



Grant application guidelines

Current Grantees

Current grantees with existing sign-in credentials can access their accounts via the Azrieli Foundation Fluxx Grantmaking Portal. Go to <https://azrielifoundation.fluxx.io> and enter your username and password.

If you forgot your username or password, click ***"Reset or create password"***. If your email is registered to an active account in the Azrieli Grants Management System - Fluxx, you will receive an email prompting you to reset your password. Otherwise, please email grants@azrielifoundation.org for assistance.

New Applicants

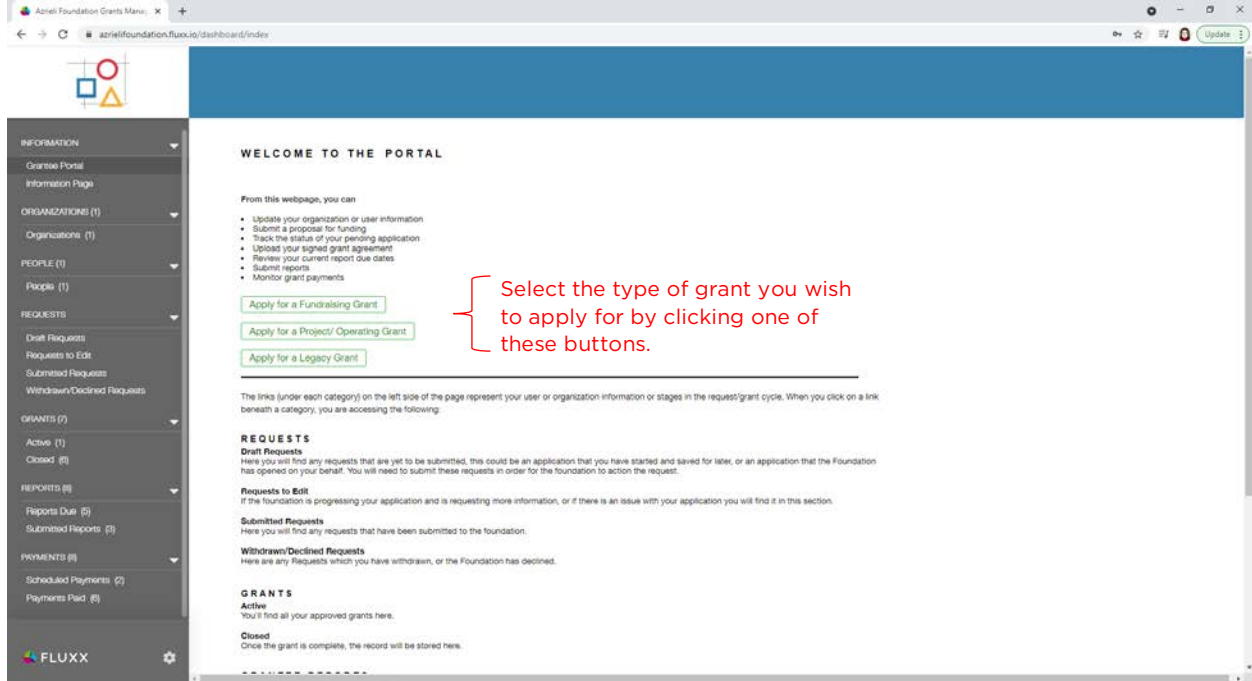
In order to be considered for funding, the first step is for you to answer some eligibility questions, introduce yourself and tell us about your organization.

Go to <https://azrielifoundation.fluxx.io> and click on the ***"Create an Account Now"*** button. 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.

