



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.

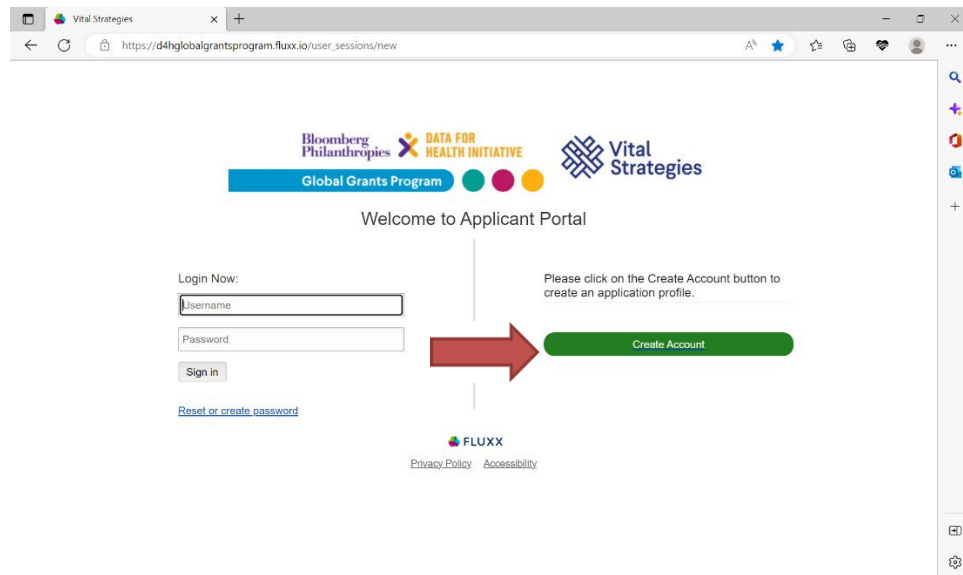
Direct links to the sections highlighted in this document:

- [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.



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Then click the ***SUBMIT REQUEST***.

The screenshot shows a web browser window with the URL <https://d4hglobalgrantsprogram.fluxx.io/fois/new?utf8=-√8&lang=en&commit=Create+an+account+now>. The form contains the following fields:

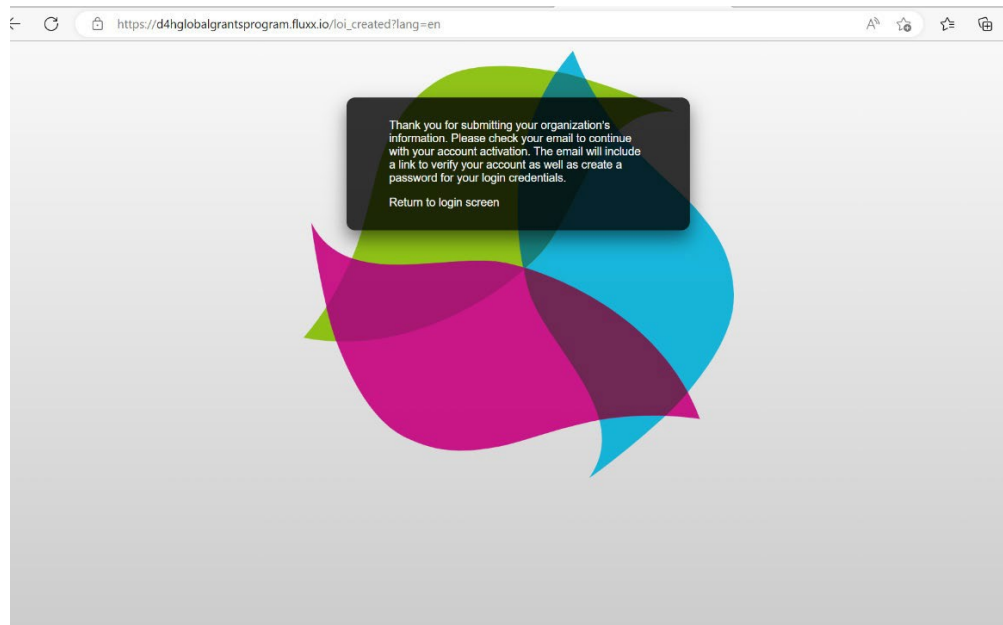
- Postal Code (ZIP)
- Organization Email
- *Phone Number

Below these fields is a section titled "Primary Contact Info" which includes:

- *First Name
- *Last Name
- *Mobile Phone
- Position in Agency (i.e. Director, Manager, etc.)
- Work Phone Extension
- *Primary E-mail Address

At the bottom of the form are two buttons: "Cancel" and "Submit Request". A red arrow points to the "Submit Request" button.

