PULTE FAMILY
CHARITABLE FOUNDATION

Applying for a Grant:
A Reference Guide to Our Grantee Portal

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Our Mission

Guided by the belief in the inherent dignity of all persons, the Pulte Family Charitable Foundation works to meet the basic human needs of the most marginalized members of the human family, including socio-economically disadvantaged youth; the aged; persons with physical, emotional and mental disabilities; and those with the fewest material resources. In addition to the above, the Foundation seeks to serve religious communities and correlative organizations of Judeo-Christian beliefs.

What We Fund

The Foundation strives to enact through its grantees the seven-corporeal works of mercy: feed the hungry; give drink to the thirsty; clothe the naked; care for captives; shelter the homeless; visit the sick; and assist the mourning.

How We Give

The Pulte Family Charitable Foundation considers grant proposals that advance the quality of life for religious communities and their correlative organizations of Judeo-Christian beliefs; socio-economically disadvantaged youth; the aged; persons with physical, emotional and mental disabilities; and those with the fewest material resources.

The Foundation makes grants regardless of race, creed, gender or, sexual preference. Following the Founder's Judeo-Christian religious and moral beliefs, the Foundation will not give monies to organizations that directly or indirectly, through their subsidiaries, support research, programming, and services that disregard the inherent dignity of all persons, from which follows the right to life from conception to natural death.

Eligibility

To be eligible to apply for funding, applicants should:

1. Be a 501(c)(3) non-profit organization, including public charities

2. Be aligned with the Pulte Family Charitable Foundation's mission and giving criteria

3. Not propose projects to support lobbying or political efforts

Applicants will confirm their eligibility when they create an account on the Foundation's Grantee Portal.

Our Application Process

Requests for funding are accepted throughout the year and reviewed by the Grantmaking Committee in May and November. The Foundation will make grants in June and December.

The Application is outlined below and requires the applicant to complete four steps. In the following pages, you will find additional details about each step.

Step 1 — Create An Account on the Grantee Portal

Step 2 — Submit a Letter of Inquiry (LOI) to determine if the request is a good fit

Step 3 — Submit a full application including the budget, staffing and other details

Step 4 — Receive the Foundation's decision on whether to grant the request
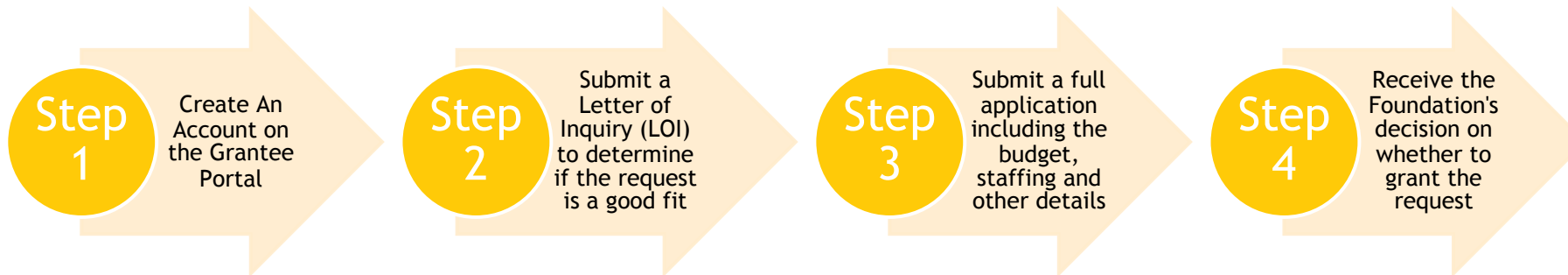
Important Dates

To be considered for our second round of grant-making in 2021, please note the following dates:

Letter of Inquiry	Submit by March 29, 2021
Application	Submit by April 19, 2021
Award Notification	Announced by June 7, 2021

