

THE KRESGE FOUNDATION

Fluxx User Manual for the Kresge Memphis Funding Opportunity

Note: Please create an account in Fluxx no later than two weeks before the application deadline, as it takes several days to process the account creation.

Creating a New Account in Fluxx

1. Follow link to Fluxx: https://kresge.fluxx.io/user_sessions/new
2. Click on “Create an account now”. Fill out the requested information in the form and hit “submit request” at the bottom of the form.

THE
KRESGE
FOUNDATION

Welcome to the Kresge Foundation Portal

Login Now:

Username

Password

Sign in

[Reset or create password](#)

The Kresge Foundation invests in improving the bedrock economic, social, cultural and environmental conditions of urban life, with an emphasis on reducing disparities facing low-income people, advancing their pathways of opportunity, and promoting cultural vibrancy, systems of mutual support and environmental sustainability in the communities in which they live. To learn more about The Kresge Foundation, visit our website at www.kresge.org

If you do not have a login, you may start the registration process by clicking on the "Create an account now" button to register.

If you already have a login, please sign in now by filling in a username and a password on the left.

Read about our [Funding Opportunities](#) here.

Questions? Please contact our Grants Inquiry Coordinator by [email](#) or at 248-643-9630.

Please note that Fluxx is optimized for google chrome. For ease of use, install google chrome on your computer.

Create an account now

POWERED BY
FLUXX

THE KRESGE FOUNDATION

Welcome to the Kresge Foundation Portal

YOUR ORGANIZATION INFORMATION

Organization Name	<input type="text"/>
Tax ID	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="United States"/>
State/Province	<input type="text"/>
Postal Code (Zip)	<input type="text"/>
Organization Email	<input type="text"/>
Organization Phone (format: (000) XXX-XXXX)	<input type="text"/>
Organization Phone Extension	<input type="text"/>
Organization Fax	<input type="text"/>

YOUR CONTACT INFORMATION

Prefix	<input type="text"/>
Organization Phone (format: (000) XXX-XXXX)	<input type="text"/>
Organization Phone Extension	<input type="text"/>
Organization Fax	<input type="text"/>

YOUR CONTACT INFORMATION

Prefix	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Job Title	<input type="text"/>
<input type="checkbox"/> Check this box if your work address is different from the organization address.	
E-mail	<input type="text"/>
Work Phone (format: (000) XXX-XXXX)	<input type="text"/>
Work Phone Extension	<input type="text"/>
Work Fax	<input type="text"/>
Mobile Phone	<input type="text"/>



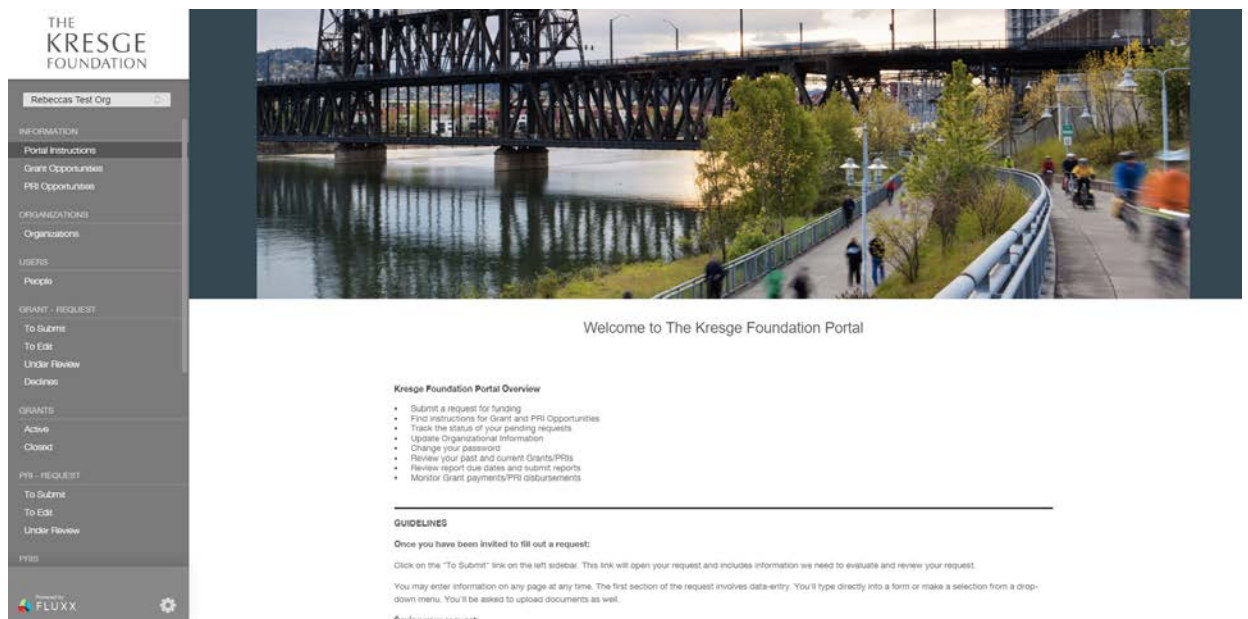
3. Await confirmation of registration from the Grants Management Team at The Kresge Foundation.

