

Next50 Application Tip Sheet

Sudden & Urgent Need (SUN) Grant 2024

Carefully review the [Funding Guidelines](#) on our website before beginning the application process.

Before you start:

- **New in 2024 for all SUN Applicants:** A conversation with Next50 staff is **required** before access to the SUN Application is granted. Please email info@next50foundation.org to schedule a conversation with a member of the Next50 staff.

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.

The image shows a screenshot of the Next50 login and registration portal. At the top center is the Next50 logo, a purple circle with 'NEXT 50' in white. Below the logo is the text 'Next50'. The page is divided into two main sections. The left section is for login, with a 'Login Now:' heading. It contains a 'Username' input field, a 'Password' input field, a 'Sign in' button, and a blue link for 'Forgot Password?'. A callout box with a purple border and arrow points to the 'Sign in' button, containing the text: 'Returning users enter email address and password to sign in'. Another callout box with a purple border and arrow points to the 'Forgot Password?' link, containing the text: 'If you forgot your password or had an account in our old system, click here to set your password'. The right section is for registration, with a heading 'New to the Grants Portal?'. It contains a paragraph: 'The portal is set up for individual users. If you already have an account, please login to the left.' Below this is a button labeled 'Create an Account Now'. A callout box with a purple border and arrow points to this button, containing the text: 'New users click here'. Below the button is a note: 'Note: The preferred browser for interacting with the Grants Portal is Google Chrome. Please download it here.' followed by a link. Below the note is another paragraph: 'Within one to two business days, you will receive an email notification from Next50 with your login credentials and directions to access the portal.' At the bottom of the right section is a heading 'Need Help or Have Questions?' followed by a paragraph: 'Please contact our helpdesk with any questions email us at info@next50foundation.org or call 303.547.1800.' and a link to 'Next50's Privacy Policy.'

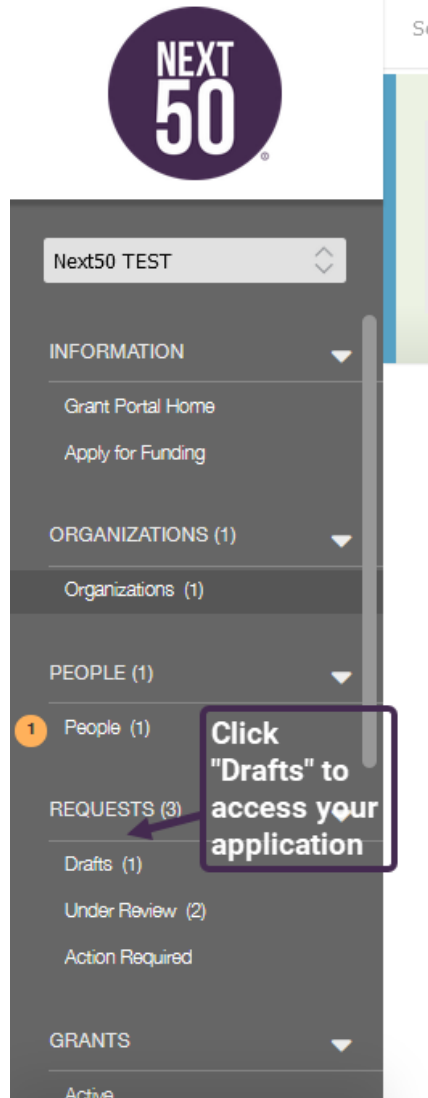
- **Note the e-mail/password** used to create your account. Use this e-mail/password to

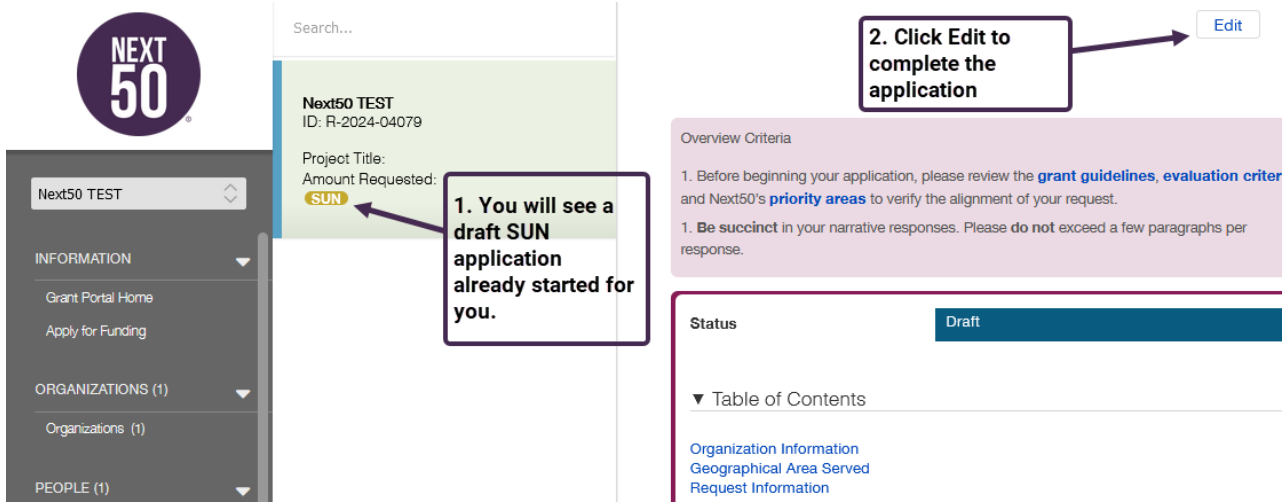
log in to your account on the grant portal and access your online grant applications in progress.

