

How to Apply for a Grant

This document outlines the steps to apply for a grant in 2022. There are two phases of the process, a concept phase and a full proposal phase. All organizations must submit a concept.

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:

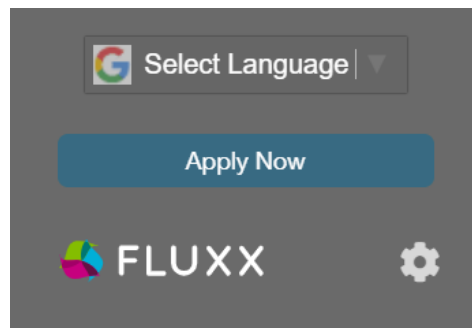
[Reset or create password](#)

NEW USERS

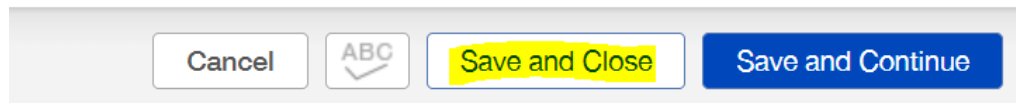
If your organization has not applied to CareQuest Institute for Oral Health using the Grantmaking Portal, you will need to register and set up an account. You will receive a username and password to log in to the portal within one to three business days.

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 fhixenbaugh@carequest.org.

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. In the Proposal Information section, please complete all fields.
7. Click “Save and Close” to continue to the next step, or “Save and Continue” to keep editing.



8. 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

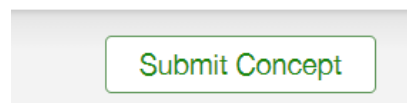
Project Title

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

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

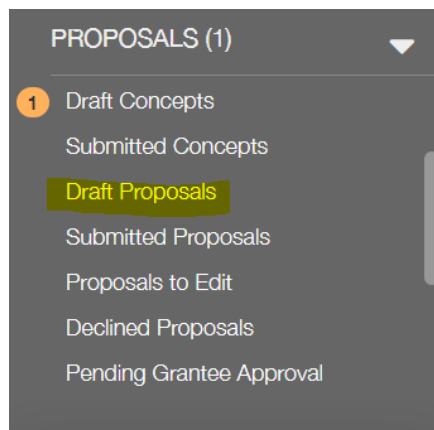


10. CareQuest Institute will review your concept and will be in touch with you for next steps.

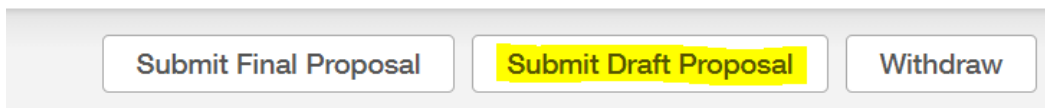
Full Proposal Phase

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 at grants@carequest.org.



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.