

2026
Community
GRANTS PROGRAM



Fluxx Walkthrough Guide:

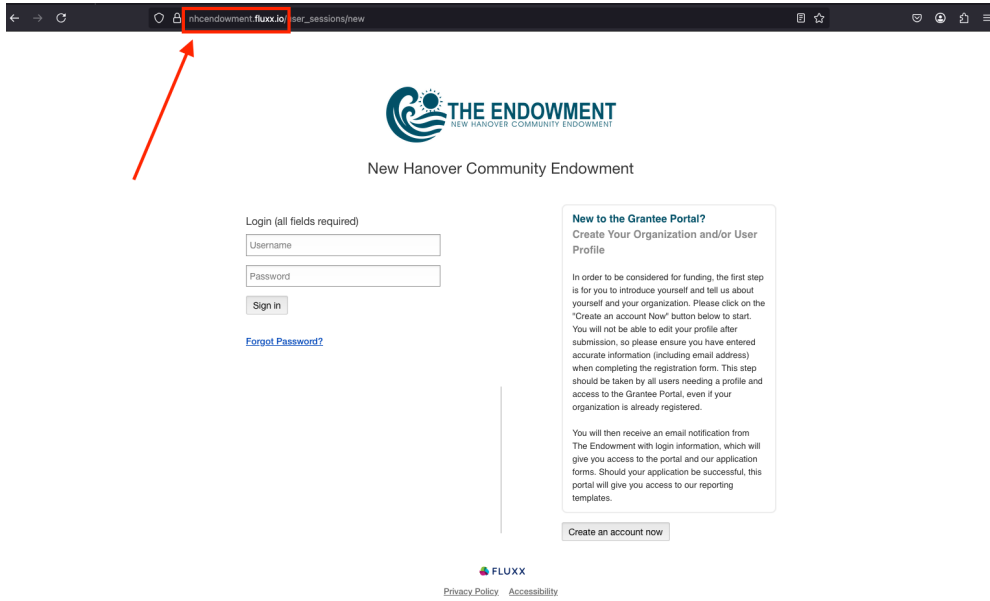
How to Upload Documents

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

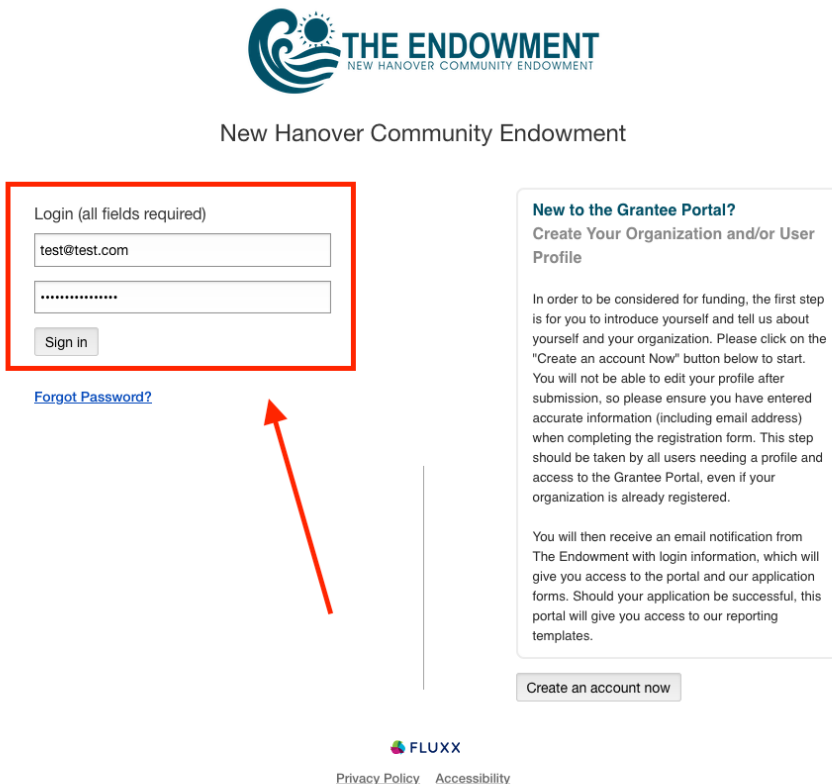
Fluxx Walkthrough Guide: How to Upload Documents

Uploading Documents to Your Organization Card:

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



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



- 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 FLUXX Grantee Portal interface. On the left is a dark navigation sidebar with a dropdown menu at the top containing 'All'. A red arrow points to this dropdown. The main content area features a large blue header 'WELCOME TO THE GRANTEE PORTAL!' and several sections: 'GRANTEE DASHBOARD', 'COMMUNITY GRANTS PROGRAM' (with a 'Submit a Community Grant' button), and 'OTHER OPPORTUNITIES' (with a 'Submit an LOI' button).

- Select the appropriate organization you are adding documents for. You may skip to the next step if you're only connected to one organization.

This screenshot shows the FLUXX Grantee Portal with the dropdown menu expanded. The option 'NHCE QA Testing Grantees' is highlighted with a red box and a red arrow. The main content area now includes the logo for 'THE ENDOWMENT NEW HANOVER COMMUNITY ENDOWMENT' and a large blue banner 'WELCOME TO THE GRANTEE PORTAL!'. Below this are sections for 'Grantee Dashboard' and 'OTHER OPPORTUNITIES' with a 'Submit an LOI' button.

