

CoPro2.0
Shaping Equitable and Sustainable College Promise Programs

Appendix 4. FLUXX GUIDE AND PREVIEW

Phase 1: Concept Papers
Updated: 6/30/2021

This guide is intended to give applicants for the CoPro2.0 funding opportunity guidance on using the online portal, known as Fluxx, and provide a preview of the concept paper (phase 1) application.

Applicants should register in Fluxx and explore the application as soon as possible. A thorough review of the online application and understanding of the information, questions, and attachments required may prevent any last-minute questions or concerns.

If you have any questions after reviewing this document or experience any issues with Fluxx, please contact grantsmanagement@kresge.org.

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Login

Access The Kresge Foundation’s online portal through <http://kresge.fluxx.io>. Please use Google Chrome as your web browser. If you are or have previously been a Kresge grantee, please use your existing Fluxx credentials to apply. If you do not have a login, you may start the registration process by clicking on the “Create an account now” button to register.

Please note that it can take up to seven days for a registration to be approved.

THE KRESGE FOUNDATION

Welcome to the Kresge Foundation Portal

Login Now:

[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. You will receive an email from us confirming your registration within 5-7 business days. Please note, our response may be delayed during peak periods.

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 Program Operations and Information Management 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 device.



Find the Application

Once logged in, you will find yourself at The Kresge Foundation Portal homepage. On the top left column, under the “Information” section, please click on “Grant Opportunities.”



You will be directed to the Grant Opportunities page. At the bottom of the page, click on “Start a new grant RFP.”

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


- CoPro2.0

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

Begin the Application

Once logged in to the online portal, begin the application by clicking on the blue text 'Edit' button at the top of the page.

[Edit](#) 

Don't forget!

Click 'Submit' once you have saved your work and are ready to submit your information to the The Kresge Foundation.

Select 'CoPro2.0 (Education Program)' in the dropdown menu associated with "Please select the program that you are applying for."


Kresge Applicant Organization

Troy, MI

Grant Period: -

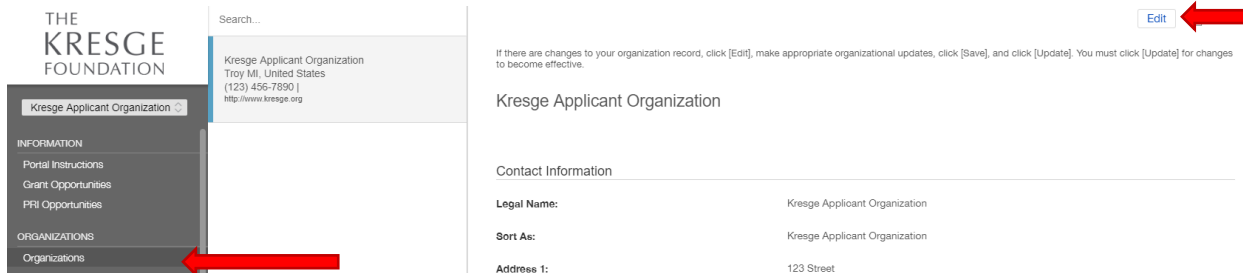
R-2106-290168 |

*Please select the program that you are applying for



Determine if changes need to be made to the organization information.


To change organization information, please click on 'Organizations' then select the correct organization. Click the blue 'Edit' button and make the desired changes. 'Save' once the changes have been made.



THE KRESGE FOUNDATION

Search...

Kresge Applicant Organization
Troy MI, United States
(123) 456-7890 |
<http://www.kresge.org>


[Edit](#) 

If there are changes to your organization record, click [Edit], make appropriate organizational updates, click [Save], and click [Update]. You must click [Update] for changes to become effective.

Kresge Applicant Organization

Contact Information

Legal Name:	Kresge Applicant Organization
Sort As:	Kresge Applicant Organization
Address 1:	123 Street

[Organizations](#) 

Application Preview

The first phase of the CoPro2.0 application is the concept paper. The concept paper consists of five sections:

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

Please enter all requested information as prompted. Each section of the application must be fully completed, no blanks or unselected dropdowns.

