



## Welcome to ELCA GrantMaker - 2019

ELCA scholarship applications are submitted online through the **ELCA GrantMaker** system. Applications must be completed no later than **October 15**. We no longer accept paper applications.

To ensure that your experience with ELCA GrantMaker is as smooth as possible, we have prepared the simple reference below to guide you through each step of the application process. Please read these instructions thoroughly and use them as you navigate the system. Please contact us directly if you have any questions.

The first section of this document (Step 1) offers helpful tips for a successful application. Following these guidelines will increase your chances of a favorable scholarship decision.

The second section (Step 2) is a quick reference guide to help you register for an account in the ELCA GrantMaker system. You must request an account and be approved by the ELCA before you can access the applications. Please begin this step as soon as possible. **If you have already registered and accessed ELCA GrantMaker in the past, you do not need to complete this step a second time; simply log in using your previous username and password.** If you forgot your password, you can reset it from the login screen.

The third section (Step 3) is a quick reference guide to help you access and complete a scholarship application. Please read these instructions very carefully before beginning your application. We also encourage you to read the entire application form before you start filling it in. There are many requirements for a complete application (including documents that will require input from recommenders and endorsers), and so reading the entire application will help you complete the requirements in time for the deadline.

**Please note that, while English is the preferred language for scholarship applications, you may choose to complete the application in your native language, assuming the system will accept the corresponding characters.**

If you have any difficulty accessing the application process, please email us immediately at [Kaleb.Sutherland@elca.org](mailto:Kaleb.Sutherland@elca.org) and [Ann.Hightower@elca.org](mailto:Ann.Hightower@elca.org). We are committed to ensuring that all interested applicants can successfully submit an application, even in locations with limited internet access. We are able to make accommodations for those who cannot access the online system, and such individuals are encouraged to email us immediately to request assistance.

Please read the rest of this document carefully. **We look forward to receiving your application by October 15.**



## Tips for a Successful Scholarship Application

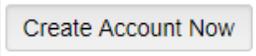
Whether you are an endorsing church/institution or an individual scholarship applicant, we encourage you to consider the suggestions below. Scholarship applications that follow these guidelines typically receive a more favorable review.

- 1. Use the correct application form:** There are multiple application forms used by the International Leaders Program. Please use only the form that matches your request.
  - **Long-Term Scholarship:** This application should be used by individuals seeking academic programs of study that last 12 months or longer. Long-Term Scholarships can apply toward academic programs located either in or near your home country, or in another part of the world (such as the United States). Individuals of any gender are eligible to apply for this scholarship.
  - **Short-Term Scholarship:** This application should be used by individuals seeking programs of study that last less than 12 months. Individuals of any gender are eligible to apply for this scholarship.
  - **International Women Leaders Scholarship:** This application should be used by young women who are interested in pursuing a 4-year bachelor's degree at an ELCA College in the United States. Only women between the ages of 17 and 25 are eligible to apply for this scholarship. Young women who do not wish to study in the United States (even those who meet the other criteria) should use either the Long-Term or Short-Term Scholarship applications.
  - **Global Sabbatical:** This application should be used by current instructors/professors/educators who wish to teach at an institution in another part of the world during a sabbatical. This application should not be used by individuals seeking to study in an academic degree program. Individuals of any gender are eligible to apply for this grant.
  - **Seminars:** This application should be used only by individuals who have been previously invited to apply for an ELCA Seminar experience. This application should not be used by individuals seeking to study in an academic degree program.
- 2. Submit the application by the due date:** Applications received after the due date may not be considered. Please note that the applications have multiple components, and all are due by October 15. It is your responsibility to ensure that all recommenders and endorsers submit their materials on time.
- 3. Prepare in advance for necessary documents:** Your application will likely require you to upload supplemental documents, which vary between the different applications. Please scroll to the bottom of your application form and find the "Required Documents" section, which will list the uploads that are required before submission. You will likely need to obtain documents like transcripts, endorsements, and recommendations. Please plan ahead so these documents are complete before the October 15 due date. If you have any problems downloading the blank forms, please email us at [Kaleb.Sutherland@elca.org](mailto:Kaleb.Sutherland@elca.org) and [Ann.Hightower@elca.org](mailto:Ann.Hightower@elca.org). Please also email us if you have any problems uploading your completed documents into the online application. We can assist you with this step, if needed.
- 4. Secure admission into a degree program as early as possible:** The application form asks you to explain the academic program for which you are requesting scholarship support. Applicants who have obtained admission into the school before applying for a scholarship often receive more favorable review. This does not apply to the International Women Leaders scholarship, as ELCA staff will guide applicants through the admission process associated with this specific scholarship.

