Instruction Document
Funding Programme 2024: Call for Applications

Early-stage Civil Society Organizations

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 on or after 1st March 2019 (zero to five years of registration).

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.

![Image 1](https://appi.fluxx.io/apply/registration)

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

![Image 4](image.png)

**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-xxxx | Organization Details to be Submitted’ asking you to login to Fluxx 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).
c) Login to Fluxx using the **username** and **password**.
d) Click on **Pending Submissions => Organization Name => Edit**

![Image 7](image7.png)

**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.

![Image 8](image8.png)

**Image 8**
IMPORTANT:

1. Timeline:
   - The final date for accepting applications is **31st May 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 philanthropy.registrations@azimpremjifoundation.org 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: philanthropy.registrations@azimpremjifoundation.org