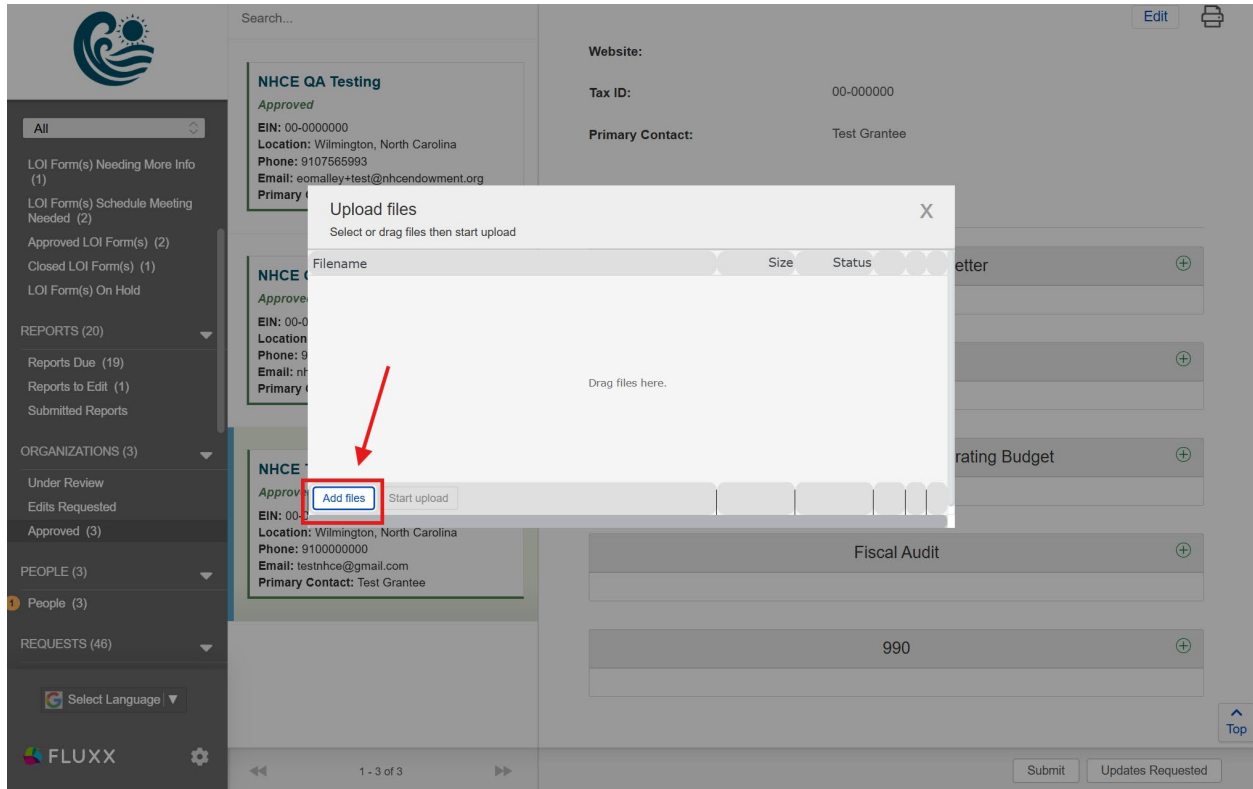
- Click on 'Approved' under the 'ORGANIZATIONS' heading in the navigation menu and click the organization you want to upload documents to.

The screenshot shows the FLUXX portal interface. On the left, a navigation menu is visible with the 'Approved (3)' option under the 'ORGANIZATIONS (3)' section highlighted with a red box and a red arrow. The main content area displays details for three organizations: 'NHCE QA Testing', 'NHCE QA Testing Grantees', and 'NHCE Test'. Each organization card includes the status 'Approved', EIN (00-0000000), Location (Wilmington, North Carolina), Phone, Email, and Primary Contact. Below the organization cards, a 'TABLE OF CONTENTS' section lists 'MODERATOR ACTION NEEDED', 'CONTACT INFORMATION', and 'ORGANIZATION DOCUMENTS'. The 'MODERATOR ACTION NEEDED' section contains a paragraph of text explaining the role of the moderator and providing instructions for connecting contacts.

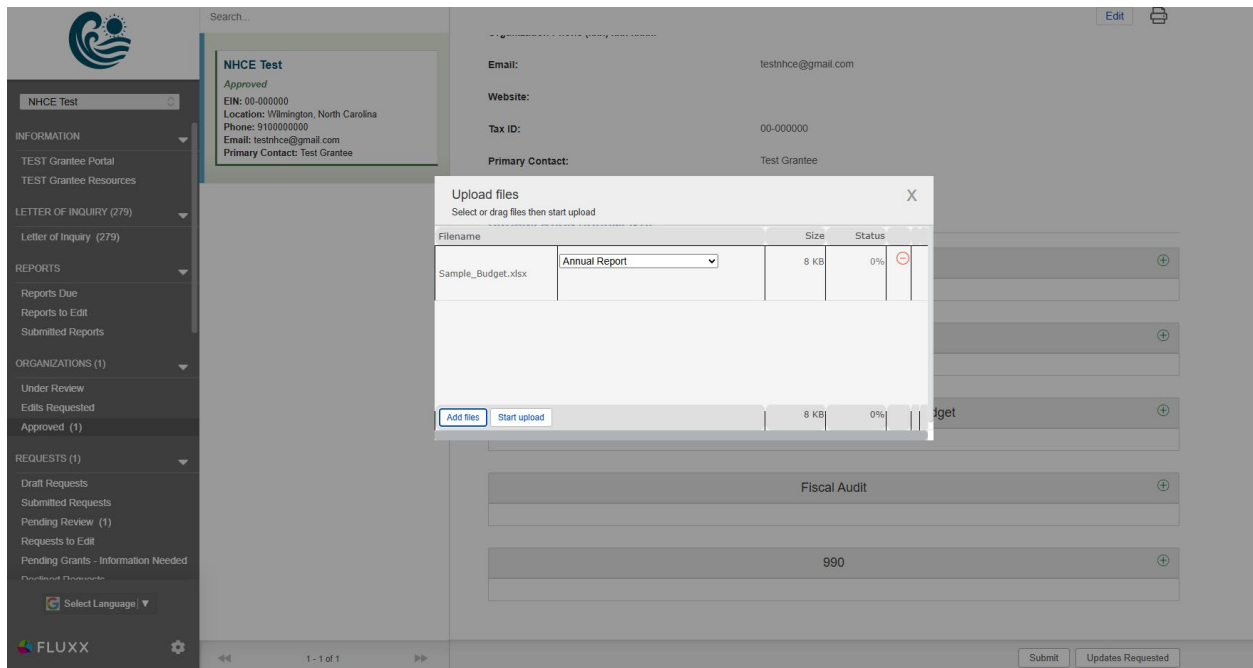
- Scroll down to the Organization Documents section and click on the green plus sign in each of the required boxes below. **Note: the green plus signs will only appear if you are the moderator for your organization.**

The screenshot shows the FLUXX portal interface with the 'Organization Documents' section visible. The navigation menu on the left is the same as in the previous screenshot. The main content area displays details for the 'NHCE QA Testing' organization. Below the organization details, the 'ORGANIZATION DOCUMENTS' section is visible, listing several documents: 'IRS Determination Letter', 'Board List', 'Organization Fiscal Year Operating Budget', 'Fiscal Audit', and '990'. Each document title is followed by a green plus sign in a box, indicating that the user is the moderator for this organization. A red arrow points to the plus sign for the 'IRS Determination Letter' document.

