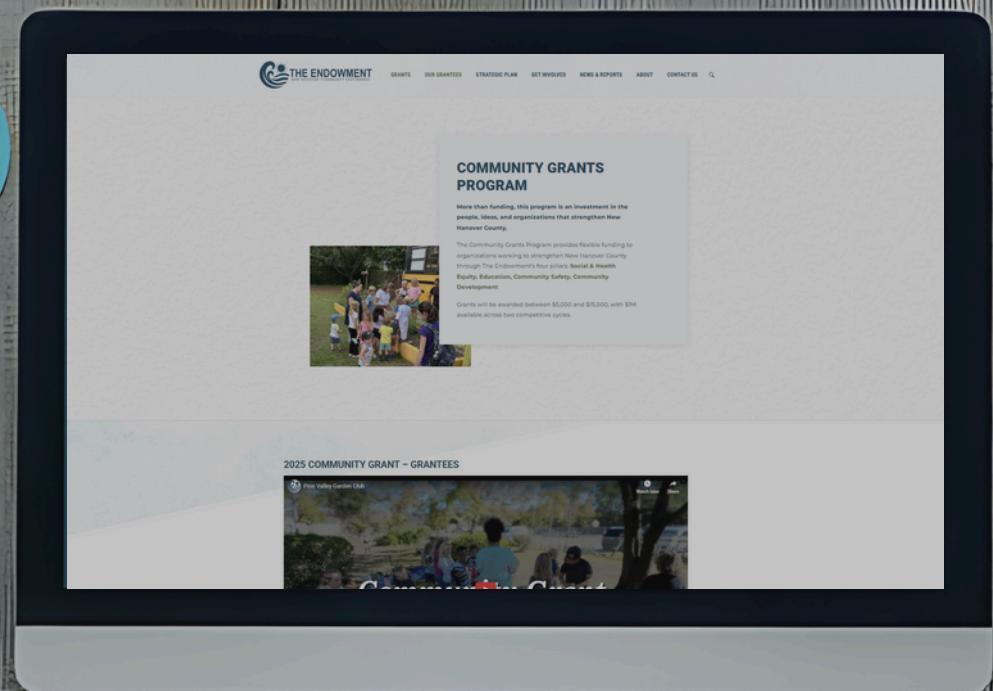


2026 Community GRANTS PROGRAM



Fluxx Walkthrough Guide:

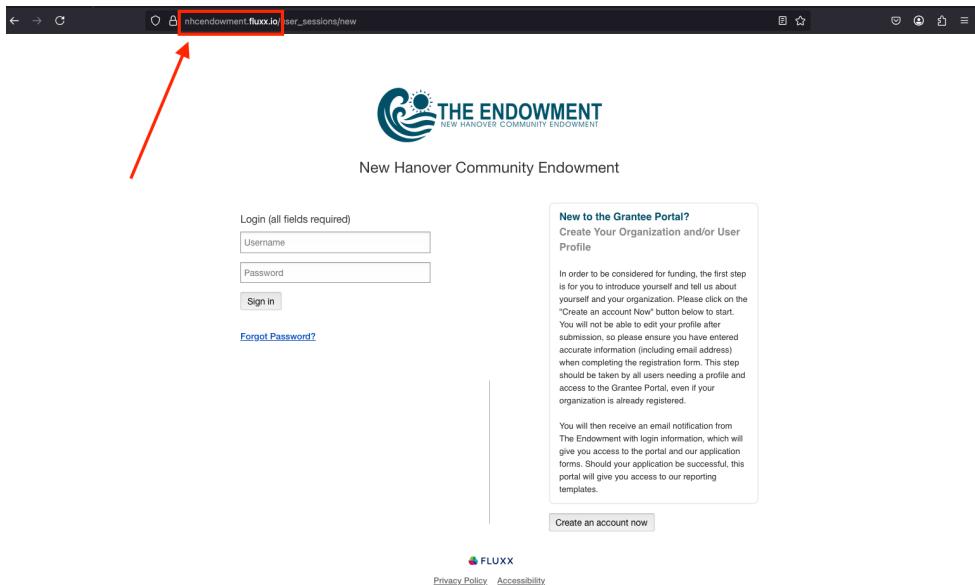
How to Complete and Submit a 2026 Community Grant Application

For updates, resources, and application details: theendowment.org

Fluxx Walkthrough Guide:

How to Complete & Submit a 2026 Community Grant Application

1. Go to the following site: <https://nhcendowment.fluxx.io/>



nhcendowment.fluxx.io

THE ENDOWMENT
NEW HANOVER COMMUNITY ENDOWMENT

New Hanover Community Endowment

Login (all fields required)

Username

Password

Sign in

Forgot Password?