- 5. Avoid requesting scholarship support for a degree program that is already in progress:** ELCA scholarships are meant to align with the leadership development priorities of companion churches/institutions. As such, applications that request scholarship support for academic programs that have already started are typically not reviewed favorably. The strong preference is to fund students who are beginning new academic programs, as this often indicates greater alignment between the program chosen and the endorsing church's priorities.
  
- 6. Provide a detailed, specific, and clear rationale for the scholarship request:** One of the most important parts of the scholarship application is the rationale for the request. Why is the proposed degree program important for the applicant and for the endorsing church/institution? How does this request align with the strategic plan of the endorsing church/institution? What position of leadership will the applicant take upon completion of the academic program? These types of questions should be answered with as much detail as possible, both by the applicant and by the endorser. We strongly encourage the endorsing church/institution and the applicant to spend time in conversation in order to develop a detailed plan for the scholarship applicant's role. Applications that show strong strategic planning and close collaboration between the applicant and the endorsing church/institution receive much more favorable reviews.
  
- 7. Provide a clear and accurate budget proposal:** The scholarship application includes a space to propose the annual scholarship budget that is being requested. It is crucial that the budget proposal submitted be both accurate and clear. Applicants should always submit an official fee structure from the school at which they plan to study as part of the application packet. It is likely that the budget proposed will be adjusted by ELCA staff based on the availability of funds, and so there is no guarantee that the proposed budget will be funded in full. Please note that the budgeting requirement is different for the International Women Leaders scholarship.
  
- 8. Check your email as often as possible:** After applying for an ELCA scholarship, you—the applicant—can expect to receive email communication from our office. It is your responsibility to read these emails and to respond as quickly as possible. It is also your responsibility to maintain contact with your church/institution as it relates to the progress of the scholarship application. Applicants who respond to requests in a timely manner typically meet program deadlines more easily.

## How to Register

Follow these steps to complete an ELCA GrantMaker registration request. **If you have already registered and accessed ELCA GrantMaker in the past, you do not need to complete this step a second time; simply log in using your previous username and password and skip to Step 3. If you forgot your password, you can reset it from the login screen.**

<b>1</b>	Access the ELCA GrantMaker login page at <a href="https://elca.fluxx.io/">https://elca.fluxx.io/</a> . We recommend using the <b>Google Chrome</b> browser.
<b>2</b>	Click 
<b>3</b>	<p><b>What grant are you registering for?</b></p> <p>Select one of the following responses. If you do not select one of these responses, your request may be denied.</p> <ul style="list-style-type: none"> <li>• Long Term Scholarship</li> <li>• Short Term Scholarship</li> <li>• International Women Leaders Scholarship</li> <li>• Global Sabbatical</li> <li>• Seminar</li> </ul>
<b>4</b>	<p><b>How did you learn about this grant/scholarship?</b></p> <p>Select "Email from ELCA," or any other relevant response</p>
<b>5</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Are you applying as an individual or on behalf of an organization?</b></p> <p>Select <b>"Individual"</b></p> </div> <div style="width: 50%;"> <p><b>*Are you applying as an individual or on behalf of an organization?</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">▼</div> <div style="background-color: #e0f0ff; padding: 2px;">Individual</div> <div style="padding: 2px;">Organization</div> </div>  </div> </div>
<b>6</b>	<p><b>Complete remaining registration questions.</b></p> <p>Click </p>
<b>7</b>	<p>Before you can access the application forms, our office will need to confirm your registration. <b>You will receive a response from us within 5 business days</b>, and likely sooner. If you do not receive a response within 5 business days, please email us at <a href="mailto:Kaleb.Sutherland@elca.org">Kaleb.Sutherland@elca.org</a> and <a href="mailto:Ann.Hightower@elca.org">Ann.Hightower@elca.org</a>. When your registration is approved, you will receive an automated email from the ELCA GrantMaker system. This email will list your username and will give you instructions for creating a password.</p>
<b>8</b>	<p>To <b>set your password</b>, click the URL link in the email you received. On the login page, click "Reset or create password." Follow the instructions to reset your password using the email address registered with your account. You will receive a password reset email with a unique link for setting your password. Please note that passwords are case sensitive and must have a minimum of 9 characters.</p>
<b>9</b>	<p>After you set your password, you will be able to <b>log in to the portal using your username (found in the "New User Information" email) and password</b>. You can access the portal any time at <a href="https://elca.fluxx.io/">https://elca.fluxx.io/</a>.</p>