Starting a New Application

1. **Sign in:** Once your account is created, sign into Fluxx.



2. **Select Grant Opportunity:** On the side panel, under the “Information” category, click on “Grant Opportunities.”



3. **Start a new grant RFP:** Under “Grant Opportunities” click on “Start a new grant RFP.”

The screenshot shows the 'Grant Opportunities' page of The Kresge Foundation portal. On the left is a sidebar menu with categories: INFORMATION (Portal Instructions, Grant Opportunities, PRI Opportunities), ORGANIZATIONS (Organizations), USERS (People), GRANT - REQUEST (To Submit, To Edit, Under Review, Declines), GRANTS (Active, Closed), PRI - REQUEST (To Submit, To Edit, Under Review), and PRIIS. The main content area is titled 'Grant Opportunities' and contains the following text:

The Kresge Foundation has a two-step application process that begins with an inquiry. Please note additional grant opportunities are open only to applicants invited by program staff members.

A number of our program teams do invite applications for specific efforts through a request for proposals process. Those programs with an open LOI process are listed below.

To begin the LOI (letter of inquiry) process, you will need to provide and/or update basic information about your organization; you'll be asked to respond to narrative questions (based on the program area selected), provide grant request information, and submit demographic data. In addition, you'll need to upload several documents. Please keep in mind that the portal does not auto save, therefore you must click the "Save" button to ensure your data will not be lost. Once you start your application you have 120 days to complete.

- Arts & Culture
- Health
- Human Services

[Start a new LOI](#)

The following RFPs (requests for proposals) are open to receive applications.

- Kresge Innovative Projects: Detroit
- Kresge Memphis Funding Opportunity

To begin the application process for an RFP listed above, please click the "Start a new grant RFP" button below.

[Start a new grant RFP](#)

If you require further assistance, please contact our grants management department via email at programoperations@kresge.org or 248-643-9530 during business hours. Please note that the foundation is in the eastern time zone.

4. **Complete Information:** Fill out the information as instructed in the portal. There are five sections: Organization Information, Grant Request Information, Narrative Questions, Demographic Data and Attachments.

Please note that there are no attachments required for this phase of the application.

The screenshot shows the 'Complete Information' form in the portal. The form is titled 'Rebecca's Test Org' with ID 'R-1610-259295'. It includes a dropdown menu for 'Organization' (Rebecca's Test Org) and a dropdown menu for 'Location' (Rebecca's Test Org - headquarters). Below these are input fields for 'Grant Contact' and 'Chief Executive Officer'. The form is divided into five sections, each with a dropdown arrow:

- Organization Information
- Grant Request Information
- Narrative Questions
- Demographic Data
- Attachments

A red note at the bottom states: 'Please note: The portal does not auto save therefore you must click the [Save] button to ensure your data will not be lost before proceeding to the attachments section.'

