



Evangelical Lutheran Church in America

God's work. Our hands.

Guidelines for *Total Inclusion!* Operational Support Grant Applicants

ELIGIBILITY CRITERIA

To apply for a *Total Inclusion!* Operational Support Grant, applicants must:

- Be affiliated or associated with the ELCA.
- Be an outdoor ministry organization that provides overnight camping experiences for children and youth.
- Have been adversely impacted by the COVID-19 pandemic.
- Have hope that their outdoor ministry will be able to continue or return to offering in-person overnight camping experiences for children and youth when doing so is safe.
- Have a desire to increase their understanding of and commitment to inclusion of historically marginalized people, especially people of color, people who identify as LGBTQIA+ and people living with disabilities
- Consider attending the 2021 LOM Annual Conference and the 2022 *Total Inclusion!* symposia.

***Total Inclusion!* Operational Support Grant recipient organizations must agree to:**

- Complete at least four (4) online/virtual educational components offered by *Total Inclusion!* during the grant term.
- Complete at least one (1) component related to inclusion of people of color, one (1) component related to inclusion of people who identify as LGBTQIA+ and one (1) component related to inclusion of people living with disabilities.
- Identify areas for further growth.
- Identify actions that can be taken to become more inclusive and welcoming.
- Submit a final report describing what was learned during the grant term.

The *Total Inclusion!* Operational Support Grant may be used for:

- General operations.
- Capital expenses.
- Staff development.
- Special projects.

TOTAL INCLUSION! OPERATIONAL SUPPORT GRANT SELECTION PROCESS

- Any outdoor ministry organization that meets the eligibility requirements is welcome to apply.
- All applications will be reviewed to confirm eligibility and ensure submission of all required information and documents.
- Each eligible organization that submits a complete application will be awarded a one-time grant in the amount of \$9,000.
- Funding will take place at the end of 2020 for use during 2021.

TOTAL INCLUSION! OPERATIONAL SUPPORT GRANT EDUCATIONAL COMPONENTS

- Throughout 2021, information about qualifying educational components will be found on the ELCA *Total Inclusion!* webpage. Grant recipients will also be notified by email about educational components.
- Educational components offered by *Total Inclusion!* will be accessible via online or virtual platforms. There will be no cost to complete the educational components.
- *Total Inclusion!* Operational Support Grant educational components will prepare organizations to participate in the 2021 LOM Annual Conference and the 2022 *Total Inclusion!* symposia.

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

- 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 *Total Inclusion!* makes payment to grantees.
- Dec. 30, 2021 Final reports due from grantees.

TIPS FOR APPLYING FOR YOUR *TOTAL INCLUSION!* OPERATIONAL SUPPORT GRANT

1. **Give yourself enough time! Applying is a multistep process.**
 - a. **Use Google Chrome** to avoid browser problems.
 - b. Throughout the process, remember to save your work as you go, submit it when you complete a step and select “edit” to update your application.

2. **Register as a new or returning user.**
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. Registration is only the first step! You still need to complete the grant application.

3. **Complete the application.**
 - a. Using Google Chrome, access the Grantee Portal at <https://elca.fluxx.io> and read the instructions!
 - b. Follow the detailed “Application Instructions for *Total Inclusion!* Operational Support Grants” that have been provided by email or that can be found online on the [Total Inclusion! webpage](#).
 - c. Throughout the application process, remember to save your work frequently, select “edit” to fill out the application and click “submit” when you complete each section.
 - d. When you complete the application, remember to **save and submit 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.