



APPLYING FOR A GRANT

# HOW TO SUBMIT A PROPOSAL

(Note: Before you can submit a proposal, a Letter of Inquiry and an invitation from WKKF are required. Being invited to submit a proposal is not a guarantee of funding.)

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**What's Next?**

We look forward to learning more about your project. Your proposal will help us continue to explore alignment with our priorities. We hope you find the process to be straightforward. Though our programming team(s) may follow up with a phone call or email to continue becoming acquainted with your work, we commit to being thoughtful about the volume of information we request.

## WHAT YOU WILL NEED:

- A description of what you're seeking to accomplish (up to 12,000 characters, see page 06 for details); a brief description of how you know your project will work (1,000 characters); a line-item budget; a list of current or future/pending funders of the proposed project. You can also upload supporting documentation if you like, such as a Theory of Change, though this is optional.
- Need more time to gather all the requested information? You can begin a proposal and save and come back to it at any time before submitting it.

### QUICK TIP:

*For an optimal experience, Google Chrome is the recommended browser.*

## STEP 1: VERIFY/UPDATE YOUR ORGANIZATIONAL CONTACTS

### IMPORTANT NOTE:

*Your organizational information must be completed in our Fluxx portal to submit a proposal. If your organization's information needs to be completed, **you will see a red box on the top of your proposal form.** Please complete and submit this information before submitting your proposal.*

Log in to the portal: [wkkf.fluxx.io](http://wkkf.fluxx.io)

In the Navigation Panel, click **My Organizations**.

In the **Record View**, select the record you wish to update.

In the **Expanded View**, click **Edit**.

Verify or provide the Organization and Individual information.

Verify mailing/payment address information.

Click **Save and Continue** to save your work and update the documents you'll be required to provide.

Complete the Finance/Admin. and Organizational Data sections.

Update Annual Revenue section, if needed.

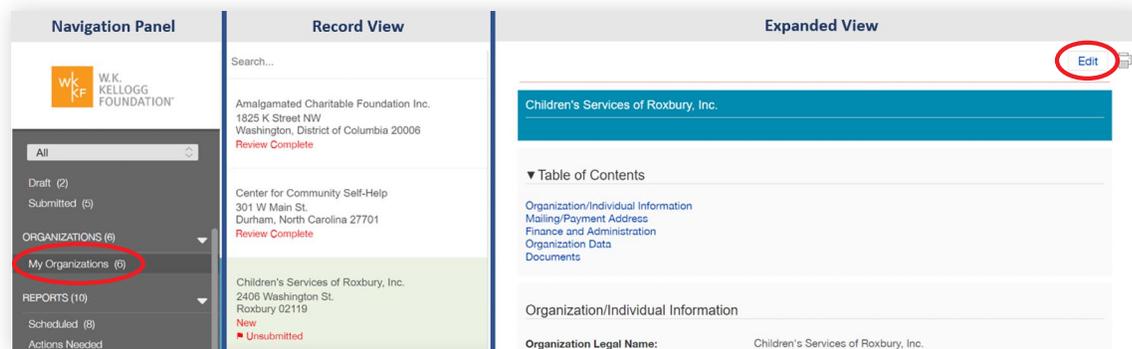
Upload required documents.

When finished, click **Save And Close**.

When ready to send your updated information to the Foundation, click **Submit**.

*Note: Please do not use the "Note for Submit" pop-up box.*

You will receive an email confirming the submission of updates.

