

## Submit an Application for a Program Grant – Quick Reference Guide

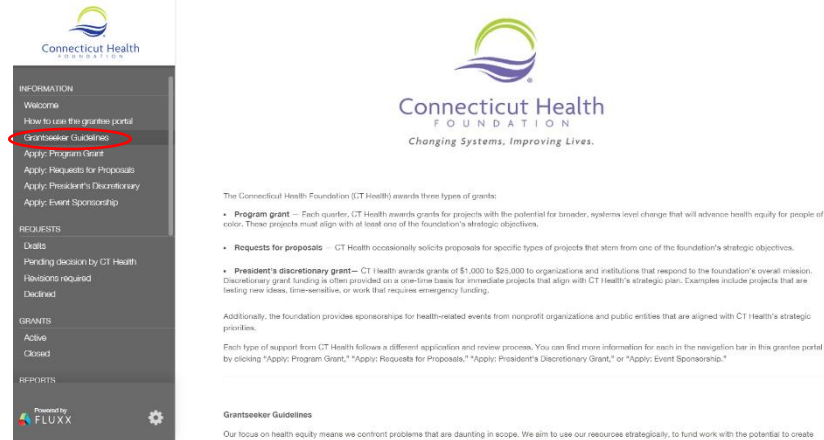


This guide walks applicants through the steps of submitting an application for a program grant through the Connecticut Health Foundation's grantee portal.

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: Program Grant” and review the eligibility requirements for a program grant as well as grant cycle deadlines.

If your idea aligns with the foundation’s strategic objectives, and you are ready to submit a concept paper, click “Apply Now” at the bottom of the page.

Connecticut Health Foundation

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Funding for legislative lobbying efforts or political campaigns  
Indirect costs for discretionary grants or for general operating support grants

**Steps to apply**

1. Review the [Grantseeker Guidelines](#) to see if your project aligns with our funding priorities.
2. If you want to discuss your grant idea, email [grants@cthealth.org](mailto:grants@cthealth.org) to schedule a time to speak with one of our program officers.
3. If your idea aligns with our strategic objectives, we may ask you to submit a concept paper that further describes the work and expected outcomes. To begin a concept paper, click on the “Apply Now” button at the bottom of this page. A full list of concept paper questions can be found [here](#).
4. After submitting your concept paper, you may be invited to submit a full proposal. Foundation staff will contact you with instructions for completing and submitting the proposal. A full list of application questions can be found [here](#).

**Grant cycle dates**

	1st Quarter 2018	2nd Quarter 2018	3rd Quarter 2018	4th Quarter 2018
Concept papers due	11/13/2017	2/28/2018	5/18/2018	8/24/2018
Proposals due	12/22/2017	3/26/2018	6/29/2018	9/21/2018
Grantee notification	3/23/2018	6/18/2018	10/1/2018	12/21/2018
Grant Cycle Year	4/1/18 – 3/31/19	7/1/18 – 6/30/19	10/1/18 – 9/30/19	1/1/19 – 12/31/19

**PLEASE NOTE:** Proposals will not be reviewed or considered for funding in the current cycle unless they are submitted with all required information on or before the due date. Applicants who miss the deadline or submit a proposal with missing information can resubmit a completed proposal for the next grant cycle.

Apply Now

4. Complete all the applicable fields on the concept paper 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 concept paper or
- Click “Submit” in the bottom right corner to submit your concept paper to the foundation.

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

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
- Grant Terms Information
- Concept Paper

Organization information

Organization: Cavaliere Family Foundation

Location: Cavaliere Family Foundation - head

Primary Contact: [dropdown]

Signatory Authority: [dropdown]

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

Does this grant include a fiscal sponsor? [dropdown]

Cancel Save

Submit screen (read-only):

Search...

Cavaliere Family Foundation  
RG-1306-10362  
Amount Requested Concept: \$20,000.00  
Amount Requested Proposal: [blank]  
Status: Full Application Requested

Table of Contents

Organization information

Organization: Cavaliere Family Foundation

Primary Contact: Britt Cav

Signatory Authority: Britt Cav

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

Does this grant include a fiscal sponsor? No

Grant Terms Information

Grant Start Date: 1/1/2019

Submit

5. Once the concept paper is submitted to the Connecticut Health Foundation, you can see the contents of your concept paper 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 concept paper will appear under “Revisions required” where you can edit and re-submit the concept paper.

