

In/Tend Incubator Hub Application

Welcome to the application for the In/Tend Incubator Hub!

Team Name

*Tell us your team's name—be fun and creative! Team names can be a maximum of 35 characters.**

Team Members

Please list each team member's first and last name below.

Team Member 1: _____

Team Member 2: _____

Team Member 3: _____

Team Member Information

	Pronouns	Age	Location (City, State)	Email	Phone Number (XXX- XXX- XXXX)
Team Member 1	—	—	—	—	—
Team Member 2	—	—	—	—	—
Team Member 3	—	—	—	—	—

Logistical Team Information

Have any team members participated as a sub-grantee, prime, or consultant for and/or received any innovation funding from the U.S. Department of Health and Human Services, Office of Population Affairs (OPA)? This includes the following:

- **TPP20 Networks**
- **TPP18 Phase 1 Strategies**
- **TPP19 Tier 1**
- **TPP15 2A Projects**
- **TPP15 2B Projects**
- **TPP Tier 1 Projects**
- **Title X Family Planning Grantee or Site**

Yes

No

Please select which tier and year team member(s) participated in.

TPP20 Networks

TPP18 Phase 1 Strategies

TPP19 Tier 1

TPP15 2A Projects

TPP15 2B Projects

TPP Tier 1 Projects

Title X Family Planning Grantee or Site

Have any of your team members been part of an innovation incubator or accelerator program before?

Yes

No

Please list the program(s), project(s) and year(s) you participated.

We know you probably do it all, but what is your main responsibility?

- Administrative Support
- Administrator/Manager
- Board Member/Volunteer
- Communications/Marketing Specialist
- Consultant/Freelancer
- Curriculum Developer
- Health Educator
- Healthcare Provider
- Policy Analyst/Advocate
- Program Manager/Coordinator
- Researcher
- Social Worker
- Student
- Teacher or Other School Personnel
- Technical Assistance Provider and/or Staff
- Other
 - Please briefly explain. If multiple team members chose other, please format your answer as follows:
 - Team Member Name: explanation
 - Team Member Name: explanation

Please briefly explain why you listed "other" as your main responsibility.

If multiple team members chose other, please format your answer as follows:

- *Team Member Name: explanation*
- *Team Member Name: explanation*

List each team member's organization. If you are a student or independent consultant, you can list your school or affiliation instead.

Teams may be composed of individuals who come from different organizations.

Team Member 1: _____

Team Member 2: _____

Team Member 3: _____

Do you have access to end-users—people who represent the community who is affected by the challenge you wish to solve?

Yes

No

I'm not sure

If no, please briefly explain how you anticipate reaching end-users to test your prototype while in the In/Tend Incubator.

If not sure, please briefly explain, including how you would envision reaching end-users to test your prototype while in the In/Tend Incubator.

Team Members' Represented Identities

Please select any identities represented within your team. If you do not see your identity listed, select other. You will be given the opportunity to elaborate.

- Black, Indigenous, and/or Person of Color

- Person with different abilities
- Neurodivergent
- Woman
- LGBTQ+
- Young person (aged 18-24)
- Immigrant and/or Refugee
- Other
 - Please briefly explain. If multiple team members chose other, please format your answer as follows:
 - Team Member Name: explanation
 - Team Member Name: explanation
- Prefer Not to Answer

Please briefly explain why you selected "other".

If multiple team members chose other, please format your answer as follows:

- *Team Member Name: explanation*
- *Team Member Name: explanation*

Where did you learn about this opportunity?

- Healthy Teen Network Egram
- OPA Newsletter
- OPA Project Officer
- Joint Hub Primer / Info Session
- Industry Event or Conference
- Referral from another Innovation Hub
- Social Media
- Family, Friend, or Colleague
- Other - Write In (Required): _____*

Please read [Healthy Teen Network's Guiding Principles](#) and the [In/Tend Incubator FAQ](#). Do you affirm that your team's values and goals are in alignment with Healthy Teen Network and the In/Tend Incubator Hub's values and goals?

- Yes
- No

Is everyone on the team willing and able to commit to and work with the In/Tend Incubator Hub program from October 2024 through May 2025?

To be eligible to participate in the In/Tend Incubator Hub, all team members must commit to the 7-month program.

Teams unable to do so will be ineligible to participate and their application will be disqualified.

- Yes
- No

Would you like to opt in to In/Tend's email list to receive communications about opportunities and events?

- Yes
- No

Designated Point(s) of Contact

Please identify one team member as the point of contact for communication with the In/Tend Team.

Name

- Team Member 1
- Team Member 2
- Team Member 3

Email: _____

Please identify one team member as the fiscal point of contact. This person will be responsible for receiving, distributing, and managing funds. This person can be the same person as the point of contact for communication.

Name

- Team Member 1
- Team Member 2
- Team Member 3
- None of us, an organization will be our fiscal point of contact

Email: _____

Please indicate the full name of the organization here:

Fiscal Responsibilities

Please fill out this [linked budget template](#) in accordance to the guidance given in the sheet and upload it here. We acknowledge that you might not know how your funds will be used at this time. You will have the opportunity to make changes if selected as part of the cohort, but you need to provide at least some budgetary information based on what you know so far.