## How to apply

Follow these steps to complete an ELCA scholarship application. First-time users must complete Step 2 prior to Step 3.

<b>1</b>	<p>Access the ELCA GrantMaker login page at <a href="https://elca.fluxx.io/">https://elca.fluxx.io/</a>. We recommend using the <b>Google Chrome</b> browser.</p>
<b>2</b>	<p><b>Log in</b> using the username and password you set during the registration process. You can always reset your password by clicking the “Reset or create password” link.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-left: auto;"> <p>Login Now:</p> <input style="width: 100%; margin-bottom: 5px;" type="text" value="Username"/> <input style="width: 100%;" type="password" value="Password"/> </div>
<b>3</b>	<p><b>Read the full instructions on the Grantee Portal homepage.</b> These instructions explain how to navigate the application portal. If you wish to view the Grantee Portal in a language other than English, you can use the <b>Google translate button</b> on the bottom left corner to automatically translate the portal. Please note that translations are done by an automated system and so likely will not be 100% accurate.</p> <div style="text-align: right; margin-top: 10px;">  </div>
<b>4</b>	<p>To access the application forms, click “Applications” in the menu on the left.</p> <div style="margin-left: auto; margin-top: 10px;">  </div>
<b>5</b>	<p>Click “<b>Application Group 1: International Leaders Program – Scholarships, Sabbaticals, and Seminars</b>” to reveal information about the scholarship program.</p> <p style="margin-left: 20px;">▶ Application Group 1: International Leaders Program - Scholarships, Sabbaticals, and Seminars</p> <p><b>Read the program description carefully.</b></p>
<b>6</b>	<p>When you are ready to begin your application, click <span style="border: 1px solid green; padding: 2px 5px; color: green; font-weight: bold;">Apply for a Group 1 Scholarship/Seminar</span></p>
<b>7</b>	<p>Carefully <b>read all the instructions</b> at the top of the application.</p> <ul style="list-style-type: none"> <li>Make sure to select “Check box if applying as an individual” and to respond “yes” to the question “Does this grant include a Fiscal Agent?” (you may leave the fiscal agent details blank).</li> <li>Read the list of grant types and select the correct option for the question “Which grant are you applying for?” Once you select a grant type, the rest of the application will appear below.</li> </ul> <div style="margin-left: 20px; margin-top: 10px;"> <input checked="" type="checkbox"/> Check box if applying as an individual         <span style="margin-left: 200px;">Does this grant include a Fiscal Agent? <span style="border: 1px solid #ccc; padding: 2px 5px;">Yes</span></span> </div>
<b>8</b>	<p><b>Begin filling out your application.</b> You may complete the application in English or in your native language. Note that all questions in bold type are required and must be completed. The application does not save automatically. You must click the "Save" button (located at the bottom of the page) to ensure your answers will not be lost. Please click "Save" regularly while you fill out this form. After you save your application, you may leave and return to it at a later time. Your saved application will be located in the “Pending Requests” section, found on the left side of the portal. To work on a saved application, open it and then click “Edit” in the top right corner of the screen. <b>Please note that all applications include required documents that you will need to upload before you submit. Please scroll to the bottom of the application and read the “Required Documents” section to learn more about these requirements.</b></p>
<b>9</b>	<p>When you are finished with the application, you may submit it by first clicking “Save” and then clicking the green “<b>Submit Application</b>” button at the bottom of the page. You must complete all required questions, denoted with bold type, before you can submit the application, and you must upload all required documents. If you see an error message after you try to submit the application, this means that you have not completed all required sections. Once you submit the application, you cannot make any changes.</p>