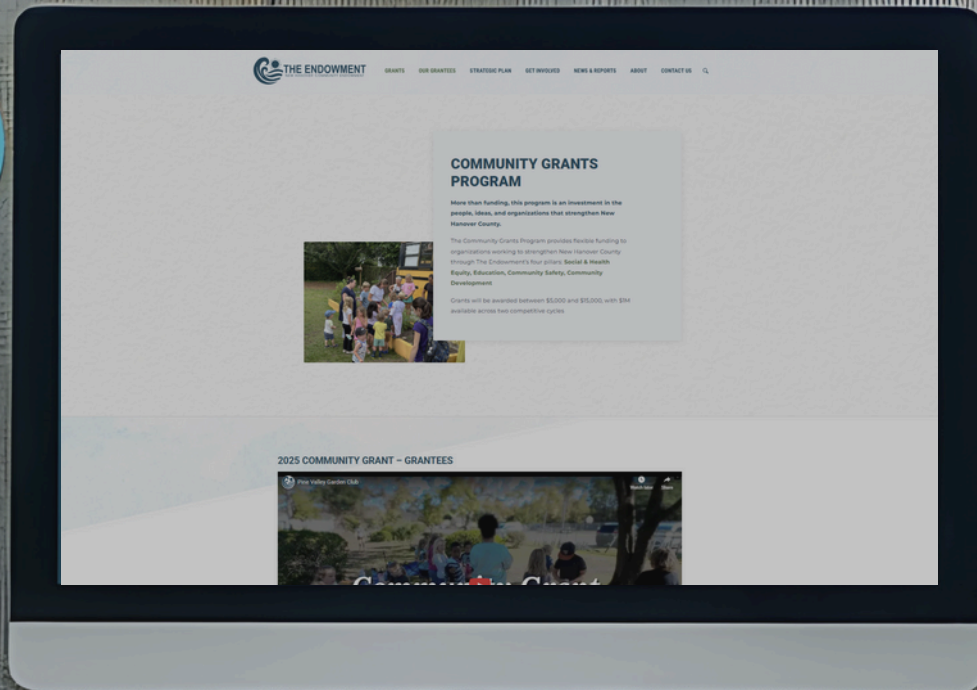


2026 Community GRANTS PROGRAM



Fluxx Walkthrough Guide:

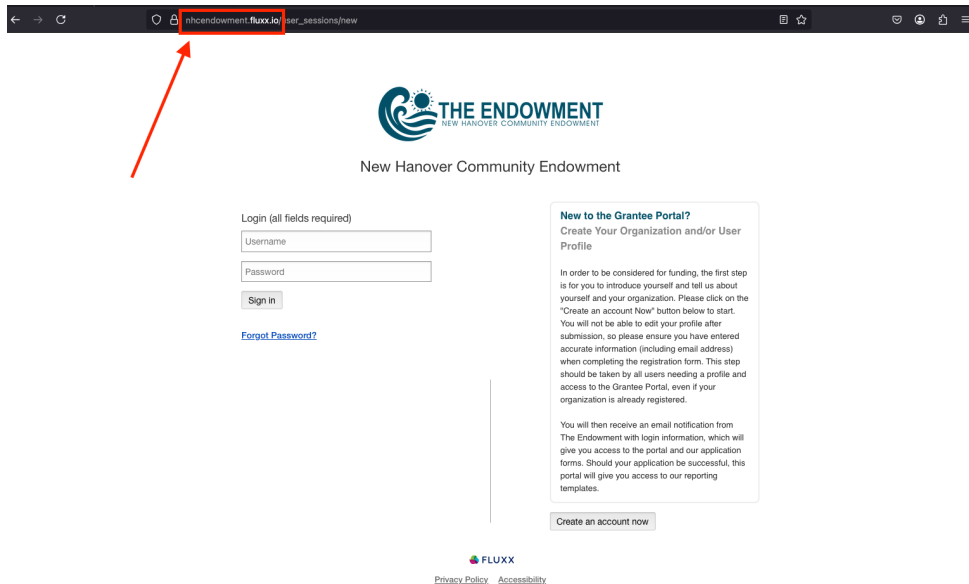
How to Complete and Submit a 2026 Community Grant Application