Your budget template should include the following:

- **Travel for In-Person Workshops and other meetings and events:** This is required. Allocate funds for travel, accommodation, and meals for the entire team (3 people) for 2 in-person meetings, each lasting 4 days. If travel outside of the required in-person workshops is needed, allocate that here. All travel should be conducted in accordance with the Federal Travel Regulations. Travel rates will be consistent with those established by the Federal Government GSA rates.
- **End-User Incentives:** This is required. Budget for incentives or payments for end-users who will be supporting and testing your ideas. End-users are the people who represent the community who is affected by the challenge you wish to solve.
- **Materials and Supplies:** Allocate funds for any materials, supplies, or equipment needed to develop and prototype your ideas, including IT/web costs, software, etc.
- **Marketing and Outreach:** Consider setting aside funds for marketing, outreach to engage and recruit with the target audience, including costs such as printing.

- **Consulting and Professional Services:** If needed, allocate funds for consulting services or expert advice to help with specific aspects of your project.
- **Contingency Fund:** Allocate a small portion of the budget as a contingency fund to cover unexpected expenses or emergencies up to 3% of the total budget.
- **Conferences:** Allocate funds to register and attend conferences to showcase your work (e.g., Healthy Teen Network Annual Conference).
- **Fringe Benefits:** Fringe Benefits are extras beyond salary and wages that enhance your total compensation. This includes things such as health insurance, paid time off, and more. Allocated if needed.
- **Indirect Costs/Overhead:** Up to 10% max of the total \$90,000 can be used for indirect costs. Indirect costs/overhead are anything not project specific to your work as an IDT, but are still necessary for you to work, such as rent for a facility you were already working in before joining In/Tend. This is not a required line item.

We ask that you please upload the sheet as a CSV (.csv) or Excel sheet (.xls or .xlsx).

Upload

By checking this box, I acknowledge our team will comply with the following guidelines.

We have filled out the budget template to the best of our ability.

Our team will attend and fully participate in at least 2 in-person events.

Our team will use the funds given in accordance to the guidelines provided.

Choose Your Own Adventure – Short Answer Section Instructions

Short Answer Questions

Below are the questions you will be answering in either video or written format. For each bolded section, you will provide either a written or video response. For

instance, if you choose the video format, you will upload 6 videos, each video being no more than 2 minutes and 30 seconds.

Please review the questions and then indicate if you will answer with written answers or short videos.

Please choose how you wish to complete the short answer section:

- Written Answers
- Short Videos

Written Answers

Please answer each question below. Each answer must be 3,500 characters or less (approximately 700 words or less). External links are not allowed; the selection committee will disregard any links included in answers.

1. Team Introduction

Tell us about yourselves! Using a Team Manifesto, outline your team's values, roles, and work style, as well as detail your individual strengths, areas of growth, and contributions to the team dynamic.

Here are some examples of manifestos in different formats:

- [Health Justice Manifesto](#)
- [How to Create a Culture Manifesto for Your Organization](#)
- [A Personal Manifesto](#)

Make sure that you cover the following:

For each team member...

- Who are you?
- How do you show up in a space?
- What do you bring to the table as a person and as a professional?
- What do you like to do outside of work? What fills you up?

For the Team...

- History of collaborative work
- What are your team's strengths and areas of growth?
- Describe the most fulfilling project or initiative your team has undertaken together and why it was meaningful to you.

2. Support

What does your team want to learn from this experience? What type of support does your team anticipate needing during the In/Tend Incubator program? This support could include financial support, additional knowledge or skills, mentorship, or other resources.

3. Motivation

What excites your team about the prospect of participating in the In/Tend Incubator Hub?

4. Challenge

Please describe the challenge you wish to address during your time with the In/Tend Incubator Hub. Describe the connection you have to this challenge, personal or otherwise.

5. Imagine this

Imagine your team has been working on a project to cultivate a new type of flower called Intentia blossoms that can thrive in any environment and can be a sustainable light source as they can glow in the dark. However, after months of research and experimentation, the flowers are not performing as expected.

- **What do you do now?**
- **How does your team respond to this setback?**

6. It's not bragging if it's a fact

What is outstanding about your team that might set you apart from others?

Short Videos

No video should be longer than 2 minutes and 30 seconds. We cannot guarantee videos longer than 2 minutes and 30 seconds will be watched in their entirety by the Selection Committee.

You must upload your video answers to any publicly accessible platform, such as Google Drive via a public share link or (unlisted) YouTube videos. We have included guidance on a few platforms below, and encourage you to explore what platform makes most sense for you and your team.

- [How to upload and share a video using Google Drive](#)
- [How to share an unlisted video on YouTube](#)

Please make sure that links to videos are publicly accessible by testing the links before submitting your application. Any video that is not accessible by the Selection Committee will be disregarded.

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Make sure that you cover the following:

For each team member...

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- **What do you bring to the table as a person and as a professional?**
- **What do you like to do outside of work? What fills you up?**

For the Team...

- **History of collaborative work**
- **What are your team's strengths and areas of growth?**
- **Describe the most fulfilling project or initiative your team has undertaken together and why it was meaningful to you.**

Please share the link to your video below and make sure your link is public.

2. Support

What does your team want to learn from this experience? What type of support does your team anticipate needing during the In/Tend Incubator program? This support could include financial support, additional knowledge or skills, mentorship, or other resources.

Please share the link to your video below and make sure your link is public.

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Imagine your team has been working on a project to cultivate a new type of flower called Intenia

blossoms that can thrive in any environment and can be a sustainable light source as they can glow in the dark. However, after months of research and experimentation, the flowers are not performing as expected.

- **What do you do now?**
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Thank You!