

# Sunflower Foundation



## GRANT PROCESS

1

Sunflower releases an open Request for Proposals (RFP) OR organization is invited to apply.

2

Organization must register in the Sunflower Foundation Grant Management System, Fluxx, to create an account.

3

Organization fills out and submits a grant application and budget into Fluxx.

4

Proposal is reviewed by Sunflower Staff and when applicable, external reviewers.

5

Sunflower staff determine if proposal meets foundation criteria, is mission aligned, and if proposal should be moved forward as a recommendation to the Sunflower Board of Trustees.

6

Proposals moving on to the board undergo Sunflower staff review of applicant's financial and organization documents.

7

Proposal is presented to Sunflower board by Sunflower Staff for final funding decision.

8

Board-approved proposals are moved to a fully granted status. Grant Agreement and Letter of Award are prepared and sent electronically.

9

When fully signed Grant Agreement is returned electronically to Sunflower, first grant payment is released.

10

Organization submits progress reports and financial reports based on schedule in Grant Agreement. Grants payments are released according to schedule.

?

Reach out to Sunflower staff with any questions or technical assistance needs!

[www.sunflowerfoundation.org](http://www.sunflowerfoundation.org)