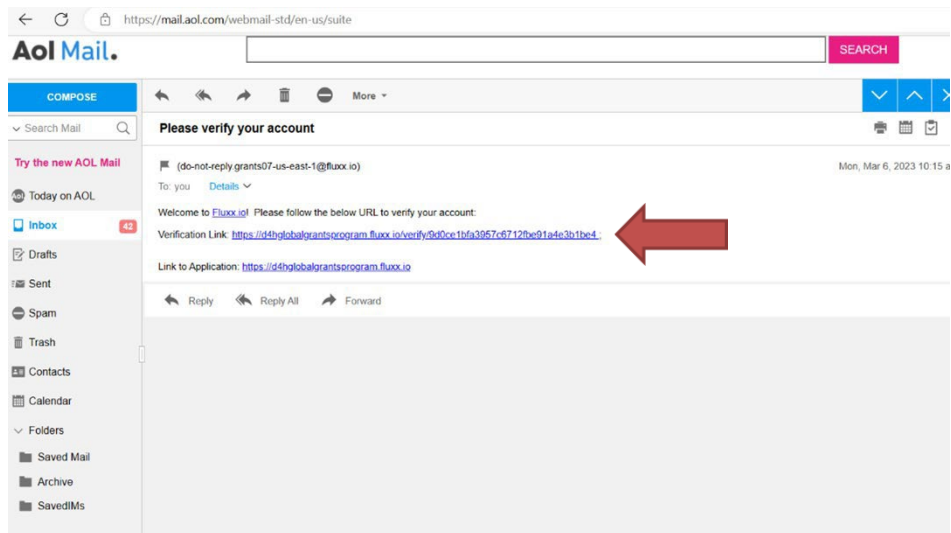
The screen below will appear. Proceed to step 3.





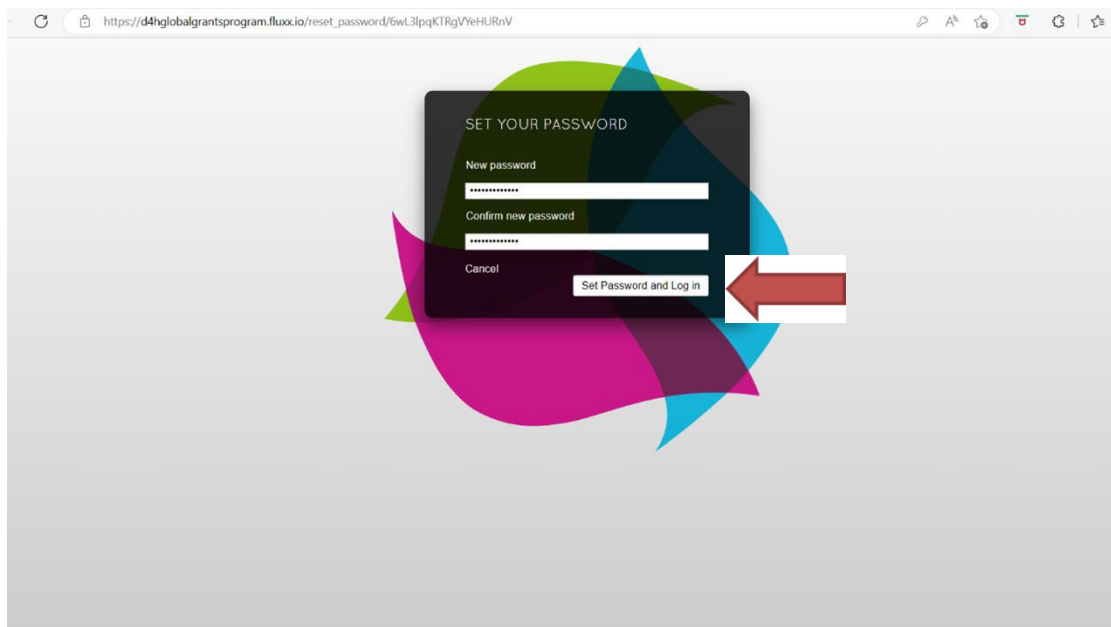
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Step 3: Check your email for your account verification link. Click on the link.



