

Tips for a Successful Campus Ministry Annual Grant Application

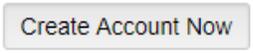
1. **Submit the application by the due date:** First, you must Register (Step #1) in the ELCA GrantMaker system no later than **November 30, 2018**.

Second, you must complete a Grant Application (Step #2). All Grant Applications are due by **December 14, 2018**.

2. **Provide your current mailing address:** Even though you are probably receiving your monthly grant payments via electronic funds transfer directly into your bank account, we still need to have your correct current mailing address.
3. **Provide a Project Narrative by inserting the following text:**
Campus Ministry Operating Grant
4. **Provide the correct Requested Amount:** Please request the same amount that you were granted in 2018. Requests for additional funds will not be accepted.
5. **Provide a Project Outcome by inserting the following text:**
Provide an active ELCA ministry presence on one or more higher education campuses.
6. **Provide a Project Indicator by inserting the following text:**
Our ministry will engage people across the campus about important issues in their lives: faith, meaning, identity, vocation, values and ethics, justice, service, diversity, and relationships. We will be a Christian community characterized by grace, integrity, openness, inclusiveness, and compassion.
7. **Check your email:** After applying for an ELCA grant, you can expect to receive email communication from our office. It is your responsibility to read these emails and to respond as quickly as possible. Applicants who respond to requests in a timely manner will help ensure that their grant payments are received on time.

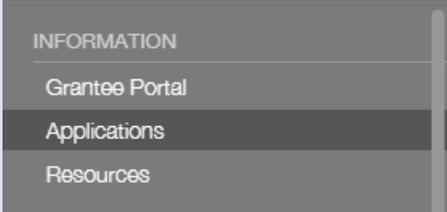
How to Register – Step #1

Follow these steps to complete an ELCA GrantMaker registration request.

1	Access the ELCA GrantMaker login page at https://elca.fluxx.io/ . We recommend using the Google Chrome browser.
2	Click 
3	<p>What grant are you registering for?</p> <p>Select the following response. If you do not select one of this response, your request may be denied.</p> <ul style="list-style-type: none">• Campus Ministry Annual Grants
4	<p>How did you learn about this grant/scholarship?</p> <p>Select “Email from ELCA,” or any other relevant response</p>
5	<p>Are you applying as an individual or on behalf of an organization?</p> <p>Select “Organization” </p>
6	<p>Complete remaining registration questions.</p> <p>Click </p>
7	<p>Before you can access the application forms, our office will need to confirm your registration. You will receive a response from us within 5 business days, and likely sooner. If you do not receive a response within 5 business days, please email us at zara.tunstill@elca.org.</p> <p>When your registration is approved, you will receive an email with the subject “New User Information.” This email will list your username and will give you instructions for creating a password.</p>
8	<p>To set your password, click the URL link in the email you received. On the login page, click “Reset or create password.” Follow the instructions to reset your password using the email address registered with your account. You will receive a password reset email with a unique link for setting your password. Please note that passwords are case sensitive and must have a minimum of 9 characters.</p>
9	<p>After you set your password, you will be able to log in to the portal using your username (found in the “New User Information” email) and password. You can access the portal any time at https://elca.fluxx.io/.</p>

How to Apply – Step #2

Follow these steps to complete a Grant Application. You must complete Step #1 (registration) first.

1	Access the ELCA GrantMaker login page at https://elca.fluxx.io/ . We recommend using the Google Chrome browser.
2	Log in using the username and password you set during the registration process. You can always reset your password by clicking the “Reset or create password” link. 
3	Read the full instructions on the GrantMaker homepage. These instructions explain how to navigate the application portal.
4	To access the application forms, click “Applications” in the menu on the left. 
5	Click Application Group 7 : Campus Ministry, Convening Leaders, Disability Ministries, Domestic Advocacy, Endowment Grants-ND/SD, Hunger Education, Justice for Women, Multicultural Ministry, New Ministry Profiles, Renewal, Women of the ELCA, and Youth & Young Adult Ministry Click Campus Ministry Annual Grants (DM-046)
6	When you are ready to begin your application, click “Apply for a Grant”
7	Begin filling out your application. Note that all questions designated by an asterisk are required and must be filled in before submitting. The application does not save automatically. You must click the "Save" button (located at the bottom of the page) to ensure your answers will not be lost. Please click "Save" regularly while you fill out this form. After you save your application, you may leave and return to it at a later time. Your saved application will be located in the “Pending Requests” section, found on the left side of the portal. To work on a saved application, open it and then click “Edit” in the top right corner of the screen.
8	When you are finished with the application, you may submit it by first clicking “Save” and then clicking the “Submit Application” button at the bottom of the page. You must complete all required questions, denoted with an asterisk, before you can submit the application. Once you submit the application, you cannot make any changes.