Global Grants Program Applicant Instructions

This document was developed to provide prospective applicants with a step by step outline for applying to the Global Grants Program (GGP).

The GGP uses Fluxx, a cloud-based grant application and management platform, to administer its two-step application process; beginning with a Project Idea submission and, for invited applicants, an Application submission. While links to the Project Idea and Application form templates are available for download, only submissions received via Fluxx will be considered for funding.

Direct links to the sections highlighted in this document:

- How to Register and Create a Fluxx Account
- Instructions for Submitting a Project Idea
- Instructions for Submitting an Application
Instructions for Creating a Fluxx Account

Step 1: Click here to visit the Fluxx website. We recommend bookmarking this page in your browser for ease of access as you will need to access the portal throughout the application process. From the portal landing page click CREATE ACCOUNT.

Step 2: Fill in your organization’s information.
Then click the **SUBMIT REQUEST**.
Step 3: Check your email for your account verification link. Click on the link.

When you click the link, the screen below will appear.

Step 4: Create your account password then click **SET PASSWORD and LOG IN**.
Instructions for Submitting a Project Idea

Step 1: From the grantee portal click **APPLY FOR FUNDING** on the left panel.

Then click **SUBMIT A PROJECT IDEA**.
Step 2: Start by filling in organization information. See image below.

Note: for primary contact and primary signatory you can enter your name. We will update the signatory information in the system if your submission results in a grant award. Also, if you have already identified a fiscal agent select yes from the dropdown. Otherwise, select no. If you select yes, a text box will appear for you to enter the fiscal agent details.

Step 3: Scroll down the page to complete the Eligibility Quiz. Once you have answered questions to the eligibility quiz, click SAVE.
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**Note:** your answers to the eligibility quiz will determine if you can proceed to the Project Idea form. If you are determined to be eligible to apply the project idea form will load on to the page. If you are determined to be ineligible to apply, the project idea will not load on to the page. Instead, an ineligibility notification will appear. Step 4 assumes you have passed the eligibility determination.

**Step 4:** Begin filling in the project idea form.

**Step 5:** Once you have filled in the project idea form, click **SAVE and CLOSE** at the bottom right corner of the page.
Then click **SUBMIT** on the bottom right corner of the page that follows.

A pop-up notification will appear on the screen asking you to confirm your submission. Click **OK**.
Your project idea is now submitted.

You can access your submission by reviewing the left-hand panel of the screen in the below image and clicking on **SUBMITTED REQUESTS**. Once submitted, you cannot edit your project idea.

**Step 6:** Now that your Project Idea is submitted, monitor your email, including your spam folder, for an update notification from the Global Grants team. Notifications will come from this address: do-not-reply.grants07-us-east-1@fluxx.io. Project Idea submissions are reviewed on a rolling basis. If your Project Idea meets our program requirements, you will receive an email notification inviting you to submit an Application.
Instructions for Submitting an Application

Step 1: Login to your Fluxx account:

Once you are in your account you will be directed to the grantee portal (see image below).

Step 2: On the left-hand side of the screen, scroll down to the section labeled REQUESTS and click SUBMITTED REQUESTS.
When you click on Submitted Requests, your project idea submission(s) will appear in your queue (see image below step 3).

**Step 3:** Click on the project idea submission and scroll to the bottom of the form to view the section labeled Applicant Feedback and Response. In this section, you will be able to view feedback about your Project Idea submission. **It is important that you make note of and incorporate the feedback when you develop your Application.**

**Step 4:** Click on the Project Idea submission and the form will appear to the right of the screen. Click the **EDIT** button in the upper right corner of the screen. The application form will load onto the screen.

**Note:** If you have submitted more than one Project Idea, and each submission has received a request for a full application, you will need to repeat steps 4 and 5 for each submission.
Step 5: Scroll down the form until you see the section header titled Application Form. Complete the questions on this form to submit your application.

Note: there is a section of the application form labeled Additional Documents where you are required to upload project documents and, if necessary, organization documents. You must upload a workplan budget with your submission to be considered for funding. See instructions below.
For project documents, you must download, complete, and upload a project workplan which includes a budget and implementation plan. You will also need to download, complete, and upload a fiscal agent questionnaire. The templates are linked in the image below in blue font. Once you’ve downloaded and completed them, click the green + in the top right corner of the box to upload them.

For organization documents, you will be able to upload any additional documentation required by your organization to receive grant funding (e.g., letter(s) of support, collaboration agreement, MOU, etc.). To upload these documents, click the green + in the top right corner of the box to upload.
Step 6: Once you have filled in the application form, click SAVE and CLOSE at the bottom right corner of the page.
Then click **SUBMIT on the bottom right corner of the page that follows.**

The below image will pop-up. Click **OK.**

**Step 7:** Now that your Application is submitted, monitor your email, including your spam folder, for an update on funding decision. Notification will come from this email address: do-not-reply.grants07-us-east-1@fluxx.io. Application submissions are reviewed within a 3–6-week timeframe. If your Application advances, you will receive an email notification from XX email outlining next steps. Thank you for applying and good luck!