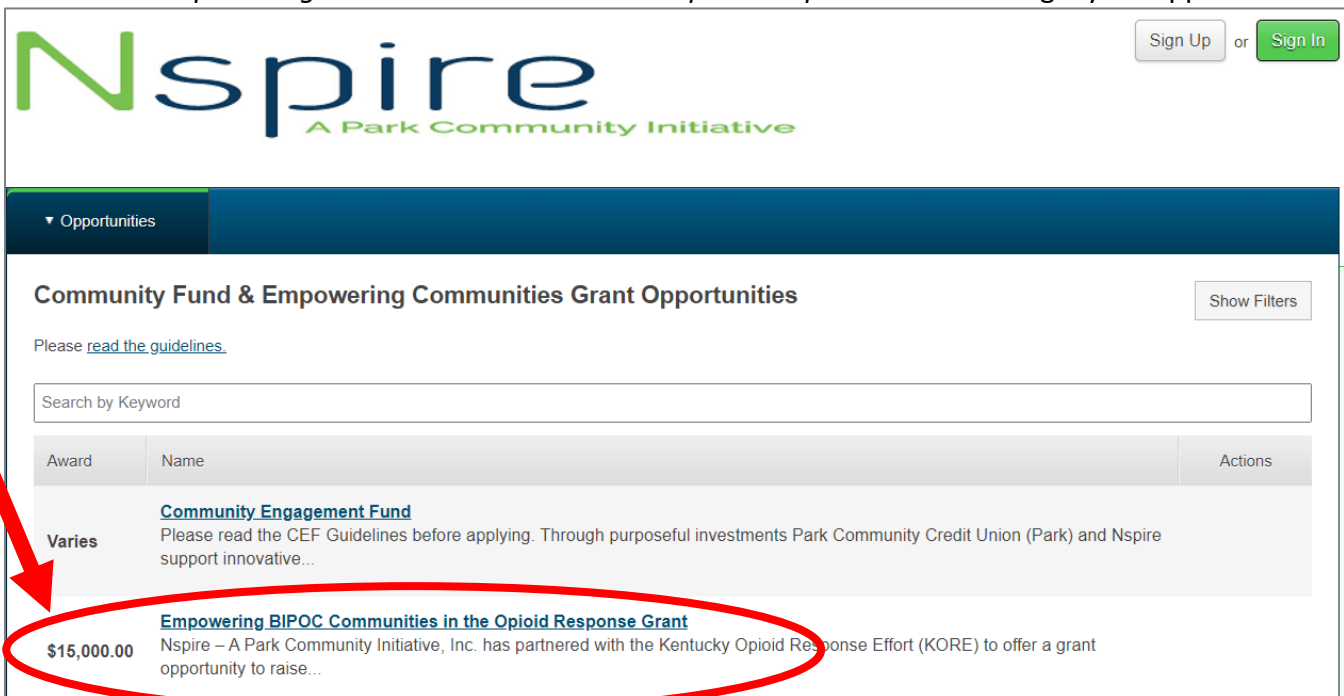
- All confirmation emails will come from:  
Nspire - A Park Community Initiative <[nspirechange@parkcommunity.com](mailto:nspirechange@parkcommunity.com)>
- Confirmation emails tend to get stuck in firewalls, spam and junk folders.
- Please search your email inbox, spam and junk folders for an email from [nspirechange@parkcommunity.com](mailto:nspirechange@parkcommunity.com) before reaching out for support.
- Please consider adding [nspirechange@parkcommunity.com](mailto:nspirechange@parkcommunity.com) to your safe senders list or contacts.

The grant application website also hosts Park Community's General Application for scholarship applications and Community Engagement Fund. **Please ensure you are applying for the Empowering BIPOC Communities in the Opioid Response Grant!** If you apply with the wrong application, we cannot transfer your information to the appropriate application and you will lose out on this opportunity.

If you find yourself not on the Small Business Support Program Grant application, in the blue header select the downward arrow next to *Opportunities*. Select *Community Fund and Grant Opportunities*.



Next select *Empowering BIPOC Communities in the Opioid Response Grant* to begin your application.



Another trick is to log in and then click on the direct link, <https://parkcommunity.academicworks.com/opportunities/84>, to get you to the correct application.

