



Foundation for a  
Healthy St. Petersburg



CENTER FOR  
HEALTH EQUITY

# Application Submission Guide

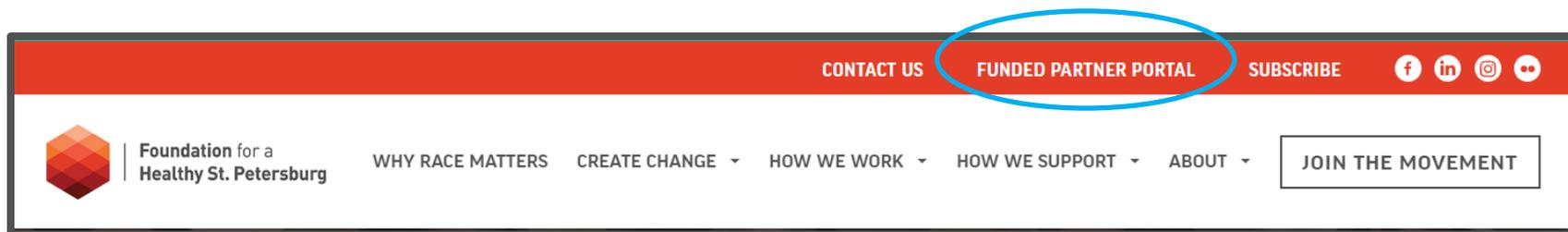
How to submit your grant application in the Funded  
Partner Portal

# Navigate to Login Page

Direct Link: [https://healthystpete.fluxx.io/user\\_sessions/new](https://healthystpete.fluxx.io/user_sessions/new)

Also, on the Foundation home page, you will find the direct link:

<https://healthystpete.foundation/>



# Reminders & Tips:

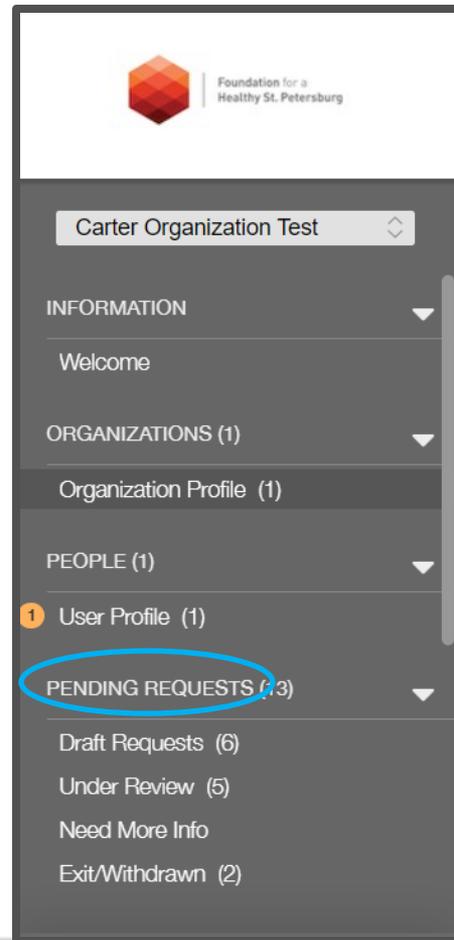
- For the best experience, be sure to use the CHROME browser when accessing the portal.
- You must submit a new registration in the portal to begin the application process. More info: [here](#).
- Throughout the application input process, please press “Save” at the bottom right of your screen to save your work. If you step away or navigate away from the page, and do not save your work, you may have to start over
- If you do navigate away from the application, you may access the draft (if saved) on the left –hand side on the Navigation Menu and click “Draft Requests”
- To edit the application, the “Edit” button is located at the top right corner of the application
- You may find it helpful to have your responses typed out in a word document, and copy and paste over to the application form
- If you experience technical difficulties, please reach out to the grants team at [grants@healthystpete.foundation](mailto:grants@healthystpete.foundation)



# Navigation Menu

Under the “Pending Requests” tab you will find:

- Draft Requests (you are able to edit these)
- Under Review (no edits allowed)
- Need More Info (if for any reason, your application is returned to you for additional information, you will find it here for editing)
- And Exit/Withdrawn for declined and withdrawn requests