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

To start a new application:

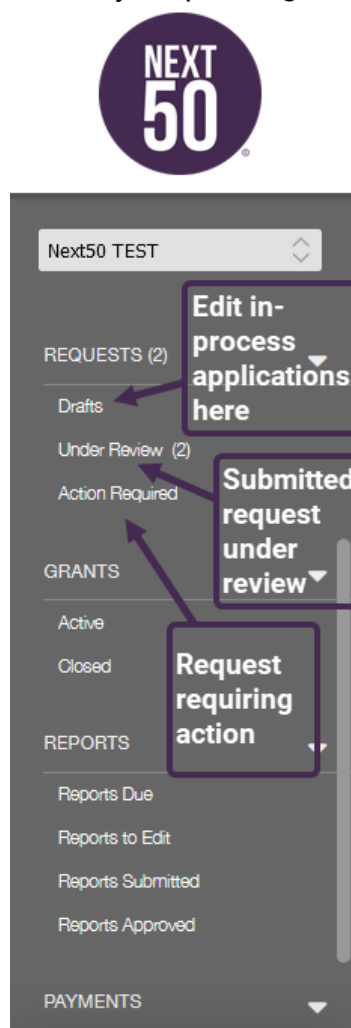
- **After the required initial conversation with Next50 staff has been completed,** an application will be available for you to complete in our Grant Application Portal.
- Click on the link to the online application portal [here](#)
- Log into your account and select Pending Requests.





Accessing an existing application

- Click on the “Log in to an existing application” button on our website or [CLICK HERE](#), log into your account, and access your pending and submitted requests.



Things to remember or consider when completing your SUN application:

- Before beginning your application, please review the [grant guidelines](#), [our equity focus](#), [evaluation criteria](#) and Next50's [priority areas](#) to verify the alignment of your request.
- **Be succinct** in your narrative responses. While there are no word count limits, please **do not** exceed a few paragraphs per response.

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
- Most recent IRS Form 990
- Current Year Financials, dated within 90 days of your application date
 - Statement of Activities (Profit & Loss Statement)
 - Statement of Financial Position (Balance Sheet)
- Prior Year Financials
 - Statement of Activities (Profit & Loss Statement)
 - Statement of Financial Position (Balance Sheet)

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

- Fiscal Sponsor Agreement

What happens after the application is submitted?

- If necessary, someone from Next50 may contact you to request additional information.
- Applications that are aligned with SUN guidelines will be reviewed by Next50 staff and funding decisions will be made within four weeks. **It is important to note that not all applicants who are invited to apply for a SUN grant will receive funding.**

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. To view a video outlining these steps, [click here](#).

Organization Documents

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.

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.

IRS Determination Letter +

*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.*

Request Organization's Non-discrimination Policy +

*Non-discriminatory Policy: **Required** for all applications.*

Tip: Please click "Save" before continuing to the next section.