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

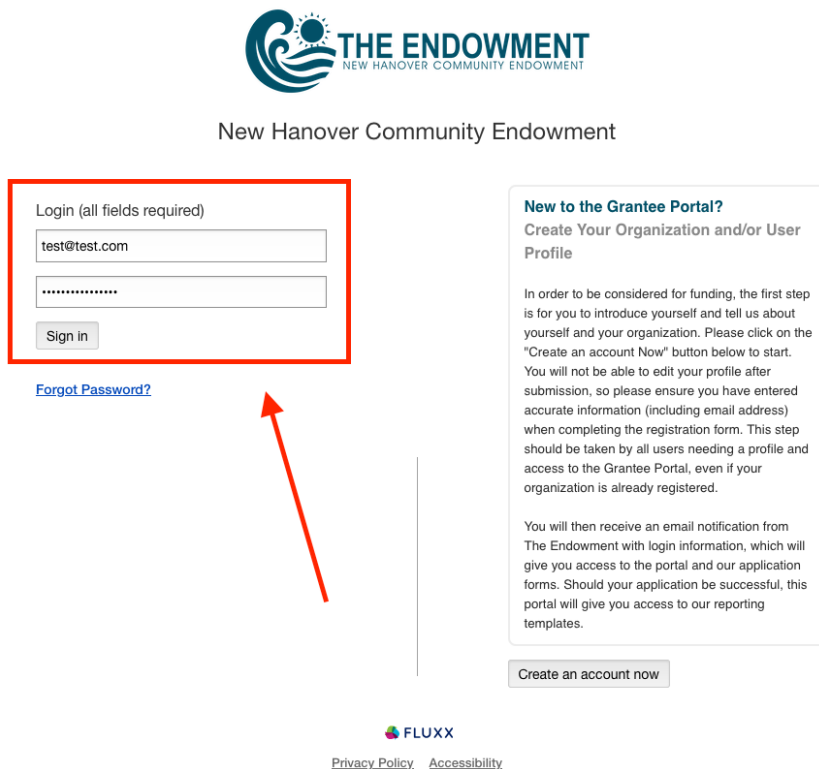
Fluxx Walkthrough Guide:

How to Complete & Submit a 2026 Community Grant Application

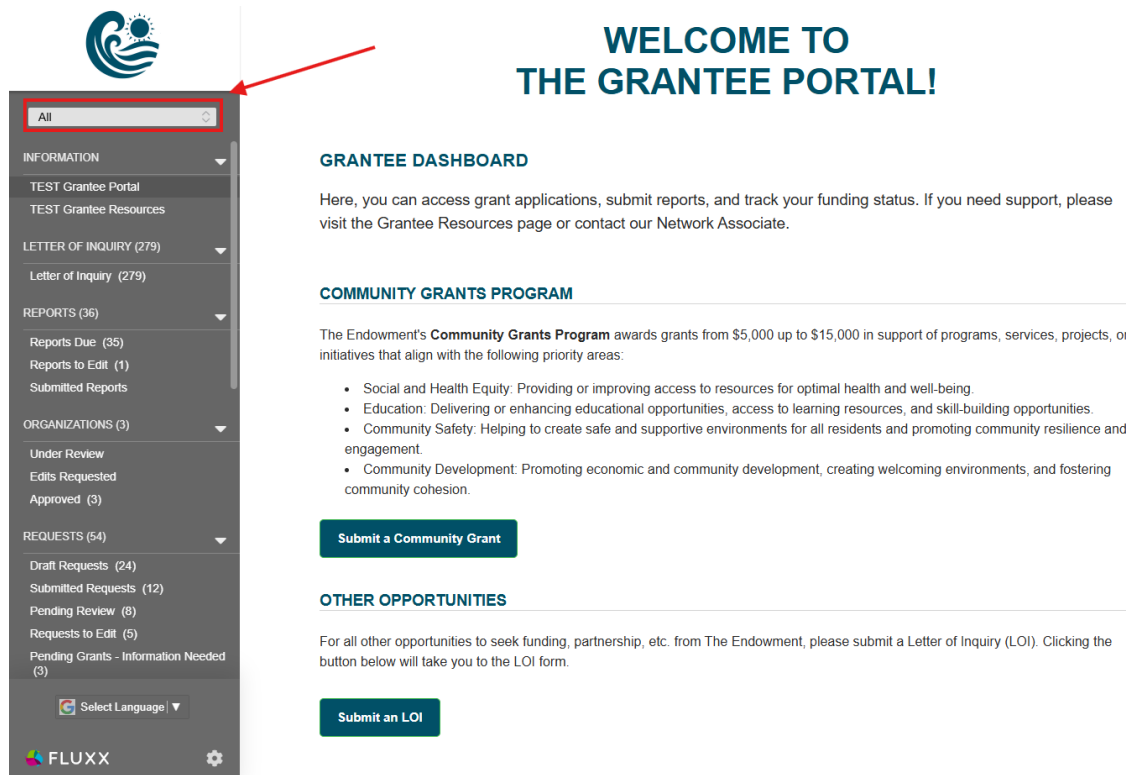
1. Go to the following site: <https://nhcendowment.fluxx.io/>



