



2026
Community
GRANTS PROGRAM



BUDGET

Fluxx Walkthrough Guide:

How to Complete the Budget Template

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

1. 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

2. 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

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

Add a Grant Budget Template

ORIGINAL BUDGET

YEAR 1 ORIGINAL BUDGET

Year 1 Original Budget Start Date
04/01/2026

Year 1 Original Budget End Date
12/29/2026

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.

Save

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

Add a Grant Budget Template

YEAR 1 ORIGINAL BUDGET

Year 1 Original Budget End Date
12/29/2026

Personnel: Salaries, wages, benefits, payroll, taxes, etc.
\$0

Operating: General operating and administrative expenses (e.g., supplies, etc.).
\$2,000

Program Expenses: Expenses directly related to grant funded program.
\$1,500

Professional Services: Legal, accounting, contractor, etc.
\$0

Capital Expenditures: Property, vehicle, equipment, computers, etc.
\$0

Save

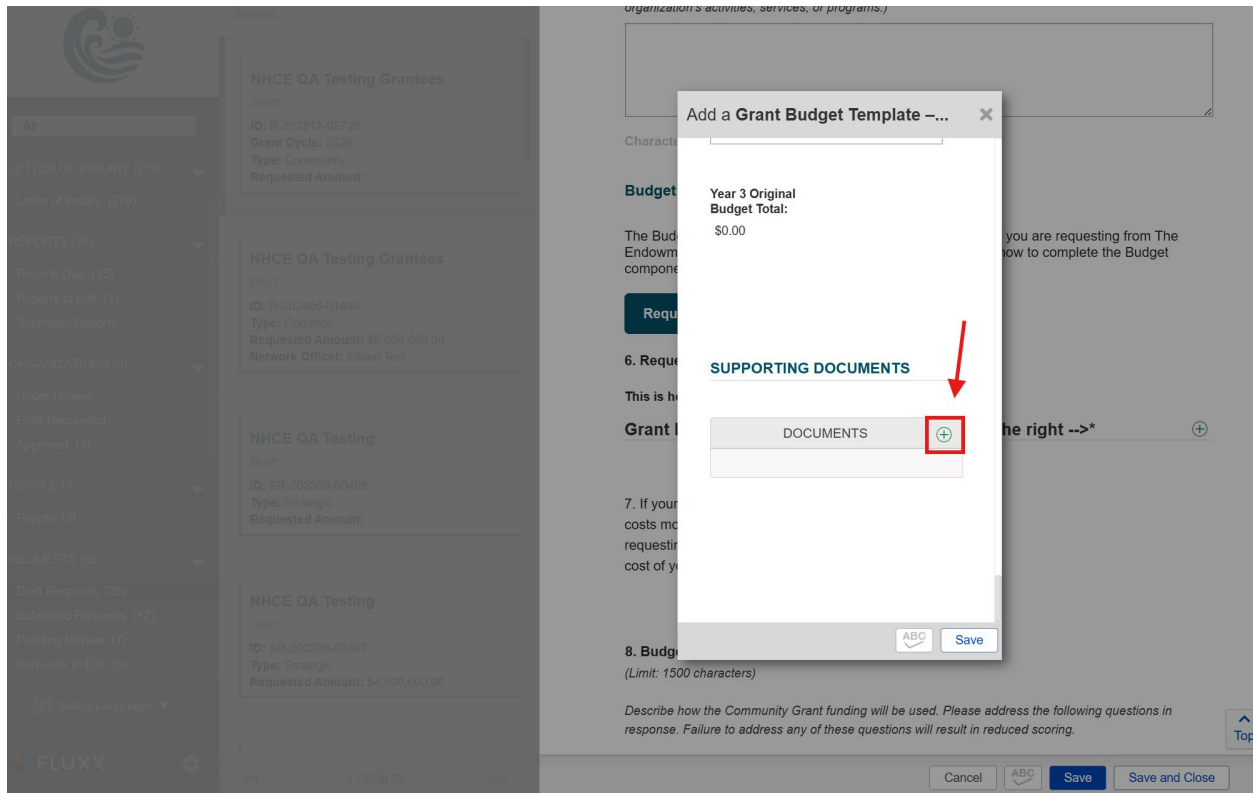
5. Below the provided categories, you will see fields to enter 5 custom line items and amounts to your budget. Add these as needed for your Year 1 budget.

The screenshot shows the FLUXX application interface. On the left is a sidebar with navigation links: All, LETTER OF INQUIRY (20), Reports Due (35), Reports to Edit (1), Submitted Reports, ORGANIZATIONS (3), Under Review, Edits Requested, Approved (3), PEOPLE (3), People (3), REQUESTS (3), Draft Requests (2), Submitted Requests (12), Pending Review (7), Requests to Edit (5), and a 'Select Language' dropdown. 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, Custom 3 Amount, and Custom 4 Label. A red arrow points to the Custom 1 Label field. The modal also includes 'Save' and 'Save and Close' buttons at the bottom.

6. 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, similar to the previous one. The modal titled 'Add a Grant Budget Template' is open, showing fields for Custom 4 Label, Custom 4 Amount, Custom 5 Label, Custom 5 Amount, and Year 1 Original Budget Amount (\$5,000.00). A red arrow points to the Year 1 Original Budget Amount field. Below this, there is a section for 'YEAR 2 ORIGINAL BUDGET' with a field for 'Year 2 Original Budget Start Date'. The modal also includes 'Save' and 'Save and Close' buttons at the bottom.

7. 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.



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

