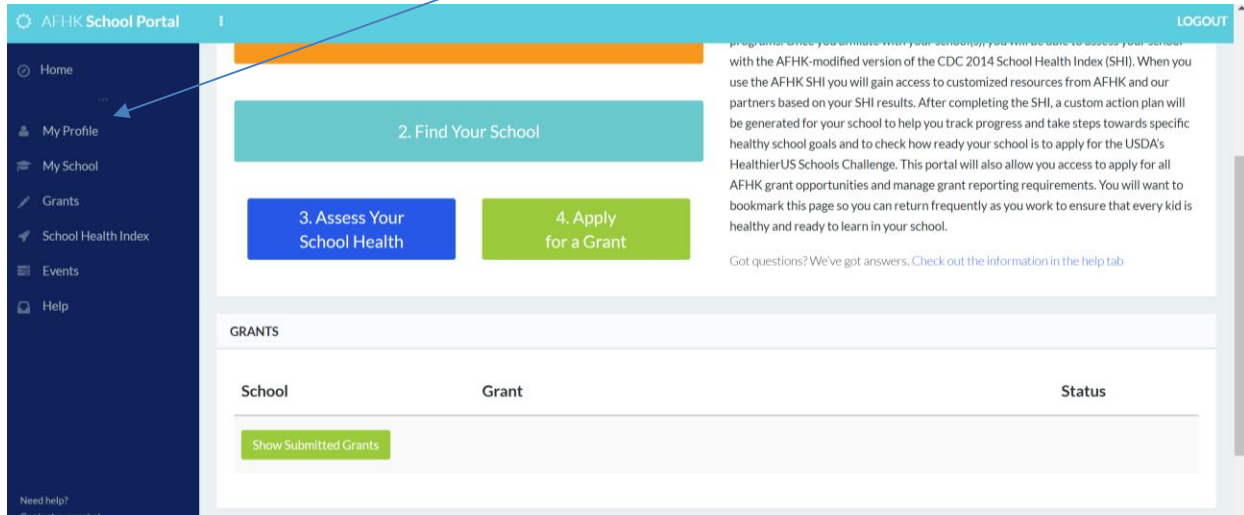
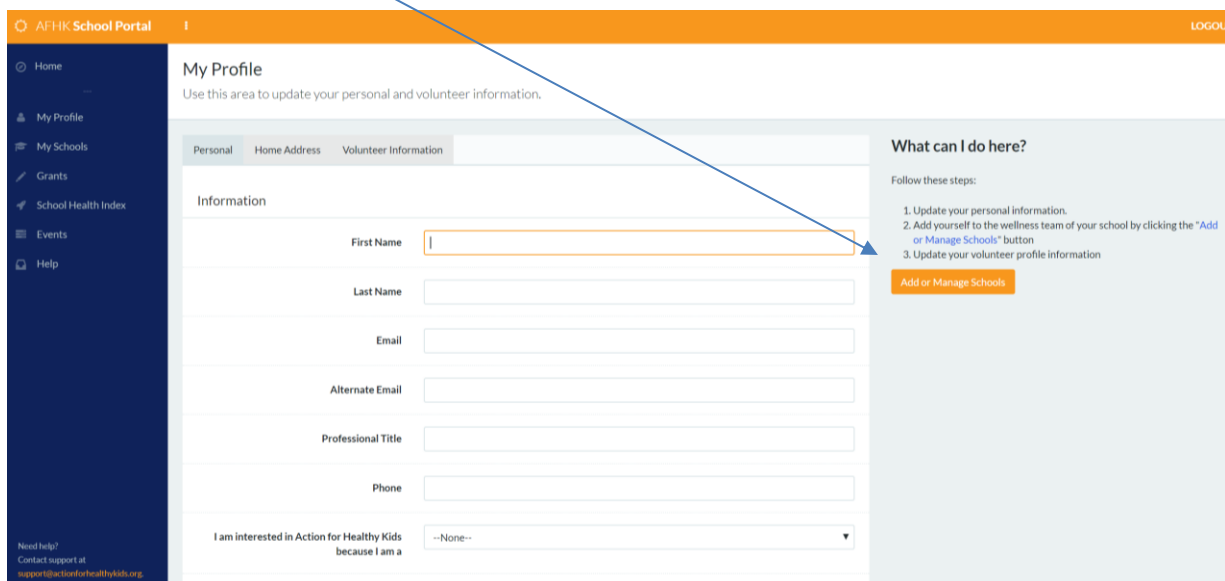


