

# Next50 Application Tip Sheet

## Changing Aging Grant 2024

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.



Next50

The screenshot shows the Next50 portal interface. On the left, there is a 'Login Now:' section with a 'Username' input field, a 'Password' input field, a 'Sign in' button, and a 'Forgot Password?' link. On the right, there is a 'New to the Grants Portal?' section with a 'Create an Account Now' button. A 'Note' section below the button provides browser recommendations and login instructions. A 'Need Help or Have Questions?' section at the bottom provides contact information for the helpdesk and a link to the privacy policy.

**Returning users enter email address and password to sign in**

**New users click here**

**If you forgot your password or had an account in our old system, click here to set your password**

The portal is set up for individual users. If you already have an account, please login to the left.

**New to the Grants Portal?**

If this is your first time, please set up your user account by clicking “**Create an Account Now**” button below and enter your organization and contact information.

**Create an Account Now**

*Note: The preferred browser for interacting with the Grants Portal is Google Chrome. Please download it [here](#).*

Within one to two business days, you will receive an email notification from Next50 with your login credentials and directions to access the portal.

**Need Help or Have Questions?**

Please contact our helpdesk with any questions email us at [info@next50foundation.org](mailto:info@next50foundation.org) or call 303.547.1800.

Next50’s [Privacy Policy](#).

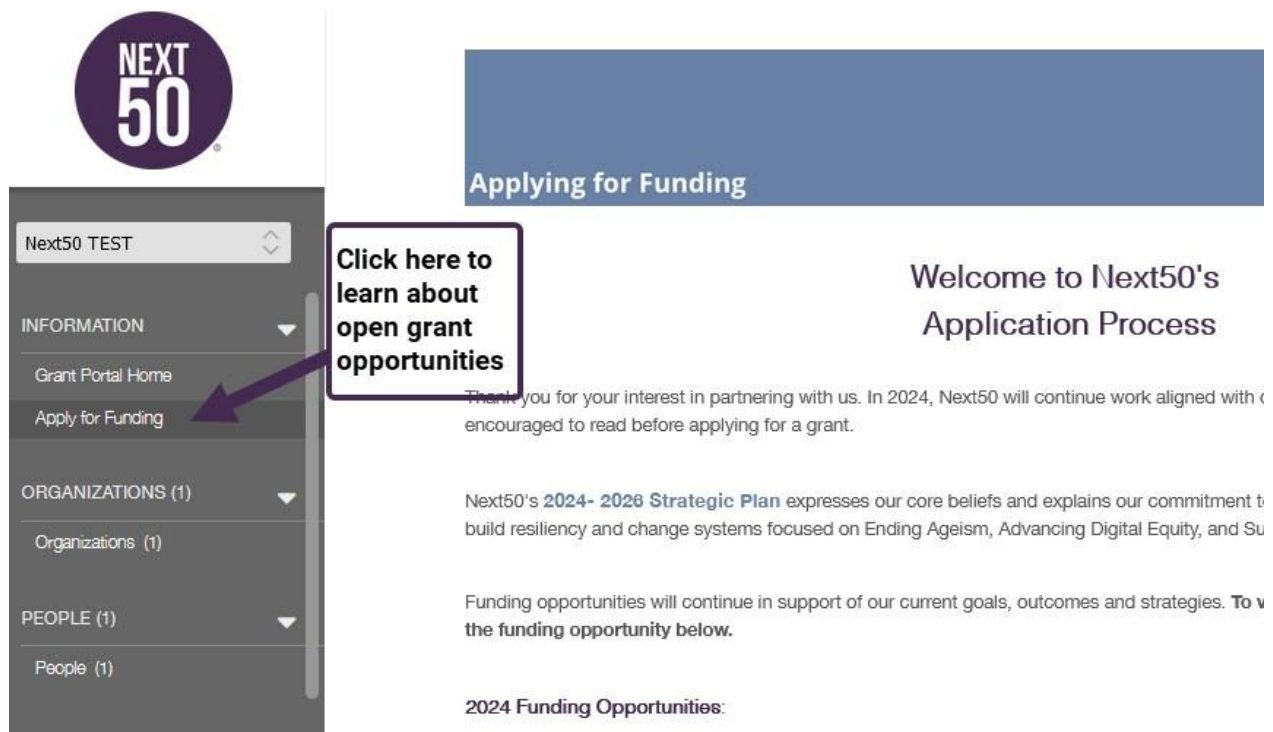
- **Note the e-mail/password** used to create your account. Use this e-mail/password to

