Instruction Document

Funding Programme 2023: Call for Applications

Early-stage Civil Society Organizations in Madhya Pradesh, Bihar, and Uttar Pradesh (restricted to districts of Purvanchal region and Lucknow, Sitapur, Barabanki and Raibareli districts)

STEP 1: Click on https://appi.fluxx.io/apply/registration .

Important Note:

The pre-requisites for any organization to be supported with a grant from Azim Premji Foundation are:

- i. The organization must be registered as a Trust /Society/Section 8 OR Section 25/Liaison Office in India.
- ii. Has a valid 12A exemption.
- iii. Income Tax returns are filed for the last 3 years (or from the time the organization has been registered).
- iv. Audit reports are available for the last 3 years (or from the time the organization has been registered).

As an early-stage organization, you can answer 'Yes' to all questions on the first webpage (Image 1), even if you don't possess 80G certification, audited statements, or income tax returns and click on Next.

	Azim Premji Foundation
Weld	come to the Azim Premji Foundation's Grants Portal
	ou for your interest. Please fill out this form only if you wish to register with us for a grant in the future.
	e an organization, and would like to get in touch with us for a different reason, please us at <u>philanthropy,registrations@azimpremjifoundation.org</u> .
informat social m	e aware of fraudulent emails/communications asking for money or sensitive personal ion. For more details, visit our <u>Alert</u> page. If you come across any such person/mail / edia / WhatsApp correspondence, kindly report to us immediately at <u>zimpremjifoundation.org</u> .
We do r We do r We do r We do r	not charge any fees for registration or awarding a grant not support for-profit organisations not support organisations registered outside India not support grants in education not support individuals, including students ganisation registered as a Trust/ Society/ Section 8 or Section 25 Company/
Liaison Select O	Office in India?
	e organisation have a valid 12AA or 80 G exemption?
Select O	ptior 🗸
	organisation filed Income Tax returns for last 3 years? (Or from the time the tion has been registered)
Select O	ptior 🗸
	e organisation have audit reports for last 3 years? (Or from the time the tion has been registered)
Select O	ptior 🗸 🚽
Cance	I Next

Image 1

a) Answer the four questions with a **Yes** and click on **Next** to move to the next page (Image 1).

STEP 2:

a) Fill the required sections under 'Organization Information' as displayed in Image 2.

	Azim Premji Foundation
Welcome to the	Azim Premji Foundation's Grants Porta
Organisation Information	1
Organisation Name (As pe	er your registration document)*
Organisation PAN (as per	your PAN card)*
Date of Establishment (as	per PAN card)*
Nature of Establishment*	
Registered under which A	ct?*
Address 1*	
Address 2	
City*	
State / Province*	
Pin Code*	
Communication Address (if	different from Registered Address)

Image 2

b) For the question 'Choose your areas of work- 1/3', select only the 'ES-CSO' option (refer to Image 3). For Thematic Area 2/3 and 3/3 you may select any other option that best describes your organization's work

Organisation Phone			
Organisation Website			
Founders Name			
12A Validity			
80G Validity			
FCRA Validity			
	12		
Choose your areas of work - 1/			
Choose your areas of work - 1/			
Gender & Sexual minorities	3*		
Gender & Sexual minorities Gender-based violence	3*		
Gender & Sexual minorities Gender-based violence Governance	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal settlements	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sectlements Local democracy	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal settlements Local democracy Manual scavengers	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sectlements Local democracy Manual scavengers Mental health	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sectlements Local democracy Manual scavengers Mental health Migrant workers	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sector workers Local democracy Manual scavengers Mental health Migrant workers Others	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sectlements Local democracy Manual scavengers Mental health Migrant workers Others Persons with disability	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sectlements Local democracy Manual scavengers Mental health Migrant workers Others Persons with disability Small & marginal farmers	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sectlements Local democracy Manual scavengers Mental health Migrant workers Others Persons with disability Small & marginal farmers Waste pickers	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal settlements Local democracy Manual scavengers Mental health Migrant workers Others Persons with disability Small & marginal farmers Waste pickers Water	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sector workers Local democracy Manual scavengers Mental health Migrant workers Others Persons with disability Small & marginal farmers Waste pickers Water Welfare	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sector workers Local democracy Manual scavengers Mental health Migrant workers Others Persons with disability Small & marginal farmers Waste pickers Water Welfare Youth	3*		
Gender & Sexual minorities Gender-based violence Governance Homeless Informal sector workers Informal sector workers Local democracy Manual scavengers Mental health Migrant workers Others Persons with disability Small & marginal farmers Waste pickers Water Welfare	3*		

Image 3

c) Fill in the "Contact Person Information" and click on "Submit Request" as displayed in Image 4.