Section 1: Organization Information

Determine if any changes or additions need to be made to the organization contacts.

To 'Add/Change' a Grant Contact, CEO, or Finance Contact, click the box next to the respective position you would like to change the information for under 'Organization Information' and then add in the requested information. This information will appear after the application has been submitted. It is not required to have all contacts updated to submit the application.

Please select the correct Grant Contact (the primary contact for this request) and Chief Executive Officer from the dropdown menus below. **Please note that registration is limited to only the Grant Contact at the LOI step (this is the individual who will complete and submit the LOI on behalf of the organization).**

Organization	<input type="text" value="Kresge Applicant Organization"/>
Location	<input type="text" value="Kresge Applicant Organization - hear"/>
Grant Contact	<input type="text" value="Grantee Kresge"/>
Chief Executive Officer	<input type="text" value="Sebastian Kresge"/>

▼ Organization Information

- Add/Change Grant Contact
- Add/Change CEO
- Add/Change Finance Contact

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	Kresge Applicant Organization
AKA	Kresge Applicant Organization
Street Address	123 Street
City	Troy
State	MI
Postal Code	48083
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?

Section 2: Grant Request Information

Please complete all questions with a *.

Under the “Grant Request Information” enter the project title, the beginning date as *10/01/2021*, the duration of the grant [*24 months*], the total budget requested from Kresge, and select the type of support as ‘*Project Support*.’

Please note the likely per-grant maximum per stream we will consider:

- Program Innovations and Redesign (Stream1): \$300,000
- Research on Financial Sustainability (Stream 2): \$200,000
- Strategic, Local, and State Implementation Guidance (Stream 3): \$150,000

Kindly note we require the Organizational Operating Budget and the Fiscal Year End Date from the applying organization only (also known as the lead applicant or lead project partner).

▼ Grant Request Information


▲ Please complete all required fields

*Project Title

Please omit the word "project" when completing the Project Title field.

Please enter project title here. 

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

10/01/2021 



*Duration for the grant request in number of months

24



*TOTAL budget for the requested grant in U.S. dollars



*Grant amount requested ONLY from The Kresge Foundation in U.S. dollars

\$0.00



*Organizational Operating Budget for current fiscal year in U.S. Dollars



*Fiscal Year End Date



Select by clicking on the + sign below:

*Organization Type



Select no more than 5 choices by clicking on the + sign below:

*Focus of Grant



*Please select the type of support you are requesting:

*Grant Purpose
Provide a brief explanation

- Conference/Convening
- General Operating Support
- Project Support

Please limit the grant purpose to one sentence.



Section 3: Narrative Questions

Complete the “Narrative Questions.” **Please note that the set of narrative questions will change depending on the focus of grant (stream) selected.** Please see the initiative’s webpage for a preview of the narrative questions. Responses to each narrative question are limited to 4,000 characters (approximately 500 words)

- Program Innovations and Redesign (Stream 1)
- Research on Financial Sustainability (Stream 2)
- Strategic, Local and State Implementation Guidance (Stream 3)

▼ Narrative Questions

Focus of Grant

Please select a Focus of Grant

- Program Innovations and Redesign
- Research on Financial Sustainability
- Strategic, Local and State Implementation Guidance

▼ Demographic Data

▼ Narrative Questions

Focus of Grant

Program Innovations and Redesign ▼

1. Describe the postsecondary education enrollment and completion challenges your project/partnership will address and why they are important. What is your current understanding of the systemic barriers impacting college students with low incomes, students of color, and other marginalized students in your city or state and what metrics have you used to identify them?

Characters left for field: 4000

2. Tell us about your college promise program and why it is uniquely positioned to address postsecondary education attainment needs in your city or state.

Characters left for field: 4000

3. Please outline your project's concept, and its goals, major activities, and current and anticipated partners. How will it catalyze social change within your city or state, and student-centered transformation at partnering community colleges?