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](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.**

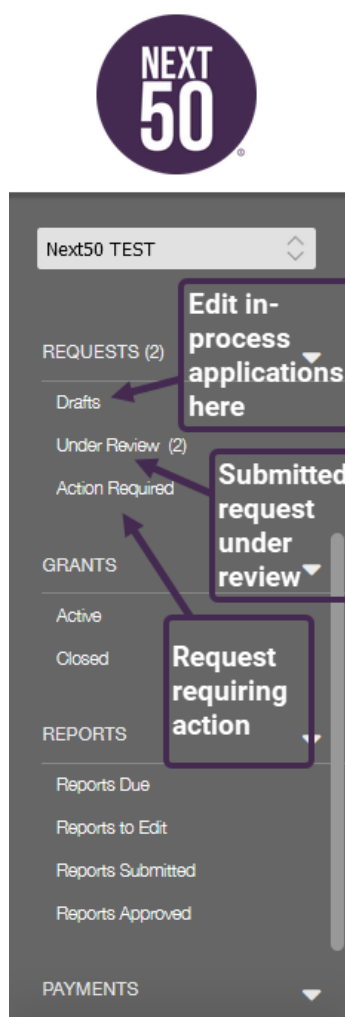
### To start a new application:

- Click on the link to the online application found on our [website](#) (application open July 1 – July 31, 2024).
- 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](#), log into your account, and access your pending and submitted requests.



### Things to remember or consider when completing your Changing Aging 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 **July 19, 2024**. Email [info@next50foundation.org](mailto: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 **July 31, 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 – required for all 501(c)(3) organizations.
- Certificate of Good Standing
- Non-discrimination Policy
- Complete Form 990, including Schedule B
- Fiscal Sponsor’s Complete Form 990, including Schedule B – if applicable
- Current list of Board of Directors/Trustees and affiliations - required for 501(c)(3) organizations

**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. Stage Two required documents:*

1. Most recent Financial Audit (for request amounts greater than \$30,000) **OR** Nonprofits with an annual an operating budget of \$500,000 or less are eligible to submit an external Financial Review or Compilation in place of an audit)
2. Current Statement of Activities, year-to-date (Profit and Loss Statement) dated within 90 days
3. Current Statement of Financial Position (Balance Sheet) dated within 90 days
4. Prior fiscal year Statement of Activities, full year (Profit and Loss Statement)
5. Prior fiscal year Statement of Financial Position (Balance Sheet)
6. Memorandum of Understanding (MOU) or Letter of Commitment from any named partners.
7. Fiscal Sponsor Audit/Financial Review or Compilation (if applicable)

**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 conversation, and participation in Stage Two does not guarantee funding. Some applicants who participate will not receive funding.
- Funding decisions will be announced in late-October 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.