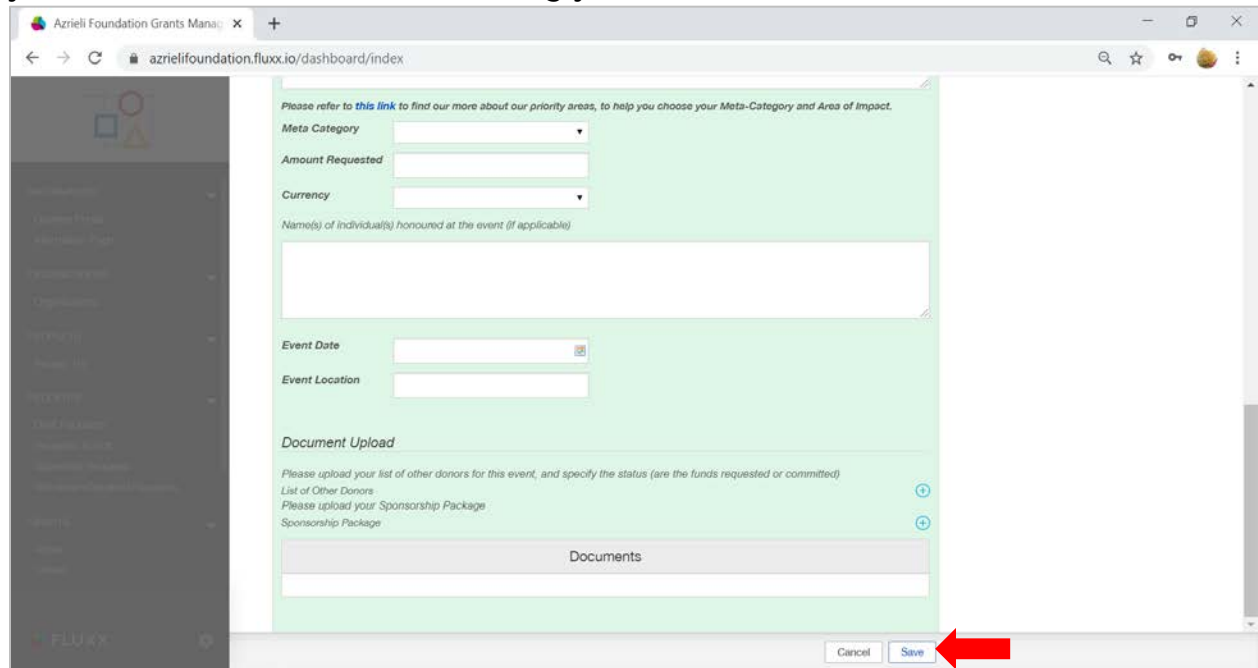
If your registration is approved by the Foundation, you will receive an email notification with login information, which will give you access to the Azrieli Foundation Fluxx Grantmaking Portal and our application forms.

Submitting a Grant Application

Select the grant type you wish to apply for and complete all required questions and requirements.