New to the Grantee Portal?
Create Your Organization and/or User Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about yourself and your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form. This step should be taken by all users needing a profile and access to the Grantee Portal, even if your organization is already registered.

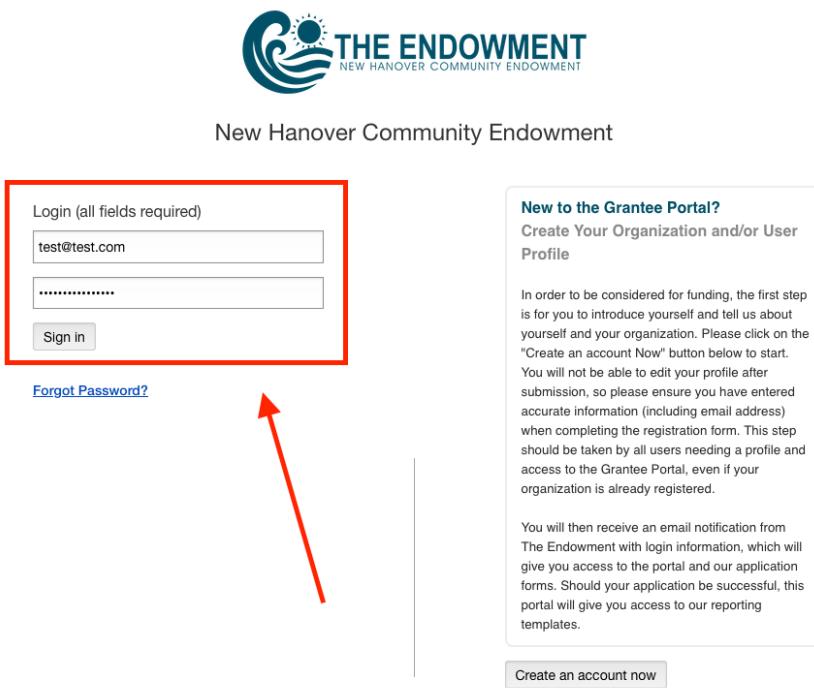
You will then receive an email notification from The Endowment with login information, which will give you access to the portal and our application forms. Should your application be successful, this portal will give you access to our reporting templates.

Create an account now

FLUXX

Privacy Policy Accessibility

2. Enter your username and password and click the 'Sign In' button.



THE ENDOWMENT
NEW HANOVER COMMUNITY ENDOWMENT

New Hanover Community Endowment

Login (all fields required)

test@test.com

Sign in

Forgot Password?

New to the Grantee Portal?
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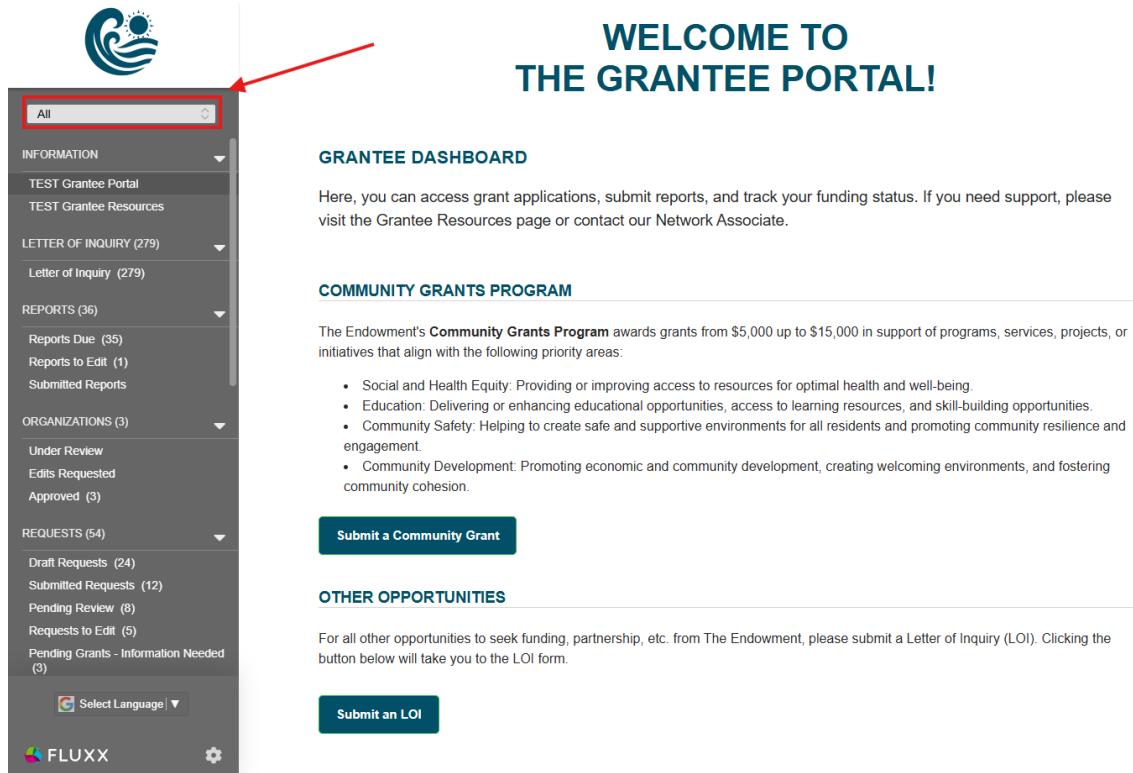
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Create an account now

