

O'Neill Foundation

William J. & Dorothy K.



Fluxx “How-To” Guide For Grant Applicants

AGENDA



Logging
In



Creating
Profiles



How to
use the
Portal



The Grant
Application

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LOGGING IN



O'Neill Foundation's Online Grant Portal

Follow the instructions listed within the grantee portal.

First, you'll need to decide if you're a New User or Existing User.

For Existing Users:



Login Now:

[Reset or create password](#)

Welcome to the William J. and Dorothy K. O'Neill Foundation's online grant portal.

**** Please note: New system as of Feb. 2022.****
Previous users may need to create a new account. If you receive a message that there is already an account registered to your email address, please use the "Reset Password" link.

New Users: Please click on "Create an Account Now" to complete the registration process and create your user credentials.

Existing Users: Please enter your credentials and log in. If you cannot remember your password, please click on the "Reset or create your password" reset link.

If your organization has an account that you can no longer access due to staff turnover, please create a new account for your organization and send an email to kmccullough@oneill-foundation.org so we may merge the two accounts

[Create an Account Now](#)

For New Users:



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CREATING PROFILES

Enter your Organizational Info.

Everything in bold is required.



O'Neill Foundation's Online Grant Portal

Organization Info

GuideStar Profile Lookup

American [Search](#)

Tax ID

Organization Name

Address 1

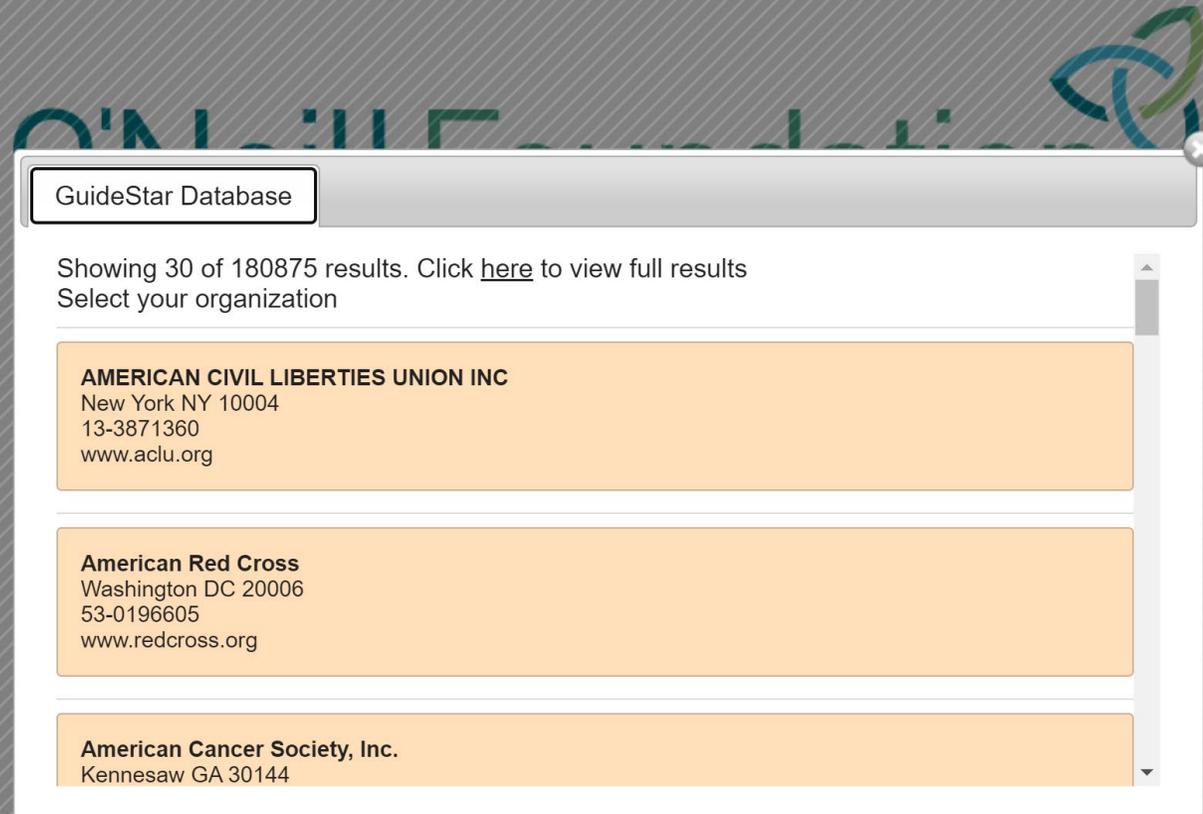
Address 2

City

Enter your organization's name and click "Search" to look for your organization in the "GuideStar Profile Lookup".

