
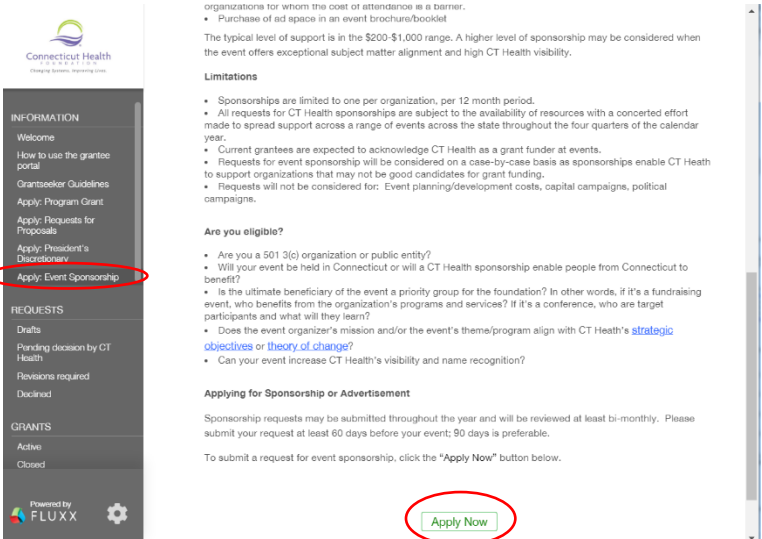


Submit an Application for Event Sponsorship – Quick Reference Guide

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



<p>1. Visit https://cthealth.fluxx.io and log into your account.</p>	
<p>2. On the left navigation menu, click “Apply: Event Sponsorship” and review the eligibility requirements.</p> <p>If you believe your event is eligible and you are ready to submit an application, click “Apply Now” at the bottom of the page.</p>	

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.

Edit screen:

PLEASE NOTE: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

All questions formatted in bold are required in order to submit a proposal.

▼ Table of Contents

- Organization Information
- Application
- Documents

▼ Organization Information

Organization: Cavaliere Family Foundation

Location: Cavaliere Family Foundation - headc

Primary Contact: [Empty]

Buttons: Cancel, Save

Submit screen (read-only):

Connecticut Health

Cavaliere Family Foundation
R-1806-10375
Amount Requested Concept: \$250.00
Amount Requested Proposal: \$250.00
Status: Draft

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- Organization Information
- Grant Terms Information
- Concept Paper
- Full Application
- Documents

▼ Organization Information

Organization: Cavaliere Family Foundation

Primary Contact: Britt Car

Signatory Authority: Britt Car

Buttons: Edit, Submit

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:

Connecticut Health

Cavaliere Family Foundation
R-1806-10375
Amount Requested Concept: \$250.00
Amount Requested Proposal: \$250.00
Status: Under Review

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- Application

▼ Organization Information

Organization: Cavaliere Family Foundation

Primary Contact: Britt Car

Signatory Authority:

Signatory authority must be the CEO, executive director, or equivalent.

Buttons: <<, 1 - 3 of 3, >>

Revisions required screen:

Connecticut Health

Cavaliere Family Foundation
R-1806-10375
Amount Requested Concept: \$250.00
Amount Requested Proposal: \$250.00
Status: Revisions Required

Message to Applicant: Please attach your event's brochure below in "Documents."

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Organization: Cavaliere Family Foundation

Primary Contact: Britt Car

Signatory Authority:

Buttons: Edit, Re-Submit

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.