

Grants for Innovation Guide

Digital Ministry Grants 2026-2027

ELCA GrantMaker Information

- ELCA GrantMaker is a web-based portal for individual Grants for Innovation grantees to login and complete requested grant information on behalf of their organization. The same portal is used across all ELCA grant processes.
- Please use Google Chrome any time you access ELCA GrantMaker. If you do not have Google Chrome on your device, you can download the web browser [at this linked webpage](#). Other web browsers cannot support the full functionality of ELCA GrantMaker and will generate errors.
- The website for the ELCA GrantMaker login page is elca.fluxx.io

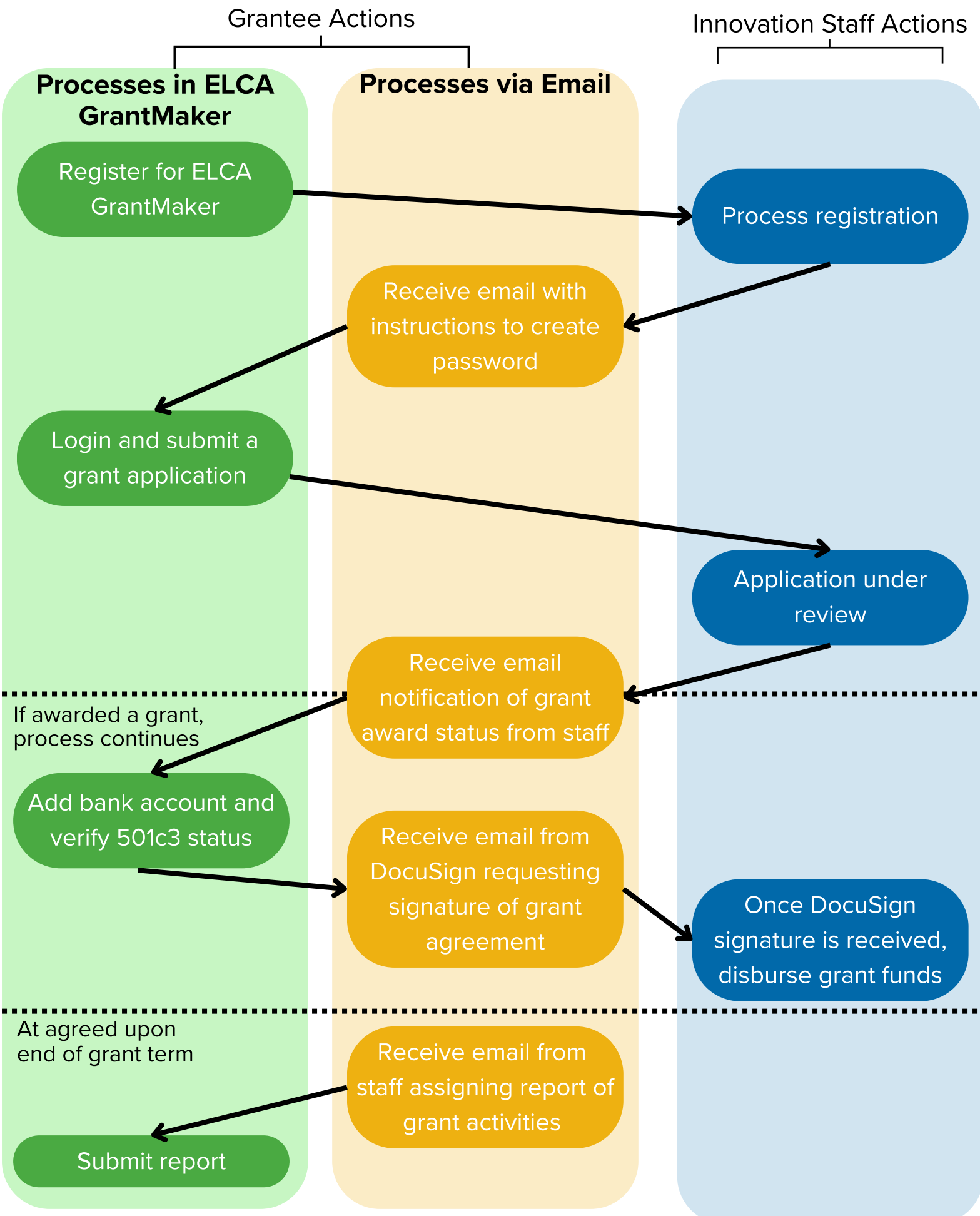
How to Use this Guide

- This guide provides instructions for the grantee actions within ELCA GrantMaker in chronological order, within one document. However, each organization using the guide has different needs and potentially existing information already uploaded in ELCA GrantMaker. For example, some organizations already have a registered user or already have a bank account on file from a prior grant. Please see the Table of Contents below to skip ahead to the grantee actions necessary for your context. We suggest saving this guide to your desktop for quick reference during the grant process.

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Grants for Innovation Process Overview



Sample Digital Ministry Grant Application

To better prepare your application in advance, the questions that you will be asked to respond to within the Digital Ministry Grant Application are as follows on the next two pages. If you prepare your responses within a separate document, you will be able to copy and paste each response into the corresponding field within the ELCA GrantMaker application.

Project Context

In the spaces below, please describe the current digital competency of your ministry. (Note: Responses to this question will help us understand your context but will not be used to judge the application’s merit.)

- Your digital competency as an individual or team:
- Your digital competency as a congregation or organization:
- Please describe your ministry’s current community context in the box below. What are your community’s needs? Joys? Challenges? How do you know?
- What is the need, problem, or opportunity to be addressed by this project?

Detailed Project Description

- Please add a brief project proposal in the space below.
- What is the desired outcome of this project?
- Please list a budget for the project and the source of any project funds.
- Does your organization currently budget for digital ministry in any way? If yes, how much do you currently budget for digital ministry? How much of that budget do you plan to spend on this project?