FLUXX

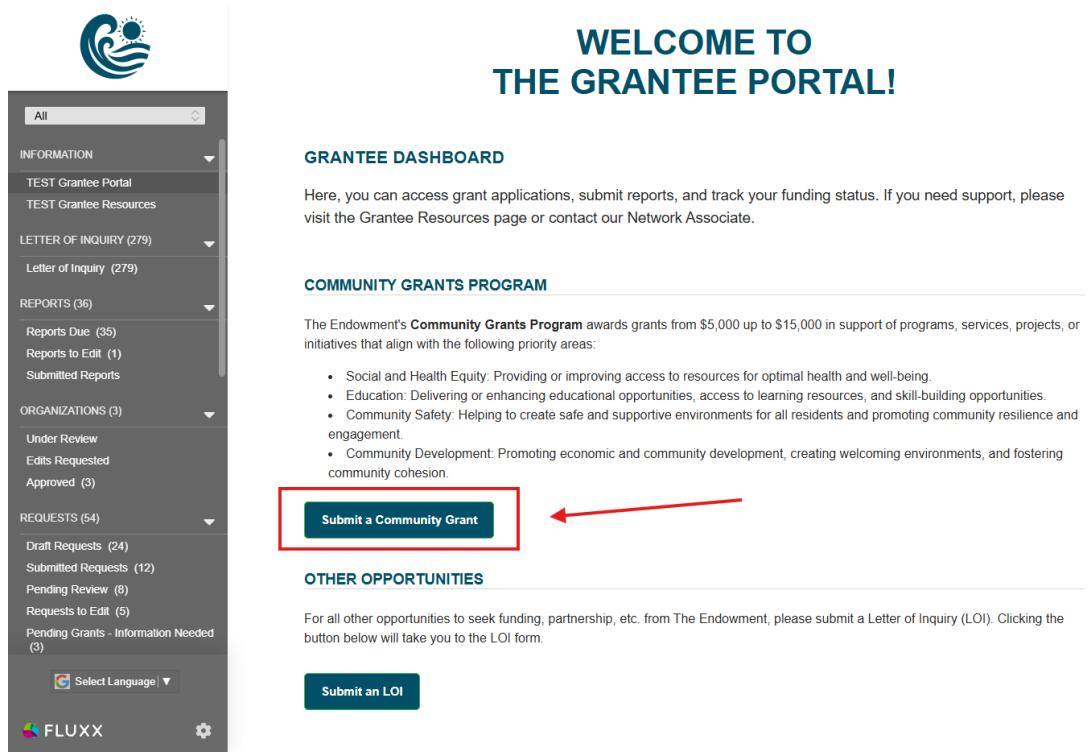
Privacy Policy Accessibility

3. In the navigation menu on the left side of the portal, you will see a dropdown that will either say 'All' if your user account is connected to multiple organization accounts or the name of your organization if your user account is only connected to one organization.



The screenshot shows the Grantee Portal interface. On the left is a dark sidebar with a logo at the top. Below the logo is a dropdown menu set to 'All'. The sidebar contains several sections with dropdown arrows: INFORMATION, TEST Grantee Portal, TEST Grantee Resources, LETTER OF INQUIRY (279), REPORTS (36), ORGANIZATIONS (3), REQUESTS (54), and a language selection dropdown. At the bottom of the sidebar are the FLUXX logo and a gear icon. The main content area has a teal header 'WELCOME TO THE GRANTEE PORTAL!'. Below the header is a section titled 'GRANTEE DASHBOARD' with a sub-section 'COMMUNITY GRANTS PROGRAM'. It describes the program's purpose and priority areas, followed by a 'Submit a Community Grant' button. Another section titled 'OTHER OPPORTUNITIES' with a 'Submit an LOI' button is also present.

