



## **How to Apply for an ELCA Fund for Leaders Scholarship online via ELCA GrantMaker**

Starting in December 2017, the ELCA Fund for Leaders scholarship application process will be completed online through an application system called ELCA GrantMaker. Supporting documentation from seminaries, synods, and recommenders will either be included with the online application or submitted to Fund for Leaders separately.

To ensure that your experience with ELCA GrantMaker is as smooth as possible, we have prepared the simple reference below to guide you through each step of the application process. Please read these instructions thoroughly and use them as you navigate the system for the first time. You can always contact us directly if you have any questions.

**Step 1 offers helpful tips for a successful application.** Following these guidelines will ensure that your application is completed and submitted correctly.

**Step 2 is a quick reference guide to help you register for an account in the ELCA GrantMaker system. You must request an account and be approved by the ELCA before you can access the applications.** This registration approval may take a few 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 Grants/Scholarships you apply for) – if you forget your password, you will be able to re-set it.

*NOTE: Step 2 ONLY applies to Full-Tuition Scholarship, Synod or Congregation Scholarship, and Federal Chaplaincy Ministries Scholarship applicants, who will be initiating their own registration. Applicants who have been nominated to apply for a Mission Developer/Redeveloper will be pre-registered and receive instructions for accessing their application directly from Fund for Leaders.*

**Step 3 is a quick reference guide to help you access and complete a scholarship application.** Please read these instructions very carefully before beginning your application. We also encourage you to read the entire application form before you start filling it in. There can be many requirements for a complete application (including essays, videos and document uploads), and so reading the entire application will help you complete the requirements in time for the deadline.

If you have any difficulty accessing the application process, please email us immediately at [FundforLeaders@elca.org](mailto:FundforLeaders@elca.org).

Please read the rest of this document carefully. **We look forward to receiving your application.**

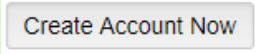




## Tips for a Successful Scholarship Application

- 1. Use the correct application form:** There are multiple scholarships offered by the ELCA Fund for Leaders. Make sure to fill out the application for the scholarship that applies to you.
  - The **ELCA Fund for Leaders Full-Tuition Scholarship** is for students who will be enrolled full-time as a junior at an ELCA seminary next fall. Students must have begun the process of seeking candidacy for rostered ministry in the ELCA. These scholarships are awarded to students for the duration of their required seminary coursework. A full list of qualifications is included in the application.
  - The **ELCA Fund for Leaders Federal Chaplaincy Ministries Scholarship** is for students who are attending an ELCA seminary full-time and are preparing for ministry as a Military, Veterans Administration (VA) or Federal Prison chaplain. This scholarship is awarded through ELCA Federal Chaplaincy Ministries.
  - The **ELCA Fund for Leaders Mission Developer/Redeveloper Scholarship** is for students who are full-time rising middle, seniors or TEEM candidates at an ELCA seminary, are participating in the mission developer/redeveloper program at their seminary, and are nominated by their seminary to apply. Do not complete this application unless you have received an invitation to do so.
  - The **ELCA Fund for Leaders Synod or Congregation Scholarship** is offered to ELCA seminary students by synods and congregations that have established a scholarship fund through Fund for Leaders. Do not complete this application unless you have received an invitation from your synod or congregation to do so. You will be asked to select the name of the specific award for which you are applying from a menu provided in the application.
- 2. Submit the application by the due date:** Applications received after the due date may not be considered. Note that *all* application materials for Full-Tuition and Mission Developer/Redeveloper scholarships are due by **Feb. 16, 2018**. It is your responsibility to ensure that all recommenders, synods, etc. submit their materials to FFL on time. Federal Chaplaincy Ministries scholarship applications are due **March 9, 2018** and Synod or Congregation Scholarship applications information are due **May 31, 2018**.
- 3. Prepare in advance for necessary documents:** You may be required to upload supplemental documents and to download documents for someone to submit on your behalf. You will likely need to obtain documents like transcripts, recommendations, and candidacy verification from your synod. Plan in advance so these documents are complete and submitted to us before the due date. If you have problems downloading the blank forms or uploading your completed documents into the online application, email [FundforLeaders@elca.org](mailto:FundforLeaders@elca.org).
- 4. For Full-Tuition scholarships: Secure an offer of admission to one or more ELCA seminaries as early as possible.** To be eligible to apply, you must provide a letter offering you admission from at least one ELCA seminary. If you have been offered admission by multiple ELCA seminaries, you will need to provide each seminary's letter. Full-tuition scholarships may be used at whichever ELCA seminary you decide to attend. If you are already enrolled in classes for the Spring 2018 semester, your seminary will need to provide verification that you will still have junior status in the Fall 2018 semester.
- 5. Check your email as often as possible:** After applying for a scholarship, you can expect to receive email communication from Fund for Leaders and from ELCA GrantMaker. It is your responsibility to read these emails, save them for your records and respond as quickly as possible. It is also your responsibility to ensure that all components of your application are submitted by the application deadline and to notify Fund for Leaders of any change in the status of your candidacy or your seminary enrollment. If you believe you should have received communication from us but have not, please contact [FundforLeaders@elca.org](mailto:FundforLeaders@elca.org).