CREATING PROFILES

If the system finds your organization or the first word in your organization's name, you can select your organization from the list and the information will automatically populate on your record.



GuideStar Database

Showing 30 of 180875 results. Click [here](#) to view full results
Select your organization

- AMERICAN CIVIL LIBERTIES UNION INC**
New York NY 10004
13-3871360
www.aclu.org
- American Red Cross**
Washington DC 20006
53-0196605
www.redcross.org
- American Cancer Society, Inc.**
Kennesaw GA 30144

Address 1

Address 2

City

CREATING PROFILES



If the system is unable to find an organization matching your search, you will receive a prompt.

We couldn't find an organization matching your search

O'Neill Foundation
William J. & Dorothy K.

O'Neill Foundation's Online Grant Portal

GuideStar Database

City

Country

United States

State/Province

CREATING PROFILES

**Enter your
Contact
Information.**

**Everything in
bold is required.**

State/Province

Postal Code (Zip)

Organization Phone

Contact Info

First Name

Last Name

Title

E-mail



**Click "Submit Request"
when complete.**



[Privacy Policy](#) [Accessibility](#)

CREATING PROFILES

You will receive an automatically generated email to verify your account.

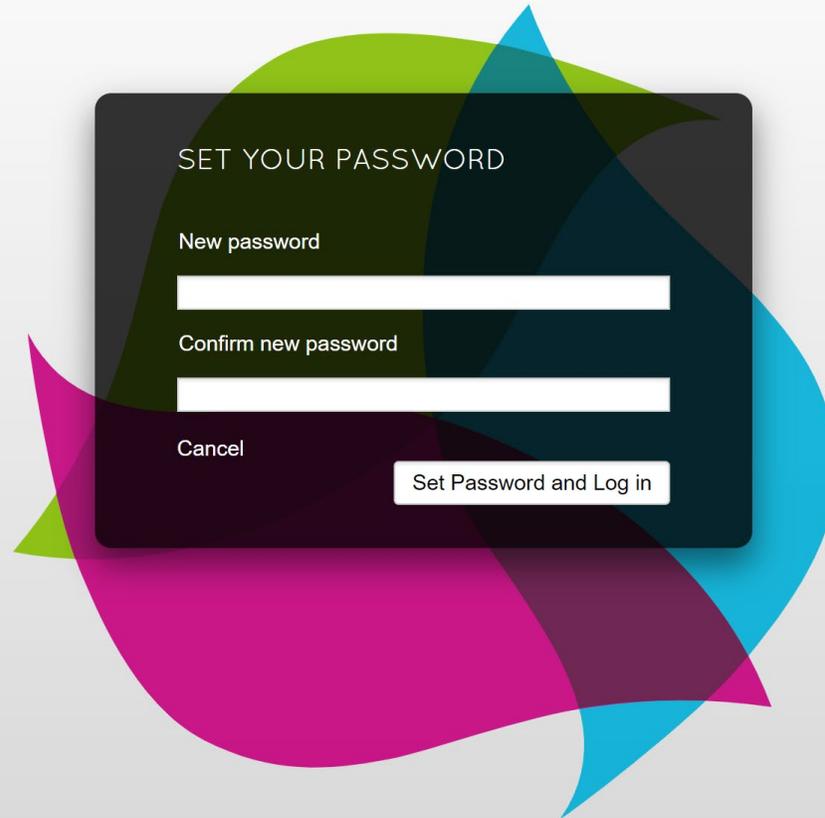
Click on the URL to verify your account.

