



Open Doors Grant Application Guide

As we look forward to re-gathering in physical spaces soon, as public health considerations allow, we are not simply reclaiming our physical worship space. We are being reclaimed by God and one another in the Spirit as we return to physical community. And as people freed by the gift of God's love and grace, how might we also share that gift with others who might need it, too? We are looking forward to learning with you!

To ensure that your experience applying for the [Open Doors 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. This guide includes:

- Tips for a Successful Grant Application (page 2)
- How to Register in ELCA GrantMaker (page 3)
- How to Apply in ELCA GrantMaker (page 4)

GRANT ELIGIBILITY

Below are Open Doors eligibility specifics:

- Applicants should be a congregation affiliated with the Evangelical Lutheran Church in America (ELCA);
- Have a new, specific and actionable idea for how your ministry might meet new people while re-gathering in community as COVID-19 pandemic considerations allow;
- Commit to shared learning. All applicants to the Open Doors grant will be required to answer a short (10 minutes or less) survey about their congregation for the next three years, whether or not it receives funding.

To complete the Open Doors grant application you will need:

- Your new, specific and actionable idea!
- A copy of the annual report prepared for your most recent congregational annual meeting. There is no specific format required, but please include all relevant and easily accessible materials. If your congregation does not have a recent annual report, consider attaching minutes from the most recent annual meeting or a recent newsletter.
- 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 grants@elca.org and include your congregation's name, city, state, zip code and EIN.

TIMELINE

- April 21 – Grant application and registration opens.
 - *Note: Applicants must be registered in ELCA GrantMaker to access the application. If you have previously registered in ELCA GrantMaker, you do not need to register again and can log in directly at elca.fluxx.io using the Google Chrome browser to start your application.*
- May 14 – Deadline to register in ELCA GrantMaker in order to fill out an application.
- May 19 – Grant application closes.
- Mid-June – Grants are awarded.

QUESTIONS? If you have a question about the registration or application itself, please send a note to our team at grants@elca.org. We will do our best to get back to you quickly and will also consider updating the elca.org/OpenDoors webpage as new FAQs emerge.



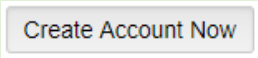

Tips for a Successful Grant Application

- **In order to access the application, you must first register in the ELCA GrantMaker system.** This registration approval may take up to three business 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 reset 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.
- **Gather necessary information and documents in advance.** A sample application is available to view on the elca.org/OpenDoors landing page prior to logging in to ELCA GrantMaker.
- **Use the correct application form.** Make sure to fill out the **ELCA Grant A** application, found in **Application Group 7** in the ELCA GrantMaker Grantee Portal. This application will be available starting April 21, 2021. Once in the application, make sure to select “**ELCA Grant A**” when asked “Which grant are you applying for?” See Page 4 of this document for step-by-step instructions on how to complete the application.
- **Submit the application by the due date.** Applications received after the due date will not be accepted.
Note that all application materials are due by May 19, 2021. Paper or incomplete applications will not be accepted.
- **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 in ELCA GrantMaker

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 "ELCA Grant A"
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 including congregation details and your individual contact information. 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 grants@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 any time at elca.fluxx.io .



How to apply in ELCA GrantMaker

Follow these steps to complete an **ELCA Grant A (Open Doors)** application after registration.

1	Access the ELCA GrantMaker login page at elca.fluxx.io . 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> <p>Grantee Portal</p> <p>Applications</p> <p>Resources</p> </div>
5	<p>Scroll down to “Application Group 7” click the small arrow to expand the section, and click on “Apply for Group 7 Grant”.</p> <div data-bbox="495 1024 777 1064" style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Apply for Group 7 Grant</div>
6	Applicant Information: Confirm that your organization, location, and primary contact information is correct. Primary signatory information is optional.
7	Grant Type: Select “ ELCA Grant A ”
8	<p>Begin filling out your application.</p> <ul style="list-style-type: none"> 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 right 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 documents that you will need to upload before you submit.
9	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.
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.