About Our Grantee Portal

The Pulte Family Charitable Foundation uses Fluxx, an online grant management software, to make it easier for organizations to apply for funding and manage their grants.
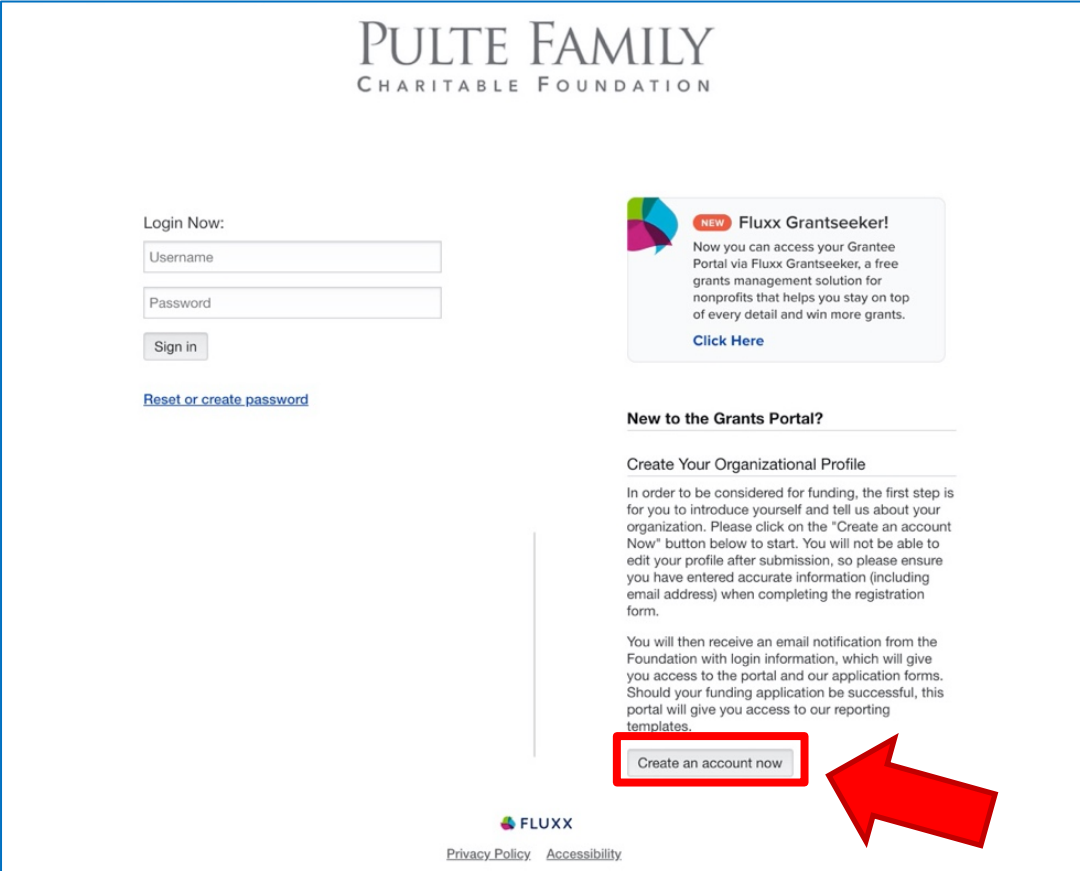
Step 1: Create An Account

Go to the Grantee Portal

First, applicants must create an account on the Grantee Portal at pultefamilyfoundation.fluxx.io. Click on the gray 'Create an account now' button located on the bottom right of the screen.

Take the Eligibility Quiz

Next, the **Eligibility Quiz** will appear. The Eligibility Quiz consists of three questions that determine if the applicant can legally accept funds and aligns with the Foundation's mission. Answer the questions and click the gray 'Submit' button.

Complete the Registration Form

After passing the eligibility quiz, you will then complete the **registration form**. Enter the information about the organization and the contact person. Then click the gray 'Submit Request' button located at the bottom of the page.