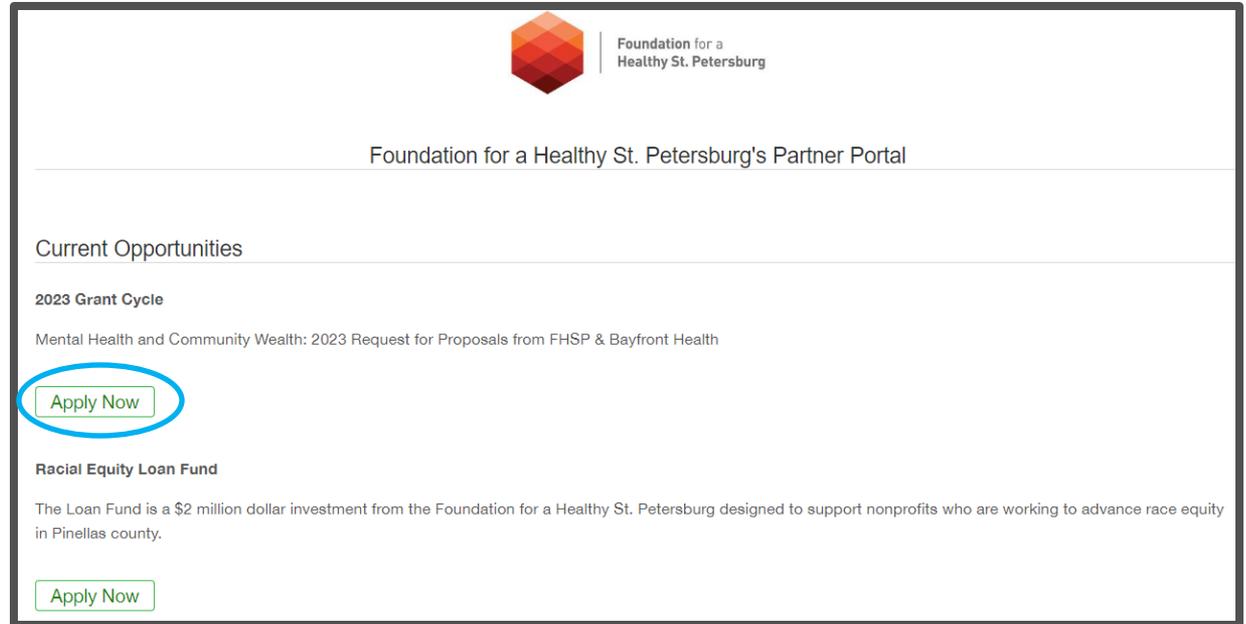
# Three Methods of Submission

- Written
- Video
- In-Person



# Application

- Once you are logged into the funded partner portal, you will see current opportunities.
- Click on the “Apply Now” button to access the 2023 grant application



The screenshot displays the 'Foundation for a Healthy St. Petersburg's Partner Portal'. At the top right, there is a logo consisting of a red and orange hexagon and the text 'Foundation for a Healthy St. Petersburg'. Below the logo, the page title reads 'Foundation for a Healthy St. Petersburg's Partner Portal'. A horizontal line separates the header from the main content. Under the heading 'Current Opportunities', there is a section for the '2023 Grant Cycle' with the sub-heading 'Mental Health and Community Wealth: 2023 Request for Proposals from FHSP & Bayfront Health'. A green 'Apply Now' button is highlighted with a blue circle. Below this, there is a section for the 'Racial Equity Loan Fund' with a description: 'The Loan Fund is a \$2 million dollar investment from the Foundation for a Healthy St. Petersburg designed to support nonprofits who are working to advance race equity in Pinellas county.' A second green 'Apply Now' button is located at the bottom of this section.



# Table of Contents

- Use the table of contents to easily navigate to the different sections of the application
- This is useful if you need to refer to different sections of the application as you go

## ▼ Table of Contents

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[Eligibility Requirements](#)  
[Request Summary](#)  
[Project Details](#)  
[Population Information](#)  
[Documents](#)



# Contact Information

The contact information section of the application will pull from your profile, be sure that all of the contacts have registered in the system:

- Project Contact
- Senior Executive
- Finance Contact

### Contact Information

Name of Organization

Location

Project Contact

Senior Executive

Finance Contact

Does this project require a fiscal agent?