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 +

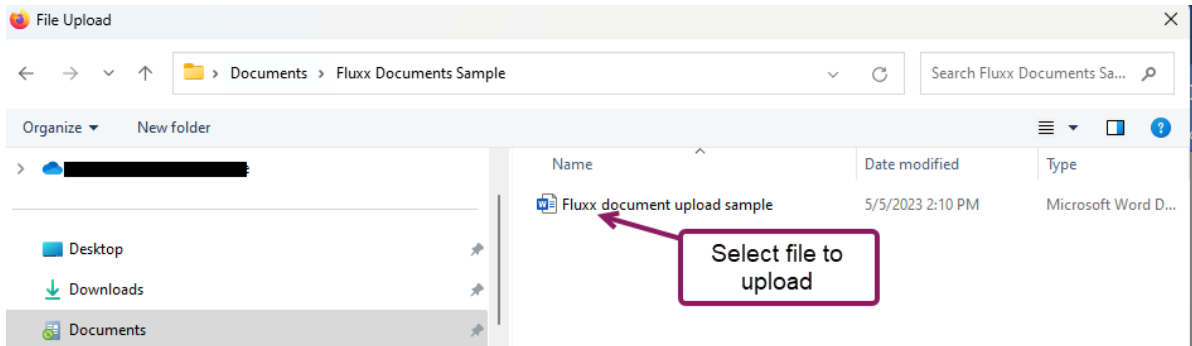
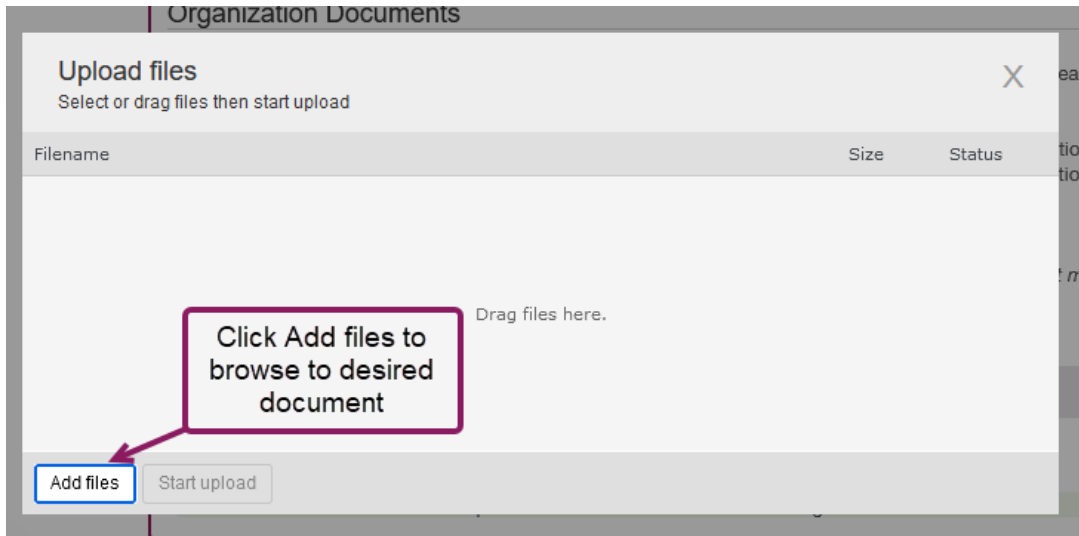
*IRS Determination Letter: **Required** for 501(c)(3), 501(c)(4), and 501(c)(6) organizations. ID in letter must match applying organization's Tax ID number. Applicants using a Fiscal Sponsor can disregard this document and move to the next question in the application.*

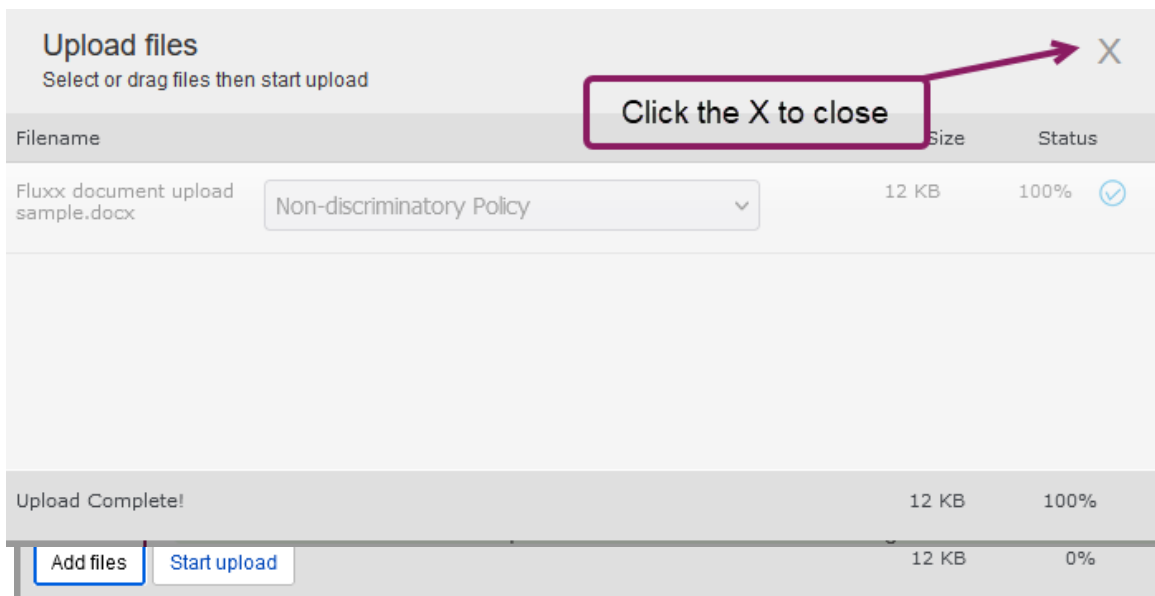
Request Organization's Non-discrimination Policy +