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

Step 4: Create your account password then click **SET PASSWORD and LOG IN**.





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Instructions for Submitting a Project Idea

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

Registration Test

INFORMATION

Grantee Portal

Apply for Funding

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

1 People (1)

APPLICATIONS

Pending Requests

Requests to Edit

Submitted Requests

GRANTS

Active

Closed

FLUXX

https://d4hglobalgrantsprogram.fluux.io/dashboard/index#flux-card-3

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Global Grants Program

Vital Strategies

Welcome to the Grantee Portal!

The Global Grants Program (GGP) is targeted to ministries of health, statistical and other relevant agencies at the national, subnational, or municipal levels in most low- and middle-income countries. In certain instances, applications from national NGOs that have strong relationships with government will also be considered. Please note that international NGOs and multilateral agencies are not eligible to apply but are urged to encourage government partners to apply directly for funding.

Applications from the following countries are not accepted due to their current or former partnership with the Data for Health Initiative:

Bangladesh | Bolivia | Brazil | Cambodia | Cameroon | China | Colombia | Ecuador | Ethiopia | Ghana | India | Indonesia | Kenya | Malawi | Morocco | Mozambique | Myanmar | Papua New Guinea | Peru | Philippines | Rwanda | Senegal | Solomon Islands | South Africa | Sri Lanka | Tanzania | Thailand | Uganda | Vietnam | Zambia | Zimbabwe

Vital Strategies, Inc. does not provide funding to countries subject to the U.S. Treasury Office of Foreign Asset Control ("OFAC") sanctions.

Application and Review Cycle Timeline:

- Project Idea Submission Period: February 6th – Feb 20th
- Screening Period: Feb 21st – March 1st
- Application Period: March 2nd – March 30th
- Review Period: March 31st – April 17th
- Applicants Provisionally Notified: April 24th
- Project Workshop and Agreement Period: April 24th – June 1st
- Funds Disbursed By: June 1st

Project Ideas Reviewed by

Approved Project Ideas are invited to

Proposals Reviewed by

Applicants notified if Proposals are Approved

Workshopping: Finalize Project

Project Start

Then click **SUBMIT A PROJECT IDEA**.

Fluux Test

INFORMATION

Grantee Portal

Apply for Funding

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

People (1)

APPLICATIONS

Pending Requests

Requests to Edit

Submitted Requests

GRANTS

FLUXX

https://d4hglobalgrantsprogram.fluux.io/dashboard/index

Getting Started:

Step 1:

Applicants must submit a Project Idea form for initial screening. If the idea meets the goals and mission of the Global Grants Program (GGP), applicants will be invited to prepare a full-length proposal (Application).

Project Idea forms are submitted online, but Microsoft Word templates are available for applicants to download and prepare responses ahead of submitting a formal request for funding. Only Project Idea forms and Applications received via this application platform will be reviewed.

[Download Project Idea Form](#)

Step 2:

If your Project Idea submission is approved, you will receive an email notification inviting you to prepare an Application. The Application will require you to complete a project workplan (implementation plan and budget) with your submission. Project workplan templates are provided within the Application.

Applications are submitted online. Only Applications received via this platform will be reviewed.

If questions remain after reviewing the FAQ document below, please email GGPinfo@vitalstrategies.org

[Download FAQ](#)

Submit a Project Idea



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Step 2: Start by filling in organization information. See image below.

The screenshot shows the 'Organization Information' form in the Fluxx dashboard. The form is titled 'Organization Information' and includes a 'Request Status' section with tabs for 'Draft Project Idea', 'With Applicant', 'Review', 'Active', and 'Closed'. A 'Please note' message states: 'The portal does not autosave, please click Save to save your entries as you work.' The form fields include: 'Organization' (text input with 'Fluxx Test'), 'Location' (dropdown menu with 'Fluxx Test - headquarters'), 'Primary Contact' (dropdown menu), 'Primary Signatory' (dropdown menu), and 'Does this grant include a Fiscal Agent?' (dropdown menu with 'Yes'). Below these fields is a section for 'Fiscal Agent Organization Information' with a text input field and a note: 'Please provide details of the Fiscal Organization (Name of Organization, Full Address and Point of Contact Information)'. At the bottom of the form are three buttons: 'Cancel', 'Save', and 'Save and Close'.