When you click the 'Submit Request' button, you will see a confirmation message. Foundation staff will review and approve the registration. You will receive an email detailing how to finish creating your account.
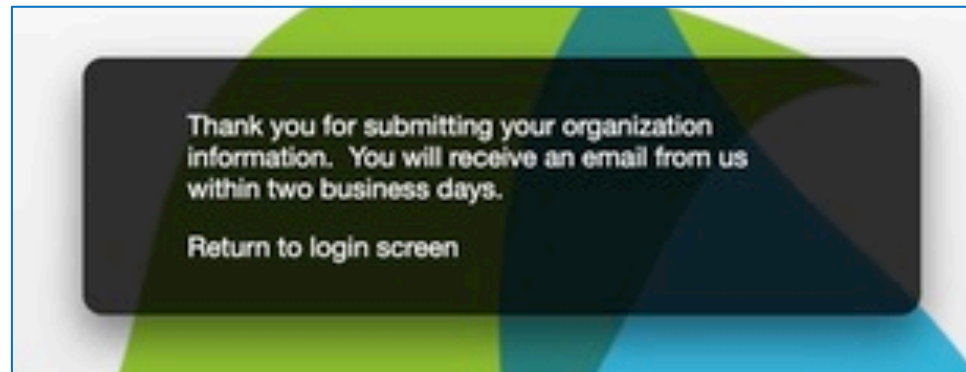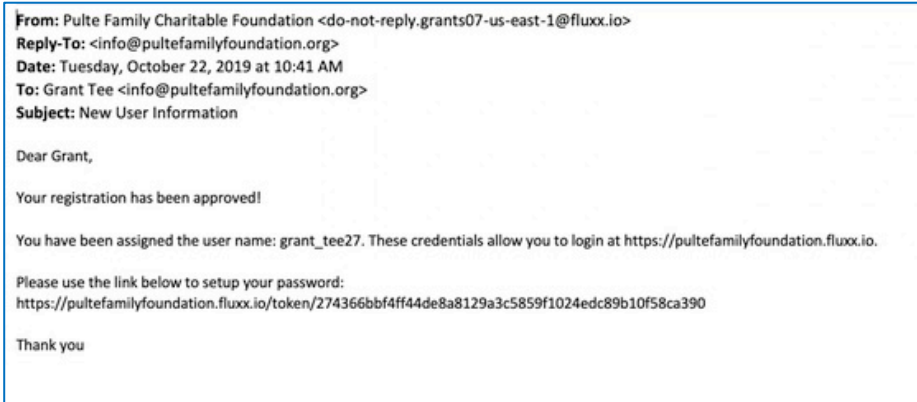
Set Your Password

Once Foundation staff has reviewed and approved your registration, you will receive an email prompting you to set your password. Follow the link in the email to set your password, and then you will be able to log-in to the Grantee Portal.

Update Your Profile

After you log-in, you can update your profile by clicking the 'People' and 'Organization' links on the left-hand menu (1). Then select the person or organization which you would like to update (2) and click the 'Edit' button at the top of the page (3). Update the information and then click the 'Save' button.

Navigating Our Grantee Portal

Fluxx uses online forms allowing applicants to complete and submit requests for funding easily.

Here are a few useful tips for navigating Fluxx:

1) Use the left-hand menu to navigate through the different parts of the Grantee Portal

2) Use the Table of Contents at the top of the forms to jump to specific sections

3) Sections expand and contract using the triangle arrow icons to the left of the section headers

Navigating Our Grantee Portal

Here are a few useful tips for navigating Fluxx:

4) Upload documents by clicking on the '+' icon in the 'Documents' section then select the type of document

5) Remember to click the 'Save' button regularly as Fluxx does not automatically save your work

Step 2: Submit a Letter of Inquiry (LOI)

Go to the Apply For Funding Page

Once logged-in to the Grantee Portal, review the information on the homepage located under the "How to Use the Portal" section. It will provide details on submitting your requests for funding and managing grants you receive.

