Submit an Application for Event Sponsorship – Quick Reference Guide

This guide walks applicants through the steps of submitting an application for event sponsorship through the Connecticut Health Foundation's grantee portal.



Connecticut Health Changing Systems, Improving Lives. Welcome to Connecticut Health Foundation's online portal! 1. Visit https://cthealth.fluxx.io and log Login Now: New to the grantee portal? into your account. Before you can submit a proposal for funding, you must register for our grantee portal. Please click on the "Greate an account now" button below to start. You will not be able to selft your profile after submission, so please ensure you have entered accurate information (including enal address) when completing the registration form. FLUXX · Purchase of ad space in an event brochure/booklet The typical level of support is in the \$200-\$1,000 range. A higher level of sponsorship may be considered when the event offers exceptional subject matter alignment and high CT Health visibility. Sponsorships are limited to one per organization, per 12 month period.
 All requests for CT Health sponsorships are subject to the availability of resources with a concerted effort made to spread support across a range of events across the state throughout the four quarters of the calendar 2. On the left navigation menu, click year.

- Current grantees are expected to acknowledge CT Health as a grant funder at events.

- Requests for event sponsorship will be considered on a case-by-case basis as sponsorships enable CT Heath to support organizations that may not be good candidates for grant funding.

- Requests will not be considered for: Event planning/development costs, capital campaigns, political "Apply: Event Sponsorship" and review the eligibility requirements. Are you eligible? Are you a 501 3(c) organization or public entity?
 Will your event be held in Connecticut or will a CT Health sponsorship enable people from Connecticut to If you believe your event is eligible and Defentir.

I the ultimate beneficiary of the event a priority group for the foundation? In other words, if it's a fundraising event, who benefits from the organization's programs and services? If it's a conference, who are target participants and what will they learn? you are ready to submit an application, Does the event organizer's mission and/or the event's theme/program align with CT Heath's strategic objectives or theory of change? click "Apply Now" at the bottom of the . Can your event increase CT Health's visibility and name recognition? Applying for Sponsorship or Advertisement page. Sponsorship requests may be submitted throughout the year and will be reviewed at least bi-monthly. Please submit your request at least 60 days before your event; 90 days is preferable. To submit a request for event sponsorship, click the "Apply Now" button below FLUXX Apply Now

3. Complete all the applicable fields on the application screen.

Press "Save" in the bottom right corner often. The system does not auto-save.

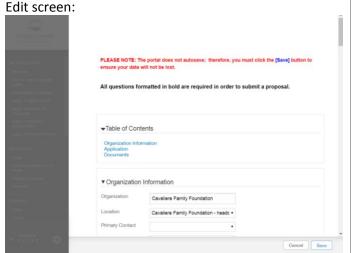
Once you press "Save," a read-only screen will appear. From here you can either:

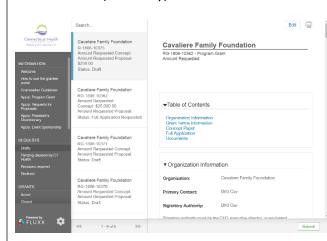
- Click "Edit" in the top right corner and continue working on your application or
- Click "Submit" in the bottom right corner to submit your application to the foundation.

Once you click submit, you will no longer be able to edit your application.

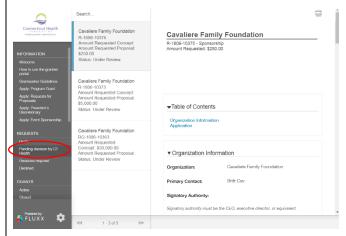
4. Once the proposal is submitted to the Connecticut Health Foundation, you can see the contents of your proposal under the requests tab labeled "Pending decision by CT Health."

The foundation may ask for more information or revisions. If that happens, you will receive an email notification. Your proposal will appear under "Revisions required" where you can edit and re-submit the proposal.



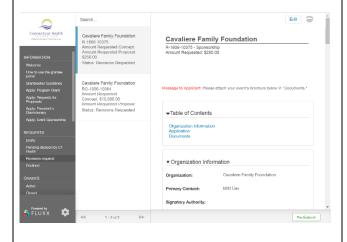


Pending decision by CT Health screen:



Revisions required screen:

Submit screen (read-only):



Once the foundation makes a decision on your proposal, you will be able to see your completed application under either the Grants tab labeled "Active" or the Requests tab labeled "Declined."

If you have any questions at any point in this process, contact sponsorships@cthealth.org.