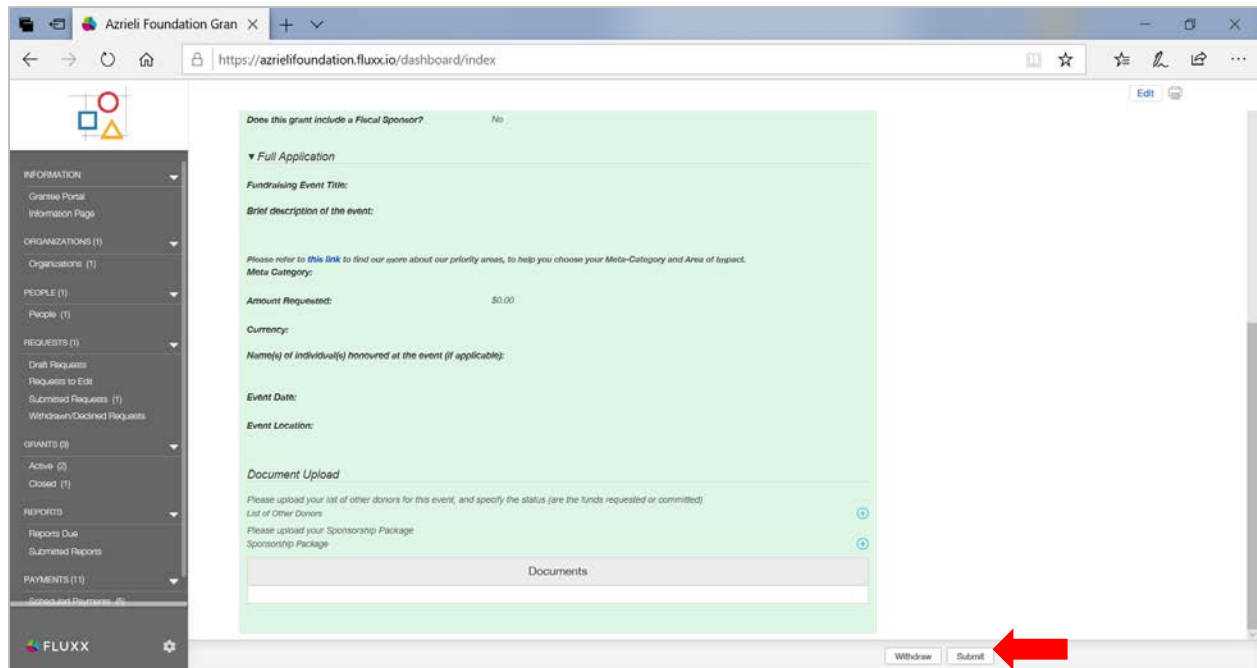


The portal does not autosave; therefore, you must click the **“Save”** button to ensure your data will not be lost. After saving you can continue to make edits.



The Foundation will not review your saved applications; please ensure to submit your draft once it is finalized.

To submit your draft, click the ***“Submit”*** button. Your application status will then be ***“Under Review”***.



After you submit your application, you can opt to withdraw it if you need to.

Making Changes to Your Application

During the application process, a Grant Manager can request that you make revisions to your letter of intent or application.

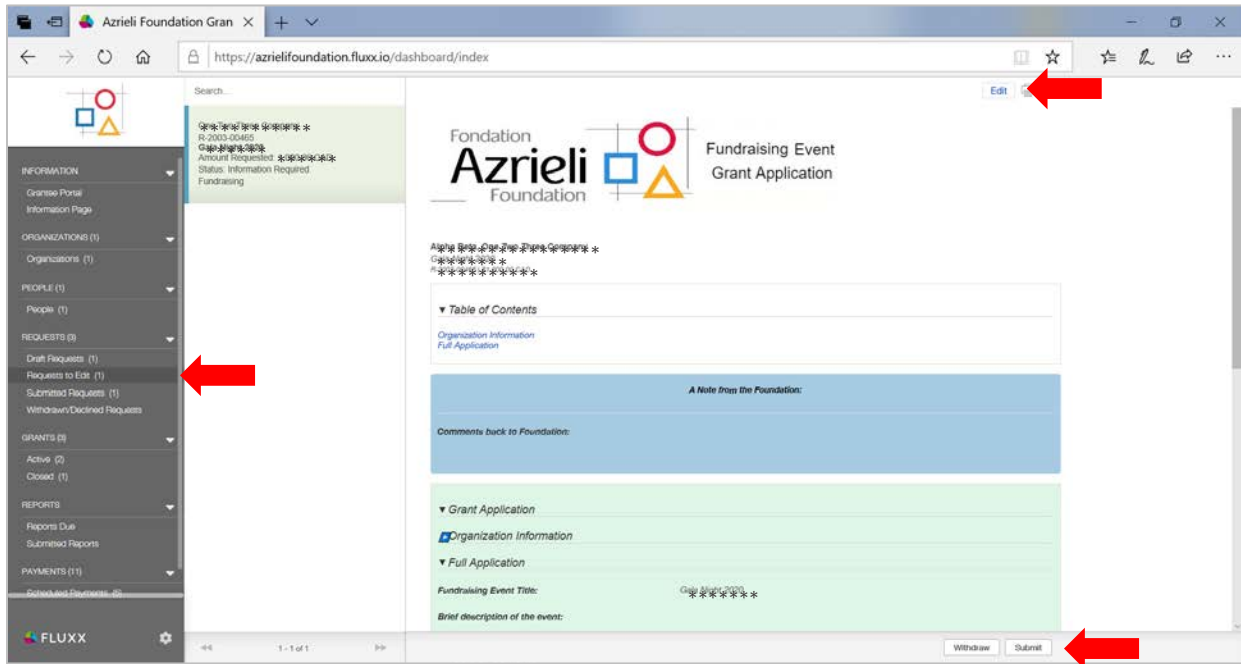
Log into your Grantee Portal.