Characters left for field: 4000

4. What outcomes do you expect will be realized as a result of the proposed work, and why are they important? Also, please describe how you will collect and track relevant data to assess progress toward these outcomes. How will this project be evaluated and by whom?

Characters left for field: 4000

5. Please describe the steps individuals associated with this project have taken to develop a deeper consciousness of racial inequity. How does your organization pursue racial equity, and how does this pursuit materialize in its programming, policies, operations, and relationships with constituents and community partners?

Characters left for field: 4000

Section 4: Demographic Data

The Demographic Data provided should be reflective of the lead applicant.

▼ 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 programoperations@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%
<hr/>	
Ethnicity	
Hispanic or Latino (%)	<input type="text"/>
Not Hispanic or Latino (%)	<input type="text"/>
Total must equal 100%	0%
<hr/>	
Race	
American Indian or Alaska Native (%)	<input type="text"/>

American Indian or Alaska Native (%)	<input type="text"/>	
Asian (%)	<input type="text"/>	
Black or African American (%)	<input type="text"/>	
Native Hawaiian or Pacific Islander (%)	<input type="text"/>	
White (%)	<input type="text"/>	
More than one race (%)	<input type="text"/>	
Total must equal 100%		0%

▼ Staff Members (full and part-time paid employees)

Number of staff 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%

		Race
American Indian or Alaska Native (%)	<input type="text"/>	
Asian (%)	<input type="text"/>	
Black or African American (%)	<input type="text"/>	
Native Hawaiian or Other Pacific Islander (%)	<input type="text"/>	
White (%)	<input type="text"/>	
More than one race (%)	<input type="text"/>	

Total must equal more 100%

0%

Population Served (if applicable)

Number of population served (unduplicated)

Gender

Female (%)

Male (%)

Total must equal 100%

0%

Ethnicity

Hispanic or Latino (%)

Not Hispanic or Latino (%)

Total must equal 100%

0%

Race

Asian (%)

American Indian or Alaska Native (%)

Black or African American (%)

Native Hawaiian or Pacific Islander (%)

White (%)


More than one race (%)

Total must equal 100%

0%

If explanation is necessary, please use the space provided:

Section 5: Attachments

To upload each required document, please click on the corresponding  icon. All required attachments as noted by an * must be uploaded or the application will not successfully submit through Fluxx.

Please feel free use the budget template included with this release.

We recommend combining ALL letters of support into a single PDF and uploading that PDF.

Please be sure to upload ALL the correct documents per section at once when prompted. You will not be able to upload new documents once you click on “start upload.” If you require assistance, please email grantsmanagement@kresge.org.

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

Please note, PDFs are the preferred attachment format for information submitted to The Kresge Foundation. The largest size of a single file is 5GB. There is no limitation to the total size of files uploaded to an individual record. Files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

- ***Letters of Support** - A Letter of support from your grant partners.
- ***Line-item project expense budget** - (e.g., salaries and benefits, travel, contracted services, printing, indirect costs) – [Click here for a sample budget format](#). Note: 1) the budget should correspond with the activities described in the proposal narrative and 2) the budget time frame should match the requested grant period.
- **Other** – One supplemental document to help inform our review is optional.