Pending decision by CT Health screen:

Revisions required screen:

6. If the Connecticut Health Foundation invites you to submit a full proposal for consideration, you can find the application under “Drafts.”

The process for submitting a full proposal is the same as with a concept paper. 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:

The screenshot shows the 'Edit screen' for a proposal application. At the top, there is a red warning: "PLEASE NOTE: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost." Below this, a message states: "All questions formatted in bold are required in order to submit a proposal." The main content area is divided into sections: "Table of Contents" with links for Organization Information, Grant Terms Information, Concept Paper, Full Application, and Documents; and "Organization Information" with fields for Organization (Cavaliere Family Foundation), Location (Cavaliere Family Foundation - head), Primary Contact (Britt Cav), and Signatory Authority (Britt Cav). A note below the signatory authority field states: "Signatory authority must be the CEO, executive director, or equivalent." A dropdown menu for "Does this grant include a fiscal sponsor?" is set to "No". At the bottom right, there are "Cancel" and "Save" buttons.

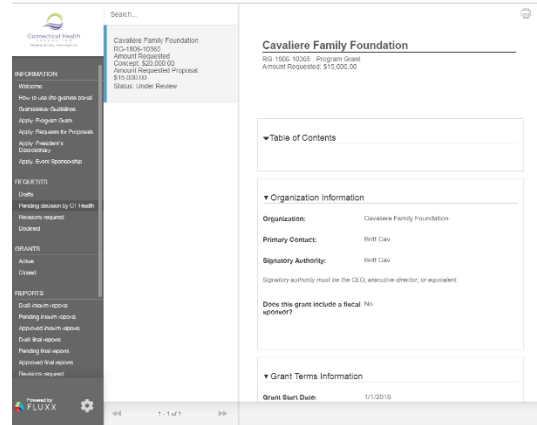
Submit screen (read-only):

The screenshot shows the 'Submit screen (read-only)' for a proposal application. The top header includes the Connecticut Health Foundation logo and search bar. The main content area is divided into sections: "Cavaliere Family Foundation" with details for RG-1506-10362, Amount Requested (Concept: \$25,000.00, Amount Requested Proposal: Full Application Requested), and Status (Full Application Requested); "Table of Contents" with links for Organization Information, Grant Terms Information, Concept Paper, Full Application, and Documents; and "Organization Information" with fields for Organization (Cavaliere Family Foundation), Primary Contact (Britt Cav), and Signatory Authority (Britt Cav). A note below the signatory authority field states: "Signatory authority must be the CEO, executive director, or equivalent." A dropdown menu for "Does this grant include a fiscal sponsor?" is set to "No". At the bottom right, there is a "Submit" button.

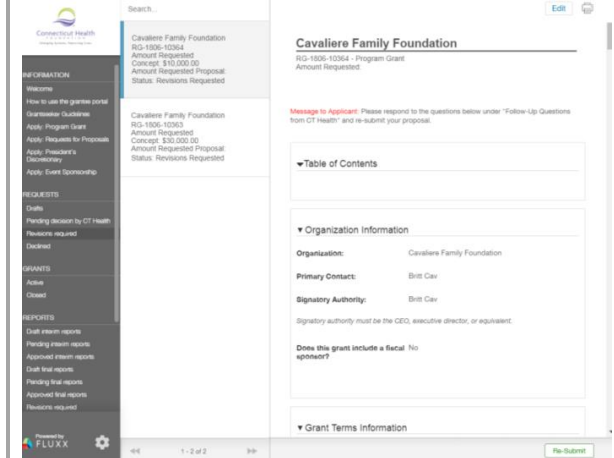
7. Once your proposal is submitted to the Connecticut Health Foundation, you can see the contents of your proposal under “Pending decision by CT Health.”

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](mailto:grants@cthealth.org).