



## ELCA WORLD HUNGER Daily Bread Matching Grants Application Guide

To ensure that your experience applying for a Daily Bread Matching Grant is as smooth as possible, use the simple reference below to guide you through each step of the application process in [ELCA GrantMaker](#). Please read the instructions thoroughly. Thank you for your work toward a just world where all are fed. We are looking forward to learning more about your ministry!

### 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. Registration will be open three weeks prior to the application opening and will close one week prior to the application 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. If your organization already has an account that someone else set up, you will still need your own personal account associated with the organization.
- 2. Gather necessary information in advance. You will need:**
  - your congregation's contact and tax identification information;
  - a current letter verifying your congregation's 501(c)(3) tax-exempt status;

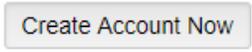
**Note:** If your congregation is part of the ELCA's group ruling and needs a copy of your verification letter, email [hunger@elca.org](mailto:hunger@elca.org).

  - full approval from your congregation's leadership to apply; and
  - a description of the difference you hope a Daily Bread Matching Grant will make to your ministry
- 3. Use the correct application form.** Make sure to fill out the **Daily Bread Matching Grant** application, found in Application Group 2 in the ELCA GrantMaker Grantee Portal. This application will be available starting **April 25<sup>th</sup>**. Once in the application, make sure to select "Daily Bread Matching 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 **May 6<sup>th</sup>**. Paper or incomplete applications will not be accepted. Prospective applicants must be registered in ELCA GrantMaker by **May 2<sup>nd</sup>**, in order to start an application.
- 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 <a href="http://elca.fluxx.io">elca.fluxx.io</a> . Use the Google Chrome browser for best results.
2	Click 
3	<b>What Grant are you registering for?</b> Select "Daily Bread Matching Grants"
4	<b>How did you learn about this grant/scholarship?</b> Select the relevant response
5	<b>Are you applying as an individual or on behalf of an organization?</b> Select "Organization"
6	<b>Complete remaining registration questions.</b> If you are a ministry that falls under the IRS 501(c)(3) ruling of an ELCA congregation, list the congregation, not the ministry, as your organization. There will be a place to list your ministry name on the application.  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 3 business days, please email ELCA World Hunger at <a href="mailto:Hunger@elca.org">Hunger@elca.org</a> .  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 <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, at least one lower and uppercase letter, and one number.</b>
9	After you receive your password, you will be able to <b>log in to the grantee portal</b> , which you can access the portal any time at <a href="http://elca.fluxx.io">elca.fluxx.io</a> .



## How to apply

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

1	Access the ELCA GrantMaker login page at <a href="http://elca.fluxx.io">elca.fluxx.io</a> . Use the Google Chrome browser for best results.
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="940 472 1365 636" style="border: 1px solid #ccc; padding: 5px;"> <p>Login Now:</p> <input type="text" value="Username"/> <input type="password" value="Password"/> </div>
3	Read the instructions on the ELCA GrantMaker homepage. They explain how to navigate the site.
4	<p>To access the application form, click “Applications” in the menu on the left.</p> <div data-bbox="875 779 1198 930" style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>INFORMATION</p> <ul style="list-style-type: none"> <li>Grantee Portal</li> <li style="background-color: #333; color: white;">Applications</li> <li>Resources</li> </ul> </div>
5	<div data-bbox="277 976 586 1024" style="border: 1px solid green; padding: 2px; display: inline-block; margin-right: 10px;">Apply for Group 2 Grant</div> <p>Scroll down to “Application Group 2: ELCA World Hunger,” click the small arrow to expand the section, and click on:</p>
6	<b>Applicant Information:</b> Confirm that your organization, location, and primary contact information is correct. Primary signatory information is optional.
7	<b>Grant Type:</b> Select “Daily Bread Matching Grants”
8	<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. 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. <b>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.</b></p>
9	When you are finished, submit your application by first clicking “Save” and then clicking the green “ <b>Submit</b> ” 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. <b>Once you submit the application, you cannot make any changes.</b>
10	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.