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



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 dashboard. On the left is a navigation menu with a dropdown menu at the top currently set to 'All'. A red arrow points to this dropdown. The main content area has a header 'WELCOME TO THE GRANTEE PORTAL!' and sections for 'GRANTEE DASHBOARD', 'COMMUNITY GRANTS PROGRAM', and 'OTHER OPPORTUNITIES'. The 'COMMUNITY GRANTS PROGRAM' section includes a list of priority areas and a 'Submit a Community Grant' button.

WELCOME TO THE GRANTEE PORTAL!

GRANTEE DASHBOARD

Here, you can access grant applications, submit reports, and track your funding status. If you need support, please visit the Grantee Resources page or contact our Network Associate.

COMMUNITY GRANTS PROGRAM

The Endowment's **Community Grants Program** awards grants from \$5,000 up to \$15,000 in support of programs, services, projects, or initiatives that align with the following priority areas:

- Social and Health Equity: Providing or improving access to resources for optimal health and well-being.
- Education: Delivering or enhancing educational opportunities, access to learning resources, and skill-building opportunities.
- Community Safety: Helping to create safe and supportive environments for all residents and promoting community resilience and engagement.
- Community Development: Promoting economic and community development, creating welcoming environments, and fostering community cohesion.

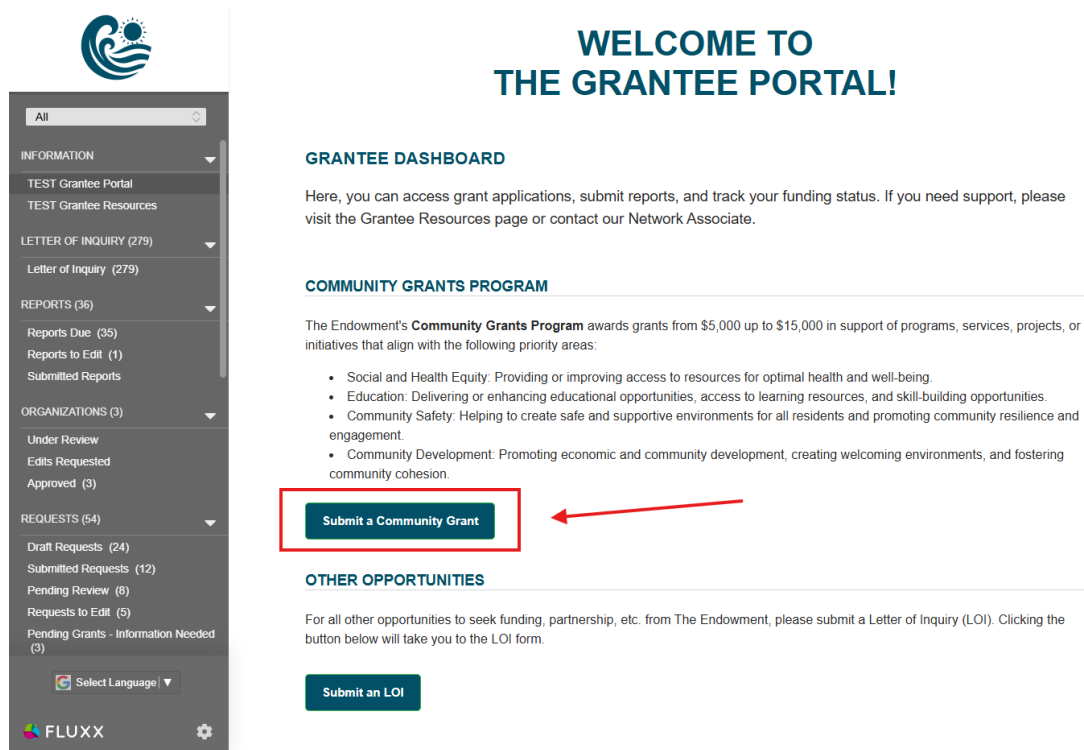
[Submit a Community Grant](#)