5. **Select Funding Opportunity:** Under “Grant Request Information”, the first drop-down instructs you to select the program that you are applying for, please ensure that you select “Kresge Memphis Funding Opportunity.”

▼ Grant Request Information

⚠ Please complete all required fields

*Please select the program that you are applying for

Kresge Memphis Funding Opportunity ▼

Kresge Innovative Projects: Detroit (Round 3)

Kresge Memphis Funding Opportunity

*Project Title

Please enter project title here.

*Beginning date of requested grant period (must be first of the month)

6. **Save your data:** Once you have filled out the “Organization Information” and “Grant Request Information” you must click on the “save” button at the bottom of the page in order to populate the correct narrative questions.

Please save your application now to display the correct questions and attachments. Next, click 'Edit' to continue your application.

► Narrative Questions

► Demographic Data

Please note: The portal does not autosave therefore you must click the [Save] button to ensure your data will not be lost before proceeding to the attachments section.

► Attachments

Cancel Save

7. **Edit:** Click edit at the top right to enter answers to the narrative questions and demographic data.

Edit

▼ Narrative Questions

Please answer all narrative questions below

1. What is the mission of your organization? (1 paragraph)

2. Please describe the community or communities that is the focus of this letter of inquiry, including a brief overview of demographics, history, challenges, assets and aspirations. (1-2 paragraphs)

3. Please describe the scope of the work for which you are seeking funding. (1-2 paragraphs)

4. What outcomes do you intend to achieve by the end of the grant? Please describe how your efforts will expand opportunities for people with low incomes in Memphis. (1-2 paragraphs)

5. Please explain what you plan to do to achieve these outcomes. Who do you plan to work with to accomplish these goals? (e.g., local residents, other organizations) (1-2 paragraphs)

6. To which Kresge program are you applying?

7. How does your work align with the program? (1-2 paragraphs)

8. In addition to providing grants, the Kresge Foundation through its Social Investment Practice makes available debt, equity investments and guarantees to financially qualified and programmatically aligned organizations. If your organization has a need for these other capital tools to support your work in Memphis, please provide a brief overview of the type of capital needed, amount and duration. If the proposed use of capital is a good fit for the Foundation's social investment and programmatic priorities, staff will contact you to request additional information (1 paragraph).

Please note that the foundation does not provide project level support (e.g. financing to specific buildings). When selecting social investments, the Foundation evaluates financial strength of the Borrower, repayment risk, on-the ground impact achieved and 3rd party leverage. Examples of prior social investments can be found [here](#).

▼ Demographic Data

In keeping with our value of promoting racial, ethnic, and gender diversity, The Kresge Foundation is committed to gathering demographic data concerning grantseekers and the populations they serve. We ask that you provide the information requested on this form to the best of your ability. Definitions are provided below. We welcome your feedback on the usability of this section. If you would like to offer comments, please email demographicdata@kresge.org with your thoughts.

Note: The federal Office of Management and Budget employs the following definitions of ethnic and racial categories.

Ethnic Categories
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

idex#flux-card-2

Submit

Once you click on edit, you will be able to enter answers into the text box below each question.

▼ Narrative Questions

Please answer all narrative questions below


1. What is the mission of your organization? (1 paragraph)

2. Please describe the community or communities that is the focus of this letter of inquiry, including a brief overview of demographics, history, challenges, assets and aspirations. (1-2 paragraphs)

3. Please describe the scope of the work for which you are seeking funding. (1-2 paragraphs)

4. What outcomes do you intend to achieve by the end of the grant? Please describe how your efforts will expand opportunities for people with low incomes in Memphis. (1-2 paragraphs)

8. **Save again:** Please remember to continuously save your information as Fluxx does not auto-save. You may save and complete your application in multiple sittings.