4. In the Grantee Dashboard, click on 'Submit a Community Grant' to navigate to the Community Grant application.



This screenshot is identical to the one above, showing the Grantee Portal dashboard. A red arrow points to the 'Submit a Community Grant' button, which is highlighted with a red box. The rest of the interface, including the sidebar and other content sections, remains the same.

5. Start completing the application by checking the two acknowledgement boxes at the top of the application.

ACKNOWLEDGEMENTS

I acknowledge that my organization can only submit one (1) application for a Community Grant during this cycle. I understand that submission of more than one (1) application per grant cycle for the Community Grants Program will disqualify my organization from consideration for that grant cycle.*

I acknowledge that the Community Grants Program does not fund projects primarily focused on arts or culture. Arts or culture-related initiatives should apply through the Arts & Culture Program administered by The Arts Council of Wilmington & NHC. Arts and culture organizations offering community or educational programming that aligns with The Endowment's four pillars (Social Health & Equity, Community Development, Community Safety, and Education) are eligible.*

[Arts Council of Wilmington & NHC Website](#)

6. Begin to complete the application, starting at Section 1: Organization and Contacts. **Note: you will not be able to select or add contacts until you have entered your organization's name. It is critical that you enter and save your organization name as soon as it is entered, as this ensures the application is saved to your drafts and can be accessed later if you choose to complete it at another time.**

SECTION I. ORGANIZATION AND CONTACTS

This section seeks to capture your organization's legal name and address and the persons at your organization that will be contacted during different parts of the grant cycle process. Please note: One person can fill more than one role.

Please note: The contacts will not populate in the contact fields until the organization name is entered.

Here are the definitions for the various contact fields below.

Primary Contact: This is the primary contact at your organization who should receive all communications and notifications related to this form and the grant application.

Primary Signatory: This is the person at your organization who has the legal authority to sign grant and other agreements on behalf of your organization.

Budget / Finance Contact: This is the person at your organization that should be contacted for all questions or follow-ups related to the finances of your organization.

Organization* NHCE QA Testing Grantees

Location* NHCE QA Testing Grantees - headqu

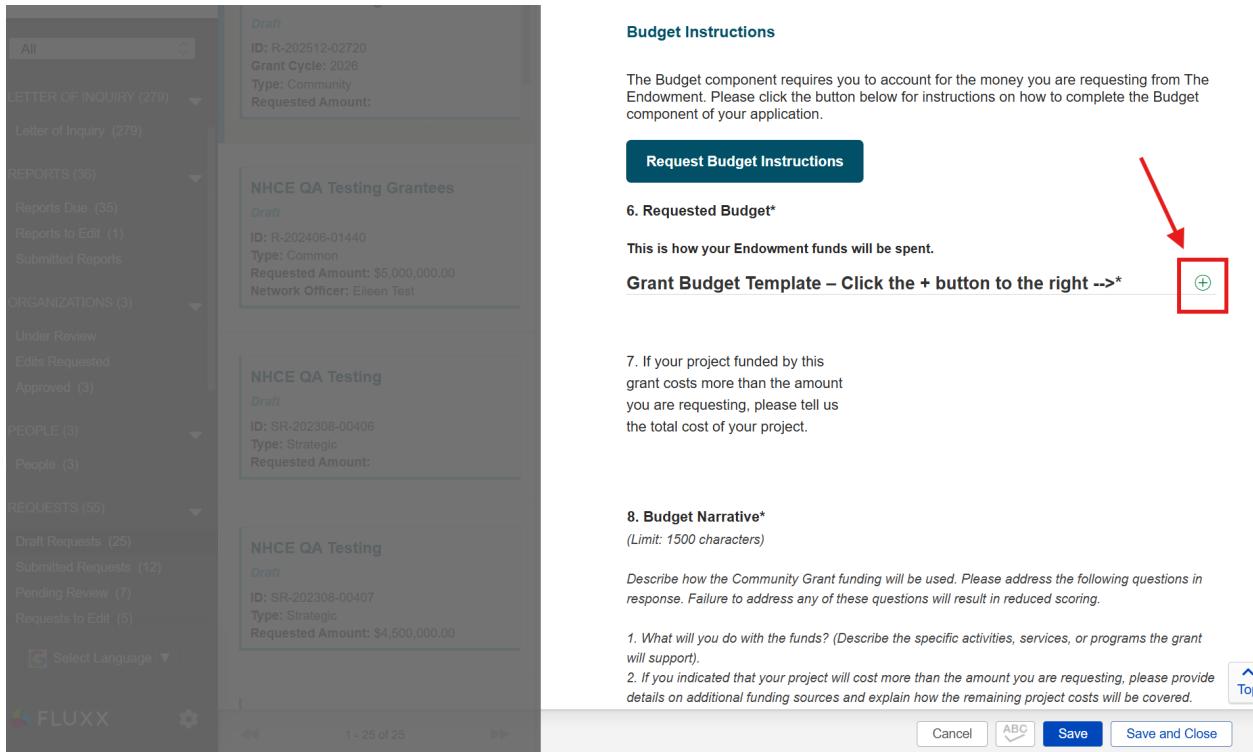
Primary Contact* EO Grantee Test [Add New](#)

