

## How to Apply for a Grant

This document outlines the steps to apply for a grant in 2021. There are two phases of the process, a concept phase and a full proposal phase. If you were funded in 2020 through either the Oral Health 2020 fund or a Request for Proposal, you may skip the concept phase. If you are a new applicant, an organization funded in a year prior to 2020, or funded any year through the Community Response Fund or Executive Director’s Fund, you do need to submit a concept.

### New Applicants or Applicants through the Emergent and Relief Fund, Community Response Fund, or Executive Director’s Fund

#### Concept Phase

1. **IF YOU DO NOT HAVE A FLUXX ACCOUNT:** Using **Google Chrome, Safari, or Firefox** web-browser, create an account with the online grants management system, Fluxx: <http://carequest.fluxx.io>

Login Now:

Sign in

[Reset or create password](#)

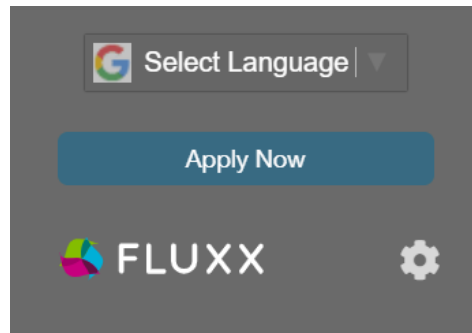
#### NEW USERS

If your organization has not applied to the DentaQuest Partnership for Oral Health Advancement, LLC. using the Grantmaking Portal, you will need to register and set up an account. You will receive a username and password to log in to the portal within one to three business days.

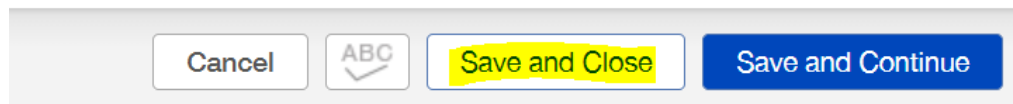
***Note: Our Fluxx Portal has been updated to be more intuitive and user-friendly. If you've use it before, we know it looks different, but still operates much the same. If you encounter any problems, please reach out to Faye Hixenbaugh at [faye.hixenbaugh@greatdentalplans.com](mailto:faye.hixenbaugh@greatdentalplans.com).***

Register Now

2. Please allow for 2-3 days for your registration to be approved. Once approved, you will receive an automated email with login instructions.
3. **ONCE LOGGED INTO YOUR ACCOUNT**, click the “Apply Now” button in the bottom left hand corner. This will open the proposal template.



4. In the Organization Details section, please complete all fields. If you selected “Other” under Organization Type, please state your organization type in the field provided.
5. Under General Information, in the Program Area field, select the relative program you intend to apply for. If you are applying for one of the “Advancing Equity Through Oral Health” areas, you will need to also select the relative Sub-Program Area field.
6. For the question beneath the Sub-Program Area field that says “Were you a DentaQuest Partnership grantee, through either one of the 2020 Requests for Proposals or the Oral Health 2020 program?”:
  - If you were not, please select “No”
7. In the Proposal Information section, please complete all fields.
8. Click “Save and Close” to continue to the next step, or “Save and Continue” to keep editing.



9. After clicking “Save,” a new question will appear under the Concept section. Please make sure to click “Edit” in the top corner, and complete the Project Title and Concept Description.

#### Concept

##### Project Title

Characters left for field: 150

In 500 words or less, please describe your proposed strategy and how it impacts the program area or target you selected above.

