The Mini-Grants Program funds programs that support and encourage underrepresented and disadvantaged individuals to pursue health careers in order to develop a more culturally and linguistically competent healthcare workforce.
Award Categories

• **Category A: Health Career Conferences and/or Workshops**
  – Focus on introducing participants to a wide variety of health career options by offering health “career fair” experiences or workshops.
  – Minimum 100 participants.
• **Category B: Health Career Exploration**
  – Focus on direct exposure to one or more health careers through hands-on experience that includes direct interaction with healthcare professionals in real or simulated settings.
  – Minimum 50 participants.

• An organization can submit a separate application for each program they propose to implement (within the same or different award category).
Registration: Open now
Application release: January 31, 2020
Application deadline: March 2, 2020

All applications open and close at 3:00 p.m.
Before You Apply

• If your program requires approval to contract from a coordinating authority, please inform that authority of terms and conditions contained in the Grant Agreement.
  – All applicants must agree to the terms and conditions prior to receiving funds.
  – OSHPD will not make changes to the terms and conditions specified in the Grant Agreement.

• The funding established pursuant to this act shall be used to expand primary care services. These funds shall not supplant existing state or local funds.
HCTP Mini-Grant Awards

Awards will be announced online on the Mini-Grants website.

https://oshpd.ca.gov/loans-scholarships-grants/grants/hctp-mini-grants/
Helpful Resources

- OSHPD eApp
  https://eapp.oshpd.ca.gov/funding/
- Mini-Grants Grant Guide for FY 2020-21
  https://oshpd.ca.gov/loans-scholarships-grants/grants/hctp-mini-grants/
Registering for eApplication (eApp)
Moving Away From CalREACH

CalREACH logins and information will not transfer to the new eApp.
If you are a new applicant, register now – do not wait.

*Note: For the best experience, use the Internet Explorer browser.*
Registration

1. After creating a new account you will receive a validation email.
2. Click “Activate Account” to be taken to your Profile page.
3. Please allow 1-3 minutes to receive the email. You may have to check your spam folder.
1. Check the Organization box to gain access to the Mini-Grants application.
2. Click the magnifying glass to search for a pre-existing Organization.
3. Click “Request New Organization” to submit a new Organization for approval.
4. Once you have selected or submitted an Organization, it will populate the search field.
1. Enter the your new Organization Name.
2. Click the “+ Select Address” button.
3. A new window opens up and allows you to enter and search for an address.
4. Click the confirmed address and it auto-populates the address fields on the page.

**Note:** Mini-Grants staff will review the new Organization request within 5 business days. During this time, you may finish creating your profile and begin an application.
Completing Your Profile

1. Enter information in all required fields. Click the “Save” button when finished.
2. If there are no errors on the page you will receive a message that your profile has been updated successfully.
Account Roles

1. All newly created accounts are assigned the “Grant Preparer” role.
2. If you are the Program Director for your training program, email hctp@oshpd.ca.gov to request the “Program Director” role.
3. Once Mini-Grants staff approves your request you will receive an email confirming the approval.

**Note:** Program Directors may initiate, view, edit, and submit applications. Grant Preparers may only view and edit applications.
Assigning Other Users

1. To access your Profile, click on your name in the top right corner of the home page.
2. Program Directors have an additional option in their Profile called “Assign Other Users”.
3. Select “Assign Other Users” to add Grant Preparers, who will only have the ability to view and edit applications.
4. Click the “Add User” button to give registered Grant Preparers access to your applications.
1. When you are logged in to your account, click on the “Apply Here” option to see available applications.
2. On the Apply Here menu, select the “Mini-Grant 2020” link.
Helpful Tips
Useful Information

Navigating the application
Use the “Previous” and “Save & Next” buttons found at the bottom left of each page.

Saving your application
The eApp saves your application each time you click “Save & Next”. Navigate to the “Applications-In Progress/Submitted” page to resume your application.
Useful Information Continued

Asterisks
A red asterisk indicates a required response before you can proceed to the next page.

Training Program Title *

Tooltips
Throughout the application you may see a blue circle with a question mark at the end of a question, title, or sentence. Click on these icons for additional information.

The last name of the primary contact at the contract organization.

Contract Administrator Last Name *
Starting the Application
1. Add the address or addresses where program activities will be held by clicking the “Add a Program Site” button. You can add multiple program sites if your program will be held in more than one location.

2. If you do not know the address where your program will be held at the time you are applying, check the “Address(es) unknown” box.

Note: Program site address is a scored criteria.
1. Enter the number of Activity Days. This is the number of individual days that participants will be attending a program activity.

2. Under “Program Activities,” put a check next to all that apply. In the box below, describe your program activities. You must include in your description those activities that you have checked above, as well as any other program activities that are not included in the list.
1. If you are requesting funding for personnel, click the Add Personnel button.
• Your Contract Organization name must match what is reported to the Internal Revenue Service. If not, it delays your grant agreement should you receive an award.

• Your Contract Organization address **must be** the remit to address where checks would be sent.
Partnering Organizations

• You must upload two letters of support from partnering organizations.

• Partnerships should create and/or strengthen educational partnerships, community support, and workforce preparation efforts between entities.
Assurances

1. Read the statement.
2. Agree to the statement by checking the box next to it.
3. Click the “Submit” button.

Once you submit your application you cannot make further edits.

Note: Only Program Directors will see the “Submit” button, and may submit an application. The “Submit” button will not appear for Grant Preparers.
Once you submit your application, click the Options dropdown on the “Application-In Progress/Submitted” page.
Questions?

hctp@oshpd.ca.gov