Primary Signatory* NHCE Test [Add New](#)

Budget / Finance Contact* NHCE Grantee [Add New](#)

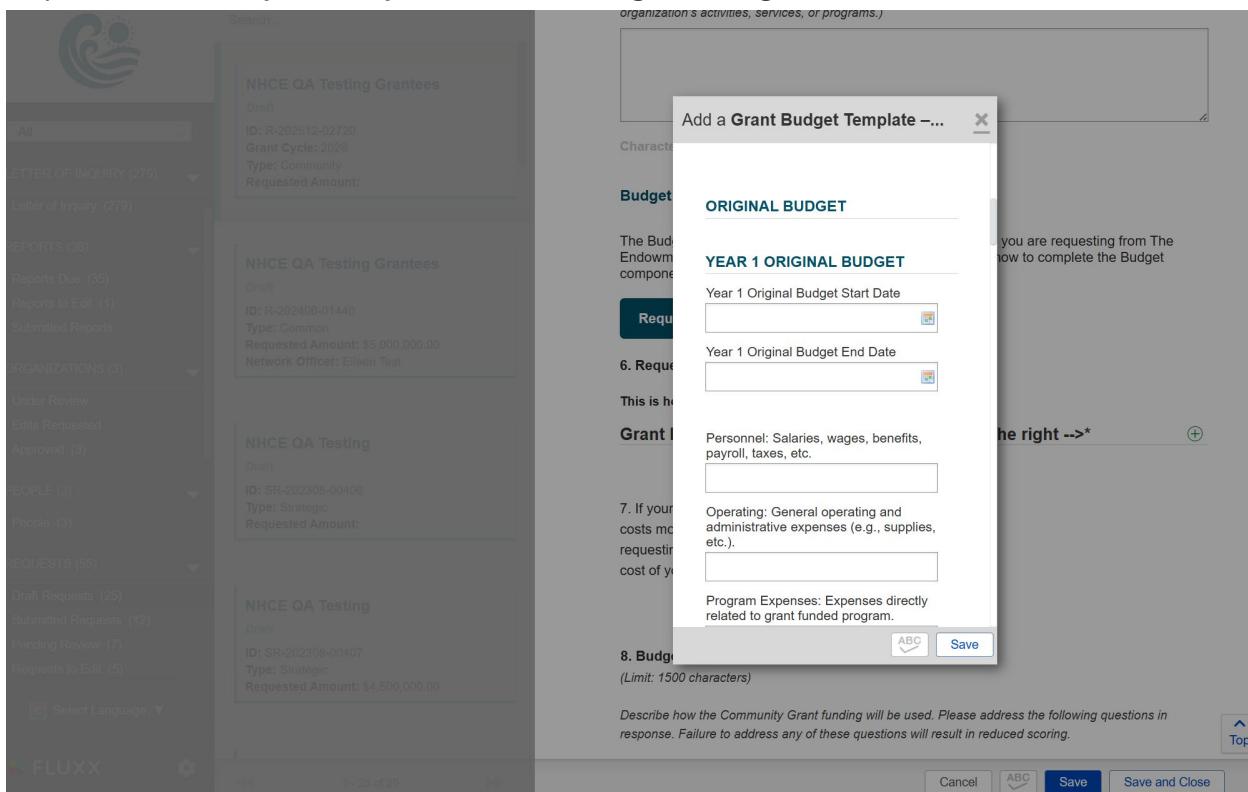
[SECTION II. FISCAL SPONSORSHIP ORGANIZATION](#)