Instructions for Completing a Grant Application

1. Create an account or log in to the Action for Healthy Kids School Portal: [https://afhkschoolportal.force.com/AFHK Communities Log in](https://afhkschoolportal.force.com/AFHK%20Communities%20Log%20in).
2. First, you'll need to affiliate with the school(s) for which you would like to submit a grant application. On the home page, click on MY PROFILE on the menu on the left-hand side.



3. Complete the requested information. Affiliate with your school(s) by clicking on the orange **Add or Manage Schools** button.



- Enter in the zip code of the school(s) you want to find. Check off the appropriate schools, then click the orange **Add Selected** button. If you can't find your school, please download the *New School Form* and email it to schoolgrants@actionforhealthykids.org. If your school has a different billing and mailing address, please try both zip codes before completing a *New School Form*.

AFHK School Portal | LOGOUT

School Affiliations
Connect your profile to schools.

SEARCH SCHOOLS

60608 Search Schools

Results

School Name	ZIP code
<input type="checkbox"/> CHICAGO TECH ACADEMY HS	60608-1409
<input type="checkbox"/> DE LA SALLE INST-LOURDES	60608-6507
<input type="checkbox"/> URBAN PREP CS-WEST	60608-2106

Add selected

MY SCHOOL AFFILIATIONS

My affiliations:

- ✘ POINTE ACADEMY
- ✘ Shattuck Test School
- ✘ CHICAGO PSD-NETWORK OPTIONS

What do I do?

In order to manage your schools, you must first affiliate yourself with your school, multiple schools or district. (Note: If you're affiliating with a district, search the zip-code of the district office). If you already see schools listed, you can return to the My Schools button to get started on next steps!

Can't find your school? Please download this [New School form](#), complete it fully and send it to schoolgrants@actionforhealthykids.org and we'll add it and email you to let you know it's now there!

Need help?
Contact support at support@actionforhealthykids.org.
We will respond within 24 hours.

- When your school(s) have been added, you'll see a green **DATA SAVED SUCCESSFULLY** banner. Now you're ready to apply for a grant! On the menu on the left-hand side of the screen, click on **GRANTS**.

AFHK School Portal | LOGOUT

School Affiliations
Connect your profile to schools.

SEARCH SCHOOLS

60608 Search Schools

Data saved successfully.

MY SCHOOL AFFILIATIONS

My affiliations:

- ✘ POINTE ACADEMY
- ✘ Shattuck Test School
- ✘ CHICAGO PSD-NETWORK OPTIONS
- ✘ DE LA SALLE INST-LOURDES