After reading through the information, click on the link labeled 'Apply for Funding' located on the left-hand menu.
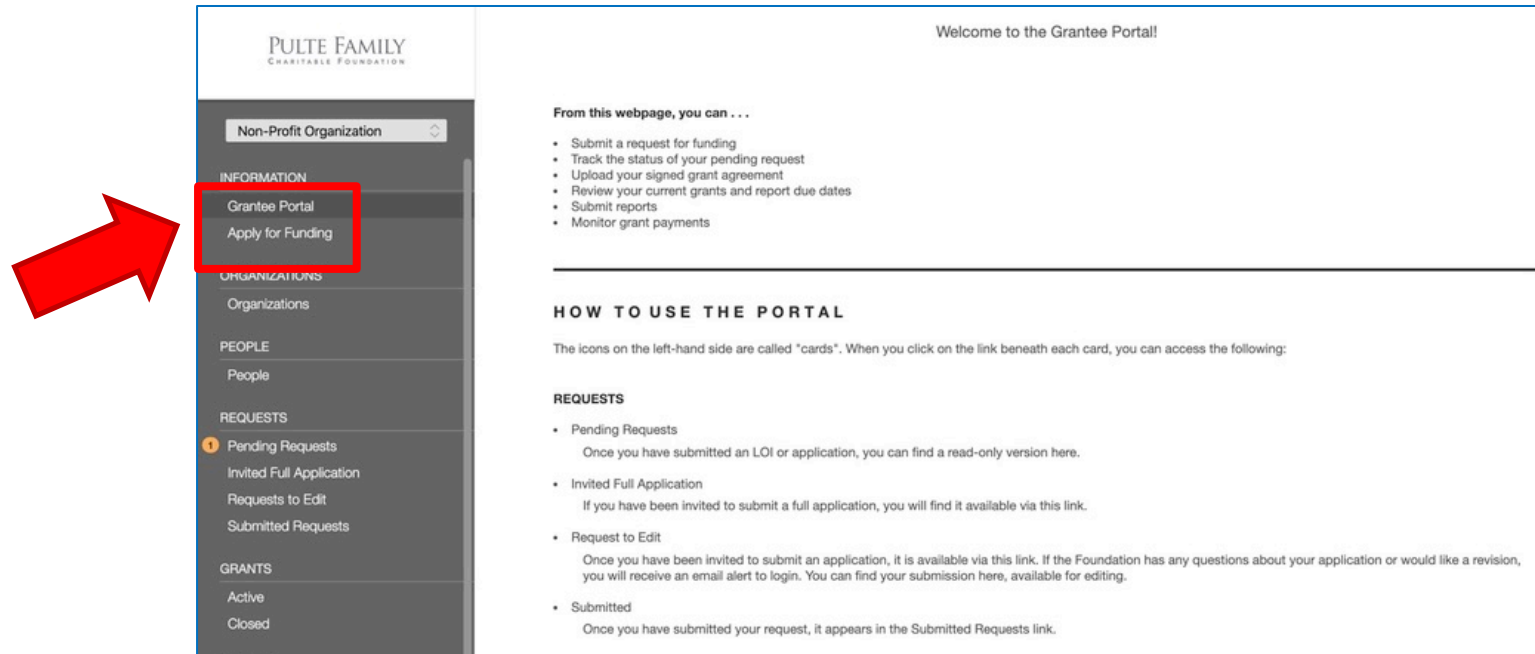
Start Your Request

