How to Apply for an ELCA Fund for Leaders Scholarship online via ELCA GrantMaker

The ELCA Fund for Leaders scholarship application process will be completed online through an application system called ELCA GrantMaker. Your application will also require supporting documentation from seminaries, synods, and recommenders. Detailed instructions for how to request this documentation and how it should be sent to Fund for Leaders can be found in the online application.

To ensure that your experience with ELCA GrantMaker is as smooth as possible, we have prepared the following instructions to guide you through each step of the application process. Please read these instructions thoroughly and use them as you navigate the system for the first time. You can always contact us directly if you have any questions.

Step 1 offers helpful tips for a successful application. Following these guidelines will ensure that your application is completed and submitted correctly.

Step 2 is a quick reference guide to help you register for an account in the ELCA GrantMaker system. You must request an account and be approved by the ELCA before you can access the applications. This registration approval may take a few days to process, so make sure to register early to allow yourself time to complete your application before the deadline. Applicants should only register in the ELCA GrantMaker system once (regardless of how many ELCA Grants/Scholarships you apply for) – if you forget your password, you will be able to reset it.
NOTE: Step 2 ONLY applies to Full-Tuition Scholarship, Synod or Congregation and TEEM Scholarship, and Federal Chaplaincy Ministries Scholarship applicants, who will be initiating their own registration. Applicants who have been nominated to apply for a Mission Developer Scholarship will be notified and receive instructions for accessing their application directly from Fund for Leaders.

Step 3 is a quick reference guide to help you access and complete a scholarship application. Please read these instructions very carefully before beginning your application. We also encourage you to read the entire application form before you start filling it in. There can be many requirements for a complete application (including essays, videos and document uploads), and so reading the entire application will help you complete the requirements in time for the deadline. **Based on our applicants past experience, it will take a minimum of three weeks to complete the application with all supporting materials. Please take this into consideration in your application planning.**

If you have any difficulty accessing the application process, please email us immediately at FundforLeaders@elca.org.

Please read the rest of this document carefully. **We look forward to receiving your application.**

Tips for a Successful Scholarship Application

➢ **Use the correct application form:** There are multiple scholarships offered by the ELCA Fund for Leaders. Make sure to fill out the application for the scholarship that applies to you.

- The **ELCA Fund for Leaders Full-Tuition Scholarship** is for new students who are or will be enrolled in seminary in the upcoming fall semester. Current students who will have completed no more than one semester of coursework by the upcoming fall semester are also eligible to apply.

- The **ELCA Fund for Leaders Federal Chaplaincy Ministries Scholarship** is for students who are attending or plan to attend an ELCA seminary and are preparing for ministry as a Military, Veterans Administration (VA) or Federal Prison chaplain. This scholarship is awarded through ELCA Federal Chaplaincy Ministries.

- The **ELCA Fund for Leaders Mission Developer Scholarship** is for current students including Theological Education for Emerging Ministries (TEEM) candidates at an ELCA seminary. Must be identified and nominated by their seminary in coordination with their synod bishop / Director for Evangelical Mission (DEM) and with the ELCA Christian Community and Leadership unit (CCL) as a mission developer candidate. Do not complete this application unless you have received an invitation to do so.

- **ELCA Fund for Leaders Synod Congregation Scholarship** is offered to ELCA seminary students by synods and congregations that have established a scholarship fund through Fund for Leaders. A list of scholarship names is available from a menu provided in the application; choose the specific name of the award for which you are applying. Do not complete this application unless you have received an invitation to do so. The TEEM Scholarship is for all current TEEM ELCA seminary students and those who will begin the TEEM program this current fall semester, who are taking coursework. The TEEM scholarship is **NO longer** within the Synod or Congregation Scholarship. Please contact your ELCA seminary synod to inquire about being included as a TEEM nominee.