- What is the proposed timeline for this project?

Metrics and Evaluation

- Please list below three metrics for this project that will be used to track progress towards the desired outcome.
- How will you know this project is successful? What will be the signs of making progress toward the desired outcome?

Optional: Supporting Documents

There is an optional section within the application to upload any supplemental documents.

Budget Information

- Amount Requested:
- Overall Project Amount:

Note: The general quantity and amount of grants available are three \$30,000 grants and thirty \$3,000 grants over a one year cycle from October 2026-July 2027.

Innovation staff may adjust grant quantities or amounts as needed, depending on availability and application volume and strength. Request amounts over \$30,000 are not recommended for digital ministry grants.

If you have questions about the application questions or would like staff feedback as you develop your responses, please contact Maddie Fairfax at maddie.fairfax@elca.org.

Grantee Action: Register for ELCA GrantMaker

Note: If you already have an ELCA GrantMaker login (even if it isn't connected to your current organization), please do not register as a new user.

- If your past login was connected to an email address you no longer have access to, please email maddie.fairfax@elca.org and let her know your old and new email address to have your account updated.
- If you still have access to your username's email account, but you have forgotten your password, you can click "Forgot Password" on the login homepage screen. Instructions to create a new password will be emailed.

If you do not have an ELCA GrantMaker account yet, please continue with these steps to register as a new user:

- 1) Using the Google Chrome web browser, go to elca.fluxx.io
- 2) Click "Create Account Now" on the right side towards the bottom of the page.
- 3) Match your drop-down selections to the image below:

General

Will the applicant receiving funds be based Domestically (United States and Territories) or Internationally?

Domestic (United States and Territories) ▾

*Which ELCA grant class will you be registering for today?

Impact Church Ministry Grants ▾

Which Impact Church Ministry Grant will you be registering for?

Grants for Innovation ▾

*How did you learn about this grant/scholarship?

▾ (Select the option relevant to you.)

*Are you applying as an individual or on behalf of an organization?

Organization ▾

4) Proceed to type in the required information for your organization and in the next section, for you, personally. The fields in bold with an asterisk are required. Any fields that are not required can be left blank.