Cancel  Save

9. **Demographic Data:** Please complete the demographic data.

▼ Demographic Data

In keeping with our value of promoting racial, ethnic, and gender diversity, The Kresge Foundation is committed to gathering demographic data concerning grantseekers and the populations they serve. We ask that you provide the information requested on this form to the best of your ability. Definitions are provided below. We welcome your feedback on the usability of this section. If you would like to offer comments, please email demographicdata@kresge.org with your thoughts.

Note: The federal Office of Management and Budget employs the following definitions of ethnic and racial categories.

Ethnic Categories
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

Racial Categories
American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American: A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.


▼ Governing Board

Number of board members (actual count)	<input type="text"/>	
		Gender
Female (%)	<input type="text"/>	
Male (%)	<input type="text"/>	
Total must equal 100%		0%

Ethnicity

Hispanic or Latino (%)	<input type="text"/>	
Not Hispanic or Latino (%)	<input type="text"/>	
Total must equal 100%		0%

10. **Save again:** Save your information again in order to update your application and return to the submission page.

Cancel  Save

11. **Submit:** Once you have completed and saved your entire application, please double check all of the information. When you're finished, click on "Submit" at the bottom right.



► Organization Information

► Grant Request Information

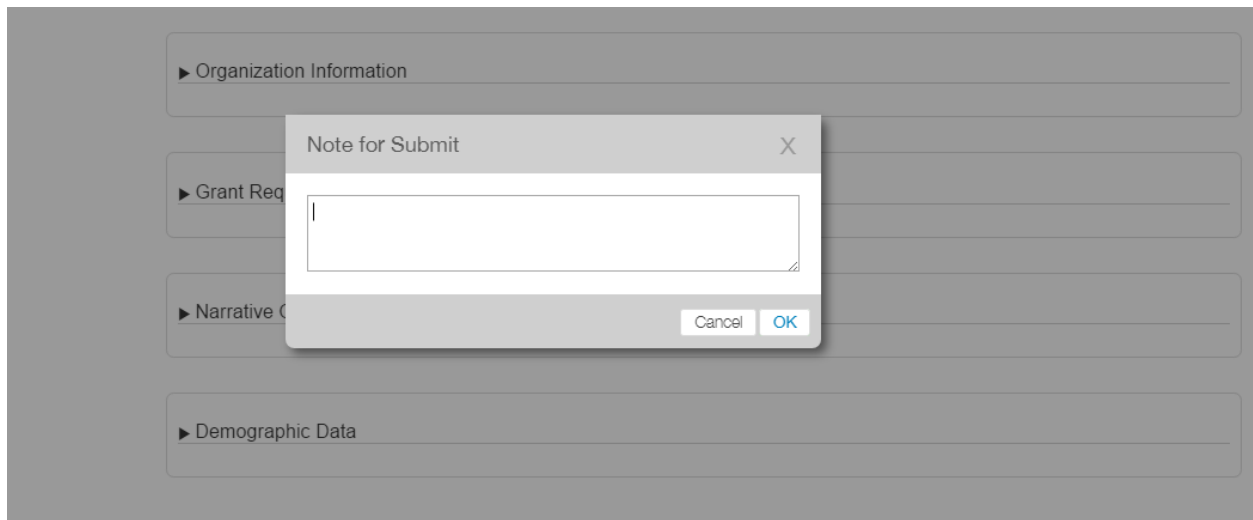
► Narrative Questions

► Demographic Data



Submit

12. Once you hit submit, a pop-up will emerge stating "Note for Submit." You may leave this blank as it is not a required field.



► Organization Information

► Grant Request Information

► Narrative Questions

► Demographic Data

Note for Submit

Cancel OK

Continuing an Application

1. Save your data

Please save your application now to display the correct questions and attachments. Next, click 'Edit' to continue your application.

