

Submit an Application for a President’s Discretionary Grant – Quick Reference Guide

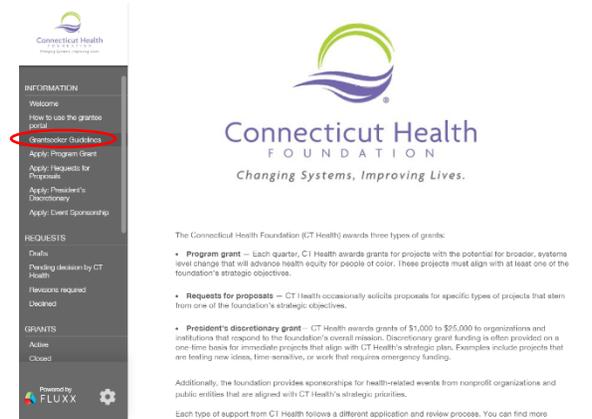


This guide walks applicants through the steps of submitting an application for a President’s Discretionary Grant through the Connecticut Health Foundation’s grantee portal.

1. Visit <https://cthealth.fluxx.io> and log into your account.

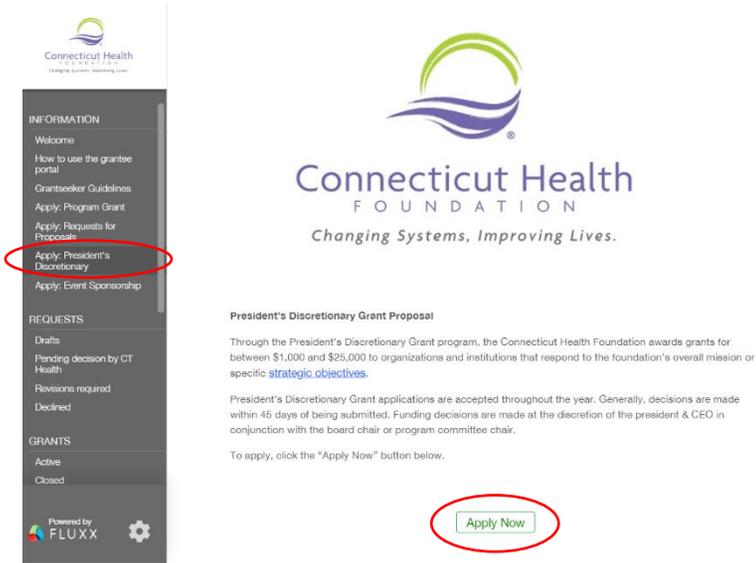


2. On the left navigation menu, click “Grantseeker Guidelines” and review the Connecticut Health Foundation’s grantmaking process.



3. On the left navigation menu, click “Apply: President’s Discretionary” and review the eligibility requirements.

If you believe your project is eligible and you are ready to submit a proposal, click “Apply Now” at the bottom of the page.



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

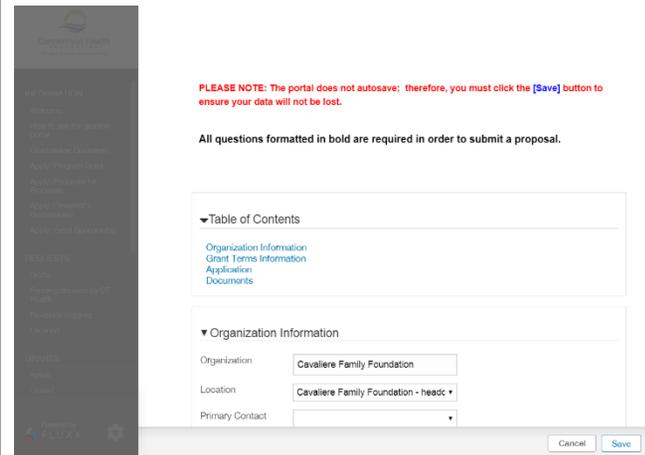
Press “Save” in the bottom right corner often. The system does not auto-save.

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

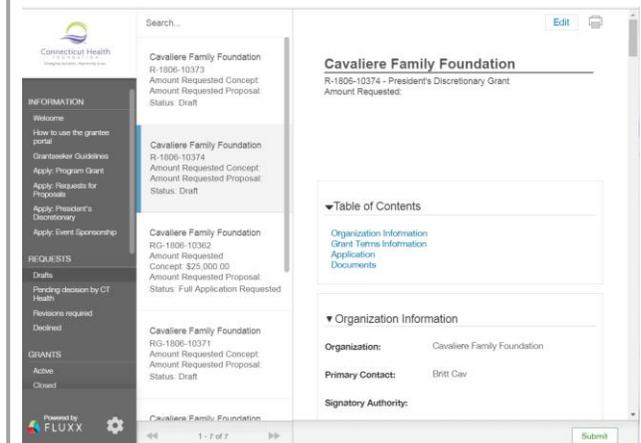
- Click “Edit” in the top right corner and continue working on your proposal or
- Click “Submit” in the bottom right corner to submit your proposal to the foundation.

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

Edit screen:



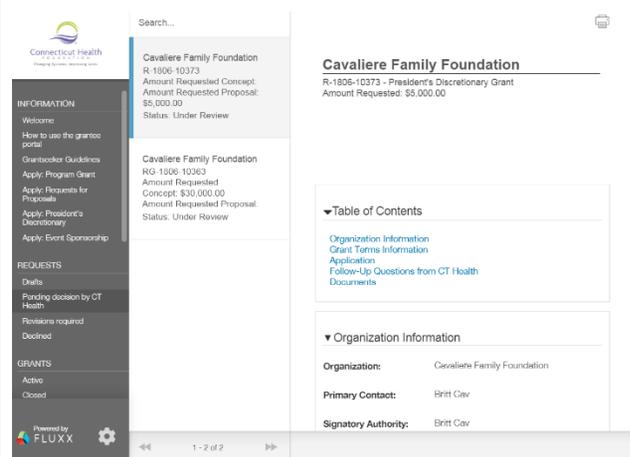
Submit screen (read-only):



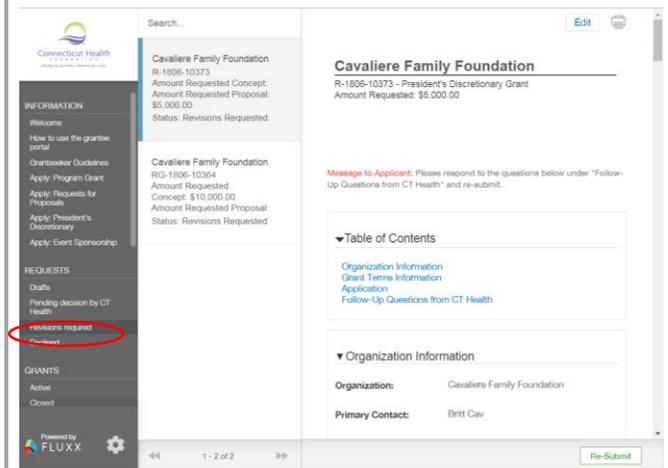
5. Once the proposal is submitted to the Connecticut Health Foundation, you can see the contents of your proposal under the requests tab labeled “Pending decision by CT Health.”

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:



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 grants@cthealth.org.