Go to ***“Requests to Edit”***.

Read the Comments or Notes and make changes on the application by clicking the ***“Edit”*** button.

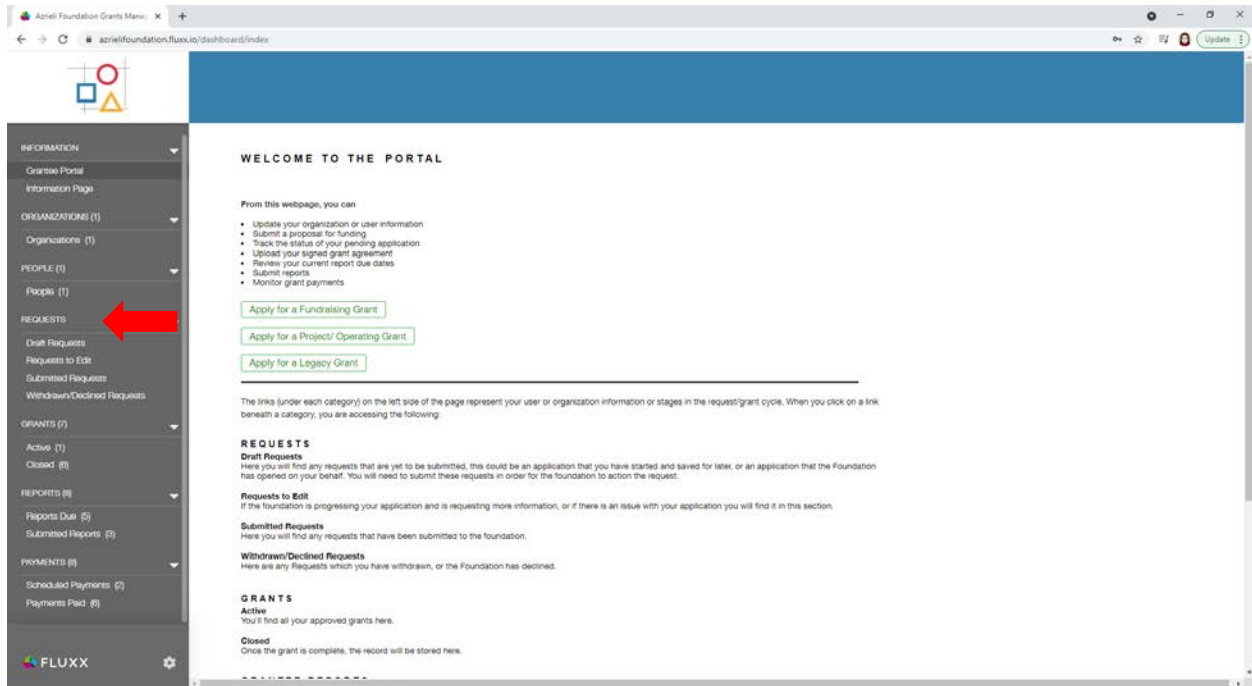
Once you updated your application, save your changes and click the ***“Submit”*** button.

Your application or Letter Of Intent will be reviewed again.



Track the Status of Your Pending Application

You can track the status of your grant application in the **“Requests”** section of your Grantee Portal.



You can check the status of your application in the **“Submitted Requests”** section.

The screenshot shows a web browser window with the URL <https://azrielifoundation.preprod.fluxlabs.com/dashboard/index>. The interface is divided into a left sidebar, a top search bar, and a main content area.