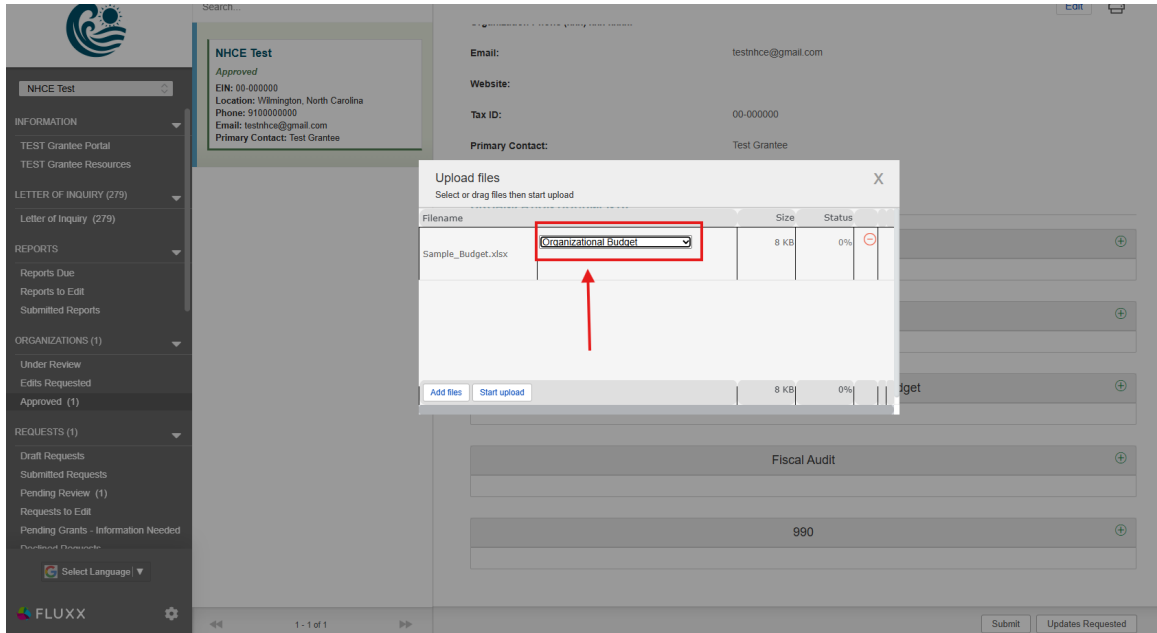
7. Drag the appropriate file into the popup OR click on the 'Add Files' button in the bottom left hand corner of the popup.



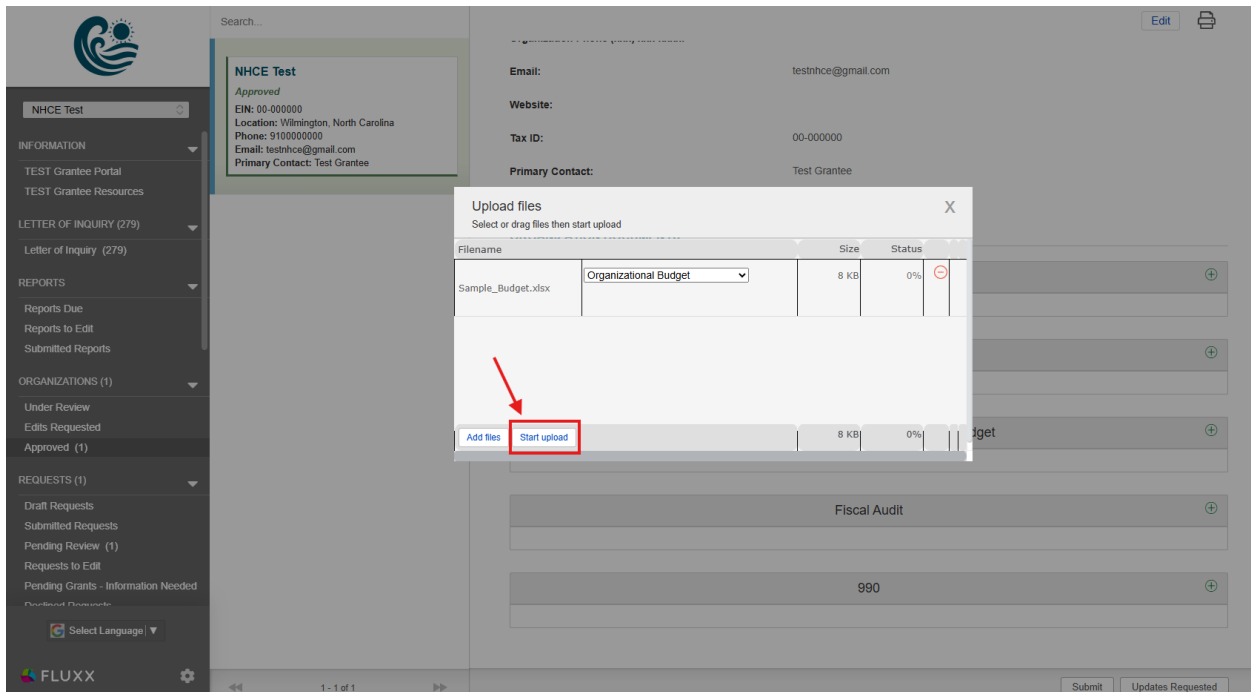
8. You will see the file name populate the box along with a status of 0%.



