

Submit an Application for a Program Grant – Quick Reference Guide

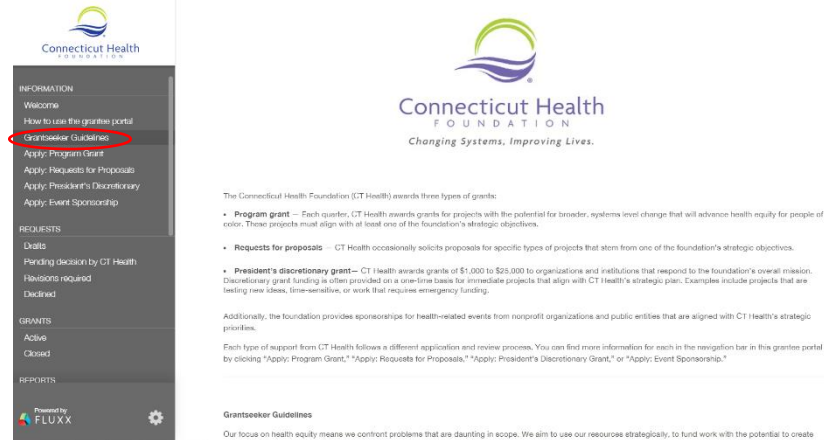


This guide walks applicants through the steps of submitting an application for a program grant through the Connecticut Health Foundation's grantee portal.

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 you believe your idea aligns with the foundation’s strategic objectives, schedule a call with our program officers to discuss your grant idea. You can schedule a call by clicking [here](#).

If the program officers invite you to submit a concept paper, follow prompts from the grants manager and continue with the steps below.



4. Complete all the applicable fields on the concept paper screen.

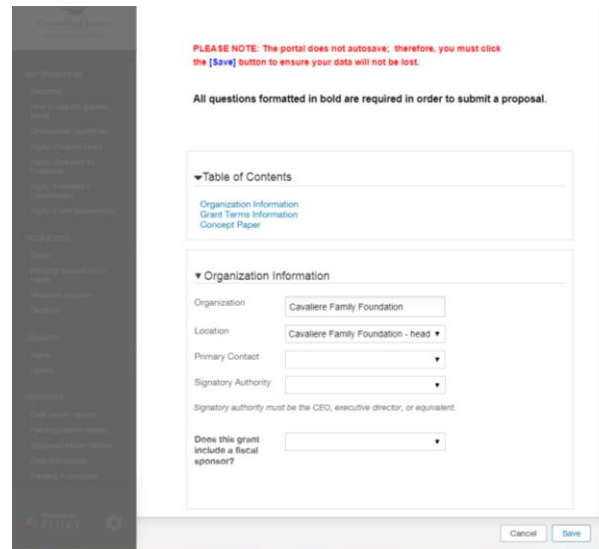
Press “Save” in the bottom right corner often. The system does not auto-save.

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

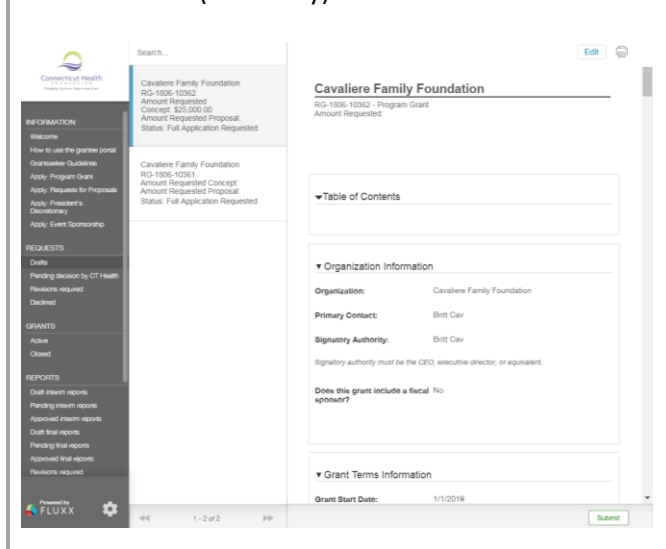
- Click “Edit” in the top right corner and continue working on your concept paper or
- Click “Submit” in the bottom right corner to submit your concept paper to the foundation.

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

Edit screen:



Submit screen (read-only):



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 bold instruction states: "All questions formatted in bold are required in order to submit a proposal." The form 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 specifies that the 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". "Cancel" and "Save" buttons are at the bottom right.

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 displays details for the "Cavaliere Family Foundation" application, including the program grant number (RG-1506-10362), amount requested (\$25,000.00), and status (Full Application Requested). A sidebar on the left lists navigation options under categories like INFORMATION, REQUESTS, GRANTS, and REPORTS. The main content area includes a "Table of Contents" and "Organization Information" section, which shows the organization name, primary contact (Britt Cav), and signatory authority (Britt Cav). A note states that 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". A "Submit" button is located at the bottom right.

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:

Connecticut Health Foundation
Cavaliere Family Foundation
RG-1806-10263
Amount Requested: Concept: \$10,000.00
Amount Requested Proposal: \$10,000.00
Status: Under Review

Cavaliere Family Foundation
RG-1806-10263 - Program Grant
Amount Requested: Concept: \$10,000.00
Amount Requested Proposal: \$10,000.00
Status: Revisions 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.

▼ Grant Terms Information
Grant Start Date: 1/1/2019

Revisions required screen:

Connecticut Health Foundation
Cavaliere Family Foundation
RG-1806-10264
Amount Requested: Concept: \$10,000.00
Amount Requested Proposal: \$10,000.00
Status: Revisions Requested

Cavaliere Family Foundation
RG-1806-10264 - Program Grant
Amount Requested: Concept: \$10,000.00
Amount Requested Proposal: \$10,000.00
Status: Revisions Requested

Message to Applicant: Please respond to the questions below under "Follow-Up Questions from CT Health" and re-submit your proposal.

▼ 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.

▼ Grant Terms Information

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 grants@cthealth.org.