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.

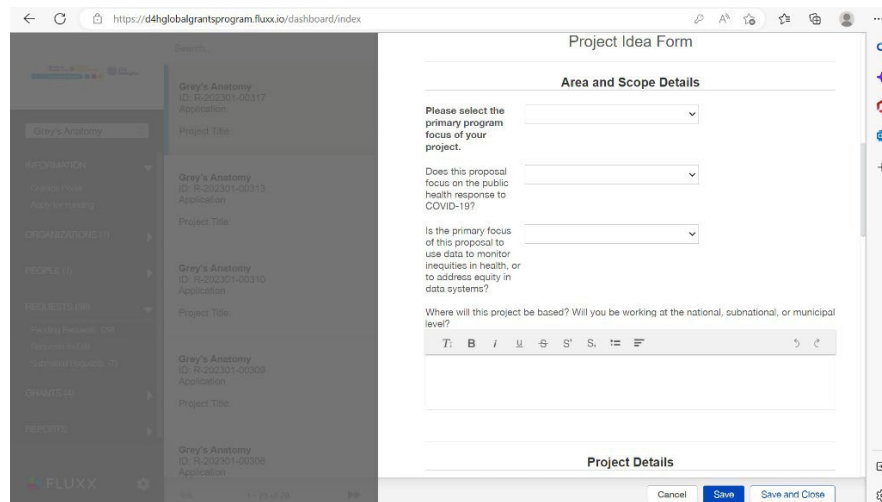
Step 3: Scroll down the page to complete the Eligibility Quiz. Once you have answered questions to the eligibility quiz, click **SAVE**.

The screenshot shows the 'Eligibility Quiz' form in the Fluxx dashboard. The form is titled 'Eligibility Quiz' and includes a note: 'Please answer all Eligibility Questions below and click Save. If you meet the eligibility requirements, the Project Idea form will appear below.' The quiz questions are: 'Are you applying from any of the following countries: Bangladesh, Bolivia, Brazil, Cambodia, Cameroon, China, Colombia, Ecuador, Ethiopia, Ghana, India, Indonesia, Kenya, Malawi, Morocco, Mozambique, Myanmar, Papua New Guinea, Peru, Philippines, Rwanda, Senegal, Solomon Islands, South Africa, Sri Lanka, Tanzania, Thailand, Uganda, Vietnam, Zambia, Zimbabwe' (dropdown menu), 'Does your country meet the World Bank criteria for low- and middle-income country designation' (dropdown menu), 'Will your proposed project activities address one of the following programmatic areas: Cancer Registry, Civil Registration and Vital Statistics, Data Use' (dropdown menu), 'Will this project address a longstanding data use gap in public health processes or systems?' (dropdown menu), and 'Are you applying on behalf of an organization, agency, government, or academic institution?' (dropdown menu). At the bottom of the form are two buttons: 'Save' and 'Save and Close'. A red arrow points to the 'Save' button.

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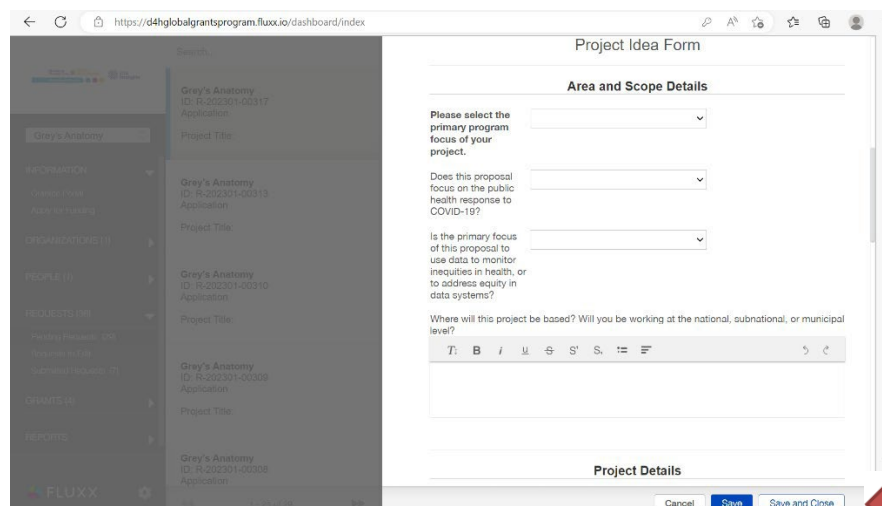
Note: your answers to the eligibility quiz will determine if you can proceed to the Project Idea form. If you are determined to be eligible to apply the project idea form will load on to the page. If you are determined to be ineligible to apply, the project idea will not load on to the page. Instead, an ineligibility notification will appear. Step 4 assumes you have passed the eligibility determination.