A screenshot of an email interface. At the top, a grey header bar shows a square icon, a star icon, a yellow arrow icon, the text 'O'Neill Foundation', and the subject line 'Please verify your account - Welcome to the William J. and Dorothy K. O'Neill Foundation's online grant p...'. Below this, the email content is displayed. The subject line 'Please verify your account' is followed by a yellow arrow icon and a grey box containing 'Inbox x'. On the right side of the email content, there are icons for printing and sharing. The sender is 'O'Neill Foundation' with a profile icon, email address 'do-not-reply.grants07-us-east-1@fluxx.io via amazonses.com', and a timestamp of '10:27 AM (1 minute ago)'. The recipient is 'to me'. The main body text reads: 'Welcome to the William J. and Dorothy K. O'Neill Foundation's online grant portal. Please follow the below URL to verify your account:'. Below this, the 'Verification Link' is provided as a blue hyperlink: <https://oneill.fluxx.io/verify/863e6e4636e3b37d7a23b11311c03907>. The 'Link to Funding Portal' is also provided as a blue hyperlink: <https://oneill.fluxx.io>. At the bottom of the email content, there are two buttons: 'Reply' with a left-pointing arrow icon and 'Forward' with a right-pointing arrow icon.

CREATING PROFILES

You will be asked to create a new password.

The password must be at least 8 characters in length and requires at least one number (0-9).



SET YOUR PASSWORD

New password

Confirm new password

Cancel

Set Password and Log in

AGENDA



Logging
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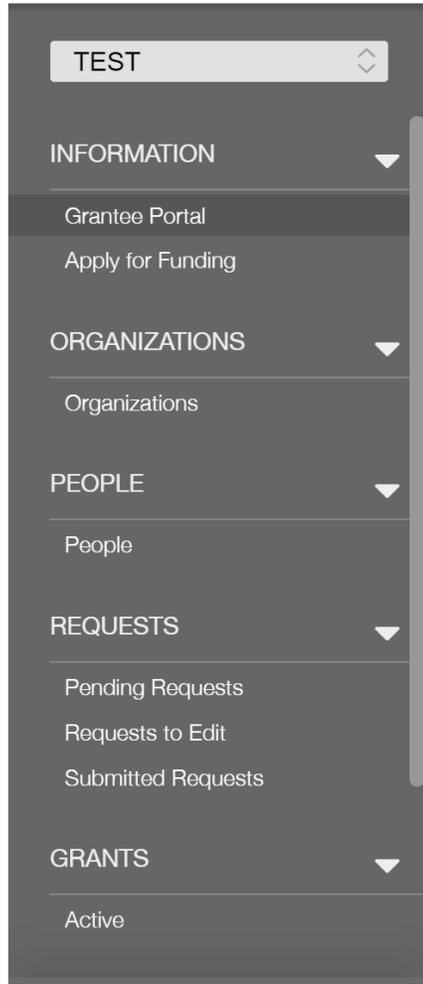


**How to
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HOW TO USE THE PORTAL



Welcome to the O'Neill Foundation Grantee Portal!

From this page, you can...

- **Submit a proposal for funding**
- **Upload your signed grant agreement**
- **Review your current grants and report due dates**
- **Submit reports and other follow-up forms**
- **Monitor grant payments**

HOW TO USE THE PORTAL

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you are accessing the following:

REQUESTS

- Pending Requests

Once you have submitted a proposal, you can find a read-only version here.

- Request to Edit

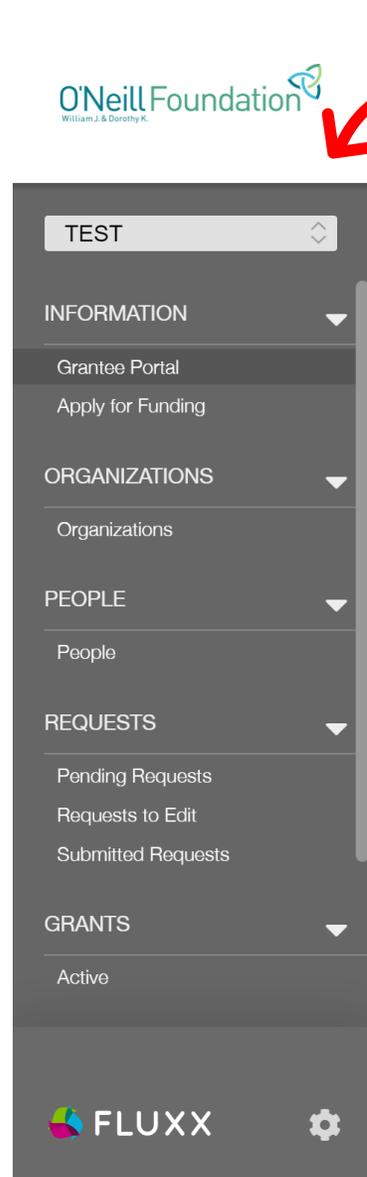
If you have been invited to submit a proposal to one of our grantmaking programs, the application is available via this link.