Review the Foundation's mission and giving criteria and then click the 'Apply for a grant' button.
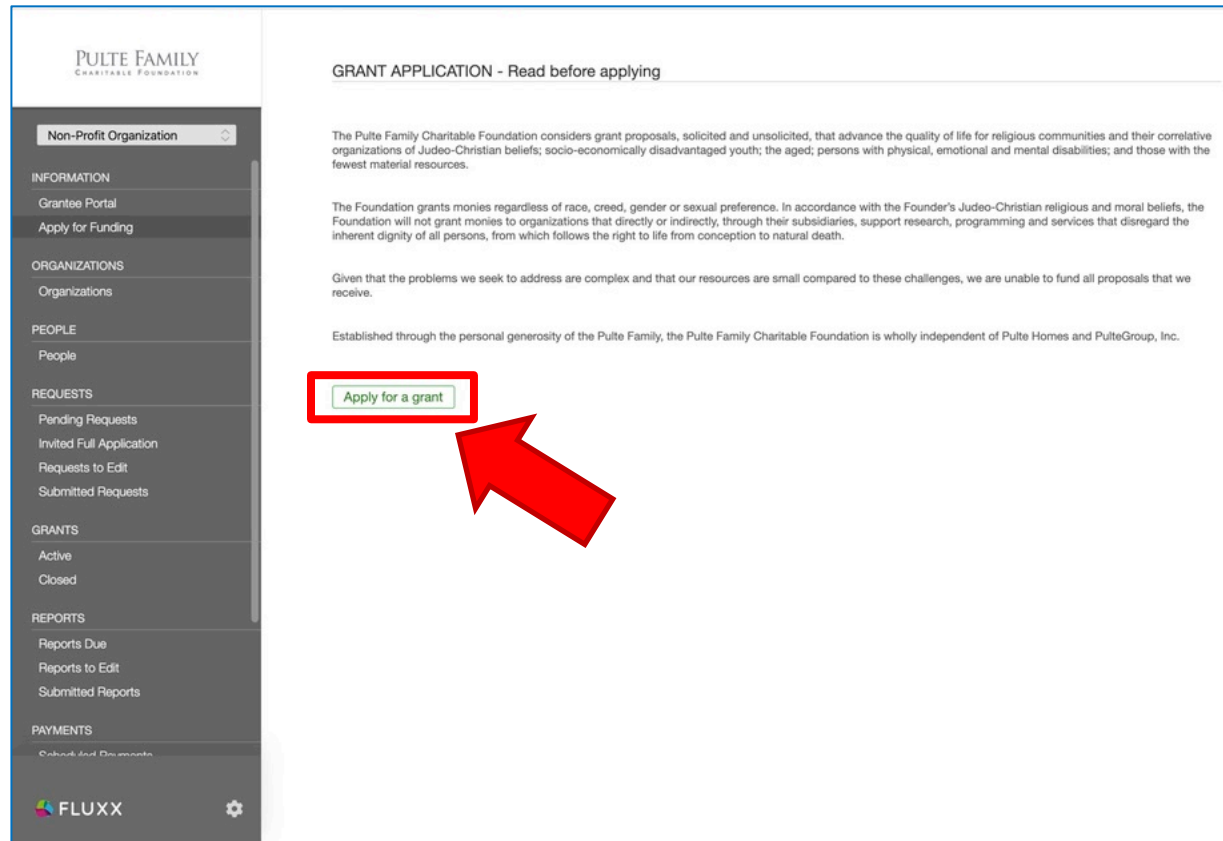
Complete the LOI Form

Complete the **LOI** form, including the organization's mission, requested amount, and a summary of the proposal. You can also upload documentation to support your request, including your 501(c)3 determination, annual reports, and other documentation.

Edit Your Request

After saving the LOI form, you can come back to it by locating the 'Pending Requests' on the left-hand menu (1).

You will then be able to see all your unsubmitted LOIs. You can then select the LOI you want to open (2) and then click the 'Edit' button in the upper right-hand of the page (3).
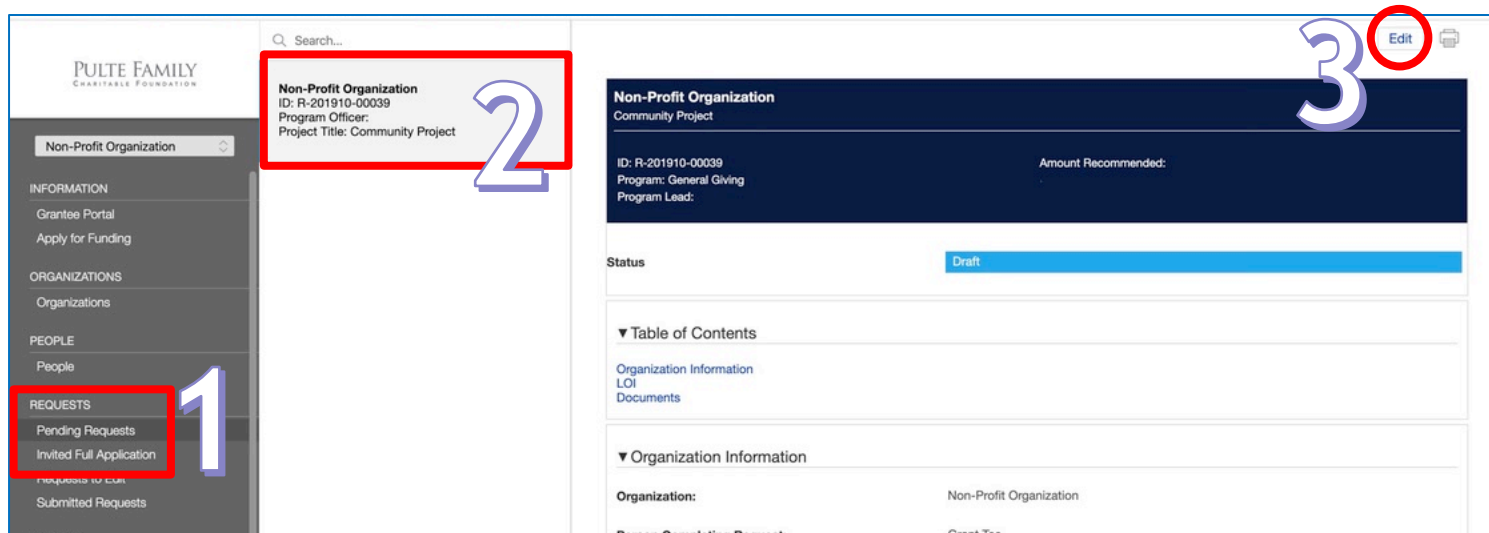
Submit the LOI