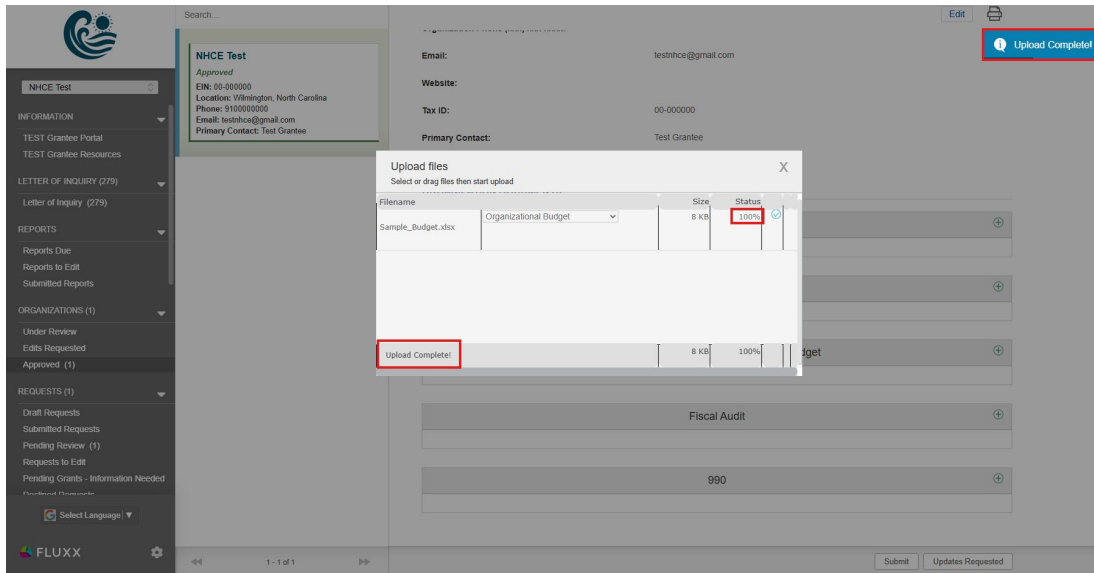
9. Select the appropriate file type for the file you are submitting by clicking on the dropdown to the right of the file name.
- a. If the available document types are not applicable to the document you are uploading, please select 'Other Document' and then provide a document type name in the field labeled 'Custom Text' (Required).



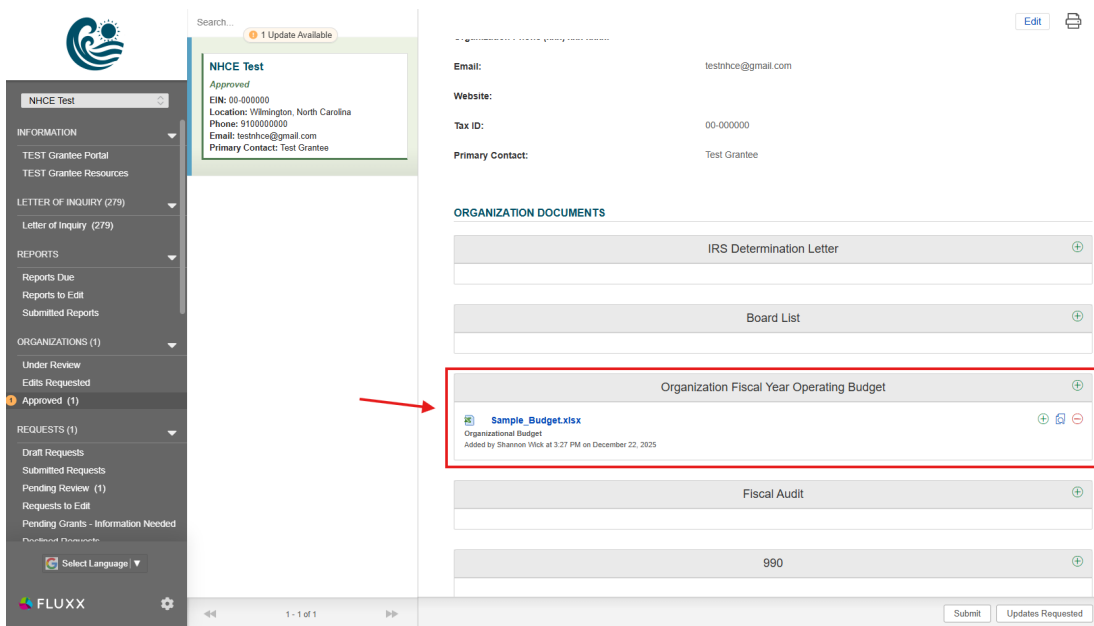
10. Once the appropriate file type is selected, click 'Start Upload' in the bottom left corner of the popup box.



11. The status of the file(s) will go from 0%-100% when successfully uploaded.



12. Once the status is at 100%, you can click the 'X' in the top right corner of the popup and you will see the file(s) on the form in the box in which they were uploaded



- a. **IMPORTANT:** Sometimes the system experiences issues where files are not able to be uploaded at the time you try to upload them. If this happens, check the file name as certain special characters are prohibited. If the file(s) do not contain the prohibited characters, try repeating the steps above. If the document still will not upload, please upload our Grants Technology & Operations Manager at ksaldivar@theendowment.org.
- b. An error message will appear if a file is uploaded using any of the following special characters in the title:
 - Ampersand - &
 - Dollar - \$

- At - @
- Equals - =
- Semicolon - ;
- Colon - :
- Plus - +
- Significant amount of spaces
- Comma - ,
- Question mark - ?
- Backslash - \
- Left & Right curly brace - { }
- Non-printable ASCII characters
- Caret - ^
- Left & Right square bracket - []
- Percent - %
- Quotation marks - “”
- Less Than & Greater Than symbols - < >
- Tilde - ~
- Pound - #
- Vertical bar/ pipe - |

Uploading Documents to Your Community Grant Application:

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

The screenshot shows a web browser window with the address bar containing nhcendowment.fluxx.io/ser_sessions/new. The page features the logo for THE ENDOWMENT NEW HANOVER COMMUNITY ENDOWMENT and the text "New Hanover Community Endowment".

Login (all fields required)

Username

Password

[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.

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?](#)

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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 is your user account is only connected to one organization.

THE ENDOWMENT
NEW HANOVER COMMUNITY ENDOWMENT

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

INFORMATION

TEST Grantee Portal

TEST Grantee Resources

LETTER OF INQUIRY (279)

Letter of Inquiry (279)

REPORTS (36)

Reports Due (35)

Reports to Edit (1)

Submitted Reports

ORGANIZATIONS (3)

Under Review

Edits Requested

Approved (3)

REQUESTS (54)

Draft Requests (24)

Submitted Requests (12)

Pending Review (8)