Characters left for field: 4500

10. Once you are ready and have completed all required fields, click “Submit Concept” to submit your concept.

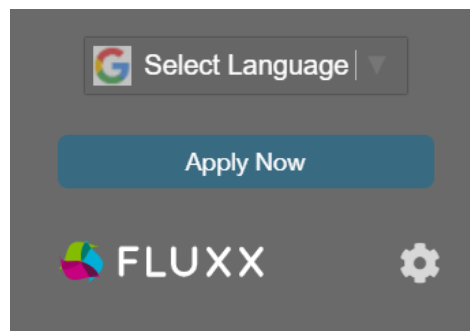
Submit Concept

11. The DentaQuest Partnership will review your concept and will be in touch with you for next steps.

## Returning 2020 Grantees funded through Oral Health 2020 or a Request for Proposal

If you were a grantee in 2020 funded through either the Oral Health 2020 fund or a Request for Proposal, follow these steps to apply for a grant in 2021.

1. Log in to your account on Fluxx, then click the “Apply Now” button in the bottom left hand corner. This will open the proposal template.



2. In the Organization Details section, please complete all fields. If you selected “Other” under Organization Type, please state your organization type in the field provided.
3. Under General Information, in the Program Area field, select the relative program you intend to apply for. If you are applying for one of the “Advancing Equity Through Oral Health” areas, you will need to also select the relative Sub-Program Area field.
4. For the question beneath the Sub-Program Area field that says “Were you a DentaQuest Partnership grantee, through either one of the 2020 Requests for Proposals or the Oral Health 2020 program?”:
  - If you were, please select “Yes”
5. In the Proposal Information section, please complete all fields.
6. Click “Save and Close” to continue to the next step.

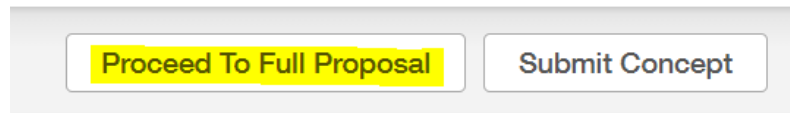
Cancel

ABC  
✓

Save and Close

Save and Continue

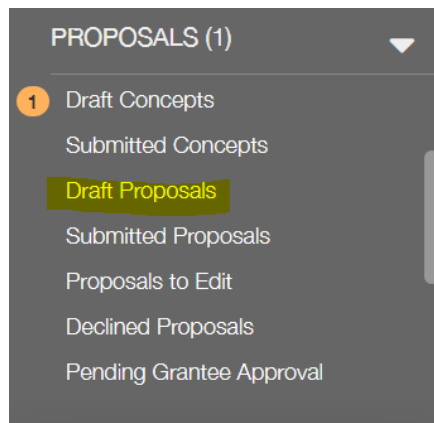
7. After clicking “save,” please click “Proceed to Full Proposal” to open a Full Proposal, then follow the steps in the Full Proposal Phase section below. Please note: you **do not** need to submit a concept.



## Full Proposal Phase (for all applicants)

After the concept has been reviewed, if you are invited to submit a full proposal, please follow the steps below to complete and submit your full proposal.

1. Log in to your Fluxx account, and using the menu on the left-hand side, select “Draft Proposals,” then select the proposal you are working on.



2. Click “Edit” in the top corner, then complete the following sections:
  - a. Project Title
  - b. Organization Demographics
  - c. Proposal Questions
  - d. Project Workplan
  - e. Budget
  - f. Upload any required documents that are missing
3. **OPTIONAL:** Follow this step if you would like to submit your proposal as a draft, instead of a final proposal. Otherwise, skip to #5.

When you have completed the proposal, you have the option to “Submit Draft” and schedule a Draft Proposal call with the Grants Team. To schedule call, contact a member of the Grants Team listed below.

Submit Final Proposal

Submit Draft Proposal

Withdraw

4. If you have a Draft Proposal call, the proposal will be made available again following the call for any potential edits to be made.
5. Once finalized, click “Submit Final.” If you choose not to have a Draft Proposal call, once the proposal is complete, click “Submit Final.”

Submit Final Proposal

Submit Draft Proposal

Withdraw

**Note:** At any time you can click “Save and Continue” to save your progress and continue working or you can click “Save and Close” to save your progress and close the text fields. In order to click the “Submit Final” button you will need to have clicked the “Save and Close” button.