First Name						
Last Name						
Designatio	ı/Title*					
**Mobile Nu	mber*					
**E-mail*						
	wide an email address t act will be available. Ou					
Please doub	le-check the informatior	n before subm	nitting the requ	iest.		
I consent to purposes.	sharing my information	with Azim Pre	mji Foundatio	n for legitima	te business	

Image 4

STEP 3:

- a) Within 7 days of registering, you will receive an email from Azim Premji Foundation Grant Management Portal with the subject 'New User Information', confirming your registration and generating your organization's username and password for Fluxx, which is our grant management portal.
- b) On the same day, you will receive a second email from Azim Premji Foundation Grant Management Portal with the subject 'R-xxxx-xxxxx | Organization Details to be Submitted' asking you to login to <u>Fluxx</u> and fill your organization details (refer to Image 5)

NOTE- All emails from Azim Premji Foundation will be sent to the registered email id, which was filled under 'Contact Person Information' (refer to Image 4).

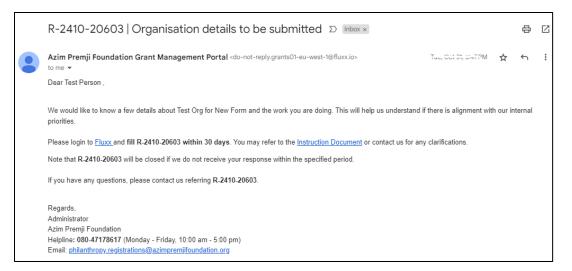


Image 5

c) Login to <u>Fluxx</u> using the **username** and **password**.

Azim Premji	Grant Application and Management Portal
	Note: If you are returning to edit and submit a previously saved Request (Concept Note), please look for it under REQUESTS> Pending Submission on the left-hand side of this webpage.
1	enc-nana side or mis medhagle.
Grantee Portal	From this portal, you can
REQUESTS (10)	 Submit a new Request for funding along with required documents> this option is temporarily disabled. We appreciate your patience and regret any inconvenience caused. Please refer https://acimpremijfoundation.org/content/civil-society-organisations for more information. Track the status of your pading Request
Pending Submission (3)	Upload your signed grant agreement Proview your current grants and report due dates
Revisions Needed (3)	Submit reports Monitor grant gavments
Invited Grant Paok (1)	 reserve grants payments
Submitted Requests (3)	HOW TO USE THE PORTAL
Declined Requests	HOW TO USE THE PORTAL
GRANTS (2) 🗸 🗸	The icons in various color on the left-hand side are called "cards". When you click on the link beneath each card, you are accessing the following:
Activo Grants (2)	ORGANIZATIONS
Closed Grants	Organizations: This is where you view all organization data, including contact information. To request updates to your Organization's information, contact your
REPORTS (4)	 organizations, misis wrise you vew an organization data, including contact information, to request updates to your organization a monnation, contact your Program Lead.
Due Reports (3)	PEOPLE
Revisions Needed	· People: This is where you view and update your user profile, including contact and login information. Please keep this information up-to-date.
Submitted Reports (1)	
PAYMENTS (3)	REQUESTS
C Select Language	 Pending Submission: You may continue adding you saved proposals/concept notes. Revision Meddad: You may addinve you concept note and insubmit for review. Invited Grant Pack: You may submit dealing grant packs, budget, result frameworks and other required documents as per the instructions from your Program Lead. Submitted Requests: You may infor the ist of submitted proposal concept notes. While the deals are valide through the card, you will not have the ability to edit the
🕹 FLUXX 💠	record after it is submitted. Please write to the Program Lead or to philamthropy registrations@azimpremyfoundation.org if you need to edit and re-submit. Declined Requests: You may find the list of all declined proposals concept notes.