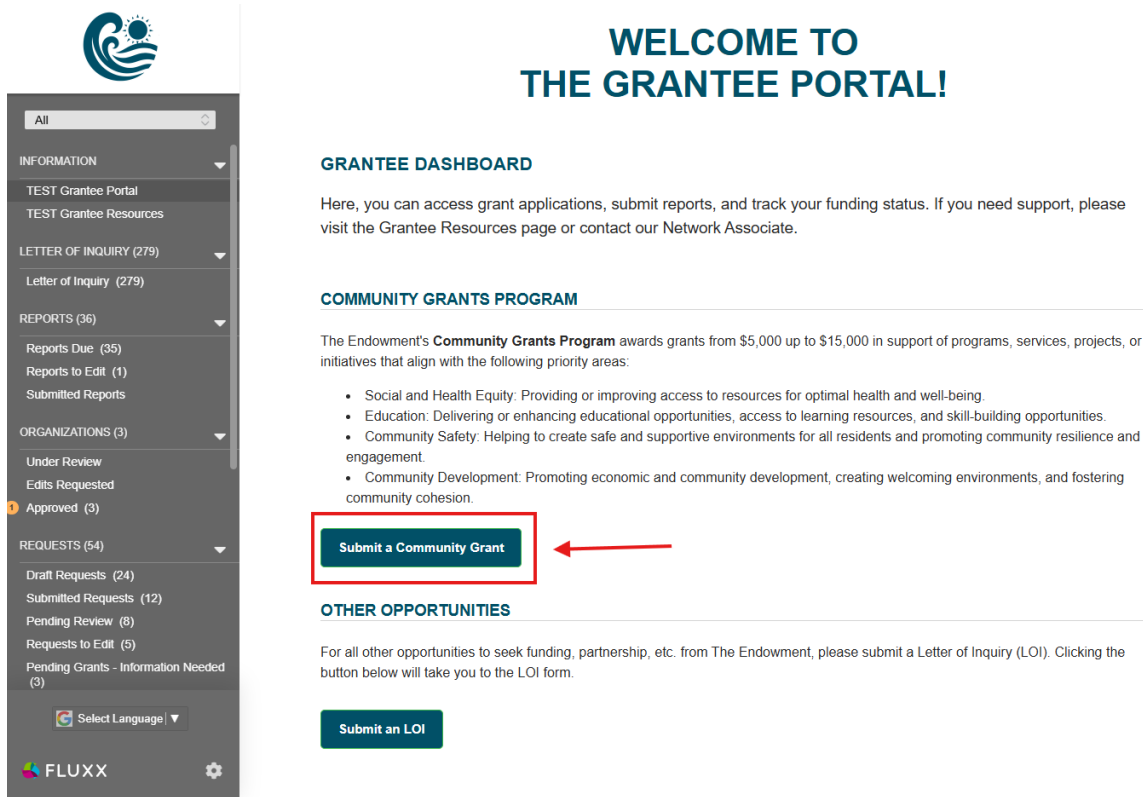
Requests to Edit (5)

Pending Grants - Information Needed (3)

Select Language

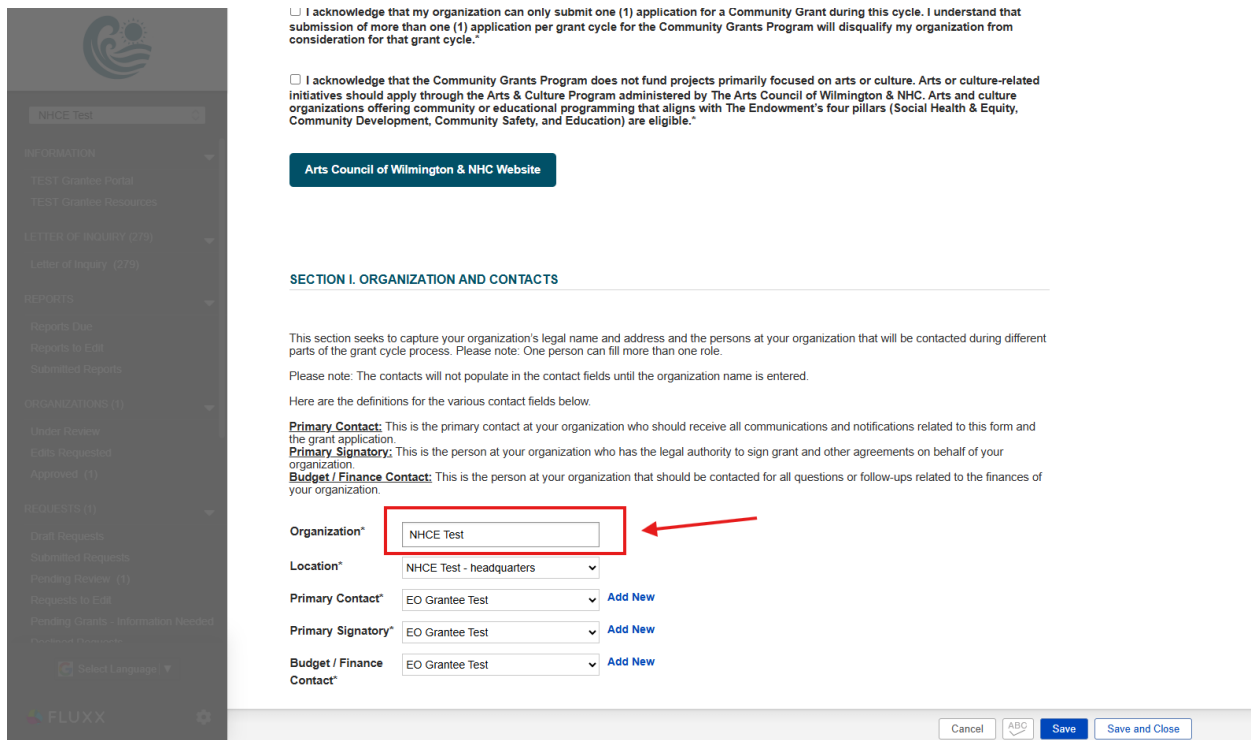
FLUXX

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



The screenshot shows the Grantee Dashboard interface. On the left is a navigation sidebar with categories like INFORMATION, LETTER OF INQUIRY (279), REPORTS (36), ORGANIZATIONS (3), and REQUESTS (54). The main content area is titled 'WELCOME TO THE GRANTEE PORTAL!' and includes a 'GRANTEE DASHBOARD' section with a welcome message, a 'COMMUNITY GRANTS PROGRAM' section with a list of priority areas, and an 'OTHER OPPORTUNITIES' section with a 'Submit an LOI' button. A red box highlights the 'Submit a Community Grant' button, with a red arrow pointing to it from the right.