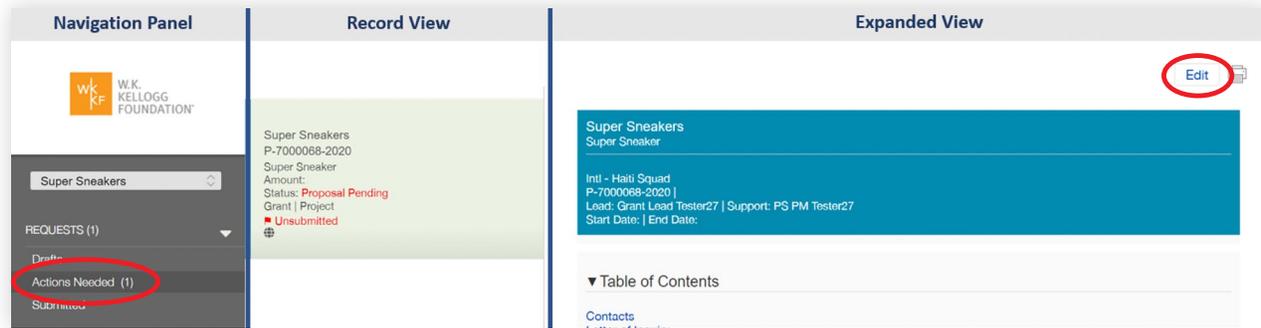


## STEP 2: BEGIN THE PROPOSAL

In the Navigation Panel, click **Actions Needed** under the **Requests** section.

In the **Record View**, select the record (proposal request) you want to update.

In the **Expanded View** click **Edit**.



## STEP 3: COMPLETE THE FOLLOWING SECTIONS

### *Project Director, Signatory and Financial Signatory*

Select an existing contact from the drop-down list next to each or click **Add New** to add an additional contact.

**Project Director, Signatory** and **Financial Signatory** are required fields.

**Additional Alert Recipient** and **Additional Finance Contact** are optional fields.

Indicate whether or not you will use a fiscal sponsor to manage the grant funds for this request.

Organization Legal Name	The Center for Urban Youth and Fami
Location	The Center for Urban Youth and Fa <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">▼</span>
Project Director	Ursula Tyson <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Add New</span>
Signatory	<span style="border: 1px solid gray; display: inline-block; width: 150px; height: 20px;"></span> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">▼</span> <a href="#">Add New</a>
Financial Signatory	<span style="border: 1px solid gray; display: inline-block; width: 150px; height: 20px;"></span> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">▼</span> <a href="#">Add New</a>
Additional Alert Recipient	<span style="border: 1px solid gray; display: inline-block; width: 150px; height: 20px;"></span> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">▼</span> <a href="#">Add New</a>
Additional Finance Contact	<span style="border: 1px solid gray; display: inline-block; width: 150px; height: 20px;"></span> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">▼</span> <a href="#">Add New</a>

## Proposal Questions

In this section we ask you to tell the story of your project in more detail, bring it to life and make a strong case for funding. We also ask you to review or enter the start and end date of the project, the total project budget and amount requested from WKKF. We also ask if any part of your project will include lobbying activities.

### QUICK TIP:

*As you consider the proposal questions, you may want to draft your responses in Word or another text editor and cut and paste them into the Fluxx form.*

#### **What are you seeking WKKF funding to accomplish?** *12,000 character limit.*

Provide information about the following: the issue; how your organization will address the issue; your anticipated results; who will benefit; how racial equity is an integral part of your project and how you will engage community members and organizations in the work. As you write, you may want to [learn more](#) about our commitments to racial equity, community engagement and leadership—or what we call our DNA.

**Tell us how you know your project will work.** *1,000 character limit.* Is there existing data/evidence showing that this work leads to your anticipated results (e.g., evidence-based practice, promising practice, community-recognized practice or a combination of data/evidence that supports a new approach)?

**Would your organization like to produce a Knowledge Product with WKKF funds?** We value the wisdom and knowledge that people and communities possess, develop and share. Knowledge Products are WKKF-produced or funded publications, reports, briefs, research studies, presentations, websites, toolkits, webinars and other materials created by a grantee or vendor for public dissemination. [Learn more about WKKF-funded knowledge products.](#)

*Continued on the next page ►*

## Budget Section

[Click here](#) for helpful Budget Entry Tips.