Step 4: Begin filling in the project idea form.



The screenshot shows the 'Project Idea Form' in a web browser. The left sidebar contains a navigation menu with options like 'HOME', 'ABOUT', 'CONTACT', 'FAQ', 'GRANTS', 'REPORTS', 'REQUEST FOR PROPOSALS', 'PEOPLE', 'ORGANIZATIONS', 'PROGRAMS', 'ABOUT FLUXX', and 'ABOUT D4H'. The main content area is titled 'Project Idea Form' and is divided into two sections: 'Area and Scope Details' and 'Project Details'. The 'Area and Scope Details' section contains three dropdown menus for selecting the primary program focus, whether the proposal focuses on the public health response to COVID-19, and the primary focus of the proposal (use data to monitor inequities in health, or to address equity in data systems?). Below these is a text area for the project title and a rich text editor for the project description. The 'Project Details' section is currently empty. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save and Close'.

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



This screenshot is identical to the one above, showing the 'Project Idea Form'. A large red arrow is pointing to the 'Save and Close' button at the bottom right of the form, indicating the final step in the process.



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Then click ***SUBMIT*** on the bottom right corner of the page that follows.

The screenshot shows the 'Grey's Anatomy' application form. The left sidebar contains a navigation menu with options: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (38), GRANTS (4), REPORTS, and PAYMENTS (1). The main content area displays the application details for 'Grey's Anatomy' (ID: R-202301-00322) and a list of other applications. The right sidebar contains a search bar and a list of applications. The bottom right corner features a green 'Submit' button, which is highlighted by a red arrow.

A pop-up notification will appear on the screen asking you to confirm your submission. Click ***OK***.

The screenshot shows the same application form, but with a confirmation pop-up dialog box in the center. The dialog box is titled 'Submit' and contains the text: 'You are about to Submit this Applications form. Please confirm that you would like to proceed.' Below the text are 'Cancel' and 'OK' buttons. The background of the application form is dimmed.



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Your project idea is now submitted.

The screenshot shows the 'Project Idea Form' submission page. The left sidebar contains a navigation menu with 'SUBMITTED REQUESTS' highlighted. The main content area displays the 'Area and Scope Details' section, which includes a form for selecting the primary program focus and a confirmation message: 'Grant request was successfully updated.' A dark overlay box is present over the form fields.

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.

The screenshot shows the 'SUBMITTED REQUESTS' section of the dashboard. A red arrow points to the 'SUBMITTED REQUESTS' link in the left sidebar. The main content area displays a list of submitted requests, including 'Grey's Anatomy' (ID: R-202301-00322) and 'Grey's Anatomy' (ID: R-202301-00321). The right sidebar contains a form for submitting a project idea, with a red warning message: 'Please review your answers as they cannot be edited once the form is submitted.'

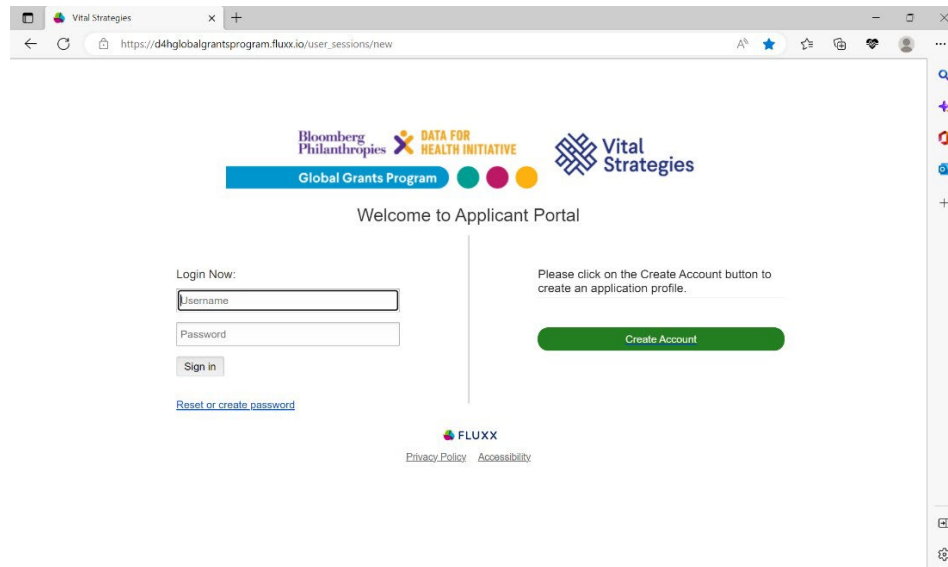
Step 6: Now that your Project Idea is submitted, monitor your email, including your spam folder, for an update notification from the Global Grants team. Notifications will come from this address: do-not-reply.grants07-us-east-1@fluxx.io. Project Idea submissions are reviewed on a rolling basis. If your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