Left Sidebar: A dark grey sidebar with the FLUXX logo at the bottom. It contains several menu items with dropdown arrows: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (2), GRANTS, REPORTS, and PAYMENTS. The REQUESTS (2) section is expanded, showing sub-items: Draft Requests (1), Requests to Edit, Submitted Requests (1), and Withdrawn/Declined Requests. A red arrow points to the 'Submitted Requests (1)' item.

Search Bar: Located at the top left, it contains a search result for 'ABC Labs' with details: 'R-2003-03217', 'Run for a Cure', 'Amount Requested: 5,000 CAD', and 'Status: Under Review Fundraising'. A red arrow points to the 'Status: Under Review Fundraising' text.

Main Content Area: Displays the details for the selected grant request. At the top, it shows 'Peter Pepito, ABC Labs' and 'Run for a Cure' with the amount 'R-2003-03217 | \$5,000.00 CAD'. Below this is a 'Table of Contents' section with links for 'Organization Information', 'Full Application', and 'How are you feeling today?'. The main content is divided into sections: 'Grant Application', 'Organization Information', and 'Full Application'. The 'Full Application' section contains the following details:

- Fundraising Event Title:** Run for a Cure
- Brief description of the event:** Run for a cure, a covid research
- Meta Category:** Healthcare & Science
- Area of Impact:** Healthcare
- Amount Requested:** \$5,000.00
- Currency:** CAD
- Name(s) of individual(s) honoured at the event (if applicable):**
- Event Date:**

Your grant request will stay in this state (under review) until it is moved to the *“Grants”* or *“Withdrawn/Declined Requests”* section.

Required Information

Legacy Grant

- Name of the project you are requesting support for (if applicable)
- Amount requested
- List the last 3 grants (amounts and dates) received from the Foundation
- You can upload a request letter if you wish to

Fundraising Event

- Event title and brief description of the event
- Amount requested
- List of event honorees (if applicable)
- Event date and location
- List of other donors
- Sponsorship package (if applicable)

Project/Operating Grant

Letter of Intent stage

- Project title
- Project summary (600 characters max)
- Amount requested over how many years
- Relevance to the Azrieli Foundation's areas of impact (600 characters max)
- Who does the project serve?
- Total project cost
- Total project length
- List of other funders for this project (if applicable)
- List of collaborating organizations (if applicable)
- Project budget (if available)
- LOI request letter (if available)

Full Application stage

- Explain the need the project is expected to fill
- For each year, list the project's objectives, actions, outputs, intended outcomes and success indicators
- Describe how you will measure the success of the project (methodology)
- Explain how your organization has the capacity to execute the project successfully
- Explain how the project will be sustainable if it is intended to continue after our funding is complete.
- Explain how the project is scalable (if applicable)
- Provide your most recent financial statement

Scientific Research Project Grants

Letter of Intent stage

- Project title
- Amount requested
- Project summary (600 characters)
- Relevance to the Azrieli Foundation's areas of impact
- Significance statement (600 characters)
- Total project cost
- Duration of funding requested

- Name of lead PIs
- Name of collaborating PIs and institutions (if applicable)
- Research objectives
- Project budget (if available)

Full Application stage

- Explain the needs that the project is expected to fill.
- Project Impact/Work Plan Table with the following elements:
Objectives/Year/Actions/Outputs/Projected outcomes/Success indicators
- Explain how the team has the capacity to execute the project successfully and if applicable, describe the workflow among relevant institutions, and available relevant infrastructure
- List Knowledge Translation stakeholders
- Describe the Knowledge Translation strategy
- Provide a list of other funding sources that support this research
- Project Proposal (upload)
- Project Budget (upload)
- Past Funding (upload): Funding for the past five years for each member of the team. Indicate existing funding sources that overlap with the current request, timelines, and description of overlap
- Curriculum Vitae (CV) for Principal Investigator(s) (upload)
- Project Members- a list of project members (PIs, trainees, technical staff)
- Project Timeline (downloadable template)