Organization Documents

Upload files X

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

Click Add files to browse to desired document

Add files Start upload

File Upload

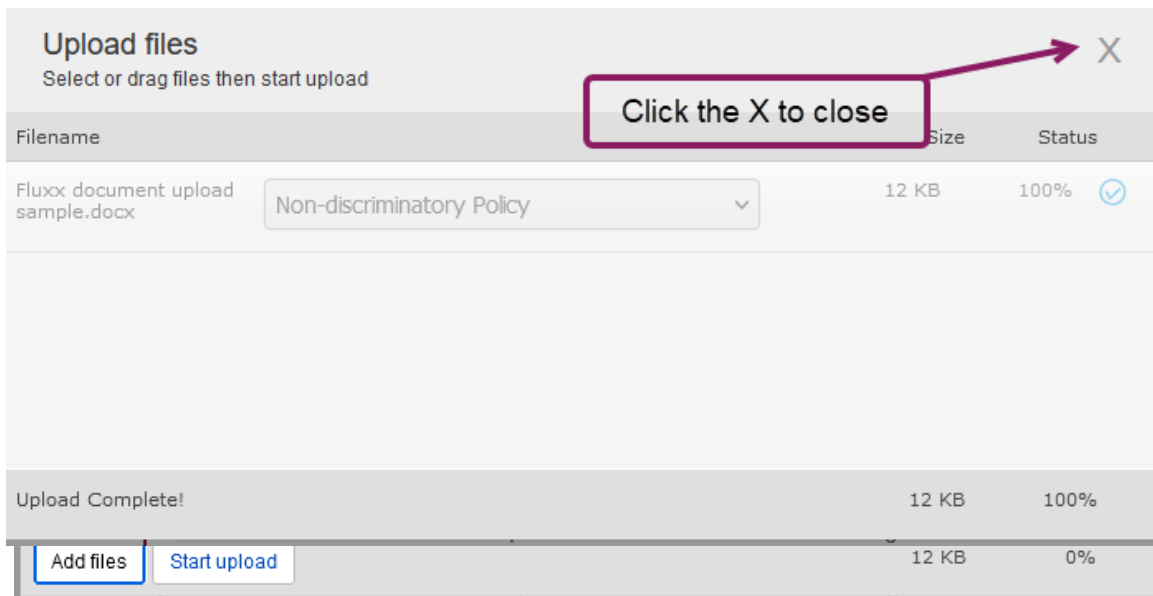
Documents > Fluxx Documents Sample

Search Fluxx Documents Sa...

Organize New folder

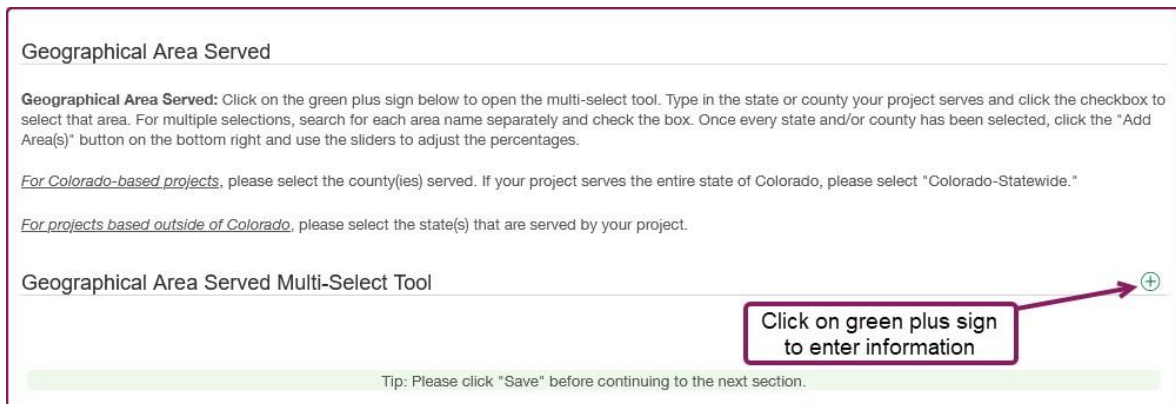
Name	Date modified	Type
Fluxx document upload sample	5/5/2023 2:10 PM	Microsoft Word D...

Select file to upload



Entering Geographical Area Served information:

- For Colorado-based projects, please select the county(ies) served. If your project serves the entire state of Colorado, please select “Colorado-Statewide”.
- For projects based outside of Colorado, please select the state(s) that are served by your project.
- To view a video outlining these steps, [click here](#).



Add Geographical Area Served Mul... ✕

Colorado

Boulder

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

Add Geographical Area Served Mul... ×

Washington

Colorado

Washington

Washington

Washington DC

After all state(s)/county(ies) are selected click Add Area(s) button

Add Area(s)

Edit Percentages ×

1. Slide the square to enter percentage

Colorado / Boulder 25 %

Maine 10 %

Washington 44 %

Washington DC 21 %

Evenly Distributed % Total - 100%

2. Click Update percentages

Update Percentages

Geographical Area Served

Geographical Area Served: Please indicate the state(s) served by your project. For Colorado-based projects, please select the county(ies) served.

To do this, click on the green plus sign below to open the multi-select tool. Type in the state or county your project serves and click the checkbox to select that area. For multiple selections, search for each area name separately and click the checkbox. Once every state and/or county has been selected, click the "Add Area(s)" button on the bottom right and use the sliders to adjust the percentages.

Geographical Area Served Multi-Select Tool

Colorado / Boulder (25%)

Maine (10%)

Washington (44%)

Washington DC (21%)

Click this icon to edit percentages

Click here to add more areas

Edit Percentages

Geographical Area Served Multi-Select Tool

Colorado / Boulder (25%)

Maine (25%)

Washington (25%)

Washington DC (25%)

To remove an area hover on the right side and click the red minus sign

Delete

Delete

For more Grantee Portal and Application resources please visit our [website](#)

If you require assistance, please email info@next50foundation.org