Additionally, if O'Neill Foundation staff have any questions about your proposal or would like a revision, you will receive an email alert to log in. You can find the proposal here, available for editing.

- Submitted

Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

HOW TO USE THE PORTAL



The icons on the left-hand side are called “cards”. When you click on the link beneath each card, you are accessing the following:

REQUESTS

- Pending Requests
Once you have submitted a proposal, you can find a read-only version here.
- Request to Edit
If you have been invited to submit a proposal to one of our grantmaking programs, the application is available via this link.

Additionally, if O'Neill Foundation staff have any questions about your proposal or would like a revision, you will receive an email alert to log in. You can find the proposal here, available for editing.
- Submitted
Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

GRANTS

- Active
After we have received the countersigned agreement, you can find a read-only version here via this link.
- Closed
When the grant is complete and all payments made and reports approved, you can find the closed grants here.

GRANTEE REPORTS

- Reports Due
Reports (to be submitted) for all active grants appear here until you have submitted them. You will receive reminders as the due date approaches.
- Submitted Reports
Once you have submitted a report, you can find a read-only version here.

ADDITIONAL NOTES:

When done editing, always "Save" your request using the button at the top before returning to the main page. This ensures you can return to continue editing. Only click the "Submit" button when the page is complete. Once you submit, you will no longer be able to edit..

HOW TO USE THE PORTAL

To Apply for Funding, click this tab.



The screenshot shows the O'Neill Foundation logo at the top. Below it is a search bar with the text 'TEST'. The sidebar is divided into several sections: INFORMATION (with a dropdown arrow), ORGANIZATIONS (1) (with a dropdown arrow), PEOPLE (1) (with a dropdown arrow), REQUESTS (1) (with a dropdown arrow), and GRANTS (with a dropdown arrow). Under INFORMATION, the 'Apply for Funding' tab is highlighted. Under REQUESTS, there are sub-items: 'Pending Requests (1)', 'Requests to Edit', and 'Submitted Requests'. Under GRANTS, there is a sub-item: 'Active'. At the bottom of the sidebar, there is a 'FLUXX' logo and a settings gear icon.

APPLY FOR FUNDING

The following information outlines our eligibility requirements – the same information that is listed on our website:

To apply for a grant, applicants should:

- Be either a tax-exempt 501(c)(3) organization or sponsored by an eligible fiscal agent.
- Serve families AND meet our eligibility requirements in one of our target communities.

For past grantee partners, you will not be eligible to re-apply until all of the following terms are met:

- Your grant term has officially ended
- Your organization received a grant close-out notification email.

For example, if you received a grant in Cycle 1 2021, your organization is not eligible to apply until Cycle 2 of 2022. If you received a grant in Cycle 2 2020, you will be eligible to apply as early as Cycle 1 of 2022, provided you have met our other eligibility requirements.

Geographic Focus

Open to New AND Past Grantees*

HI, FL, TX & VT: The Foundation will accept proposals from new applicants and past grantees* in the Big Island, HI; Greater Orlando, FL; Harris, Montgomery and Waller counties; TX; and Bennington and Rutland counties, VT.

Open to Past Grantees* | Closed to New Grantees

MD, OH, DC, & NY: The Foundation will only accept proposals from past grantees* in Anne Arundel County and Baltimore City, MD; Cuyahoga County, OH; Washington, DC (proper); and New York City, NY.

**A past grantee is defined as an organization that has received a Responsive grant dating back to 2013, the year the Foundation shifted its funding priority to strengthening families. Some past grantees may have received a grant from one of the Foundation's other grantmaking programs; however, they must have received a prior grant through our Responsive Grantmaking program to be eligible to apply to the Responsive Grantmaking Program.*

Grant Focus

Applicants must serve families, with preference given to applications with whole-family approaches that strive to meet the needs of the entire family unit.

(NEW as of 2021) Given the prolonged public health and economic crises facing our communities, the Foundation also expects to prioritize organizations that help families meet basic needs.

