



GRANT APPLICATION GUIDANCE

Grantmaking Policies: What CEF Funds

CEF grants are aimed at achieving systemic change and may be used in support of a range of 501(c)(4) activities. Before submitting your application, please review the summary below of the types of activities that may be funded with a CEF grant and follow the links for additional details and definitions:

- **Operations, administrative and/or capacity-building costs** for organizations aligned with CEF's mission.
- **Federal, state and/or local lobbying.** Please note that due to their extensive and onerous reporting requirements, CEF prohibits use of its grant funds for use in support of state or local lobbying in California, Massachusetts and Minnesota.
- **Ballot measure activities** if the specific ballot measure(s) is identified at the time of proposal submission (otherwise ballot measure activities will be prohibited). It is CEF's policy to provide grants in support of ballot measure activities to a grantee proposing to conduct the proposed activities in the grantee's own name, rather than through the grantee's partners/affiliates.
 - *To ensure compliance with state and local lobbying laws and campaign finance laws, the Children's Equity Fund will conduct additional review of grant proposals that include state/local lobbying and/or ballot measure activities.*
- **Judicial nominations.** Advocating for or against a judicial nominee is considered lobbying. Please keep in mind additional rules when proposing these activities in an election year.
- **Political activities.** Political activities are defined as those that support or oppose a political party or candidate for public office, *including voter engagement and GOTV efforts in which targeting is based on candidate or political party affiliation (actual or perceived).*

Application Requirements: What to Include for a Complete Application

To consider an application for grant funding, CEF requires the following items from all applicants (to be completed and submitted through the online portal):

- **Entity Information:** Basic organizational details. Please be sure to include your organization's legal name, tax status and ID number or that of your fiscal sponsor, if applicable.
- **Request Information:** Details about the work for which you are seeking funding. A narrative proposal (applicants are encouraged to use any existing narrative materials rather than writing something from scratch for CEF) and a proposal budget should be included for each application.
- **Contact Information:** Please fill out the appropriate names and details for all the requested contacts. Missing contact information will cause delays in reviewing and processing applications.
- **Document Requests:** Review the list of requested documents carefully and please be sure to submit all documents with your application. Missing or incomplete documents will cause delays in reviewing and processing applications.



Portal Login Instructions: How to Use CEF's Grants Portal

Please follow these step-by-step instructions to log in to **Fluxx**, our grants management database.

Please Note: Our Fluxx instance is shared with our sister organization, the Bainum Family Foundation, so you will see references to both organizations on the site. Your application is ONLY for the Children's Equity Fund.

Step 1 – Access the link to our [Grantee Portal](#)

Step 2 – Log in to the system

- Below the “Log In Now” section, click “Reset or create password”
- Use the email address: **[EMAIL ADDRESS(s)]** (This is/These are your Username(s))

Step 3 – Review your Organization and People records

- On the left sidebar menu, under the headers for ORGNIZATION and PEOPLE, click on the sub-header to view the record for the information we have on file for you and your organization.
- If anything needs to be added or corrected, click the “Edit” button at the top right corner. This will open the record and allow changes.
- Once changes are made, click “Save and Close” at the bottom of the page.

Step 4 – Complete your application

- Under the header REQUESTS, click “Drafts or Invitations (1)” to see your application.
- Click “Edit” in the top right-hand corner of the application.
- Review the information included and make any needed changes and complete all blank sections.
- Upload the required documents to the Documents section.
 - Next to each document label, click the green + icon.
 - Drag and drop the document(s) to the popup window.
 - Click the “Start Upload” button at the bottom left.
 - When the upload is complete, click the X at the top right to close the popup window.
 - Your document should appear in the Grantee Uploads section.
- When your review and uploads are complete, click “Save and Close” at the bottom of the page.

You can return to this application as many times as needed to complete. When it is ready for us to review:

- **Click the “Submit” button** (This is the step most often missed! We will not be able to review your application until it has been Submitted.)
- The Request will move to “Submitted Requests” in the Requests section and is ready to be reviewed by staff.

How to Navigate the Portal in FLUXX: <https://vimeo.com/642374487>