5. Start completing the application as normal. **Note: In order for the document upload sections to appear, you must enter your organization’s name in the appropriate field and then click ‘Save’.**



The screenshot shows the application form. At the top, there are two checkboxes with text: the first states that only one application per grant cycle is allowed, and the second states that projects primarily focused on arts or culture are not funded. Below this is a link to the 'Arts Council of Wilmington & NHC Website'. The main section is titled 'SECTION I. ORGANIZATION AND CONTACTS' and contains instructions and definitions for contact roles. The 'Organization*' field is highlighted with a red box and a red arrow pointing to it from the right. Below it are dropdown menus for 'Location*', 'Primary Contact*', 'Primary Signatory*', and 'Budget / Finance Contact*', each with an 'Add New' link. At the bottom right are buttons for 'Cancel', 'Save', and 'Save and Close'.

Community Development, Community Safety, and Education) are eligible.

Arts Council of Wilmington & NHC Website

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*	<input type="text" value="NHCE Test"/>
Location*	<input type="text" value="NHCE Test - headquarters"/>
Primary Contact*	<input type="text" value="EO Grantee Test"/> Add New
Primary Signatory*	<input type="text" value="EO Grantee Test"/> Add New
Budget / Finance Contact*	<input type="text" value="EO Grantee Test"/> Add New

SECTION II. FISCAL SPONSORSHIP ORGANIZATION



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

6. In the document uploading section, some documents may auto-populate based on your organization's previous submissions. If any auto-populated documents are outdated or you have more recent versions, please upload the updated documents before submitting your application.
7. If you need to upload or update your documents, click on the green plus sign in each of the required boxes below.

If the issue persists, follow the steps in our troubleshooting guide to successfully upload your document. If you are still unable to upload, please contact with our Network Associate by clicking the button below.

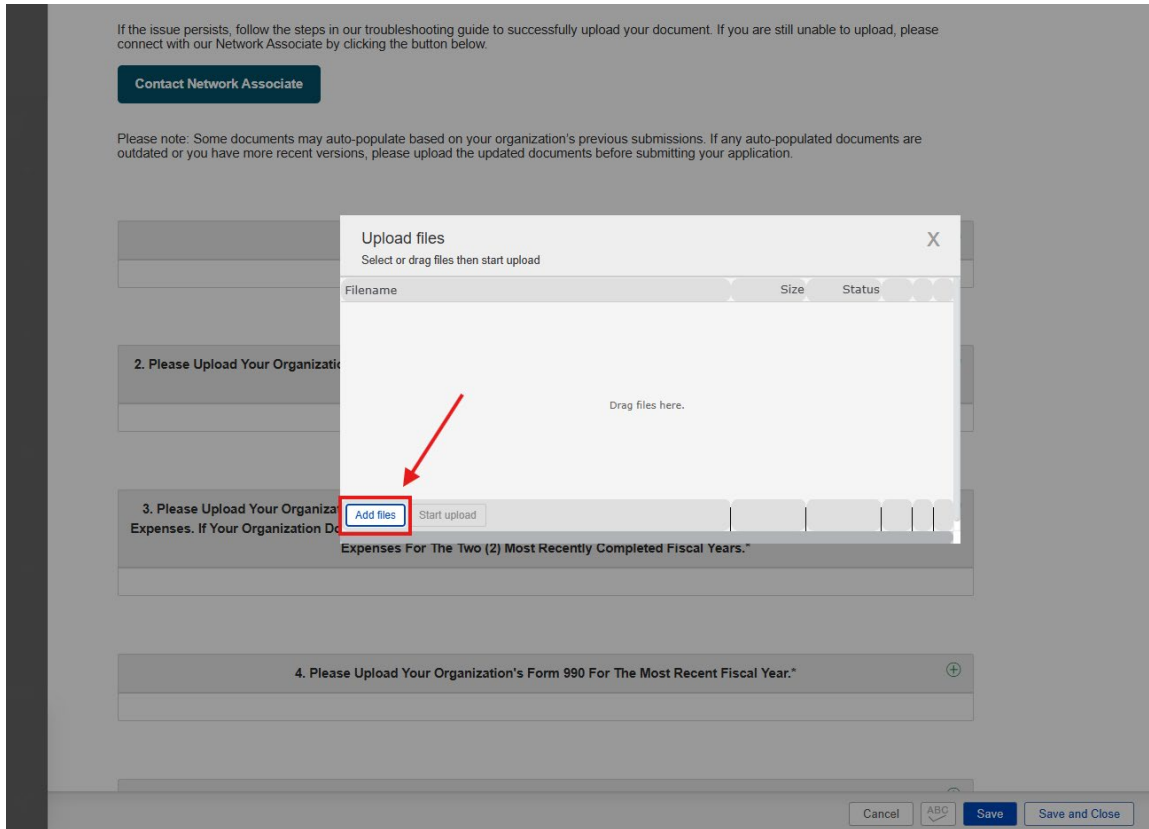
[Contact Network Associate](#)