After saving the form, click the 'Submit' button on the lower right-hand of the page. Once the form is submitted, it cannot be edited.

Receive the Confirmation E-Mail

Once the LOI has been submitted and received by the Foundation, you will receive a confirmation email.

From: Pulte Family Charitable Foundation <do-not-reply.grants07-us-east-1@fluxx.io>
Reply-To: <info@pultefamilyfoundation.org>
Date: Wednesday, October 23, 2019 at 10:02 AM
To: Grant Tee <info@pultefamilyfoundation.org>
Subject: Letter of Inquiry has been received

Dear Grant:

The Pulte Family Charitable Foundation has received your Letter of Inquiry. For your reference, the ID number is R-201910-00039.

We will carefully consider your request and be in touch very soon.

If you have any questions, please contact us referencing the ID number above.

Thank you.

Nancy Pulte Rickard
President

Step 3: Submit a Full Application

Receive An Invitation to Apply

If the Foundation determines that your request aligns with our mission and goals and your LOI has been approved, you will receive an email inviting you to complete a full application.

From: Pulte Family Charitable Foundation <do-not-reply.grants07-us-east-1@fluxx.io>
Reply-To: <info@pultefamilyfoundation.org>
Date: Wednesday, October 23, 2019 at 2:58 PM
To: Grant Tee <info@pultefamilyfoundation.org>
Subject: Invitation to submit an application

Dear Grant Tee:

We are happy to inform you that the Pulte Family Charitable Foundation has reviewed the Letter of Inquiry for Request ID number R-201910-00039, and invites you to complete a grant application.

Please use your previously assigned username and password to log into the grantee portal and submit the required information to complete your application.

If you have any questions, please contact us referencing the ID number above.

Sincerely,

Nancy Pulte Rickard
President

Open Your Request

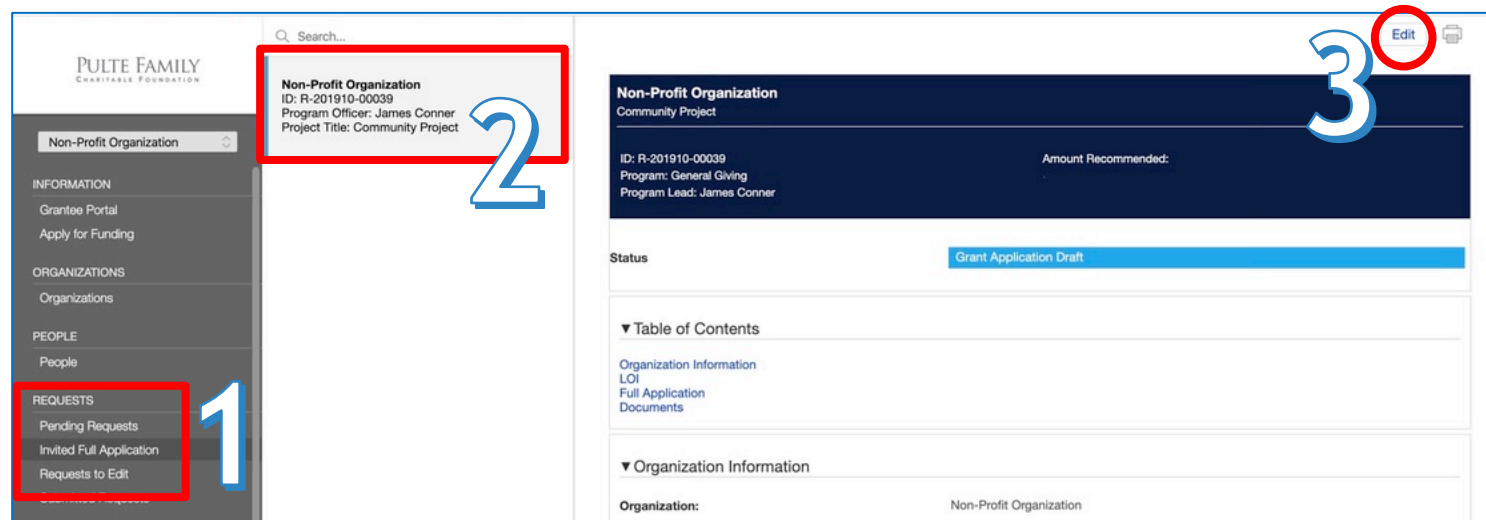Using your username and password, log-in to the Grantee Portal and select the 'Invited Full Application' link in the left-hand menu (1). Select your request (2) and then click the 'Edit' button at the top of the page to complete the Application Form (3).