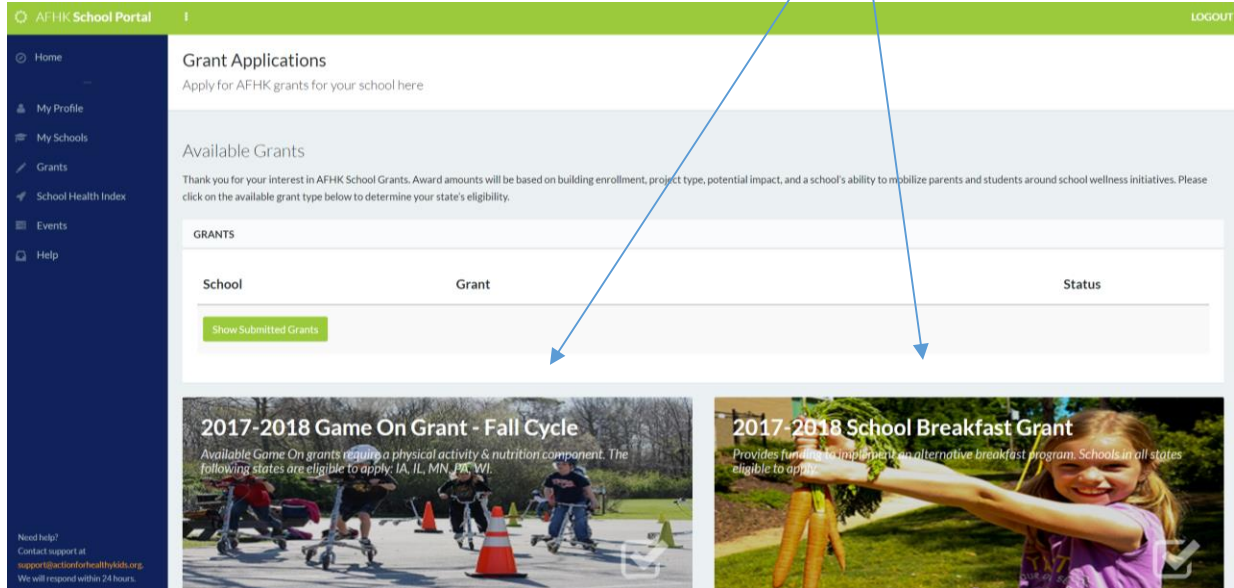
What do I do?

In order to manage your schools, you must first affiliate yourself with your school, multiple schools or district. (Note: If you're affiliating with a district, search the zip-code of the district office). If you already see schools listed, you can return to the My Schools button to get started on next steps!

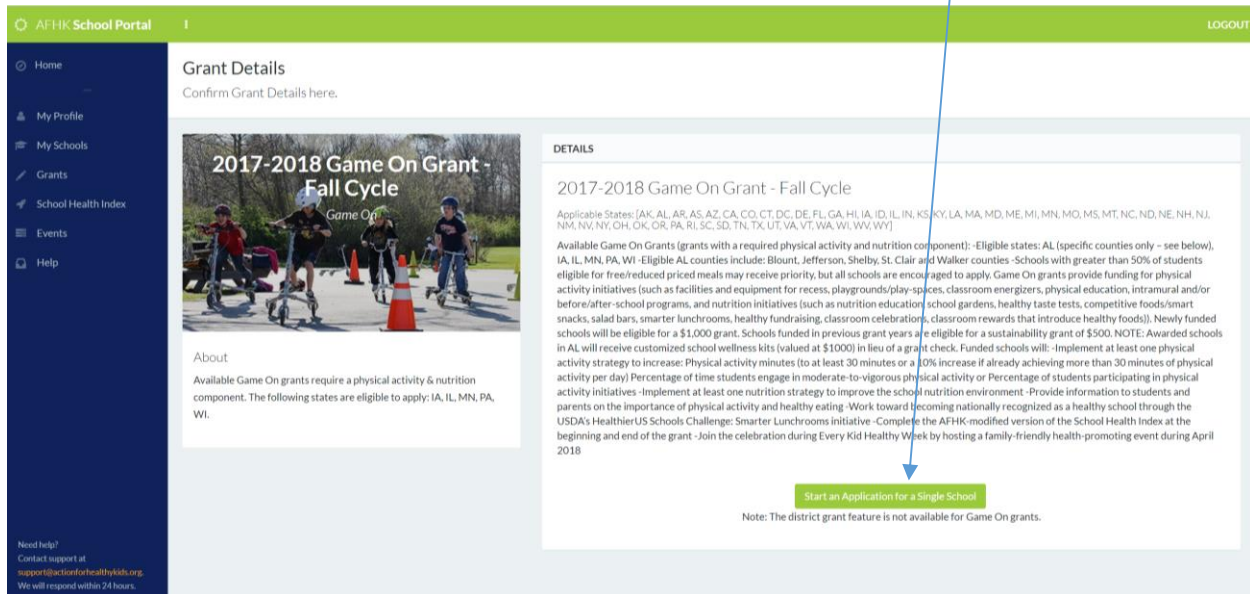
Can't find your school? Please download this [New School form](#), complete it fully and send it to schoolgrants@actionforhealthykids.org and we'll add it and email you to let you know it's now there!