Please contact our Grants Manager at kmccullough@oneill-foundation.org should need any technical assistance.

Apply for Responsive Grant



Click this button to access the Responsive grant application.

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**The Grant
Application**

THE GRANT APPLICATION

At the top of your Grant Application, you can access:

1. Application Tips,
2. Responsive Grantmaking Program Information, and
3. A Table of Contents to navigate the grant application.

The Grant Application begins with an eligibility quiz, accessible in the “Eligibility” section.

You will start here.



TEST

General Operating Support

ID: R-202203-09338

Program Lead:

Amount Recommended:

1

▶ Application Tips

2

▶ Responsive Grantmaking Program Information

3

▼ Table of Contents

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Eligibility

For 2022, our funding priorities will shift to include the following geographies:

MD, OH, DC, & NY:

The Foundation will only accept proposals from past grantees* in Anne Arundel County and Baltimore City, MD; Cuyahoga County, OH;

THE GRANT APPLICATION

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Eligibility

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HI, FL, TX & VT:

The Foundation will accept proposals from new applicants and past grantees* in the Big Island, HI; Greater Orlando, FL; Harris, Montgomery and Waller counties; TX; and Bennington and Rutland counties, VT.

*A past grantee is defined as an organization that has received funding from our Responsive Grantmaking program after January 2013.

Please Note: Current and past grantees are not eligible to apply until their grant term has officially ended (e.g. if awarded a grant Cycle 1 (Spring) 2021, an organization would not be eligible to apply until our Cycle 2, 2022 application is available. Visit our website for dates.)

Location

- DC - Washington (DC proper)
- FL - Greater Orlando
- HI - Big Island
- MD - Anne Arundel County & Baltimore City
- NY - New York City
- OH - Cuyahoga County
- TX - Harris, Montgomery & Waller Counties
- VT - Bennington & Rutland Counties

Are you a past grantee

Select:

Please select "Save and Continue"

January 2013- June 2021?

Save your eligibility results.

Select your Location from the drop-down menu.

THE GRANT APPLICATION

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Eligibility

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Please Note: Current and past grantees are not eligible to apply until their grant term has officially ended (e.g. if awarded a grant Cycle 1 (Spring) 2021, an organization would not be eligible to apply until our Cycle 2, 2022 application is available. Visit our website for dates.)

Location

Are you a past grantee and was your LAST grant awarded between January 2013- June 2021?

Select:
Please select "Save and Continue" to receive your eligibility results.

No
Yes



Select a response from the drop-down menu.

Once you've answered both questions, click "Save and Continue" to receive your eligibility results.

Cancel

Save and Continue

Save and Close

THE GRANT APPLICATION

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Eligibility

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*A past grantee is defined as an organization that has received funding from our Responsive Grantmaking program after January 2013.

Please Note: Current and past grantees are not eligible to apply until their grant term has officially ended (e.g. if awarded a grant Cycle 1 (Spring) 2021, an organization would not be eligible to apply until our Cycle 2, 2022 application is available. Visit our website for dates.)

Location

Are you a past grantee and was your LAST grant awarded between January 2013- June 2021?

Select:

Please select "Save and Continue" at the bottom of the form to receive your eligibility results.

You are not eligible for a grant at this time. 



If you are not eligible to apply for a grant, you will receive a message.

If you have questions about your eligibility, please contact Kara McCullough.

Cancel

Save and Continue

Save and Close

THE GRANT APPLICATION

Next, you'll be asked to complete a Funding Request Description.

Provide a Project Name, if not General Operating Support.

Enter the Amount requested.

▼ Funding Request Description

Project Name

Amount Requested from O'Neill Foundation
Organizations may request no more than 10% of their total operating budget (up to \$50,000).

Our Responsive Grantmaking Program is extremely competitive. Although you may request no more than 10% of your total operating budget (up to \$50,000), realistically, the average grant size will be in the \$25,000 range.

Amount Requested

Communities Served

FL - Greater Orlando
HI - Big Island
MD - Anne Arundel County
MD - Baltimore City

>

<

Grantmaking Topic Area

Health & Well-Being
Educational Success
Homelessness

Select your Communities Served by moving them into the appropriate column.

Select your Grantmaking Topic Area from the drop-down menu.

