Carefully review the Funding Guidelines on our website before beginning the application process.

Creating and/or accessing an online account:

Please register on our grant portal: https://next50foundation.fluxx.io/

- **Existing grantees/applicants**: If you had an account in our previous system you need to create your password. Select the “Reset or create password” link, enter the same email address you used to access your account on our old portal, and follow the instructions in the email to create your password.
- **New users**: Select “Create an account now” and enter your information.
- **Returning users**: If you’ve activated your account, enter your email address and password and sign in.

• Note the e-mail/password used to create your account. Use this e-mail/password to
log in to your account on the grant portal and access your online grant applications in progress.

- **Email communication:** Please add [do-not-reply.grants07-us-east-1@fluxx.io](mailto:do-not-reply.grants07-us-east-1@fluxx.io) to your safe sender list to ensure you receive important automated email communication from our system.

**To start a new application:**
- Click on the link to the online application found on our [website](http://example.com).
- Log into your account and select Apply for Funding.

**Accessing an existing application**
- Click on the “Log in to an existing application” button on our website or [CLICK HERE](http://example.com), log into your account, and access your pending and submitted requests.
Things to remember or consider when completing your COR application:

- Before beginning your application, please review the informational video, grant guidelines, our equity focus, evaluation criteria and Next50’s priority areas to verify the alignment of your request. Phone calls to discuss potential alignment can be scheduled with Next50 staff through February 29, 2024. Email info@next50foundation.org to request a call.
- **Be succinct** in your narrative responses. While there are no word count limits, please **do not** exceed a few paragraphs per response. Applicants who receive an invitation for the second stage of the application process will have the opportunity to share more at that time.
- Once your application is submitted, it is final, and you cannot make any changes or additions.
- **Late submissions will NOT be accepted** regardless of the reason (e.g., computer issues, power outage, Internet connectivity problems, etc.). Plan to fill out and submit before the deadline. In-process applications will be locked on March 6th, 2024, at 5:00 PM MT. Incomplete applications will not be considered.

Attachment checklist:

Upload attachments before submitting your application. **Applications without all the required documentation will be considered incomplete.** All applicants will be asked to submit:

- IRS Determination Letter
• Non-discrimination Policy
• Board Member List and associated affiliations.

If using a Fiscal Sponsor, the following document is required:
• Fiscal Sponsor Agreement

Only applicants invited to the second stage of the application process will be asked to submit additional financial documentation, those applicants will receive a list of required financial documentation at that time.

What happens after the application is submitted?

• If necessary, someone from Next50 may contact you to request additional information.
• Applicants that are most closely aligned with COR guidelines will be invited to participate in the second stage of the application process which will include a virtual site visit. **It is important to note that not all applicants will be invited for a virtual site visit, and participation in a site visit does not guarantee funding. Some applicants who participate in a site visit will not receive funding.**
• Funding decisions will be announced in mid-May 2024.

Application Tips and Tricks

• **Primary Signatory.** To show up in the drop-down menu as either a Primary Contact or Primary Signatory, the person needs to be registered as a user in the FLUXX portal. If the Primary Signatory doesn’t want or doesn’t need a user account, you can select the same user as the Primary Contact and any documentation that needs to be signed (if awarded a grant) can be forwarded/transferred to the correct signer via DocuSign when it is sent out.

• **Adding documents to your application.** Note: if the green plus sign icon is not visible, that indicates that we already have the document, and you are not required to upload it. Once a document has been uploaded, it can be found in the document uploads section of the application.

<table>
<thead>
<tr>
<th>Organization Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please use the green plus signs to upload the following documents. If a green plus sign is missing, it means we already have that document on file and you do not need to upload another copy.</td>
</tr>
<tr>
<td>Once a document has been uploaded, it can be found in the Document Uploads section of this application, where you can replace or delete required documents, as needed. You will also have an opportunity to upload additional supporting documentation at the end of this application.</td>
</tr>
<tr>
<td>IRS Determination Letter</td>
</tr>
<tr>
<td>IRS Determination Letter: Required for 501(c)(3), 501(c)(4), and 501(c)(6) organizations. ID in letter must match applying organization's Tax ID number. Applicants using a Fiscal Sponsor can disregard this document and move to the next question in the application.</td>
</tr>
<tr>
<td>Request Organization's Non-discrimination Policy</td>
</tr>
<tr>
<td>Non-discriminatory Policy: Required for all applications.</td>
</tr>
</tbody>
</table>

Tip: Please click “Save” before continuing to the next section.
Entering Geographical Area Served information:

- Select the county(ies) served. If your project serves the entire state of Colorado, please select “Colorado-Statewide”.

Tip: Please click "Save" before continuing to the next section.
1. Enter state or county into search bar
2. Check the appropriate box
3. Add another search term and repeat process for EACH state/county

1. Slide the square to enter percentage
2. Click Update percentages

After all state(s)/county(ies) are selected click Add Area(s) button
For more Grantee Portal and Application resources please visit our [website](#)

If you require assistance, please email [info@next50foundation.org](mailto:info@next50foundation.org)