## How to Register

Follow these steps to complete an ELCA GrantMaker registration request.

<b>1</b>	Access the ELCA GrantMaker login page at <a href="https://elca.fluxx.io/">https://elca.fluxx.io/</a> . Use the Google Chrome browser for best results.
<b>2</b>	Click 
<b>3</b>	<p><b>What Grant are you registering for?</b></p> <p>Select one of the following responses. If you do not select one of these responses, your request may be denied.</p> <ul style="list-style-type: none"> <li>• Direct Full-Tuition Scholarship</li> <li>• Mission Developer/Redeveloper Scholarship</li> <li>• Federal Chaplaincy Ministry Scholarship</li> <li>• Synod or Congregation Scholarship</li> </ul>
<b>4</b>	<p><b>How did you learn about this grant/scholarship?</b></p> <p>Select the relevant response</p>
<b>5</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Are you applying as an individual or on behalf of an organization?</b></p> <p>Select "Individual"</p> </div> <div style="width: 50%;"> <p><b>*Are you applying as an individual or on behalf of an organization?</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">▼</div> <div style="background-color: #e1f5fe; padding: 2px;">Individual</div> <div style="padding: 2px;">Organization</div> </div>  </div> </div>
<b>6</b>	<p><b>Complete remaining registration questions.</b></p> <p>Click </p>
<b>7</b>	<p>Before you can access the application forms, our office will need to confirm your registration. <b>You will receive a response from us within 5 business days</b>, and likely sooner. If you do not receive a response within 5 business days, please email us at <a href="mailto:FundforLeaders@elca.org">FundforLeaders@elca.org</a>.</p> <p>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.</p>
<b>8</b>	<p>To <b>set your password</b>, 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. <b>Please note that passwords are case sensitive and must have a minimum of 9 characters.</b></p>
<b>9</b>	<p>After you set your password, you will be able to <b>log in to the portal using your username (found in the "New User Information" email) and password</b>. You can access the portal any time at <a href="https://elca.fluxx.io/">https://elca.fluxx.io/</a>.</p>

## How to apply

Follow these steps to complete an ELCA scholarship application. You must complete Step 2 (registration) first.

<p><b>1</b></p>	<p>Access the ELCA GrantMaker login page at <a href="https://elca.fluxx.io/">https://elca.fluxx.io/</a>. Use the Google Chrome browser for best results.</p>
<p><b>2</b></p>	<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="1062 401 1487 569" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Login Now:</p> <input type="text" value="Username"/> <input type="password" value="Password"/> </div>
<p><b>3</b></p>	<p>Read the full instructions on the GrantMaker homepage <b>thoroughly</b>. These instructions explain how to navigate the application portal.</p>
<p><b>4</b></p>	<p>To access the application forms, click “Applications” in the menu on the left.</p> <div data-bbox="1019 716 1487 936" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; background-color: #f0f0f0;"> <p>INFORMATION</p> <ul style="list-style-type: none"> <li>Grantee Portal</li> <li style="background-color: #444; color: white; padding: 2px;">Applications</li> <li>Resources</li> </ul> </div>
<p><b>5</b></p>	<p>Click “Application Group 5: ELCA Fund for Leaders” to reveal information about the scholarship program.</p> <p>▶ <a href="#">Application Group 5: ELCA Fund for Leaders</a></p> <p>Read the program description carefully to identify which scholarship applies to you.</p>
<p><b>6</b></p>	<p>When you are ready to begin your application, click</p> <div data-bbox="797 1150 1135 1213" style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-top: 10px;"> <p style="color: green; text-decoration: none;">Apply for Scholarship/Grant</p> </div>
<p><b>7</b></p>	<p>Carefully <b>read all the instructions</b> at the top of the application. Make sure to select “Check box if applying as an individual” and choose the correct scholarship type. Once you select a scholarship type, the rest of the application will appear below. <input checked="" type="checkbox"/> Check box if applying as an individual</p>
<p><b>8</b></p>	<p><b>Begin filling out your application.</b> Note that all questions in bold type are required and must be filled in before submitting. <b>The application does not save automatically.</b> You must click the "Save" button (located at the bottom of the page) to ensure your answers will not be lost. Please click "Save" regularly while you fill out this form. After you save your application, you may leave and return to it at a later time. Your saved application will be located in the “Pending Requests” section, found on the left side of the portal. To work on a saved application, open it and then click “Edit” in the top right corner of the screen. <b>Please note that applications include required (and optional) documents that you will need to upload before you submit. Read the application instructions carefully and scroll to the bottom of the application and read the “Documents” section to learn more about these requirements.</b></p>
<p><b>9</b></p>	<p>When you are finished with the application, you may submit it by first clicking “Save” and then clicking the green <b>“Submit Application”</b> button at the bottom of the page. You must complete all required questions, denoted with bolded font, before you can submit the application. Once you submit the application, you cannot make any changes.</p>