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/](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 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)(5) organizations. ID in letter must match 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.

Click on green plus sign to start upload process

Click Add files to browse to desired document

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

1. Slide the square to enter percentage

2. Click Update percentages
For more Grantee Portal and Application resources please visit our [website](#)

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