5) Click “Submit Request”.

[A video walk-through of these steps is available by clicking here.](#)

What Happens Next

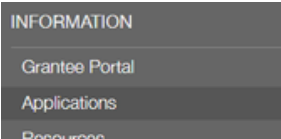
ELCA Innovation staff will receive your registration and process it manually. Within 5 business days, you will receive an email with next steps to complete registration and create your password. Then you will use your username and password every time you login to ELCA GrantMaker.

Grantee Action: Submit a Grant Application

Once you are ready to add your application responses in the ELCA GrantMaker portal and submit your saved application, please follow the instructions below:

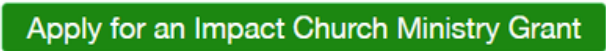
Note: click “Save” frequently as you enter in responses. Unfortunately, ELCA GrantMaker does not autosave the content you enter. Once you have clicked “Save” you will need to click “Edit” again before making additional changes. If you have your responses typed in another document, you should be able to copy and paste them into the response fields in the application in ELCA GrantMaker.

- 1) Using the Google Chrome web browser, go to elca.fluxx.io
- 2) Login using your username and password.
- 3) Under the INFORMATION section of the gray left side menu, select “Applications”.



- 4) Scroll down on the applications page and click  [Impact Church Ministry Grants](#)

5) In the expanded list of grants, scroll down to the bottom of the page and click the “Apply for an Impact Church Ministry Grant” button. The button turns green when you hover over it.



- 6) Proceed to answer each question in the application, saving frequently. If you save prior to logging out, you can return to your application as a draft at any time. Be sure to click the “Edit” button when you are ready to add new information.
- 7) When asked which Impact Church Ministry grant you will be applying for, select “Grants for Innovation” in the dropdown menu.
- 8) When asked which ministry type you are applying for, select “Digital Ministry Grant” in the dropdown menu.

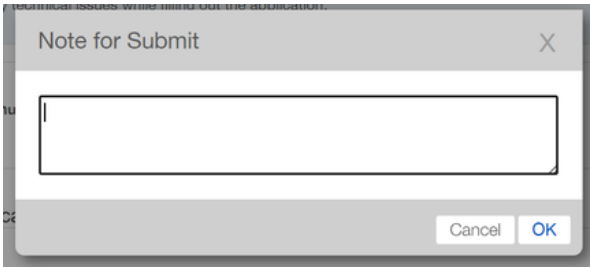
9) Optional: Supporting Documents

If you have any supporting documents to add, locate the Documents section at the bottom of the application, then click the plus sign within a circle icon on the right side of the page to upload documents from your device.



Click “Add Files” then select your file in the file browser. Click “Open”. Once all documents are added in the queue, click “Start Upload”. Once complete, close the “Upload Files” window.

10) When you are finished, click “Submit”. In the pop-up window titled “Note for Submit” you MUST click “OK” in order to fully submit. You do not need to add a note before clicking OK.



What Happens Next

Pause here in the guide. You do not need to proceed with adding bank account information at this time. ELCA Innovation staff will be able to review your application once you click “Submit”. You may receive generic status notifications from the ELCA GrantMaker system as your application moves through the review process. No action is needed from you during this time. Applications are reviewed and grants are awarded on a cyclical basis: in January, April, July, and October.

Program staff will contact you via email at the end of the review process for the current cycle, to let you know about decisions regarding your application and if applicable, grant amounts to be disbursed. If a grant is awarded, then you will proceed with the instructions to add a bank account at that time.

Grantee Action: Add Bank Account and Verify 501c3 Status

Note: To check to see if you already have an approved bank account on file, or to verify that the information on file is up-to-date, follow steps 1-3 below, then skip to step 6. If you have a bank account on file, it will be hyperlinked in blue.

If you receive a grant award and you do not have bank account information on file, you will need to add bank account information on behalf of your organization in order to receive the grant disbursement. Please do not add bank account information prior to receiving a grant award letter.