OTHER OPPORTUNITIES

For all other opportunities to seek funding, partnership, etc. from The Endowment, please submit a Letter of Inquiry (LOI). Clicking the button below will take you to the LOI form.

[Submit an LOI](#)

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



This screenshot is identical to the previous one, but with a red arrow pointing to the 'Submit a Community Grant' button in the 'COMMUNITY GRANTS PROGRAM' section.

WELCOME TO THE GRANTEE PORTAL!

GRANTEE DASHBOARD

Here, you can access grant applications, submit reports, and track your funding status. If you need support, please visit the Grantee Resources page or contact our Network Associate.

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[Submit a Community Grant](#)

OTHER OPPORTUNITIES

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[Submit an LOI](#)

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

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

TABLE OF CONTENTS
ACKNOWLEDGEMENTS
SECTION I. ORGANIZATION AND CONTACTS
SECTION II. FISCAL SPONSORSHIP ORGANIZATION
SECTION III. APPLICATION QUESTIONS
SECTION IV. ORGANIZATION DOCUMENT UPLOADING SECTION

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

Cancel ABC Save Save and Close

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 - headq...

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

Cancel ABC Save Save and Close

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

Budget Instructions

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.

Request Budget Instructions

6. Requested Budget*

This is how your Endowment funds will be spent.

Grant Budget Template – Click the + button to the right -->*

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.

8. Budget Narrative*
(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.

1. What will you do with the funds? (Describe the specific activities, services, or programs the grant will support).
2. If you indicated that your project will cost more than the amount you are requesting, please provide details on additional funding sources and explain how the remaining project costs will be covered.

Buttons: Cancel, ABC, Save, Save and Close

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.

Add a Grant Budget Template

ORIGINAL BUDGET

YEAR 1 ORIGINAL BUDGET

Year 1 Original Budget Start Date

Year 1 Original Budget End Date

Personnel: Salaries, wages, benefits, payroll, taxes, etc.

Operating: General operating and administrative expenses (e.g., supplies, etc.).

Program Expenses: Expenses directly related to grant funded program.

Buttons: ABC, Save

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

The screenshot shows the FLUXX system interface. On the left is a sidebar with navigation links like 'All', 'LETTER OF INQUIRY', 'REPORTS', 'ORGANIZATIONS', 'PEOPLE', and 'REQUESTS'. The main area displays a list of grant templates for 'NHCE QA Testing Grantees'. A modal dialog titled 'Add a Grant Budget Template' is open, showing the 'ORIGINAL BUDGET' section. Under 'YEAR 1 ORIGINAL BUDGET', there are two date fields: 'Year 1 Original Budget Start Date' with the value '04/01/2026' and 'Year 1 Original Budget End Date' with the value '12/29/2026'. These fields are enclosed in a red rectangular box. A red arrow points from the top right towards the 'YEAR 1 ORIGINAL BUDGET' header. Below the date fields are sections for 'Personnel', 'Operating', and 'Program Expenses', each with a text input field. At the bottom of the dialog are 'Save' and 'Save and Close' buttons.