# Submission Format Selection

When choosing the submission format, the selection chosen will update the application accordingly, and will display additional instructions, specific to the chosen submission format

## Request Summary

Focus Area	<input type="text"/>	▼
Funding Category	<input type="text"/>	▼
Submission Format	Video	▼

### Instructions for Uploading a Video:

1. Click on the designated "Video" plus (+) icon provided below each text field where a video is required.
2. Once you've uploaded the video for the given question, add "See video" in the text field to satisfy the field requirement.

### Important Notes:

- Videos should not exceed designated time allotted per question, any overage beyond the time limit will not be considered.
- Ensure the video format is MP4, MOV, or WAV.
- Double-check your video before uploading to ensure it contains the intended content and does not violate copyright restrictions.
- Be patient while uploading, as the speed may depend on your internet connection and the video's file size.
- Once a video is uploaded, it will appear in the Documents section at the bottom and the upload icon will disappear.
- If you encounter any issues during the upload process, contact us for assistance.



# Written Submission

- Note the word and character limits on each question, do not exceed these
- Note the spell check function at the bottom right corner of your screen, use this if necessary

**Executive Summary**  
*Please, provide a brief project description of your proposed project. The Executive Summary will be used to provide a short overview of your project on our websites, in press releases, and other communications. Consider the Executive Summary similar to an elevator pitch. (Written submission only. No more than 250 words)*

Characters left for field: 1000

Save Save and Close Cancel ABC ✓



# Video Submission

- You may only submit the following format types: MOV, MP4, and WAV
- Do not exceed time limits for each video file (see application questions for time limits)
- To add videos, click the green “+” sign underneath the appropriate question, and select the video file
- Be sure the video file name corresponds to the question, for example, for the “Project Description” question, label your video file “Project Description”
- To satisfy the required response in the textbox, be sure to type “see video”

**Project Description**  
*Please provide a detailed description of the proposed project request. How does your proposed project align with the focus area you have selected? How does the proposed project seek to create solutions reflective of the needs and opportunities presented in the Foundation research scan for your focus area? What services and/or activities will you implement? Who will this work serve and who will benefit from your proposed project? (No more than 750 words or 6 minutes)*

Characters left for field: 3000

Video - Project Description

+



# In-Person Submission

- Please refer to the Grants resource page for more information on scheduling the In-Person presentation
- Note the Instructions for the “In-Person” submission format

**Submission Format**

**Instructions for In-Person:**  
For the fields listed below, you must indicate "will submit via in-person presentation" in the designated text box:

- Project Description
- Racial Equity Alignment
- Project Team
- Collaborative Partners
- Operational Readiness
- Sustainability Plan
- Evaluation Plan

For all other fields not mentioned above, please ensure you provide written, complete answers or responses as required on this application.



# Application completion

- Once you have completed all fields on the application, and uploaded all required files (videos, timeline, letters of commitment (if applicable), etc.) click the “Save and Close” button on the bottom right of your screen
- You will then see a “Submit” button at the bottom of your screen – click this only when you are ready
- Once submitted, you will not be able to edit
- It will not allow submission without all required fields and attachments being completed

The screenshot displays the application completion interface for 'Carter Organization Test' under the '2023 Grant Cycle'. The header is red and contains the title and 'Amount Requested:'. Below the header, a progress bar shows three stages: 'Draft' (highlighted in yellow), 'Under Review' (orange), and 'Final Review' (pink). A 'Table of Contents' section lists various application components. At the bottom, there are two buttons: 'Withdraw' and 'Submit', with the 'Submit' button circled in blue.

**Carter Organization Test** 2023 Grant Cycle

ID: R-2308-17759  
Program Lead:  
Duration: -

Amount Requested:

Primary Grant Contact:

**Draft** → Under Review → Final Review

▼ Table of Contents

- Contact Information
- Eligibility Requirements
- Request Summary
- Project Details
- Population Information
- Documents

Contact Information

# Questions?

Please reach out to the Foundation Grants team at [grants@healthystpete.foundation](mailto:grants@healthystpete.foundation)

You may also reach Foundation staff at 727-865-4650 during normal office hours of 9a-5p EST, Monday through Friday.