To add a bank account, please follow the steps below:

Before you begin, you will need:

- a copy of a voided check, saved as a .pdf file on your device
- your organization's Bank Name and State, Routing Number (Bank ID) and Checking Account Number (both of these numbers are typically printed on the bottom of the voided check)
- your organization's name EXACTLY as it is displayed on the voided check
- 501c3 status letter for your organization
 - If you do not have this document already, you can email your congregation's name, address, and EIN (Employer Identification Number or federal tax ID number) to 501c3@elca.org and the ELCA legal team will reply with a copy of your congregation's letter which can be uploaded.

Note: If you do not have access to a scanner, you can typically take a cell phone photo of these documents, email them to yourself, and then download and save them to your computer as .pdf files.

1) Using the Google Chrome web browser, go to elca.fluxx.io

2) Login using your username and password.

3) Under the ORGANIZATIONS section of the gray left side menu, select "Organizations". If the next page says "No Results", please click the "rewind" (backwards triangles) icon at the bottom of the page.

4) Click on the box with your organization's information and then click the "Edit" button in the upper right corner, as pictured on the next page.

Search...

Test Organization

PEID-AD: -

Tax ID: 1234 Main

Fulton, California 95403

MODERATORS: 6 of 8 Ind(s) Assigned

PAYMENT SETUP: Pending Confirmation

Test Organization

PEID-AD: -
 Tax ID: 1234 Main
 Fulton, California 95403

MODERATORS: 6 of 8 Ind(s) Assigned
 PAYMENT SETUP: Pending Confirmation

5) Scroll down and pause at the Contact Information section. Check to see if the ***Organization Name** listed in the top box matches the organization name *exactly* as it is displayed on the voided check. If it matches exactly, proceed to step six, below.

Contact Information

Please refrain from using diacritical marks such as tildes (ñ), umlauts (ü) or acute accents the name of an organization or individual. The financial institution we work with cannot process characters. Thank you for your understanding as we work together within these limitations.

*Organization Name

Organization Legal Registered Name

Postal Mailing Address

If it *does not* match, leave the ***Organization Name** box as-is, and in the second box (Organization Legal Registered Name), type the organization name exactly as it appears on the top of the voided check. The contents of this second box must match the voided check EXACTLY before the bank account can be approved. (Even if the name on the check is not your organization's "official" legal name, it needs to be entered here exactly as it is on the check.)

6) Scroll down to the Bank Accounts section.

7) Click the plus sign within a circle icon to add a new bank account.

8) Enter the following information:

- Account Number
- Confirm account number
- Email address to receive payment notifications
- Bank Name
- Country
- State/Province
- Other fields such as Bank Code (routing number) as required by the system (required fields are indicated in bold)

9) Upload supporting documents (.pdf copy of voided check and 501c3 document) by clicking the plus sign within a circle icon in the Documents section. Click “Add Files” then select your file in the file browser. Click “Open”. Once the file is added in the queue, click “Start Upload”. Once complete, close the “Upload Files” window.

10) Click “Save” on the bottom right side of the page.

What Happens Next

Once your bank information is entered, the bank account status will show as “Pending Confirmation” with a light blue square icon. ELCA Finance staff will verify your bank account. Once it is approved, the status will change to “Approved” with a green checkmark icon. This approval process takes several business days.

If there are any revisions required to the information you’ve uploaded and entered, you may receive an automated email from ELCA GrantMaker. If this happens, please email Maddie.Fairfax@elca.org before taking any of the actions suggested in the email from ELCA GrantMaker. This will save you time in the re-approval process and allow Maddie to contact you directly about next best steps for your specific situation.

Grantee Action: Sign a Grant Agreement in DocuSign

If you receive a grant award letter email from ELCA Innovation staff, you will soon after receive an email directly from DocuSign with instructions to view and sign a Grant Agreement.

Please follow the instructions in the email to electronically sign and submit the grant agreement. Your electronic signature will serve as confirmation that you have read and agreed to the terms of the grant.