Letter of support

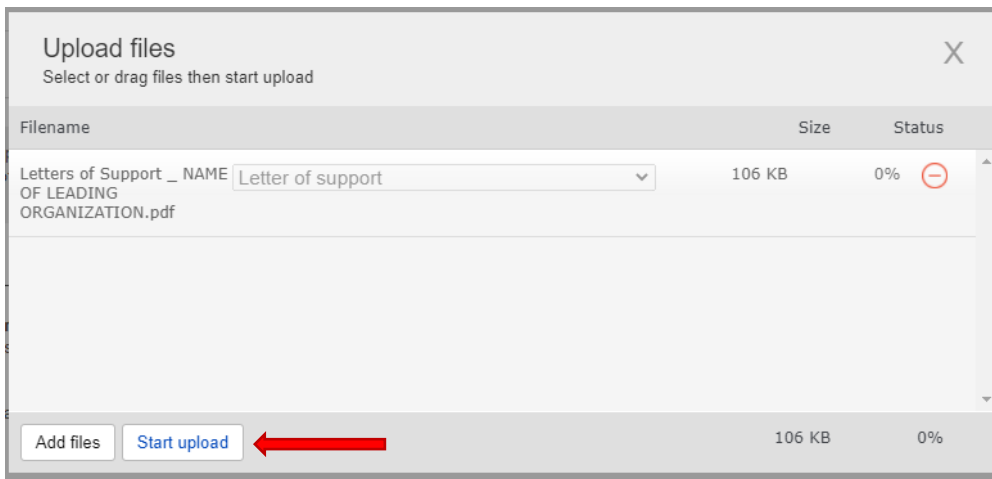
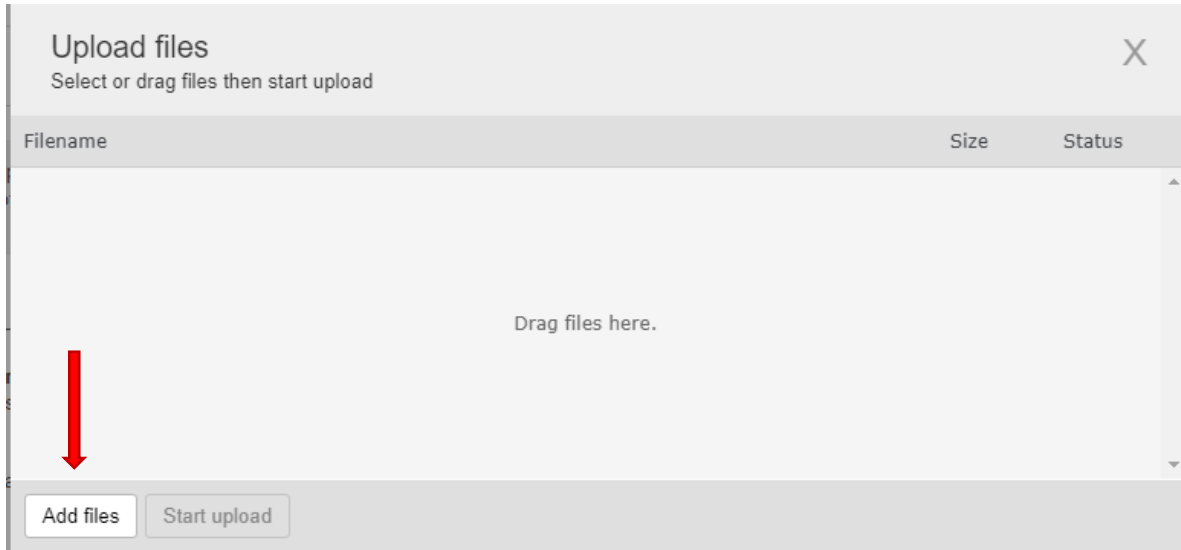


Line-item project expense budget



Other





If uploading an 'Other' document, one must enter text into the custom text box to the right of the uploaded document in order to ensure that the document is uploaded successfully.

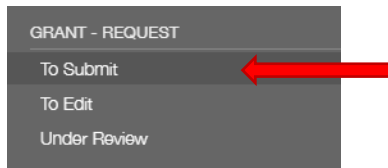


Submitting the Application

Once everything has been uploaded and you have checked the entire application to ensure nothing has been left blank, click “Save” one final time. **To submit your application, you must click “Submit.”**



If you are saving the application but not submitting it right away, it will be stored in Fluxx under ‘Grant Request-To Submit;’ it will NOT be found under ‘Grant Request-To Edit.’



For any questions regarding Fluxx, please email grantsmanagement@kresge.org.