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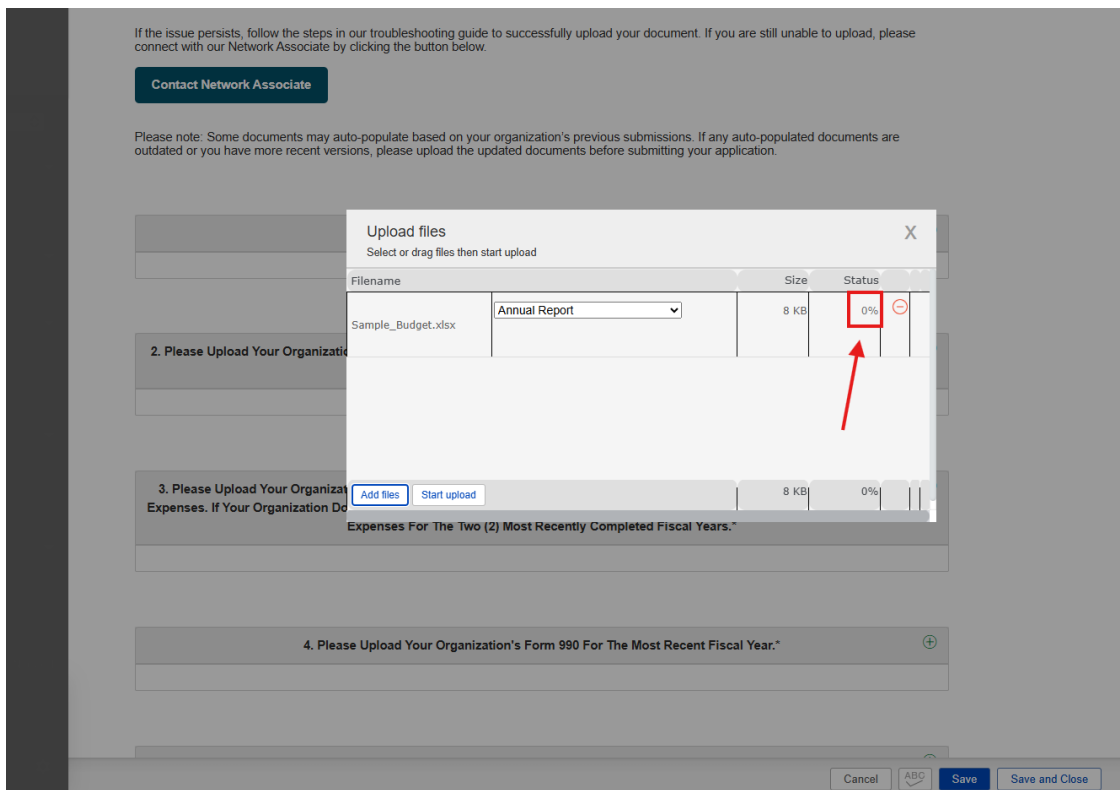
1. Please Upload A List Of Your Board Members With Affiliations.* 
2. Please Upload Your Organization's Fiscal Year Operating Budget (Income And Expenses) For The Current Year (Any Format Will Be Accepted).*
3. Please Upload Your Organization's Audited Financial Statements From The Most Recent Fiscal Year Showing Actual Income And Expenses. If Your Organization Does Not Have Audited Financials, Upload Your Balance Sheet, Statement Of Activities, And Functional Expenses For The Two (2) Most Recently Completed Fiscal Years.*
4. Please Upload Your Organization's Form 990 For The Most Recent Fiscal Year.* 