Complete the Application Form

The purpose of the **application form** is to provide information to the Foundation, including the goals, plans for evaluating success, budget, and other relevant details of the request.

Complete the application, add supporting documents, save the form, and then click the 'Submit' button on the bottom right of the page.

After submitting the application materials, you will receive a confirmation email from the Foundation.

▼ Full Application

Project Description
Please provide a detailed description of your request.

Here is an in-depth project description.

Project Goals

Please describe what you hope to achieve if the request is funded.

The goals of this project are:

1) Increase attendance in after-school mentoring programs by 25%
2) Improve graduation rates by 10%
3) Work with 50 graduating students to apply to colleges and universities.

Project Implementation Plan
Please describe how you plan to implement the project.

We will partner with 2 area high schools in the Boca Raton community to identify 50 students that will be referred to our after-school mentoring program. Each student will be paired with a mentor from Florida Atlantic University (FAU) and participate in the academic success curriculum. The program starts in July, a month before the academic year starts and concludes with graduation in May.

Project Evaluation Plan
Please describe how success will be measured and tracked if the request is funded.

We have partnered with a professor at Florida Atlantic University to help track and analyze performance metrics. We will collect attendance rates, GPA information and conduct an intro and exit survey with each student. The attendance and academic information will be compared to historical data for each participating school as well as against the state data.

Project Personnel
Please list the staff, volunteers and partners that will be involved in executing the proposed grant. Please discuss their relevant qualifications.

The program will be run by Grant Tee, the program director. We have partnered with Dr. Doctor a professor at Florida Atlantic University. Mary White is our volunteer coordinator and will help to match students with the participating students. Resumes for the staff and partners are attached.

Receive A Request to Edit

If the Foundation has questions about the LOI or grant application, you will receive an email detailing the additional information that is requested.

From: Pulte Family Charitable Foundation <do-not-reply.grants07-us-east-1@fluxx.io>
Reply-To: <info@pultefamilyfoundation.org>
Date: Wednesday, October 23, 2019 at 10:02 AM
To: Grant Tee <info@pultefamilyfoundation.org>
Subject: Letter of Inquiry has been received

Dear Grant:

The Pulte Family Charitable Foundation has received your Letter of Inquiry. For your reference, the ID number is R-201910-00039.

We will carefully consider your request and be in touch very soon.

If you have any questions, please contact us referencing the ID number above.

Thank you.

Nancy Pulte Rickard
President

Submit Additional Information

Log-in to the Grantee Portal to provide the information. You can select the 'Requests to Edit' link in the left-hand menu (1), select the request to edit (2) and then click the 'Edit' button on the upper right-hand of the page (3).

Resubmit the Request

Once the additional information has been supplied, 1) save the form and then 2) click the 'Resubmit' button at the bottom of the page.

Step 4: Receive the Funding Decision

What Comes Next?

Once you submit the grant application, the Foundation will review all the materials. The Foundation's Grantmaking Committee will consider the request during its meetings in May and November. Grants will be made in June and December.