### QUICK TIP:

*Before filling out the budget, click **Save and Continue** to ensure the proper budget categories are reflected, based on your responses to the questions above. Your answers to the following questions will trigger the categories to be filled in.*

By default, budget reporting is divided into one-year increments. However, this can be adjusted. Click the plus sign (+) icon next to **Budget Details**.

▼ Budget

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Budget Details 

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No Budget Details have been added

Refer to the **Budget Guidance** section for information on budget categories. Use the arrow next to **Budget Guidance** to expand/collapse this section.

Budget dollars can be allocated at the highest category level or itemized underneath a category. You should discuss the preferred level for allocating budget with your WKKF program officer. Click the plus sign (+) under each category to add itemization lines. Each line must have a label. Use the red minus sign (-) to remove lines.

Item	Budgeted
▼ Personnel	50000
 Project Director	30000
 Project Staff	20000
	

If submitting a request in dual currencies, add the label for the line item, such as project director or project staff or your own label, and complete only the **Budgeted (USD)** field.

The **Budgeted (Local)** amounts are optional.

The **Spent (Local)** and **Spent (USD)** will be completed during annual financial reporting.

Category	Budgeted (USD)	Spent (Local)	Spent (USD)	Budgeted (Local)
▼ Personnel				

Once budget details are complete for that period, click **Save**.

Repeat steps for each additional reporting period, as necessary.

To view or edit a specific budget period, click the **edit** icon on the right.

Budget Period	Budget	
1/1/2021 - 12/31/2021	155,500	 
1/1/2022 - 12/31/2022	147,000	 
1/1/2023 - 12/31/2023	147,500	 

### **Budget Descriptions Section**

Provide a brief description for each of the budget line items, indicating the relevance to the proposed activities for this project.

*Continued on the next page ▶*

### Funders Section

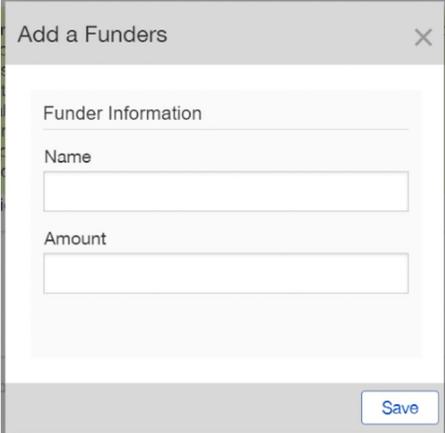
In this section, provide information on the other funding sources you have secured for this project.

Click on the plus sign (+) to add a funding source and dollar amount.

Use **Edit** to update a funder line.

Once added, a line cannot be removed, however, the amount can be set to \$0.

Click **Save and Continue** to refresh the total.



The screenshot shows a pop-up window titled "Add a Funders" with a close button (X) in the top right corner. Inside the window, there is a section labeled "Funder Information" containing two input fields: "Name" and "Amount". A "Save" button is located at the bottom right of the window.

### Documents Section

**This section is optional.**

**Note:** Please limit your uploads to no more than two documents that are relevant and complementary to your proposal. Examples include a Proof of Concept, Logic Model or Theory of Change

### Submit your Completed Proposal

Click **Save and Close**.

Click **Submit**.

In the pop-up box "Note for Submit" click **OK** – please do not add notes here.

*Continued on the next page ►*

## HOW DO I KNOW MY PROPOSAL WAS SUBMITTED SUCCESSFULLY?

An email will be sent to your **Project Director** and **Additional Alert Recipient** contacts.

In the left-hand navigation pane, you will see this proposal record under **Requests > Submitted**

When you are looking at the expanded details of the proposal record, you will now see a progress bar which indicates your proposal is in the Review phase of development.

## WHAT'S NEXT?

WKKF will provide a decision to fund or not fund within 60 business days. Someone from our programming team may reach out for additional information during this time. To see where your proposal is in our process, you can follow the status bar in the "Workflow" screen and an "Expected Decision Date" will give you a sense of when to expect a response.