Image 6

d) Click on Pending Submissions => Organization Name => Edit

Anim Denmili	Search	Edn
Azim Premji Foundation	Test Organisation R-2411-21082 Program Lead	Test Organisation R-2411-21882 Prozam Lead
	Program (Jeac Cluster: Strengthening Civil Society Roquested: Status: Organisation details- Please submit	Cluister: Strengthening Cluit Society Requested: (j) Status: Organisation dealis- Please submit
Grantee Postal REQUESTS (9)		
Pending Submission (1) Revisions Needed (3)	- 1	
Invited Grant Paok (1) Submitted Requests (3)		TABLE OF CONTENTS OPGANISATION DETAILS BRIEF DECOMPTION OF THE ORGANISATION
Declined Requests		BHER DESCHIPTION OF THE UNAWASAITUM FINANCIALS
Active Grants (2) Olosed Grants		ORGANISATION DETAILS
REPORTS (4)		Addweer #194 Doddshamell, Nent to Wijns Corporate Office Generation Poset, Bengalan - 20005.
Due Reports (3) Revisions Needed Submitted Reports (1)		City ENVALUME Bale Kanadaa Weate Http://incompenitory.tellan.org/
PAYMENTS (3) 🗸 🗸		
Select Language ¥		PMR-AAAAA120A Data of Establishtemetrik paper PMN cardt : Nextra of Establishtemetrik Chrus Hengisteme during werken Arch the
🐇 FLUXX 💠	44 1-101 M	Consider News, Tex

Image 7

- e) Answer all questions under 'Brief Description of the Organization' (Image 8).
- f) If your organization has not had audited financial statements for the last 3 years, write '0.00' under audited expenditures.
- g) Click on **Save** to save your application. You can log in later and complete your application.
- h) Click on **Submit** once your application is complete. This completes your STEP 3.

Nature of Establishment, One		
Registered under which Act: Te	t	
Founders Name: Test		
12A Validity: 2027-10-01		
80G Validity: 2028-10-31		
FCRA Validity: 2029-11-01		
Thematic Area:		
Thematic Area 2: Thematic Area 3:		
BRIEF DESCRIPTION O	THE ORGANISATION	
Give a brief profile of the foun achievements)	ler/s (background, motivation behind starting an organiza	ation, previous experience in the sector and
Explain purpose of starting yo	rr organization and what is the major issue you seek to a	ddress through your organization's work?
Explain purpose of starting yo	ir organization and what is the major issue you seek to a	ddress through your organization's work?
Explain purpose of starting yo	ir organization and what is the major issue you seek to a	ddress through your organization's work?
Explain purpose of starting yo	Ir organization and what is the major issue you seek to a	ddress through your organization's work?
A brief paragraph (5 to 10 line	ir organization and what is the major issue you seek to a) on your on-going programmes (covering – what is it tryi with, number of people covered, etc.)	
A brief paragraph (5 to 10 line) on your on-going programmes (covering – what is it try	
A brief paragraph (5 to 10 line) on your on-going programmes (covering – what is it try	
A brief paragraph (5 to 10 line) on your on-going programmes (covering – what is it try	
A brief paragraph (5 to 10 line communities you are working) on your on-going programmes (covering – what is it tryi with, number of people covered, etc.)	ing to achieve/contribute/help with, where,
A brief paragraph (5 to 10 line communities you are working) on your on-going programmes (covering – what is it try	ing to achieve/contribute/help with, where,

Image 8

IMPORTANT:

1. Timeline:

• The final date for accepting applications is **29th February 2024**. However, we urge you to complete the registration (STEP 1 & STEP 2) and application (STEP 3) at the earliest to give us enough time to review and respond.

2. Language:

- Fluxx provides an option of viewing the questions in Hindi or any other vernacular language.
- Go to **'Select Language'** and click on your preferred language for automatic Google translations.
- You will need to switch back to English to make the Edit button visible (this is a technical limitation).

3. Avoid Duplicate Registration

• Please do not re-register if you have already registered your organization in our grant management portal (Fluxx). Write to us at <u>philanthropy.registrations@azimpremjifoundation.org</u> with the subject **'ES-CSO Application- already registered'.**

4. Helpline:

• For any queries regarding the application process, please contact our partner support team at: Helpline: 080-47178617 (Monday - Friday, 10:00 am - 5:00 pm), Email: <u>philanthropy.registrations@azimpremjifoundation.org</u>