THE GRANT APPLICATION

Next, you'll be asked to complete an Organization Background and Proposal Narrative.



Remember: The portal does not auto-save. Save often by clicking "Save and Continue".

▼ Organization Background and Proposal Narrative

Organization	<input type="text" value="TEST"/>	Add New
Location	<input type="text" value="TEST - headquarters"/>	▼
Primary Contact	<input type="text"/>	▼ Add New
CEO or Executive Director of Organization	<input type="text"/>	▼ Add New

Mission Statement

What is your organization's mission statement?

Organization Summary

Governance

Briefly describe how your organization is governed.



Cancel

Save and Continue

Save and Close

THE GRANT APPLICATION



REMEMBER

The portal does not auto-save.
Save often by clicking
“Save and Continue”.

THE GRANT APPLICATION

To upload documents, click the + icon.

PDF attachments are preferred. If you would like to attach multiple documents for one answer, please combine the documents into one pdf before uploading.

Organization Summary

Governance

Briefly describe how your organization is governed.

Upload a list of all board members with terms, occupations and affiliations.

Board of Directors



Please upload your organizational chart, if applicable.

Organizational Structure



Leadership/Staffing

Describe any significant staff changes that have occurred within the past twelve months or are expected to take place in the coming year.

Cancel

Save and Continue

Save and Close



THE GRANT APPLICATION

Click “Add files”
to select or
drag the files to
start your
upload.

The screenshot shows a web application interface for a grant application. The main form is dimmed, showing sections for 'Organization Summary' and 'Leadership/Staffing'. The 'Leadership/Staffing' section includes a text area with the instruction: 'Describe any significant staff changes that have occurred within the past twelve months or are expected to take place in the coming year.' At the bottom of the form are three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'. An 'Upload files' dialog box is open in the foreground. The dialog has a title bar with 'Upload files' and a close button (X). Below the title bar is the instruction 'Select or drag files then start upload'. The main area of the dialog contains a table with columns for 'Filename', 'Size', and 'Status'. In the center of the table is a large red circular icon with a downward arrow and the text 'Drag files here.'. At the bottom left of the dialog is another red circular icon with a downward arrow. At the bottom of the dialog are two buttons: 'Add files' and 'Start upload'.

THE GRANT APPLICATION

Upload a list of all board members with terms, occupations and affiliations.

Board of Directors



Please upload your organizational chart, if applicable.

Organizational Structure



Leadership/Staffing

Describe any significant staff changes that have occurred within the past twelve months or are expected to take place in the coming year.

Does your organization currently collect demographic data for board and/or staff?

No
Yes

Board & Senior Leadership Demographics

The following demographic questions around Board and Senior Leadership are optional and are to gather more data about the organizations we fund. Your answers will not impact our funding decisions.

% of Board: African-American/Black

% of Board: Native American/Alaska Native

Cancel

Save and Continue

Save and Close

Select your response from the drop-down menu.

THE GRANT APPLICATION

Participant Voice- Check all the ways in which you include the voice of families in your organizational structure and service delivery.

- Our constituents regularly provide input into design/
- Our constituents serve as staff
- Our constituents serve on advisory boards, councils
- Our constituents serve on the Board



Community Alignment

Describe your organization's primary collaborations and partnerships with other organizations and community initiatives focused on achieving better outcomes for families.

Evaluation

How does your organization currently collect and use data to measure impact and make programmatic/organizational decisions? What client management system do you use?

Total number of clients served

Enter the percentage of clients served in each category.

% of Total Served:
African-

Cancel

Save and Continue

Save and Close

Select all the ways in which you include the voice of families by moving them into the appropriate column.

THE GRANT APPLICATION

Make sure that your Total Clients Served equals 100%.

An application cannot be submitted without a 100% Clients Served Total.

Total number of clients served

Enter the percentage of clients served in each category.

% of Total Served: African-American/Black

% of Total Served: Asian or Asian-American

% of Total Served: White/Caucasian

% of Total Served: Hispanic/Latin

% of Total Served: Native American/Alaskan Native

% of Total Served: Native Hawaiian or Pacific Islander

% of Total Served: Categorized as "Other"

Clients Served Total:

Cancel

Save and Continue

Save and Close

THE GRANT APPLICATION

Next, you'll be asked to complete the Organization Budget / Financial Information.