Once you start your application, you can save, exit and then return later to enter more information or submit your application.

While entering your information, **SAVE FREQUENTLY**, or you may lose all your hard work! We suggest saving after each section, at least. There is no limit to how many times you can save and continue to work.

**If you have issues or questions about the grant application, please email Andrea Brown, KORE Project leader at [Andrea.Brown@parkcommunity.com](mailto:Andrea.Brown@parkcommunity.com).**

**These are the questions on the application:**

1. INTENT
  - A. Project abstract/summary of proposal. (The abstract is a summary of the grant proposal and highlights the most important components of the proposed project. It should include the population(s) to be served, strategies/activities, project goals and measurable objectives.) (250 Max Words)
  - B. Project Narrative (500 Max Words)
2. APPLICANT INFORMATION
  - A. Business Legal Name
  - B. Employer Identification Number
  - C. Business Street Address
  - D. Business City
  - E. Business State
  - F. Business Zip Code
  - G. Business Website
3. DECISION MAKER
  - A. Decision Maker Name
  - B. Decision Maker Title
  - C. Decision Maker Telephone
  - D. Decision Maker Email
4. PRIMARY CONTACT PERSON FOR THIS APPLICATION (If different from Decision Maker.)
  - A. Primary Contact Name
  - B. Primary Contact Title
  - C. Primary Contact Telephone
  - D. Primary Contact Email
5. ORGANIZATION OVERVIEW (30 Points)
  - A. Provide a brief description of your organization's experience and qualifications to reach the population(s) of focus and provide the proposed services. (300 Max Words)
    - When was your organization established?
    - What is your mission?
    - Who do you serve and in what geographic region?
    - What type of services do you provide?
  - B. How is your organization reflective of the community you intend to serve with these funds? How have you served the BIPOC community? Of the people you serve, what proportion of them are BIPOC? (175 Max Words)
  - C. Describe your organization's capacity to implement the project. (175 Max Words)
6. POPULATION OF FOCUS AND STATEMENT OF NEED (10 Points)

- A. What impacted community(ies) will your project primarily serve (e.g. Black, Latinx, Asian, women of color, LGBTQ persons of color)? (100 Max Words)
  - B. Describe the need to expand the knowledge of SUD/ODU, MOUD, prevention, treatment, recovery and/or harm reduction services in the proposed geographic service area(s) and population(s) of focus. (150 Max Words)
7. PROPOSED PROJECT ACTIVITIES (50 Points)
- A. Provide a description of the proposed project to include, but not limited to, the following; What activities are being proposed? | What methods of outreach and engagement will be used? | Identify any community partners and how the partnership(s) will be leveraged. | How does the proposed project create an opportunity for long-term engagement within communities of color? | How will the proposed project help to decrease overdose deaths and reduce disparities in health? (450 Max Words)
  - B. Provide an implementation timeline. For each key activity (e.g., staff training, materials development, service delivery start date) list the specific time-period during which it will occur, and which staff are responsible for implementation of each key activity. (150 Max Words)
  - C. List 3-5 expected direct outcomes of the proposed project activities. (150 Max Words)
8. SUSTAINABILITY (5 Points)
- A. We recognize these funds are limited, how can this project help to sustain proposed activities after the funding ends? (300 Max Words)
9. EVALUATION PROCESS (5 points)
- A. Describe how your organization will document or evaluate progress toward achieving project activities. Examples may include tracking the number and type of outreach events conducted, number and demographics of people reached, evidence of activity impact and effectiveness. (300 Max Words)
10. REQUIRED DOCUMENTS
- A. Upload a copy of the organization's IRS letter of determination 501(C)3 indicating non-profit status.
    - Maximum upload 10 MB.
    - Upload file name, ONLY use characters: a-z A-Z 0-9 - \_
  - B. Upload completed Detailed Budget Worksheet and Narrative from the template obtained on Nspire's website.
    - Visit <https://nspirechange.org/empowering-communities-grant/> to download and complete the Detailed Budget Worksheet and Narrative located under *Mandatory Submission Requirements*. Then upload it here.
    - Maximum upload 10 MB.
    - Upload file name, ONLY use characters: a-z A-Z 0-9 - \_