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

This screenshot shows the same FLUXX system interface as the previous one, but with the 'Add a Grant Budget Template' dialog box updated with monetary values. The 'Year 1 Original Budget End Date' field now shows '12/29/2026'. Below it, a red rectangular box highlights five expense categories, each with a corresponding amount entered in its text field: 'Personnel: Salaries, wages, benefits, payroll, taxes, etc.' with '\$0'; 'Operating: General operating and administrative expenses (e.g., supplies, etc.)' with '\$2,000'; 'Program Expenses: Expenses directly related to grant funded program.' with '\$1,500'; 'Professional Services: Legal, accounting, contractor, etc.' with '\$0'; and 'Capital Expenditures: Property, vehicle, equipment, computers, etc.' with '\$0'. A red arrow points from the right side of the screen towards the 'Capital Expenditures' field. The dialog also includes 'Save' and 'Save and Close' buttons at the bottom.

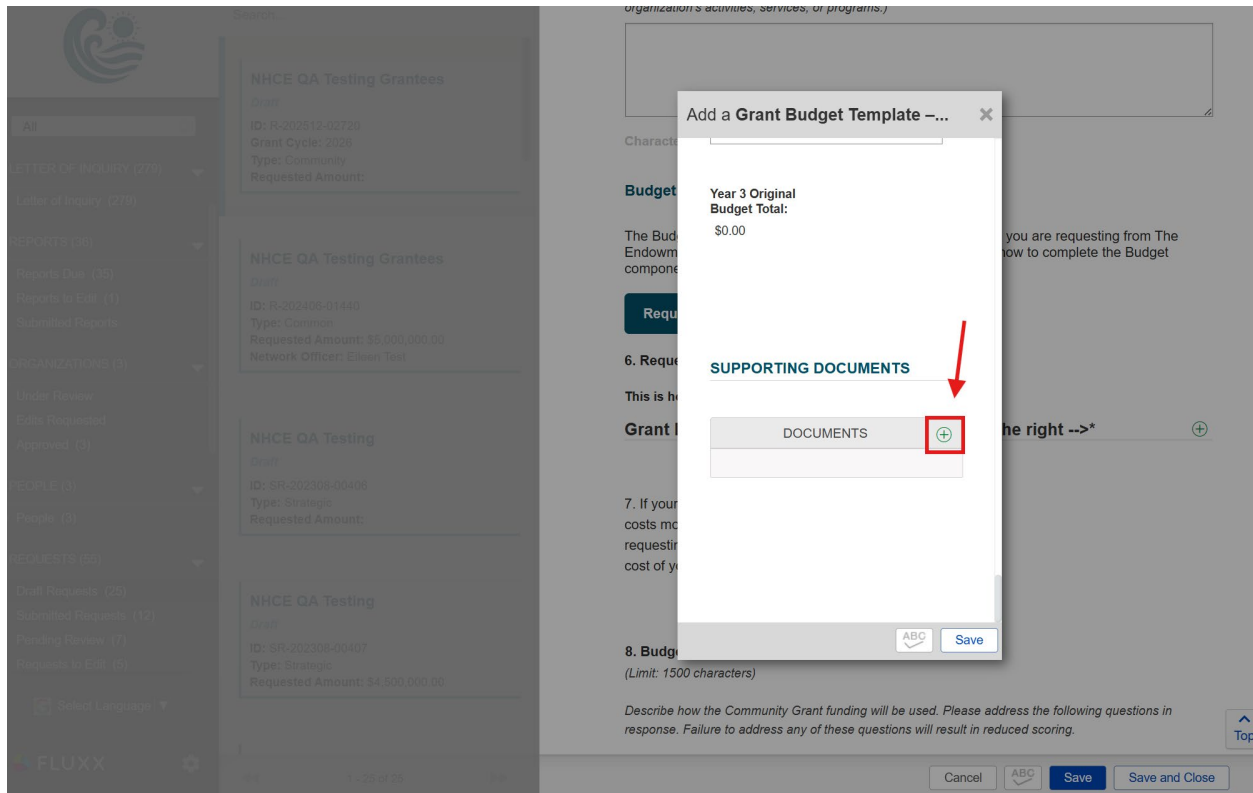
11. Below the provided categories, you will see fields to enter 5 custom line items and amounts to your budget. Add these as needed for your Year 1 budget.