Need help?
Contact support at support@actionforhealthykids.org.
We will respond within 24 hours.

- On the GRANTS page, you'll see any grants you have previously submitted, as well as grant opportunities available for your state. Click on the image of the grant opportunity to learn more.



- To start your application, click on the green **Start an Application for a Single School** button.



- Using the drop-down menu, select the school for which you'd like to apply and click the green GO button.

The screenshot shows the 'Grant Application' page. At the top, there is a green header with 'AFHK School Portal' and a 'LOGOUT' link. A dark blue sidebar on the left contains navigation links: Home, My Profile, My Schools, Grants, School Health Index, Events, and Help. The main content area is titled 'Grant Application' and includes the instruction 'Select school for this grant.' Below this is a 'WELCOME' section and a 'Start a new Grant' section. A dropdown menu is open, showing options: '--SELECT--', '--SELECT--', and 'POINTE ACADEMY'. A blue arrow points to the dropdown menu. To the right of the dropdown is a green 'GO' button.

- Complete the requested information, navigating along the tabs at the top of the page or by clicking on the orange **Next Section** button. Be sure to save progress frequently by clicking on the blue **Save Your Progress** button. When ready, click the green **Submit Application** button.

The screenshot shows the 'Grant Application' page for the '2017-2018 Game On Grant - Fall Cycle' at 'POINTE ACADEMY'. The page has a green header with 'AFHK School Portal' and 'LOGOUT'. The sidebar is the same as in the previous screenshot. The main content area shows progress indicators: 'Select a Grant' (checked), 'Select Schools' (checked), 'Review individual school applications' (checked), and 'Complete individual school applications' (checked). Below these are tabs for 'QUESTIONS': 'School Contact Information' (active), 'Program Information', 'Additional Program Information', 'Budget', and 'Previous Success'. The 'School Contact Information' section is titled '1. Applicant Contact Information' and has two sub-sections: 'a. Title' and 'b. Phone Number', each with a text input field and a '100 character max' label. At the bottom of the form are three buttons: 'Next Section >' (orange), 'Save Your Progress' (blue), and 'Submit Application' (green). Blue arrows point to the 'Next Section >' button, the 'Save Your Progress' button, and the 'Submit Application' button.

- If you attempt to submit an incomplete application, you'll see a red ERROR banner at the top of application. Please address errors (outlined in red) until you get a green GRANT SUBMITTED banner.

AFHK School Portal | LOGOUT

Home
My Profile
My Schools
Grants
School Health Index
Events
Help

Need help?
Contact support at
support@actionforhealthykids.org
We will respond within 24 hours.

Grant Application

All questions in all sections are required unless otherwise noted.

2017-2018 Game On Grant - Fall Cycle

POINTE ACADEMY

[Details](#)

[Select a Grant](#)
[Select Schools](#)
[Review individual school applications](#)
[Complete individual school applications](#)

QUESTIONS

School Contact Information | Program Information | Additional Program Information | Budget | Previous Success

School Contact Information

1. Applicant Contact Information

a. Title

100 character max

AFHK School Portal | LOGOUT

Home
My Profile
My Schools
Grants
School Health Index
Events
Help

Need help?
Contact support at
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We will respond within 24 hours.

Grant Application

All questions in all sections are required unless otherwise noted.

2017-2018 Game On Grant - Fall Cycle

POINTE ACADEMY

[Details](#)

[Select a Grant](#)
[Select Schools](#)
[Review individual school applications](#)
[Complete individual school applications](#)

Grant Submitted!

Your grant has been successfully submitted. Thank you for completing your School Grants for Healthy Kids application. Schools will be notified in approximately 6 weeks after the close of the grant cycle. Please check the Action for Healthy Kids website for additional details. To complete applications for other schools, please return to the AFHK School Portal Home page.

Please Verify That Your Responses Have Been Saved by Clicking Here!
[Click here to submit more applications!](#)

QUESTIONS

School Contact Information | Program Information | Additional Program Information | Budget | Previous Success

School Contact Information

1. Applicant Contact Information

a. Title