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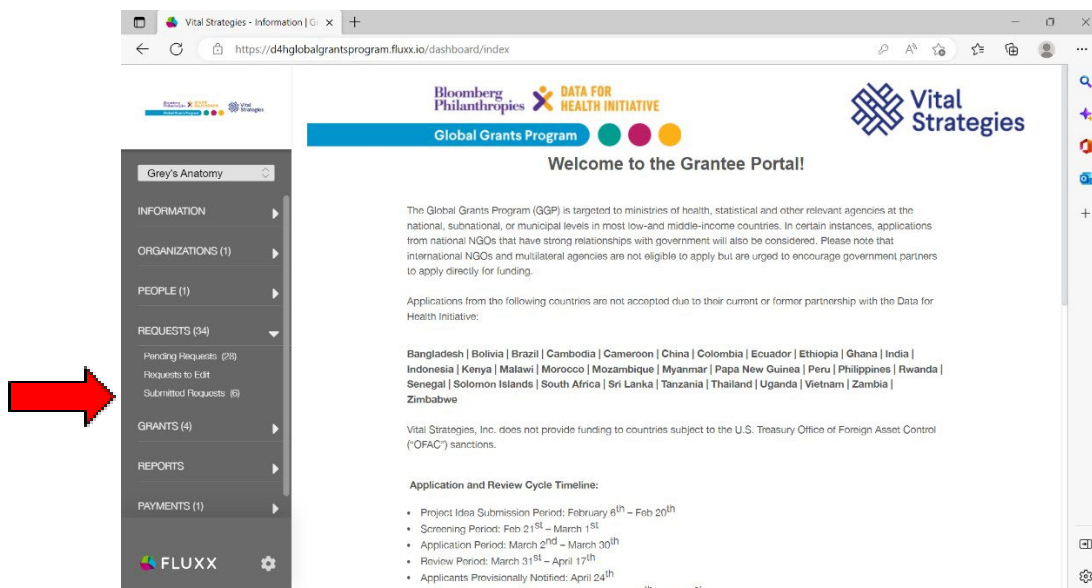
Instructions for Submitting an Application

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*.