7. When you get to the Budget section, click the green plus sign to the right to fill out the budget.



The screenshot shows the FLUXX application interface. On the left, there is a sidebar with various filters and lists: 'LETTER OF INQUIRY (279)', 'REPORTS (36)', 'ORGANIZATIONS (3)', 'PEOPLE (3)', and 'REQUESTS (55)'. The main content area displays three grant items: 'NHCE QA Testing Grantees', 'NHCE QA Testing', and 'NHCE QA Testing'. Each item has details like ID, Type, Requested Amount, and Network Officer. On the right, there is a 'Budget Instructions' section with a 'Request Budget Instructions' button. Below it is a section titled '6. Requested Budget*' with the sub-instruction 'This is how your Endowment funds will be spent.' A red box highlights the green plus sign button in the 'Grant Budget Template – Click the + button to the right -->*' section. The bottom right of the screen shows standard save and close buttons.

8. The grant budget template will pop up. Since these are Community Grants, the length of the request should only be one year under the Original Budget.



The screenshot shows the 'Add a Grant Budget Template' dialog box. The dialog has a title 'Add a Grant Budget Template -...'. It contains a section titled 'ORIGINAL BUDGET' with the sub-instruction 'The Budget component requires you to account for the money you are requesting from The Endowment. Please click the button below for instructions on how to complete the Budget component of your application.' Below this is a section titled 'YEAR 1 ORIGINAL BUDGET' with fields for 'Year 1 Original Budget Start Date' and 'Year 1 Original Budget End Date'. To the right of the dialog, there is a red box highlighting the green plus sign button in the 'Grant Budget Template – Click the + button to the right -->*' section. The background shows the same FLUXX interface as the previous screenshot.

9. Begin with the start and end dates for your Year 1 Original Budget.

Search...

NHCE QA Testing Grantees
Draft
ID: R-202512-02720
Grant Cycle: 2026
Type: Community
Requested Amount:

NHCE QA Testing Grantees
Draft
ID: R-202406-01440
Type: Common
Requested Amount: \$5,000,000.00
Network Officer: Eileen Test

NHCE QA Testing
Draft
ID: SR-202308-00406
Type: Strategic
Requested Amount:

NHCE QA Testing
Draft
ID: SR-202308-00407
Type: Strategic
Requested Amount: \$4,500,000.00

Characteristics

Budget

6. Request

Grant

7. If your organization has more than one budget, you can request a budget for each component of your organization. This is helpful if you are requesting funding for different parts of your organization.

8. Budget

(Limit: 1500 characters)

Describe how the Community Grant funding will be used. Please address the following questions in response. Failure to address any of these questions will result in reduced scoring.

Cancel ABC Save Save and Close

10. Then enter the amounts in the provided categories as appropriate.

Search...

NHCE QA Testing Grantees
Draft
ID: R-202512-02720
Grant Cycle: 2026
Type: Community
Requested Amount:

NHCE QA Testing Grantees
Draft
ID: R-202406-01440
Type: Common
Requested Amount: \$5,000,000.00
Network Officer: Eileen Test

NHCE QA Testing
Draft
ID: SR-202308-00406
Type: Strategic
Requested Amount:

NHCE QA Testing
Draft
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Characteristics

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Grant

7. If your organization has more than one budget, you can request a budget for each component of your organization. This is helpful if you are requesting funding for different parts of your organization.

8. Budget

(Limit: 1500 characters)

Describe how the Community Grant funding will be used. Please address the following questions in response. Failure to address any of these questions will result in reduced scoring.

Cancel ABC Save Save and Close

11. Below the provided categories, you will see fields to enter 5 custom line items and amounts to your budget. Add these as needed for your Year 1 budget.

Custom 1 Label
Program Specific Expense

Custom 1 Amount
\$1,500

Custom 2 Label

Custom 2 Amount

Custom 3 Label

Custom 3 Amount

Budget Description
(Limit: 1500 characters)

Save

12. Once you reach the end of year 1, you'll see a total for the amounts you entered in the budget above. Use this as a guide to ensure you're budgeting for the full amount you're requesting.