The screenshot shows the FLUXX application interface. On the left is a sidebar with navigation links: All, LETTER OF INQUIRY (2/9), REPORTS (36), ORGANIZATIONS (3), PEOPLE (5), and REQUESTS (5). The main content area displays a list of grant requests. A modal titled "Add a Grant Budget Template" is open, showing fields for Custom 1 Label (Program Specific Expense), Custom 1 Amount (\$1,500), Custom 2 Label, Custom 2 Amount, Custom 3 Label, and Custom 3 Amount. A red arrow points to the Custom 1 Label field. The modal also includes a "Save" button and a "Cancel" button.

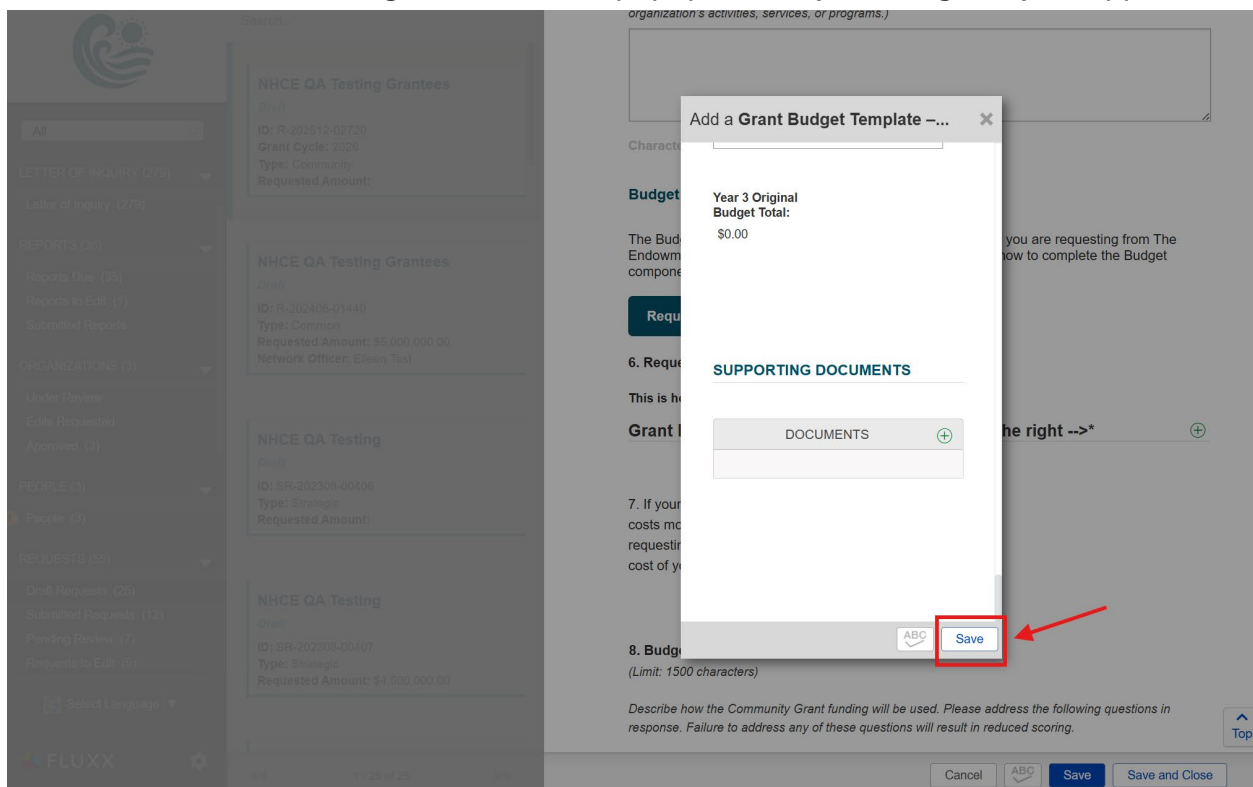
12. Once you reach the end of year 1, you'll see a total for the amounts you entered in the budget above. Use this as a guide to ensure you're budgeting for the full amount you're requesting.