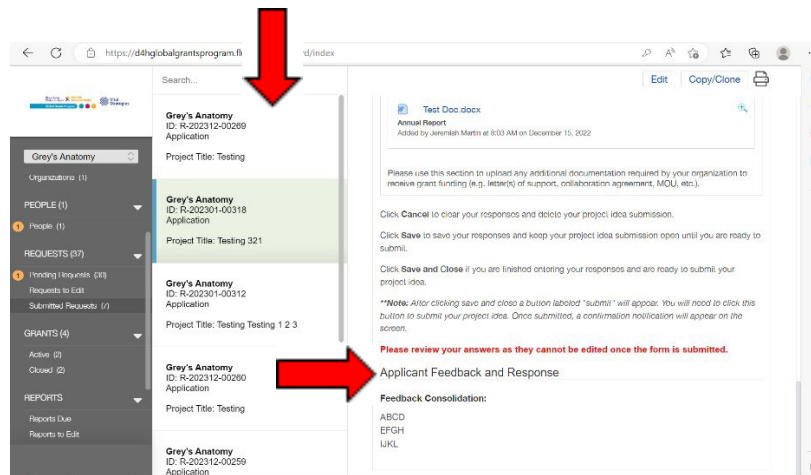




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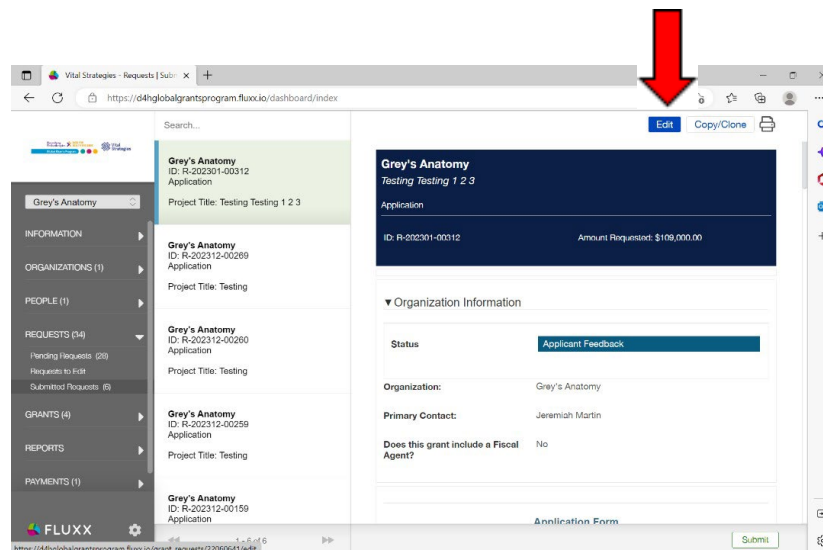
When you click on Submitted Requests, your project idea submission(s) will appear in your queue (see image below step 3).

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.**



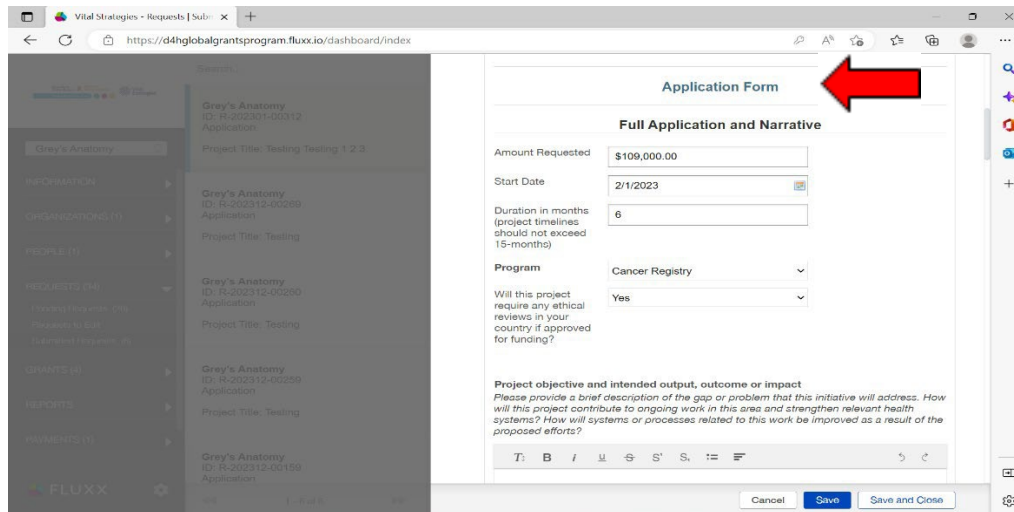
Step 4: Click on the Project Idea submission and the form will appear to the right of the screen. Click the **EDIT** button in the upper right corner of the screen. The application form will load onto the screen.

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.



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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.

