



ELCA WORLD HUNGER

Domestic Hunger Grant Application Guide

To ensure that your experience applying for a Domestic Hunger Grant is as smooth as possible, we have prepared the simple reference below to guide you through each step of the application process in [ELCA GrantMaker](#). Please read the instructions thoroughly. You are welcome to contact us directly at Hunger@ELCA.org with questions. Thank you for your work toward a just world where all are fed. We are looking forward to learning more about your ministry!

GRANT AWARDS

- Awards will be for a three-year cycle, with a maximum award of \$10,000 per year, contingent upon the completion of annual evaluations and fund availability.
- New applications are accepted annually.

GRANT ELIGIBILITY AND CRITERIA

At a minimum, ELCA World Hunger Domestic Hunger Grant applicants must be:

- a 501(c)3 nonprofit organization;
- able to demonstrate a strong, recognized and established relationship with a congregation, ministry, or institution of the ELCA;
- able to demonstrate a strong, recognized and established relationship with the community in which the work will take place; and
- actively engaged in the work described in the application.

Given the priority areas described above, ELCA World Hunger especially seeks to support ministries that:

- Clearly address root causes of hunger in local communities;
- Demonstrate strong commitment to diversity and inclusion in leadership and decision-making;
- Create or foster opportunities for advocacy toward systemic change;
- Are based within ELCA congregations or institutions, affiliated social ministry organizations, institutional partners, or full communion partners; and
- Leverage local assets through partnerships with other local ministries and organizations and self-invest in the ministry through time, human and financial resources.

Applicant organizations that discriminate among guests and neighbors, require participation in faith-related activities as a prerequisite for services, or apply as “pass-through” organizations will not be considered for funding.

APPLICATION TIMELINE

Application available: June 12 – August 13, 2018

Application review: September – October 2018

Awards announced: early December 2018



Tips for a Successful Grant Application

1. **In order to access the application, you must first register in the ELCA GrantMaker system.** This registration approval may take up to five days to process, so make sure to register early to allow yourself time to complete your application before the deadline. Applicants should only register in the ELCA GrantMaker system once (regardless of how many ELCA Grant applications you fill out). If you forget your password, you will be able to re-set it. See Page 3 of this document for step-by-step instructions on how to register.
2. **Gather necessary documents in advance. You will need:**
 - Your organization's contact and tax identification information;
 - A brief letter of support from a participant in your project or ministry (invite them to write a letter using the suggested language available [here](#));
 - The current budget for your organization and the projected budget for the ministry described in your application; and
 - For non-ELCA affiliated applicants: a recommendation letter from an ELCA synod, congregation or organization
3. **Use the correct application form.** Make sure to fill out the **Domestic Hunger Grant** application, found in Application Group 2 in the ELCA GrantMaker Grantee Portal. Once in the application, make sure to select "Domestic Hunger Grants" when asked "Which grant are you applying for?" See Page 2 of this document for step-by-step instructions on how to complete the application.

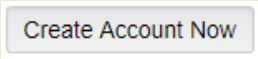



4. **Submit the application by the due date.** Applications received after the due date will not be considered. Note that *all* application materials are due by August 13, 2018. Paper or incomplete applications will not be accepted.
5. **Check your email.** After submitting your application, you will receive email communication from ELCA GrantMaker with important updates about the status of your application. If you do not receive an email confirming that your application has been received, be sure to check your junk or spam folders to add ELCA Grantmaker to your trusted contact list.



How to Register

Follow these steps to complete an ELCA GrantMaker registration request. (See the next page for a step-by-step guide for completing the application itself.)

1	Access the ELCA GrantMaker login page at elca.fluxx.io . Use the Google Chrome browser for best results.
2	Click 
3	What Grant are you registering for? Select "Domestic Hunger Grants"
4	How did you learn about this grant/scholarship? Select the relevant response
5	Are you applying as an individual or on behalf of an organization? Select "Organization"
6	Complete remaining registration questions. If you are applying on behalf of an organization that is not an ELCA congregation, make sure to enter your federal tax ID number while you're registering. Click 
7	Before you can access the application forms, our office will need to confirm your registration. If you do not receive a response within 5 business days, please email ELCA World Hunger at Hunger@ELCA.org . When your registration is approved, you will receive an email from ELCA GrantMaker with the subject "New User Information". This email will list your username and will give you instructions for creating a password.
8	To set your password , click the URL link in the email you received. On the login page, click "Reset or create password." Follow the instructions to reset your password using the email address registered with your account. You will receive a password reset email with a unique link for setting your password. Please note that passwords are case sensitive and must have a minimum of 9 characters, at least one lower and uppercase letter, and one number.
9	After you receive your password, you will be able to log in to the grantee portal , which you can access the portal any time at elca.fluxx.io .



How to apply

Follow these steps to complete an ELCA grant application. You must register first.

1	<p>Access the ELCA GrantMaker login page at elca.fluxx.io. Use the Google Chrome browser for best results.</p>
2	<p>Log in using the username and password you set during the registration process. You can always reset your password by clicking the “Reset or create password” link.</p> <div data-bbox="941 472 1364 640" style="border: 1px solid #ccc; padding: 5px; margin-left: 20px;"> <p>Login Now:</p> <input type="text" value="Username"/> <input type="password" value="Password"/> </div>
3	<p>Read the instructions on the ELCA GrantMaker homepage. They explain how to navigate the site.</p>
4	<p>To access the application form, click “Applications” in the menu on the left.</p> <div data-bbox="876 777 1201 934" style="border: 1px solid #ccc; padding: 5px; margin-left: 20px; background-color: #f0f0f0;"> <p>INFORMATION</p> <ul style="list-style-type: none"> Grantee Portal Applications Resources </div>
5	<p>Scroll down to “Application Group 2: ELCA World Hunger,” click the small arrow to expand the section, and click on:</p> <div data-bbox="397 1008 706 1060" style="border: 1px solid #008000; padding: 2px; margin-left: 20px; display: inline-block;"> <p>Apply for Group 2 Grant</p> </div>
6	<p>Applicant Information: Confirm that your organization, location, and primary contact information is correct. Primary signatory information is optional.</p>
7	<p>Grant Type: Select “Domestic Hunger Grants”</p>
8	<p>Begin filling out your application. Note that all questions in bold type are required and must be filled in before submitting. The application does not save automatically. You must click the "Save" button (located at the bottom of the page) to ensure your answers will not be lost. After you save your application, you may leave and return to it at a later time by clicking on the “Pending Requests” section, found in the menu on the left. To work on a saved application, open it and then click “Edit” in the top right corner of the screen. Please note that the application includes required (and optional) documents that you will need to upload before you submit.</p>
9	<p>When you are finished, submit your application by first clicking “Save” and then clicking the green “Submit” button at the bottom of the page. If you would like, you may use the comment box that pops up to include a note with your submission. Once you submit the application, you cannot make any changes.</p>
10	<p>After your application has been submitted, you can view it under “Submitted Requests” in the menu on the left. Updates from the ELCA will appear in the “Documents” section at the bottom of your application.</p>