The screenshot shows the FLUXX application interface. On the left is a sidebar with navigation links: All, LETTER OF INQUIRY (2/9), REPORTS (36), ORGANIZATIONS (3), PEOPLE (5), and REQUESTS (5). The main content area displays a list of grant requests. A modal titled "Add a Grant Budget Template" is open, showing fields for Custom 4 Label, Custom 4 Amount, Custom 5 Label, and Custom 5 Amount. A red arrow points to the "Year 1 Original Budget Amount: \$5,000.00" field. The modal also includes a "Save" button and a "Cancel" button.

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.

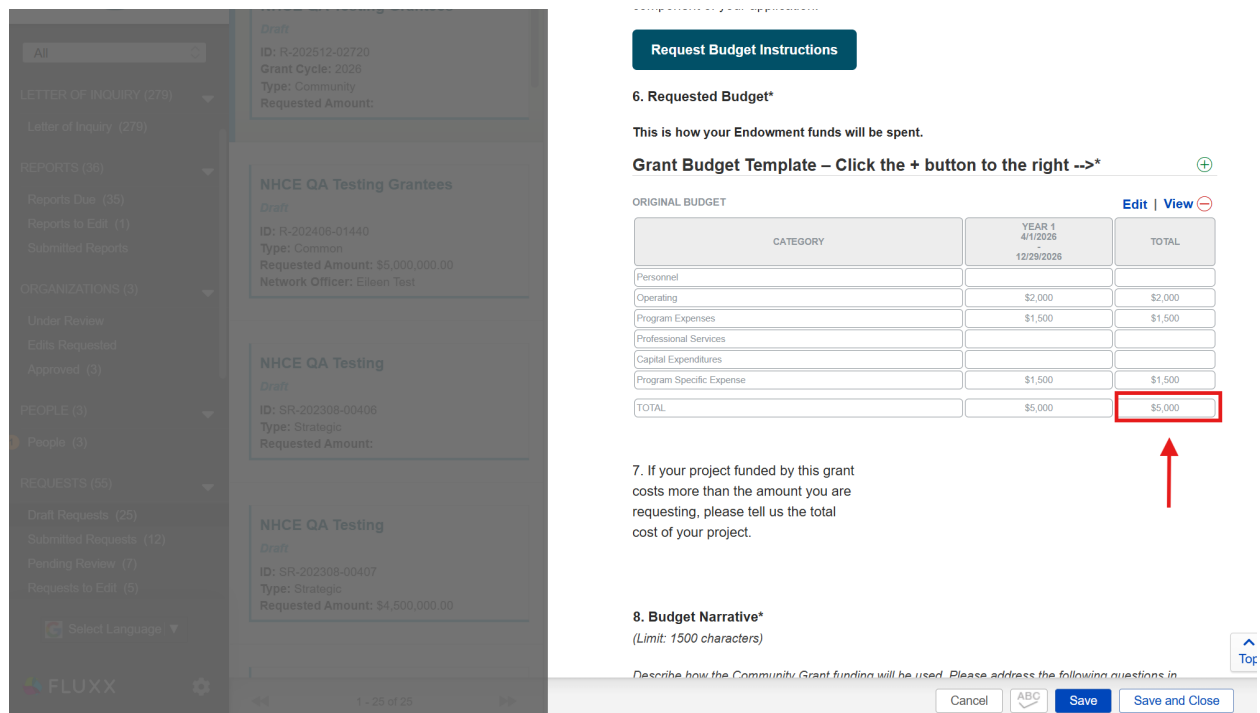


14. Click 'Save' in the bottom right corner of the popup to save your budget to your application.



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.



6. Requested Budget*

This is how your Endowment funds will be spent.