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

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

Click on green plus sign to start upload process

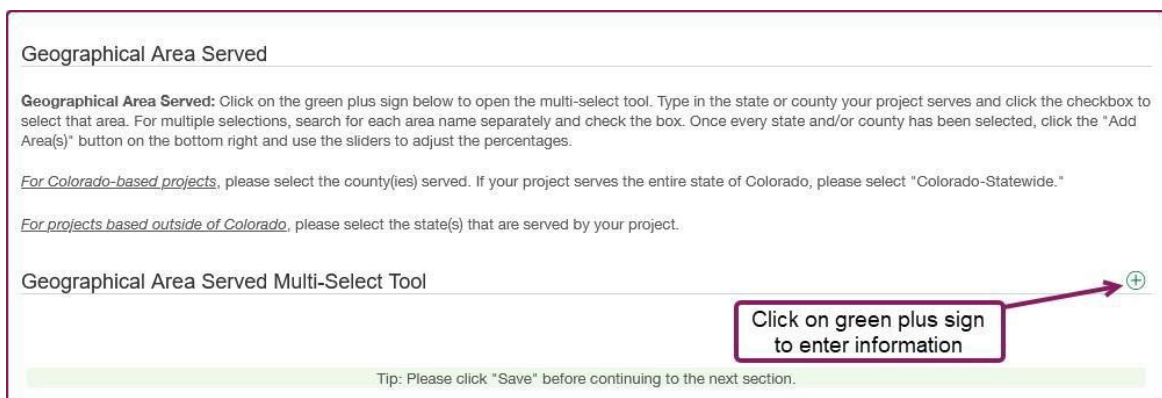




### Entering Geographical Area Served information:

Please use the application tool to select the geographical areas served. You will be asked to select percentages that will add up to 100%. *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 or select "Nationwide".



Add Geographical Area Served Mul... ✕

Boulder

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 Area(s)

Edit Percentages ✕

Colorado / Boulder  25 %

Maine  10 %

Washington  44 %

Washington DC  21 %

Evenly Distributed % Total - 100%

1. Slide the square to enter percentage

2. Click Update percentages

Update Percentages

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)



## 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

The screenshot shows a list of geographical areas with their respective percentages. At the top right, there are two icons: a blue double arrow and a green plus sign. A callout box points to the blue arrow with the text "Click this icon to edit percentages". Another callout box points to the green plus sign with the text "Click here to add more areas". A small "Edit Percentages" button is also visible near the plus sign.

Colorado / Boulder (25%)
Maine (10%)
Washington (44%)
Washington DC (21%)

### Geographical Area Served Multi-Select Tool

The screenshot shows a list of geographical areas with their respective percentages. At the top right, there are two icons: a blue double arrow and a green plus sign. A callout box points to a red minus sign on the right side of the list with the text "To remove an area hover on the right side and click the red minus sign". A "Delete" button is visible next to the minus sign.

Colorado / Boulder (25%)
Maine (25%)
Washington (25%)
Washington DC (25%)

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

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