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

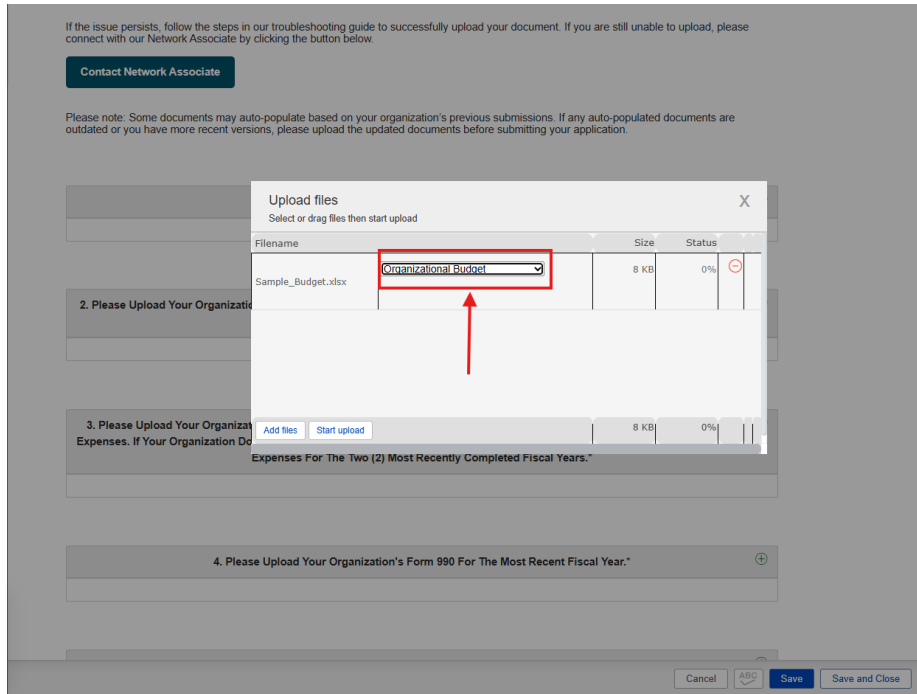
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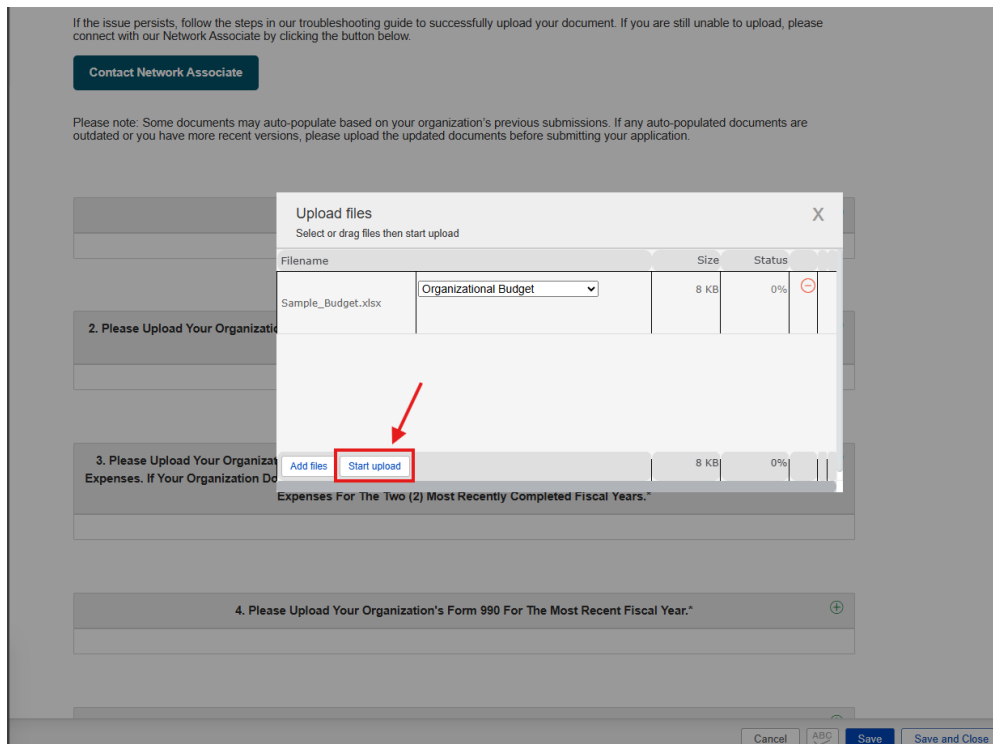
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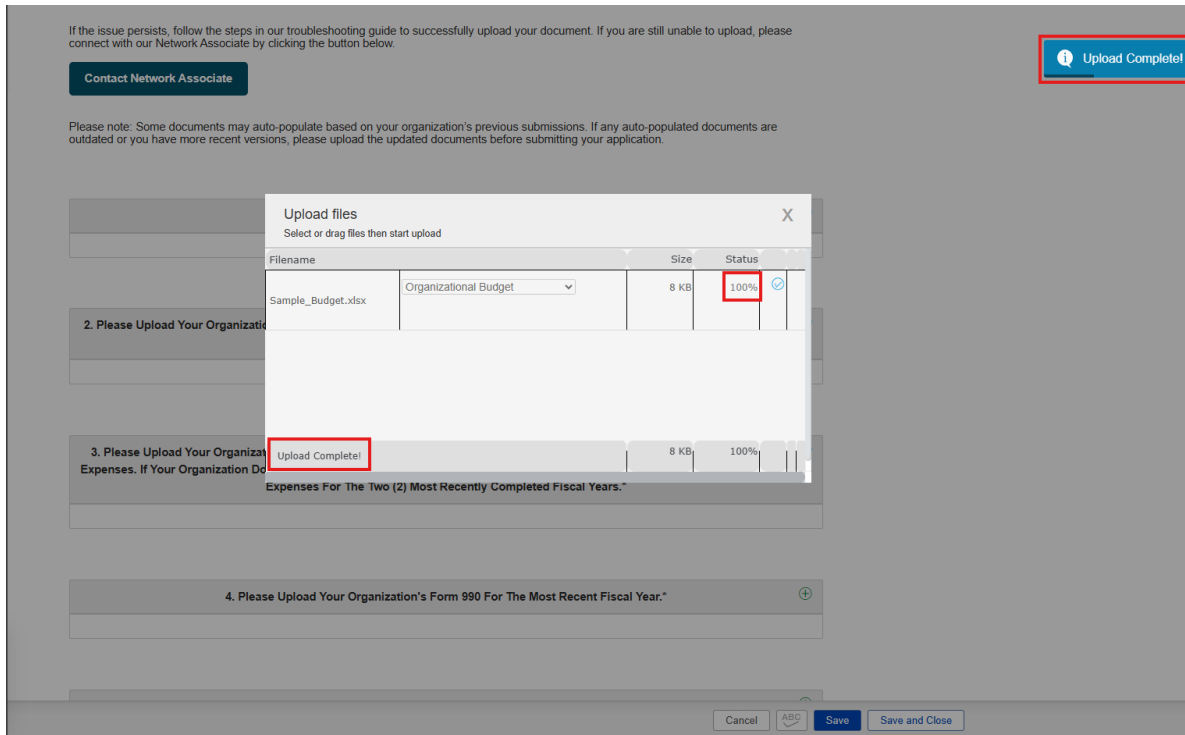
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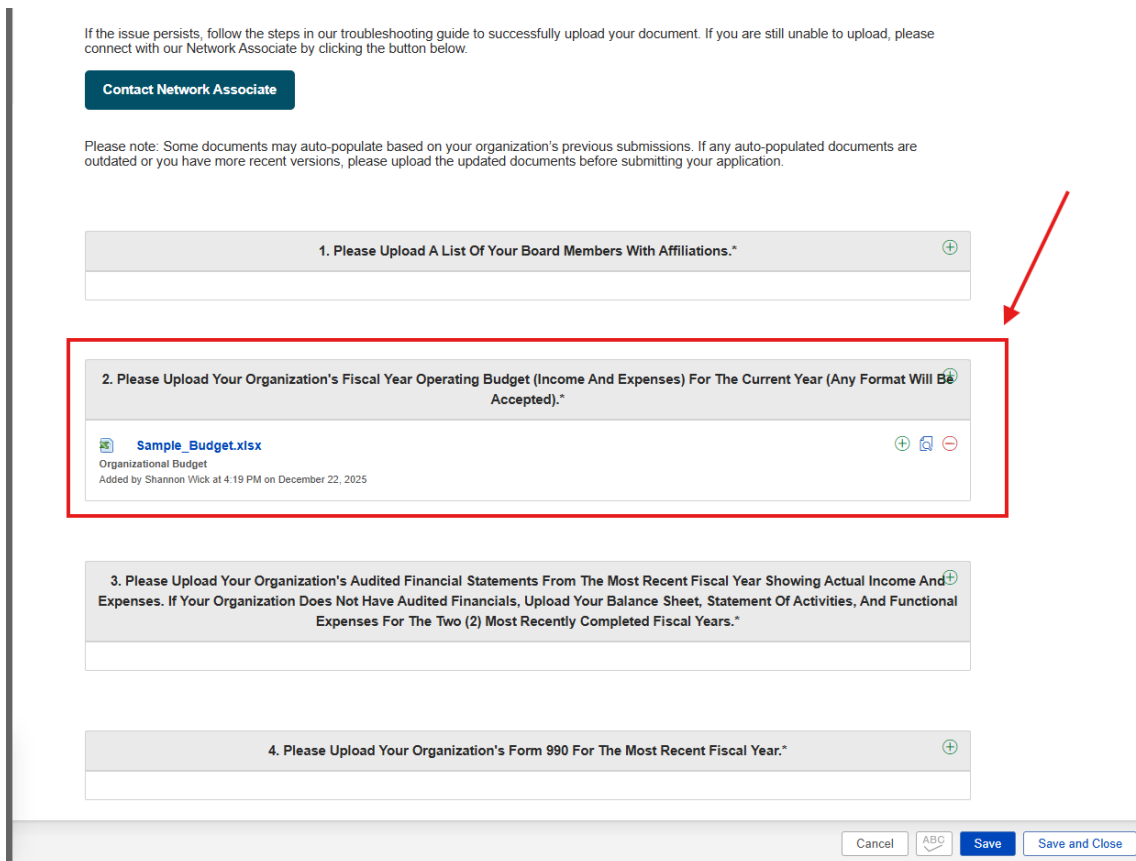
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 - Equals - =
 - Semicolon - ;
 - Colon - :
 - Plus - +
 - Significant amount of spaces
 - Comma - ,
 - Question mark - ?
 - Backslash - \
 - Left & Right curly brace - { }
 - Non-printable ASCII characters
 - Caret - ^
 - Left & Right square bracket - []
 - Percent - %
 - Quotation marks - “”
 - Less Than & Greater Than symbols - < >
 - Tilde - ~
 - Pound - #
 - Vertical bar/ pipe - |