Grant Budget Template – Click the + button to the right -->*

ORIGINAL BUDGET [Edit](#) [View](#)

CATEGORY	YEAR 1 4/1/2026 12/29/2026	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

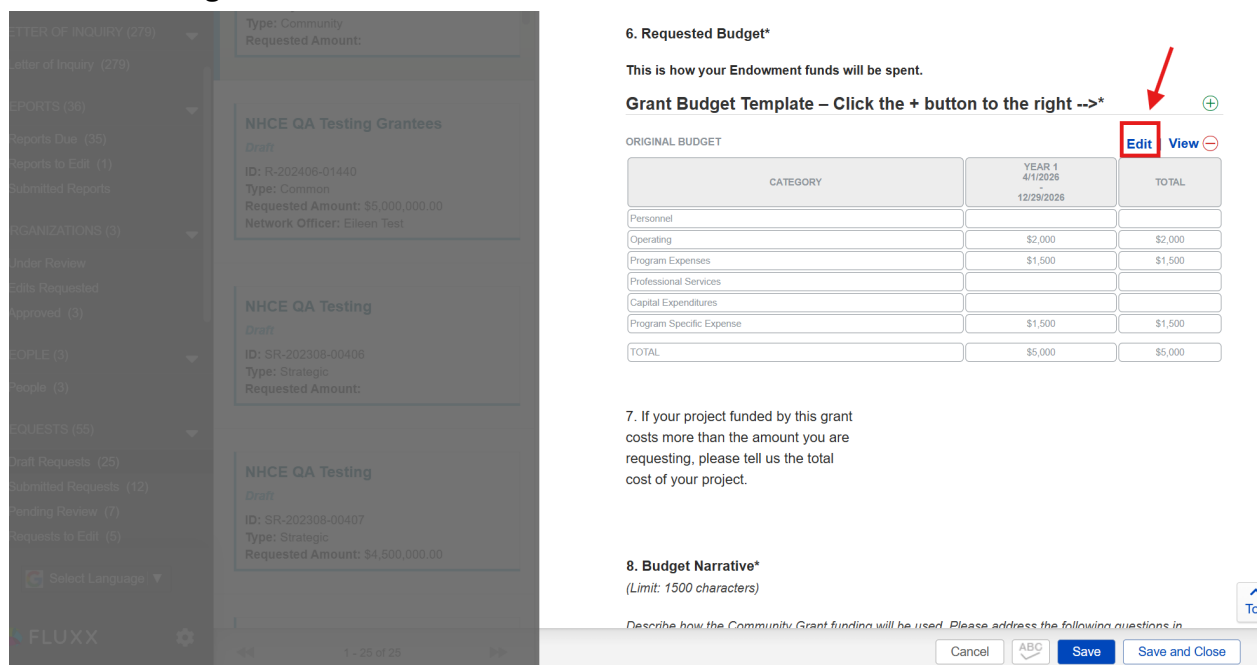
7. If your project funded by this grant costs more than the amount you are requesting, please tell us the total cost of your project.

8. Budget Narrative*
(Limit: 1500 characters)

Describe how the Community Grant funding will be used. Please address the following questions in

[Cancel](#) [Save](#) [Save and Close](#)

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



6. Requested Budget*

This is how your Endowment funds will be spent.

Grant Budget Template – Click the + button to the right -->*

ORIGINAL BUDGET [Edit](#) [View](#)

CATEGORY	YEAR 1 4/1/2026 12/29/2026	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

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.

8. Budget Narrative*
(Limit: 1500 characters)

Describe how the Community Grant funding will be used. Please address the following questions in

[Cancel](#) [Save](#) [Save and Close](#)

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. On the left is a sidebar with navigation links: All, LETTER OF INQUIRY (279), REPORTS (36), ORGANIZATIONS (3), PEOPLE (3), and REQUESTS (55). The main content area displays a list of grant applications under the heading 'NHCE QA Testing Grantees'. Each application entry includes a draft status, ID, Grant Cycle, Type, Requested Amount, and Network Officer. At the bottom right, there are four buttons: Cancel, ABC, Save, and Save and Close. The 'Save and Close' button is highlighted with a red box, and a red arrow points to it from the right.

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. On the left is a sidebar with navigation links: All, LETTER OF INQUIRY (279), REPORTS (36), ORGANIZATIONS (3), PEOPLE (3), and REQUESTS (55). The main content area displays a list of grant applications under the heading 'NHCE QA Testing Grantees'. Each application entry includes a draft status, ID, Grant Cycle, Type, Requested Amount, and Network Officer. At the bottom right, there are four buttons: Withdraw, Submit, and two others. The 'Submit' button is highlighted with a red box, and a red arrow points to it from the right.