



Evangelical Lutheran Church in America

God's work. Our hands.

Instructions and Tips for *Total Inclusion!* Operational Support Grant Applicants

APPLICATION INSTRUCTIONS

I. Give yourself enough time! Applying is a multistep process.

1. Review the Guidelines for *Total Inclusion!* Operational Support Grant Applicants to confirm that your outdoor ministry organization is eligible to apply and that you understand the criteria and expectations.
2. **Use Google Chrome** to avoid browser problems.
3. Throughout the process, remember to **save your work as you go**, submit it when you complete a step, select “edit” to update your application, and then save again.

II. Register in GrantMaker as a new or returning user.


1. Using Google Chrome, first go to <https://elca.fluxx.io> to create a new account and to register. Even if you have previously applied for an ELCA grant, please complete a new registration.
 - i. Select the scholarship type “Total Inclusion.”
 - ii. When asked, “Are you applying as an individual or on behalf of an organization?,” select “Organization.”
 - iii. Complete all fields that apply to your organization.
 - iv. For the moderator of your organization, enter the name and email address of the person authorized to submit financial information. We will confirm this authorization later.
 - v. Submit your registration.
2. When your registration is approved (generally within two days – please be patient!), you should receive an email from ELCA GrantMaker with the subject “New User Information.” If you have previously applied for an ELCA grant, you do not have to wait for an email, because you can use your existing username and password.
3. Set your password by clicking the URL in that email and following the instructions. (*Be sure to use the same email address – and check it regularly!*) You will immediately receive a password reset email with a unique link to finalize your password.
4. After you set your password, you can log in to the Grantee Portal using your username (found in the “New User Information” email) and new password.
5. Registration is only the first step! You still need to complete the grant application.

III. Begin the application.


1. After completing the registration process, use your username and password to access the portal at <https://elca.fluxx.io>. Read the instructions first! Then begin your application.
2. In the menu on the left, click on “Applications.” Select “Application Group 7.” You can scroll down to read the *Total Inclusion!* Operational Support Grant description. To begin your application, click on “Apply for Group 7 Grant,” which will appear in green underneath “Application Group 7.”
3. The application will load, and you can begin entering information.
4. The application does not save automatically. **You must save your work throughout the process!**
5. After saving but prior to submitting, you can find your application on the left side of the portal as a “Pending Request” under the “Requests” heading.

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6. For Project Title, type “*Total Inclusion!* Operational Support.” Then, from the dropdown menus, select “Total Inclusion” as the grant for which you are applying and “Operational Support” as the *Total Inclusion!* grant type. Answer the eligibility question and click “save” to move forward.
7. After completing the initial sections **and clicking “save,”** you will see the rest of the application. You must select “edit” to complete the application.
8. The Project Summary, Budget Information, Goals and Objectives (qualitative description), and Goals and Outcomes (quantitative/measurable description) will auto-populate. Carefully read each section to confirm your understanding and agreement. If you are unable or unwilling to agree to these grant terms, you are not eligible to apply for this grant.
9. In the document section, click on the  icon to upload your 501(c)(3) determination letter. You will then click “Add files,” select the document you wish to upload from your computer, choose the correct document type from the dropdown menu (“501(c)(3) Status Letter”) and click “Start Upload.” When the upload is complete, the box will turn gray and you can close it.
10. After uploading your document, **save and submit!**
11. If any required items are missing, you will receive, at the top of the page, an error message directing you to the omissions. Save your application even if you cannot submit it.
12. When the application is successfully submitted, the status will change to “Submitted.” You will now find your application on the left side of the screen as a “Submitted Request.”

IV. Next steps after submission.

1. If additional information is needed, your application will be returned and will appear on the left side of the screen as “Requests to Edit.” You will also be contacted by email. Click “edit,” edit your application as requested, save it and resubmit it. If you are unsure what action is needed, contact totalinclusion@elca.org.
2. After your application is approved, the grant agreement will be sent to you for signature. You will find your application and grant agreement as “Pending Grant Agreements” under “Requests.”
3. Go to the document section of your application and click on “Award and Grant Agreement Letter.” Download and print the document, read it carefully, complete and sign the form, scan it and save it as a new document on your computer.
4. At the top of your application, below the “Pending Signature” status, a gray box will indicate “Grantee Signature Needed.” In that box, click on the  icon to the right of “Signed Grant Agreement,” click on “Add Files,” select your document and click on “Start Upload.”
5. Once your signed grant agreement has successfully uploaded, **remember to resubmit it.**

FOR ADDITIONAL INFORMATION

- Instructions for applying through ELCA GrantMaker can be found at [ELCA.org/totalinclusion](https://elca.org/totalinclusion).
- Questions? Please contact us at totalinclusion@elca.org or 773-380-2972.

TIMELINE FOR *TOTAL INCLUSION!* OPERATIONAL SUPPORT GRANTS (*subject to change*)

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| Sept. 23, 2020 | Application process opens in ELCA GrantMaker. |
| Oct. 28, 2020 | Application process closes in ELCA GrantMaker. (All applications must now be complete!) |
| Nov. 11, 2020 | All applicants notified of status. |
| Nov. 25, 2020 | Deadline for recipients to sign and return Grant Agreement and all other required documents. |
| Dec. 30, 2020 | <i>Total Inclusion!</i> makes payment to grantees. |
| Dec. 30, 2021 | Final reports due from grantees. |