Select your Fiscal Year from the drop-down menu.

▼ Organization Budget/Financial Information

Total Operating Budget

Upload current Operating Budget and name your organization's top key funders (note amounts committed, pending, and/or anticipated for your current fiscal year).
Operating Budget 

Upload your Statement of Financial position (Balance Sheet) and Statement of Activities (Income Statement).
Financial Statements 

Fiscal Year 
1/1 - 12/31
7/1 - 6/30
10/1 - 9/30
Other, please specify below

Financial Position and
Briefly describe the organization's financial position and any significant changes in funding streams.

Plans to Address Budget Changes
What are your plans for addressing the above budget changes?

To upload documents, click the + icon.

PDF attachments are preferred. If you would like to attach multiple documents for one answer, please combine the documents into one pdf before uploading.

Cancel Save and Continue Save and Close

THE GRANT APPLICATION

Finally, you'll be asked to submit any additional information. This field is optional.

Upload your Statement of Financial position (Balance Sheet) and Statement of Activities (Income Statement).
Financial Statements +

Fiscal Year

Financial Position and Funding Stream Changes
Briefly describe the organization's financial position. Include any significant changes in funding streams.

Plans to Address Budget Changes
What are your plans for addressing the above budget changes?

To upload documents, click the + icon.

PDF attachments are preferred. If you would like to attach multiple documents for one answer, please combine the documents into one pdf before uploading.

Documents

Optional: Upload any additional information you feel necessary.

Request Documents +



THE GRANT APPLICATION

Upload your Statement of Financial position (Balance Sheet) and Statement of Activities (Income Statement).
Financial Statements 

Fiscal Year

Financial Position and Funding Stream Changes

Briefly describe the organization's financial position. Include any significant changes in funding streams.

Plans to Address Budget Changes

What are your plans for addressing the above budget changes?

Documents

Optional: Upload any additional information you feel necessary.

Request Documents 



Once you've completed your application, click "Save and Close".

Cancel

Save and Continue

Save and Close

THE GRANT APPLICATION



Unable to promote. These error messages were found:
Project Summary: can't be blank, can't be blank. Applicant location can't be blank. Amount requested can't be blank. Amount requested is not a number.
Grantmaking topic area can't be blank. Mission statement can't be blank. Organization summary can't be blank. Governance can't be blank.
Leadership/staffing can't be blank. Does your organization currently collect demographic data for board and/or staff? can't be blank. Participant voice check all the ways in which you include the voice of families in your organizational structure and service delivery. can't be blank. Community alignment can't be blank. Evaluation can't be blank. Total number of clients served can't be blank. Anticipated results can't be blank. Progress can't be blank. Social media can't be blank. Fiscal year can't be blank. Financial position and funding stream changes can't be blank. Plans to address budget changes can't be blank.
[Jump to previous error](#) :: [Jump to next error](#)

If a field in your application is left blank where a response is required, you will receive a message at the top of your screen and throughout your application.

You can use the blue "Jump to..." links to navigate throughout your application.

▼ Eligibility

Are you a new applicant or past grantee?

Applicant Location

can't be blank

▼ Funding Request Description

Project Name

Amount Requested from O'Neill Foundation
Organizations may request no more than 10% of their total operating budget (up to \$50,000).

Our Responsive Grantmaking Program is extremely competitive. Although you may request no more than 10% of your total operating budget (up to \$50,000), realistically, the average grant size will be in the \$20,000 range.

Amount Requested

can't be blank, is not a number

Cancel Save and Continue Save and Close

THE GRANT APPLICATION

Edit 



TEST

General Operating Support

ID: R-202203-09341

Amount Recommended:

Program Lead:

 The Clients Served Percent must be 100%

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HI, FL, TX & VT:

The Foundation will accept proposals from new applicants and past grantees* in the Big Island, HI; Greater Orlando, FL; Harris, Montgomery and Waller counties; TX; and Bennington and Rutland counties, VT.

*A past grantee is defined as an organization that has received funding from our Responsive Grantmaking program after January 2013.

Please Note: Current and past grantees are not eligible to apply until their grant term has officially ended (e.g. if awarded a grant Cycle 1 (Sep. 2021 -



Once your application is ready to submit, you can make edits and/or print your application using the buttons located in the top right corner.

To submit, click "Submit".

Submit