



# Grant Application Guidelines

## Current Grantees

Current grantees with existing sign-in credentials can access their accounts via the Azrieli Foundation Fluxx Grantmaking Portal. Go to <https://azrielifoundation.fluxx.io> and enter your username and password.

If you forgot your username or password, click **"Reset or create password"**. If your email is registered to an active account in the Azrieli Grants Management System - Fluxx, you will receive an email prompting you to reset your password. Otherwise, please email [grants@azrielifoundation.org](mailto:grants@azrielifoundation.org) for assistance.

## New Applicants

In order to be considered for funding, the first step is for you to answer some eligibility questions, introduce yourself and tell us about your organization.

Go to <https://azrielifoundation.fluxx.io> and click on the **"Create an Account Now"** button. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

If your registration is approved by the Foundation, you will receive an email notification with login information, which will give you access to the Azrieli Foundation Fluxx Grantmaking Portal and our application forms.

## Submitting a Grant Application

Select the grant type you wish to apply for and complete all required questions and requirements.

The screenshot displays the FLUXX Grantee Portal interface. On the left is a dark sidebar menu with categories: INFORMATION (Grantee Portal, Information Page), ORGANIZATIONS (1) (Organizations (1)), PEOPLE (1) (People (1)), REQUESTS (2) (Draft Requests, Requests to Edit (2), Submitted Requests, Withdrawn/Declined Requests), GRANTS (Active, Closed), REPORTS (Reports Due, Submitted Reports), and PAYMENTS (Scheduled Payments, Payments Paid). A red arrow points to the 'Grantee Portal' link. The main content area is titled 'WELCOME TO THE PORTAL' and lists user actions: 'From this webpage, you can' followed by a bulleted list: 'Update your organization or user information', 'Submit a proposal for funding', 'Track the status of your pending application', 'Upload your signed grant agreement', 'Review your current report due dates', 'Submit reports', and 'Monitor grant payments'. Below this are four sections for grant types: 'PROJECT GRANT' with an 'Apply for a Project Grant' button and a download link for 'Project Grant Application Form.docx'; 'OPERATING GRANT' with an 'Apply for a Operating Grant' button and a download link for 'Operating Grant Application Form.docx'; 'GRANT IN SUPPORT OF AN EVENT' with a 'Grant in support of an Event' button and download links for 'Event Sponsorship Application Form.docx' and 'Event Sponsorship Application Form FRENCH.docx'; and 'LEGACY GRANT' with an 'Apply for a Legacy Grant' button. A red dashed box on the right contains the text: 'Select the type of grant you wish to apply for by clicking one of these buttons:' followed by a bulleted list: 'Apply for a Project Grant', 'Apply for an Operating Grant', 'Grant in Support of an Event', and 'Apply for a Legacy Grant'. The bottom of the sidebar shows a language selector and the FLUXX logo.

The portal does not autosave; therefore, you must click the **“Save”** button to ensure your data will not be lost. After saving you can continue to make edits.

test Organization

R-2300-18803 |

--- PROJECT GRANT ---

Application Status

Draft

Information Requested

Under Review

Granted

Closed

This application hasn't been submitted. To submit a completed application, please click the "Submit" button at the bottom of the form.

TABLE OF CONTENTS

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Organization Information  
Letter of Intent  
Project Budget Details

GRANT APPLICATION

Best Practices for Preparing and Submitting Requests/Applications:

1. Make sure all questions are answered.
2. Make sure all documents required are uploaded in the right place.
3. Save often by clicking the SAVE button.
4. Create a PDF of the application by clicking the print button/icon.
5. Give yourself plenty of time to complete and attach all documentation.
6. For best experience, use Google Chrome.

**Please note:** The portal does not autosave; therefore, you must click the "Save" button to ensure your data will not be lost. The Foundation will not review your saved applications. **Please make sure you click the "Submit" button after you complete the LOI or Full Application.**

The application form template can be downloaded for reference by clicking this link - [project grant application form](#). For Scientific Research grant application, click [here](#).

Cancel **Save** Save and Close



The Foundation will not review your saved applications; please ensure to submit your draft once it is finalized.

To submit your draft, click the **“Submit”** button. Your application status will then be **“Under Review”**.

After you submit your application, you can opt to withdraw it if you need to.

### **Making Changes to Your Application**

During the application process, a Grant Manager can request that you make revisions to your letter of intent or application.

Log into your Grantee Portal.

Go to **“Requests to Edit”**.

Read the Comments or Notes and make changes on the application by clicking the **“Edit”** button.