► Narrative Questions

► Demographic Data

Please note: The portal does not autosave therefore you must click the [Save] button to ensure your data will not be lost before proceeding to the attachments section.

► Attachments

Cancel ABC Save

2. To return to a saved application, click on “To Submit” on the side left panel under “Grant-Request.”

THE KRESGE FOUNDATION

Rebecca Test Org

INFORMATION

Portal Instructions

Grant Opportunities

PRG Opportunities

ORGANIZATIONS

Organizations

USERS

People

GRANT - REQUEST

To Submit

To Edit

Under Review

Decisions

GRANTS

Active

Closed

PRG - REQUEST

To Submit

To Edit

Under Review

PRG

Active

Completed

REQUIREMENTS

Search

Rebeccas Test Org
R-1610-259284 | \$50,000
Draft | Received Date: 10/25/2016

Rebeccas Test Org
R-1610-259277 | \$122
Draft | Received Date: 10/18/2016

Rebeccas Test Org
R-1610-259275 |
Draft | Received Date: 10/12/2016

Rebeccas Test Org
R-1606-259158 |
Draft | Received Date:

Rebeccas Test Org
R-1610-259274 | \$150,000
Draft | Received Date: 10/11/2016

Rebeccas Test Org
R-1610-259273 |
Draft | Received Date: 10/6/2016

Rebeccas Test Org
R-1610-259271 |
Draft | Received Date: 10/5/2016

Rebeccas Test Org
R-1607-259237 | Arts and Culture |
Draft | Received Date:

Rebeccas Test Org
R-1610-259294 | \$50,000

Organization:

Rebeccas Test Org

Grant Contact:

Rebecca Test 1

Chief Executive Officer:

Rebecca Test 1

▼ Organization Information

Add/Change Grant Contact:

No

Add/Change CEO:

No

If you need to update your organization's information, please save your request first and then click on the Organization tab within the menu on the left.

Current Organization Information on File

Organization Name	Rebeccas Test Org
AKA	Rebecca's Test Org
Street Address	123 Street
City	Tray
State	OR
Postal Code	48089
Phone	(123) 456-7890
Fax	(123) 456-7890
Website	http://www.kresge.org
Mission Statement and Background:	Test background information.
Year Organization Established	11/4/2014

Does this grant include a Fiscal Sponsor?

No

3. Find your application and click on “edit” in the upper right.

Rebecca Test Org

Rebecca Test Org

R-1610-259294 | \$50,000

Draft | Received Date: 10/29/2016

Rebecca Test Org

R-1610-259277 | \$132

Draft | Received Date: 10/18/2016

Rebecca Test Org

R-1610-259275 |

Draft | Received Date: 10/12/2016

Rebecca Test Org

R-1606-259158 |

Draft | Received Date:

Rebecca Test Org

R-1610-259274 | \$150,000

Draft | Received Date: 10/11/2016

Rebecca Test Org

R-1610-259273 |

Draft | Received Date: 10/6/2016

Rebecca Test Org

R-1610-259271 |

Draft | Received Date: 10/5/2016

Rebecca Test Org

R-1607-259237 | Arts and Culture |

Draft | Received Date:

Rebecca Test Org

R-1610-259294 | \$50,000

Organization:

Rebecca Test Org

Grant Contact:

Rebecca Test 1

Chief Executive Officer:

Rebecca Test 1

▼ Organization Information

Add/Change Grant Contact:

No

Add/Change CEO:

No

If you need to update your organization's information, please save your request first and then click on the Organization tab within the menu on the left.

Current Organization Information on File

Organization Name	Rebecca Test Org
AKA	Rebecca's Test Org
Street Address	133 Street
City	Troy
State	MI
Postal Code	48063
Phone	(123) 456-7890
Fax	(123) 456-7890
Website	http://www.kresge.org
Mission Statement and Background	Test background information.
Year Organization Established	11/4/2014

Does this grant include a Fiscal Sponsor?

No