Custom 4 Label

Custom 4 Amount

Custom 5 Label

Custom 5 Amount

Year 1 Original Budget Amount:
\$5,000.00

YEAR 2 ORIGINAL BUDGET

Year 2 Original Budget Start Date

Budget Description
(Limit: 1500 characters)

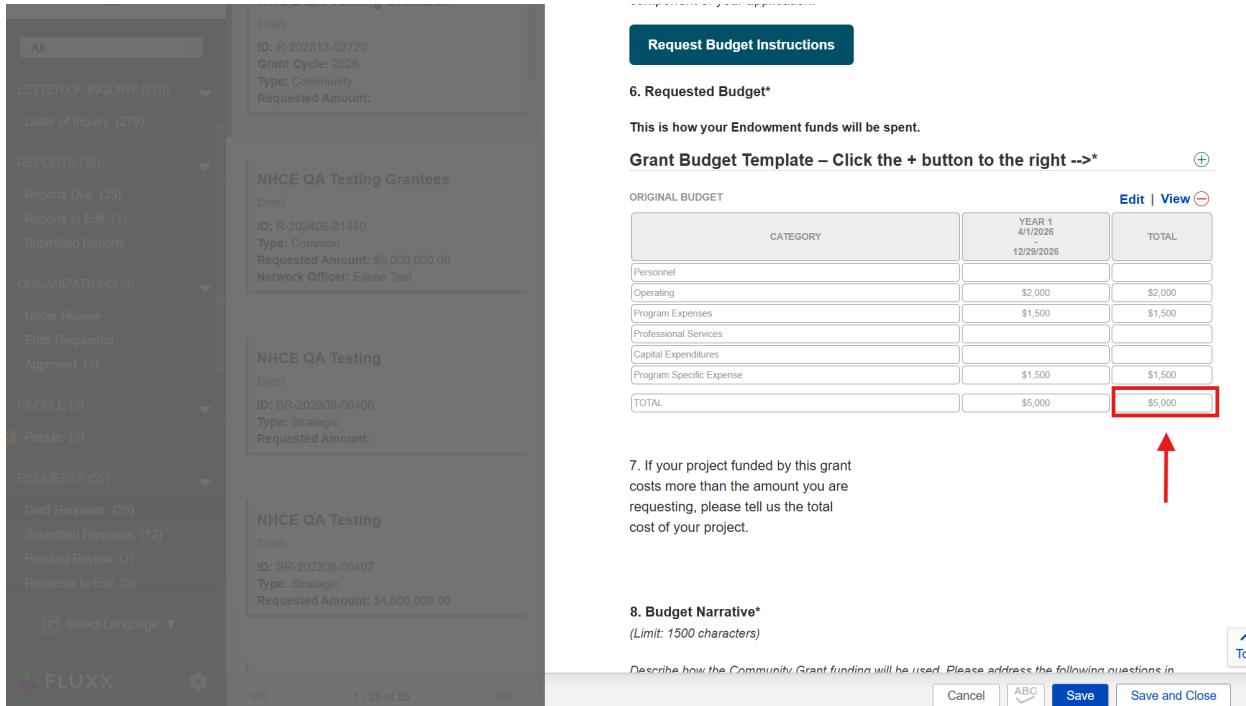
Save

13. After you've entered all the amounts into your budget for each year applicable to your application, you'll see the 'Supporting Documents' section. Add any documents you may like to include to support the budget you are requesting with your application.

14. Click 'Save' in the bottom right corner of the popup to save your budget to your application.

15. Once saved, you'll see the budget table appear on your application.

16. Note that your budget total should match the amount you are requesting in your application. If you want to show a full project budget or similar, please upload the whole project budget in the 'Supporting Documents' section of the Grant Budget.