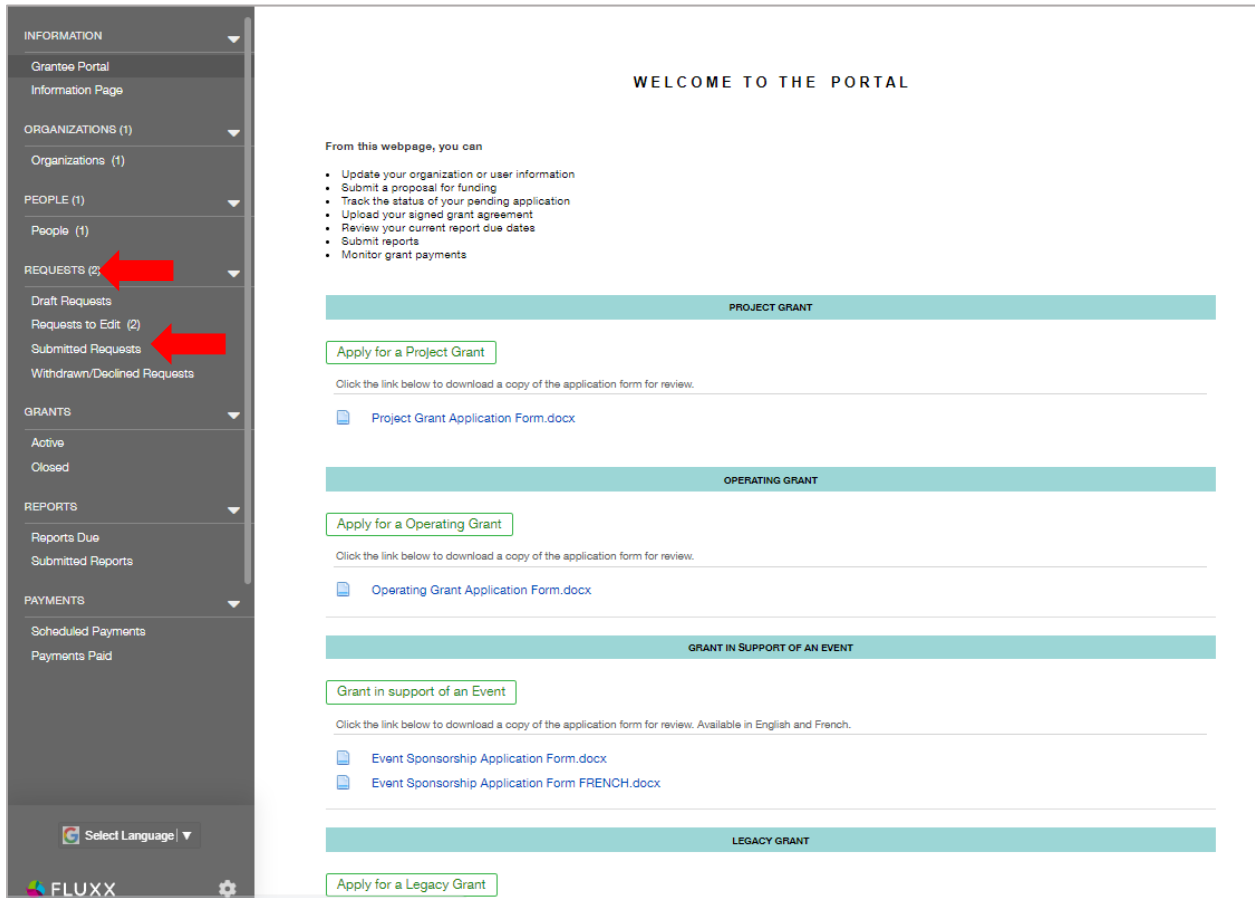
Once you updated your application, save your changes and click the **“Submit”** button.

Your application or Letter Of Intent will be reviewed again.

The screenshot displays the FLUXX Grantee Portal interface. On the left, a dark sidebar contains a navigation menu with categories like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, GRANTS, REPORTS, and PAYMENTS. The 'REQUESTS' section is expanded, and 'Requests to Edit (2)' is highlighted with a red arrow. The main content area shows the 'Project Grant' application status for 'test Organization'. At the top right, an 'Edit' button is highlighted with a red arrow. Below the application status, there is a 'TABLE OF CONTENTS' section with links for 'Organization Information', 'Full Application', 'Letter of Intent', and 'Project Budget Details'. A 'GRANT APPLICATION' section follows, containing 'Best Practices for Preparing and Submitting Requests/Applications' and a '▼ Organization Information' dropdown. At the bottom right, 'Withdraw' and 'Submit' buttons are visible, with a red arrow pointing to the 'Submit' button.

## Track the Status of Your Pending Application

You can track the status of your grant application in the **“Requests”** section of your Grantee Portal.



You can check the status of your application in the “**Submitted Requests**” section.

Your grant request will stay in this state (under review) until it is moved to the “**Grants**” or “**Withdrawn/Declined Requests**” section.

You can download a copy of the Microsoft Word version of the application form through the portal. Please check the Information page.

**ADDITIONAL INFORMATION**

What you can apply for:

**PROJECT GRANT**

For organizations that would like to request a grant for a specific project/program. You will be required to submit a Letter of Intent as a first step. Eligible expenses are any cost directly related to the activities of the project/program.

[Apply for a Project Grant](#)

For copy of the project application form, please click [here](#).

**Required attachments**  
Please click to download the file.

- Project Impact/Work Plan table ENG, Project Impact/Work Plan table FR
- Budget Request table

Click the link below to download a copy of the Scientific Research application form.

[Scientific Research Grant Application Form.docx](#)

**OPERATING GRANT**

For organizations that would like to request a grant for general operational support. You will be required to submit a Letter of Intent as a first step. Eligible expenses are any cost directly related to the activities of the organization.

[Apply for a Operating Grant](#)

For copy of the operating application form, please click [here](#).

**Required attachments**  
Please click to download the file.

- Project Impact/Work Plan table ENG, Project Impact/Work Plan table FR
- Budget Request table

**GRANT IN SUPPORT OF AN EVENT**

For organizations that would like to request support for an Event (e.g., gala, conference, convening), (e.g. gala, dinner)

[Grant in support of an Event](#)

Click the link below to download a copy of the application form for review. Available in English and French.

[Event Sponsorship Application Form.docx](#)

[Event Sponsorship Application Form FRENCH.docx](#)

**LEGACY GRANT**

For questions about the portal, please contact [grants@azrielifoundation.org](mailto:grants@azrielifoundation.org).