If the Foundation grants your request, you will receive an email with instructions on how to access the notification letter and the grant agreement in Fluxx. The grant agreement will outline expectations for grant reports and payment schedules and list the terms and conditions for accepting funds from the Pulte Family Charitable Foundation.

Given that the problems we seek to address are complex and that our resources are small compared to these challenges, we are unable to fund all the proposals that we receive.

Questions?

Please direct any additional questions to James Conner, Grants Manager at james@pultefamilyfoundation.org or call (561)544-0955.

Appendix: Example LOI and Application

Non-Profit Organization
Community Project

ID: G-201910-00039   Amount Recommended: $15,000.00
Program: General Giving
Program Lead: James Conner

Status   Active Grant

▼ Table of Contents

Organization Information
LOI
Full Application
Documents
Grant Terms Information

▼ Organization Information

Organization: Non-Profit Organization

Person Completing Request: Grant Tee

Primary Signatory: Grant Tee

Organization Mission Statement:

The mission of the Non-Profit Organization is to work with at-risk children in the community and engage community partners to improve academic performance, provide positive role models, and encourage volunteerism amongst area youth.

A fiscal sponsor is an organization that accepts and oversees grant funds on behalf of the applicant to support a specific initiative or project.

Does this grant include a Fiscal Sponsor?   No

▼ LOI

Are you a member of the Pulte Family?   No

Project Title: Community Project

Amount Requested: $15,000.00

Project Duration: One year or less

Project Summary:

The Community Project will engage local college students as mentors to at-risk youth at two local high schools. Mentors and students will work through a curriculum designed to improve school attendance and performance which will increase graduation rates and encourage students to attend college. Part of the curriculum includes volunteering with local organizations including an emergency food kitchen and women's shelter. This project is aligned with the Pulte Family Charitable Foundation's focus on the seven corporeal acts of mercy as volunteerism is a critical component of the curriculum. Once this project is completed, we anticipate that graduation rates and college acceptance rates will increase and that local nonprofit organizations will see an increase in the number of volunteers engaged in doing local community work.

▼ Full Application

Project Description:

The Community Project will engage two classes of local college students as mentors to at-risk youth at two local high schools. Mentors will be matched with high school students based upon mutual interests. Mentors and students will work through a curriculum designed to improve school attendance and performance which will increase graduation rates and encourage students to attend college. The curriculum focuses on academic success, volunteerism, and social activities. The volunteerism component of the curriculum includes working with local organizations including an emergency food kitchen and women's shelter. Once this project is completed, we anticipate that graduation rates and college acceptance rates will increase and that local nonprofit organizations will see an increase in the number of volunteers engaged in doing local community work.

Project Goals

The goals of this project are:

1) Increase attendance in after-school mentoring programs by 25%
2) Improve graduation rates by 10%
3) Work with 50 graduating students to apply to colleges and universities.

Project Implementation Plan:

We will partner with 2 area high schools in our community to identify 50 students that will be referred to our after-school mentoring program. Each student will be paired with a mentor from the local college and participate in the academic success curriculum. The program starts in July, a month before the academic year starts and concludes with graduation in May.

Project Evaluation Plan:

We have partnered with a professor at the local college to help track and analyze performance metrics. We will collect attendance rates, GPA information and conduct an intro and exit survey with each student. The attendance and academic information will be compared to historical data for each participating school as well as against the state data.

Project Personnel:

The program will be run by Grant Tee, the program director. We have partnered with Dr. Doctor a professor at the local college. Mary White is our volunteer coordinator and will help to match students with the participating students. Resumes for the staff and partners are attached.

Alignment with PFCF Mission:

This project is aligned with the Pulte Family Charitable Foundation's focus on the seven corporeal acts of mercy as volunteerism is a critical component of the curriculum.

Please complete the following questions if the proposed project will be funded through multiple sources.

Total Budget for the Project: $15,000.00

Other Anticipated Funding Sources:

We have received a $10,000 grant from the Community Foundation to support purchase of computers for the academic success component of the curriculum.

Amount Raised To Date: $10,000.00

Please answer the following questions about your most recent fiscal year.

Total Organization Income for most recent FY: $150,000.00

Total Organization Expenses for most recent FY: $105,000.00