A copy of the signed grant agreement will automatically upload to your GrantMaker account once this step is complete. If you have any questions about the Grant Agreement, please email Maddie.Fairfax@elca.org

What Happens Next

Once you sign the Grant Agreement, Innovation staff will move your grant to “Granted” status. If bank account information is already on file or has been added by you or someone in your organization and is in “Approved” status, Innovation staff will create a payment for the amount of your grant and the funds will be deposited in your organization’s bank account. There is a multi-step finance approval process and can take up to 10 business days. If you have not received the grant disbursement to your organization’s account within 10 business days, please email Maddie Fairfax to let her know.

Frequently Asked Questions

- **Can we have more than one person at our organization with an ELCA GrantMaker account?**
 - Yes! The GrantMaker portal is designed to support multiple account holders within one organization. The users designated as Moderators will have the ability to view and edit bank information for the organization. The users with general profiles will not be able to view bank information. If you would like to have one person apply for the grant and/or complete reports and a separate person such as an office administrator add the bank account information, both users will need to register for ELCA GrantMaker and create separate logins. Only Innovation staff can give users moderator status if they don't already have it.

- **Can the ELCA mail my congregation a check for grant funds?**
 - We are unable to disburse grant funds via check for security and transparency purposes. All grant payments must be made through secure, electronic fund transfer with your bank account routing and account number on file in ELCA GrantMaker.

- **Can Innovation staff add my organization's bank account information on my behalf?**
 - No. For security purposes, Innovation staff cannot view your organization's bank account information, beyond the name of the bank and the last four digits of the account number. Please do NOT email Innovation staff sensitive information such as bank account numbers.
 - Innovation staff do not have access to enter your bank account information for you. However, we are happy to assist via screenshare to walk you through the process in your portal. Email maddie.fairfax@elca.org to schedule a Zoom call.

Frequently Asked Questions

- **How long does the grant process take, from registering for ELCA GrantMaker to receiving funds?**
 - Many of the grantee actions with ELCA GrantMaker require manual, multi-step review and approval once received by Innovation staff. We are so grateful for your patience. If at any point, the processes take longer than the time described below, please email to let the appropriate staff know.
 - Processing time for each of the steps in the granting process are as follows:
 - **Register in ELCA GrantMaker:** Once you register, you should receive instructions to create a password within 5 business days, if not, email Maddie.Fairfax@elca.org
 - **Apply in ELCA GrantMaker:** Once you apply, the wait time for decisions is based on the current grant cycle. Digital Ministry Grants are reviewed in January, April, July, and October. With questions, email Maddie.Fairfax@elca.org
 - **Add a Bank Account and 501c3 Status:** Once you add this information, it is typically approved within 5 business days; if revisions are required, wait times can be longer. With questions, email Maddie.Fairfax@elca.org
 - **Receive Grant Disbursement:** Once your signed grant agreement is received via DocuSign, funds should be deposited to your organization's account within 10 business days. With questions, email Maddie.Fairfax@elca.org

Support and Resources

Applying for a grant can be a challenging pathway to navigate! ELCA Innovation staff are here to help. Reach out to the staff member below at any time with questions or concerns.

Application and Programmatic Support

If you have any questions about your application content or status, please contact Maddie Fairfax at Maddie.Fairfax@elca.org.

GrantMaker and Technical Support

If you have any questions about GrantMaker or encounter difficulties with the technical aspects of registering, submitting an application, or adding bank account or 501c3 status information, please contact Maddie Fairfax at Maddie.Fairfax@elca.org

- Often, the easiest method to troubleshoot any of these technical issues is to schedule a brief Zoom call at your convenience, where you screenshare and program staff can support you through any issues.



Maddie Fairfax

Innovation Services Coordinator

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General Information about ELCA Grants

For general information about ELCA Grants, you can always visit elca.org/grants

General Information about ELCA Innovation

elca.org/innovationlab

instagram.com/elcainnovation

blogs.elca.org/innovationlab

Innovation staff shared email account: Lab@elca.org