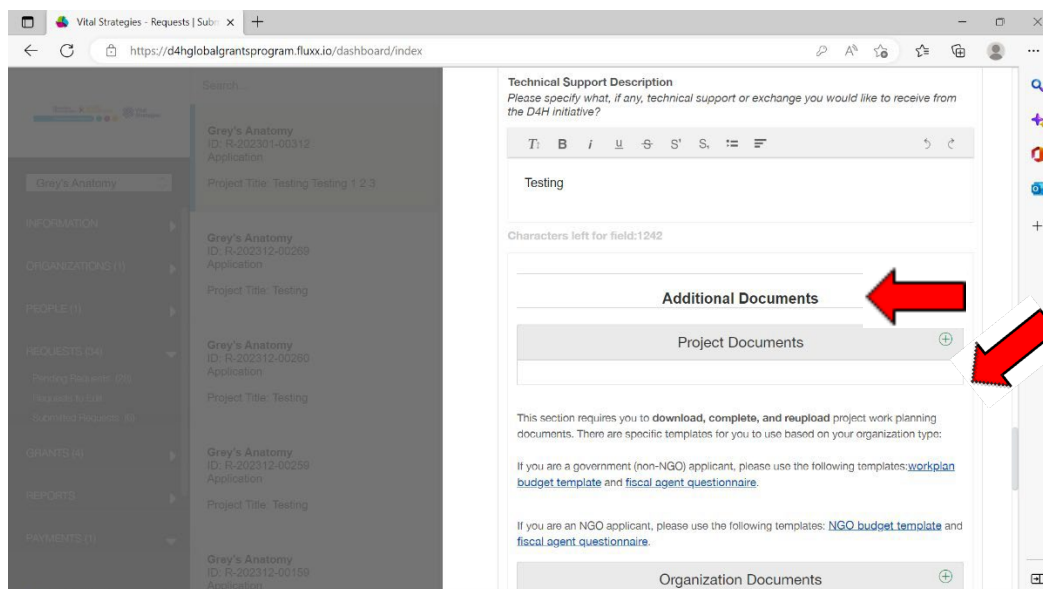


The screenshot shows the 'Application Form' section of the Vital Strategies Requests portal. The form is titled 'Full Application and Narrative' and includes the following fields:

- Amount Requested: \$109,000.00
- Start Date: 2/1/2023
- Duration in months (project timelines should not exceed 15-months): 6
- Program: Cancer Registry
- Will this project require any ethical reviews in your country if approved for funding?: Yes
- Project objective and intended output, outcome or impact: Please provide a brief description of the gap or problem that this initiative will address. How will this project contribute to ongoing work in this area and strengthen relevant health systems? How will systems or processes related to this work be improved as a result of the proposed efforts?

The form also includes a rich text editor for the project objective and intended output, outcome or impact section. A red arrow points to the 'Application Form' header.

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.**



The screenshot shows the 'Additional Documents' section of the Vital Strategies Requests portal. The section is titled 'Additional Documents' and includes the following fields:

- Technical Support Description: Please specify what, if any, technical support or exchange you would like to receive from the D4H initiative? (Rich text editor)
- Characters left for field: 1242
- Project Documents: A button with a plus sign to upload project documents.
- Organization Documents: A button with a plus sign to upload organization documents.


The section also includes instructions for downloading, completing, and reuploading project work planning documents. A red arrow points to the 'Additional Documents' header, and another red arrow points to the 'Project Documents' button.




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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.


Additional Documents


Project Documents	
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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.

[fiscal agent questionnaire](#)

Organization Documents	
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Step 6: Once you have filled in the application form, click *SAVE and CLOSE* at the bottom right corner of the page.

The screenshot shows a web browser window with the URL <https://d4hglobalgrantsprogram.fluxx.io/dashboard/index>. The page displays the 'Application Form' for 'Grey's Anatomy' (ID: R-202301-00312). The form is titled 'Full Application and Narrative' and contains the following fields:

- Amount Requested: \$109,000.00
- Start Date: 2/1/2023
- Duration in months (project timelines should not exceed 15-months): 6
- Program: Cancer Registry
- Will this project require any ethical reviews in your country if approved for funding?: Yes
- Project objective and intended output, outcome or impact: Please provide a brief description of the gap or problem that this initiative will address. How will this project contribute to ongoing work in this area and strengthen relevant health systems? How will systems or processes related to this work be improved as a result of the proposed efforts?

At the bottom right of the form, there are three buttons: 'Cancel', 'Save', and 'Save and Close'. A red arrow points to the 'Save and Close' button.

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Then click **SUBMIT** on the bottom right corner of the page that follows.

The screenshot shows the Fluxx dashboard for 'Grey's Anatomy' applications. The left sidebar contains navigation links for INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, and GRANTS. The main content area is titled 'Technical Support' and includes sections for 'Technical Support Activities', 'Technical Support Description', and 'Additional Documents'. A red arrow points to the 'Submit' button in the bottom right corner of the page.

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

The screenshot shows a confirmation dialog box titled 'Submit' with the message: 'You are about to Submit this Applications form. Please confirm that you would like to proceed.' The dialog box has 'Cancel' and 'OK' buttons. A red arrow points to the 'OK' button. The background shows the 'Full Application and Narrative' form.

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!