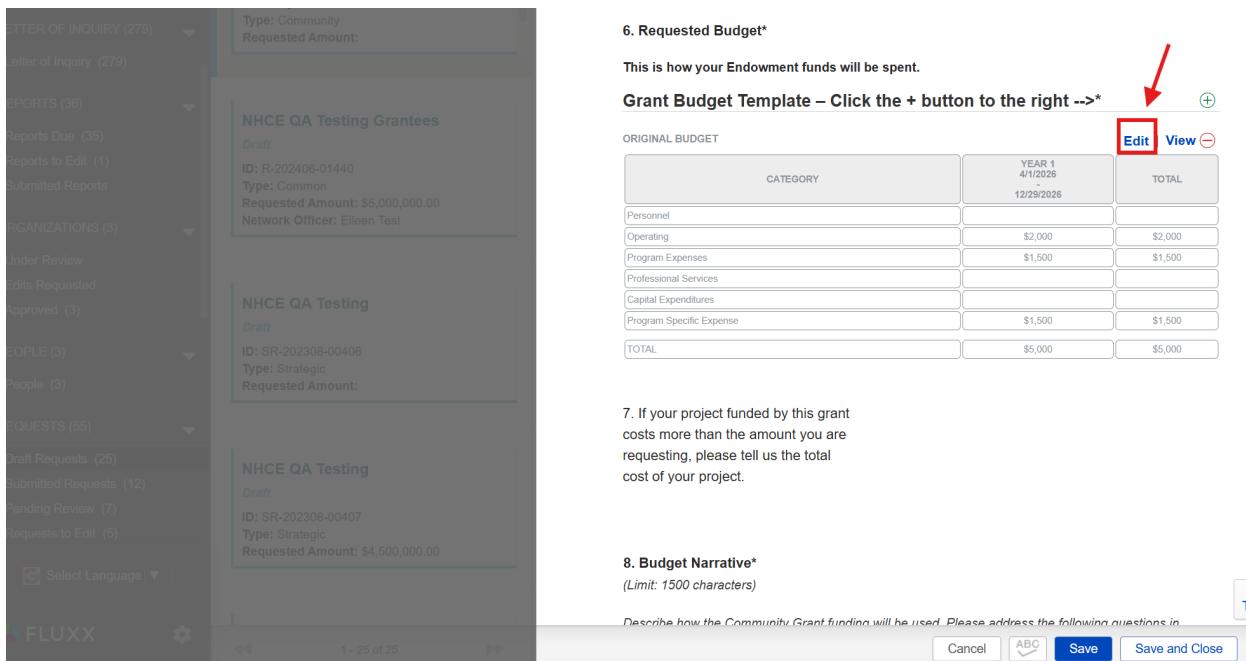


The screenshot shows the FLUXX application interface. On the left, there is a sidebar with various filters and lists: 'LETTER OF INQUIRY (279)', 'REPORTS (36)', 'ORGANIZATIONS (3)', 'PEOPLE (3)', 'REQUESTS (55)', and 'FLUXX'. The main content area displays several grant details. One grant is for 'NHCE QA Testing Grantees' with ID R-202408-01440, Type: Common, Requested Amount: \$5,000,000.00. Another grant is for 'NHCE QA Testing' with ID SR-202308-00407, Type: Strategic, Requested Amount: \$4,500,000.00. The budget table on the right shows the following data:

CATEGORY	YEAR 1 4/1/2026	TOTAL
Personnel		
Operating	\$2,000	\$2,000
Program Expenses	\$1,500	\$1,500
Professional Services		
Capital Expenditures		
Program Specific Expense	\$1,500	\$1,500
TOTAL	\$5,000	\$5,000

Below the table, a question is displayed: '7. If your project funded by this grant costs more than the amount you are requesting, please tell us the total cost of your project.'

17. If you notice any errors or otherwise need to edit the budget you have, click on the 'Edit' button above the budget table.



The screenshot shows the FLUXX application interface, similar to the previous one. The sidebar and grant details are the same. The budget table is identical to the previous screenshot. The 'Edit' button above the budget table is highlighted with a red box. A red arrow points from this box to the question below asking for the total cost of the project if it exceeds the requested amount.

18. Once your budget is complete, you can fill out the rest of the application as normal.

19. Once you have answered all the questions on the application and uploaded all the required documents, click 'Save and Close' in the bottom right hand corner. **Note: If you need assistance with uploading documents to your application, follow the 'Fluxx Walkthrough Guide – How to Upload Documents' guide.**

The screenshot shows the Fluxx application interface with a sidebar on the left containing navigation links for Letter of Inquiry, Reports, Organizations, People, and Requests. The main content area displays three grant applications: 'NHCE QA Testing Grantees' (Draft, ID: R-202512-02720), 'NHCE QA Testing Grantees' (Draft, ID: R-202406-01440), and 'NHCE QA Testing' (Draft, ID: SR-202308-00406). The bottom right corner of the screen shows a toolbar with 'Cancel', 'ABC', 'Save', and 'Save and Close' buttons, with 'Save and Close' highlighted by a red box and an arrow pointing to it.

20. When you are ready to submit your application, click 'Submit' in the bottom right hand corner, followed by 'Ok'. You're done!

The screenshot shows the Fluxx application interface with a sidebar on the left containing navigation links for Letter of Inquiry, Reports, Organizations, People, and Requests. The main content area displays three grant applications: 'NHCE QA Testing Grantees' (Draft, ID: R-202512-02720), 'NHCE QA Testing Grantees' (Draft, ID: R-202406-01440), and 'NHCE QA Testing' (Draft, ID: SR-202308-00406). The right side of the screen shows a budget table and a section for budget narrative. At the bottom, there is a 'SECTION IV. ORGANIZATION DOCUMENT UPLOADING SECTION' with instructions and a 'Request Troubleshooting Guide' button. The bottom right corner shows a toolbar with 'Edit', 'Print', 'Cancel', 'ABC', 'Save', 'Withdraw', and 'Submit' buttons, with 'Submit' highlighted by a red box and an arrow pointing to it.