➢ **Submit the application by the due date:** Applications received after the due date may not be considered. Note that *all* application materials for **Full-Tuition** scholarship are due by **Feb. 20, 2026,** and **Mission Developer** scholarship are due by **Feb. 2, 2026**. It is your responsibility to ensure that all recommenders, synods, etc. submit their materials to FFL on time. **Federal Chaplaincy Ministries** scholarship applications are due **March 13, 2026,** and **Synod or Congregation** scholarship applications are due **June 5, 2026**.

➢ **Prepare in advance for necessary documents:** You may be required to upload supplemental documents and to download documents for someone to submit on your behalf. You will likely need to obtain documents like transcripts, recommendations, synod authorization form and candidacy verification from your synod. Plan in advance so these documents are complete and submitted to us before the due date. It is our experience that many applicants underestimate the time it will take for transcript requests, synod verification forms, and letters of recommendation to be completed. Please allow a minimum of three weeks before the application deadline for this process to ensure that your application is complete by the deadline. If you have problems downloading the blank forms or uploading your completed documents into the online application, email FundforLeaders@elca.org. Here is a Checklist for FFL Full tuition scholarship application hyperlink.

➢ **For Full-Tuition scholarships: Secure an offer of admission to one or more ELCA seminaries as early as possible.** To be eligible to apply, you must provide a letter offering you admission **or** anticipate receiving a letter offering you admission by scholarship closing date from at least one ELCA seminary. If you have been offered admission by multiple ELCA seminaries, you will need to provide each seminary's letter. Full-tuition scholarships may be used at whichever ELCA seminary you decide to attend. If you are already enrolled in classes for the Spring 2025 semester, your seminary will need to provide verification that you will have no more than one semester's worth of coursework completed before the Fall 2026 semester. Contact FFL to discuss any questions you have at fundforleaders@elca.org.

➢ **Check your email as often as possible:** After applying for a scholarship, you can expect to receive email communication from Fund for Leaders and from ELCA GrantMaker. It is your responsibility to read these emails, save them for your records and respond as quickly as possible. It is also your responsibility to ensure that all components of your application are submitted by the application deadline and to notify Fund for Leaders of any change in the status of your candidacy or your seminary enrollment. If you believe you should have received communication from us but have not, please contact FundforLeaders@elca.org.

CONTINUE TO STEPS 2 AND 3 BELOW

How to Register
View a video on Grantmaker registration: ELCA Scholarships Registration

Follow these steps to complete an ELCA GrantMaker registration request.

1	**Access the ELCA GrantMaker login page** at **https://elca.fluxx.io/**. Use the Google Chrome or Microsoft Edge browser for best results.
2	**Click** Create Account Now
3	**Will the applicant receiving funds be based Domestically (United States and Territories) or Internationally?** Select Domestic (United States and Territories)
4	**Which ELCA grant class will you be registering for today?** ELCA Scholarships
5	**Which Fund for Leaders Scholarship will you be applying?** Fund For Leaders Scholarship

6	**Which Fund for Leaders Scholarship will you be applying?** Select one of the following responses. If you do not select one of these responses, your request may be denied. • Direct Full-Tuition Scholarship • Mission Developer Scholarship • Federal Chaplaincy Ministry Scholarship • Synod Congregation Scholarship
7	**How did you learn about this grant/scholarship?** Select the relevant response
8	**Are you applying as an individual or on behalf of an organization?** Select "Individual"

For step 8: *Are you applying as an individual or on behalf of an organization?*

Dropdown options:
- Individual
- Organization

9	**Complete remaining registration questions.** Click [Submit Request]
10	Before you can access the application forms, our office will need to confirm your registration. **You will receive a response from us within 2-3 business days**, and likely sooner. If you do not receive a response within 2-3 business days, please email us at FundforLeaders@elca.org. When your registration is approved, you will receive an email from ELCA GrantMaker with the subject "New User Information." This email will list your username and will give you instructions for creating a password.
11	To **set your password**, click the URL link in the email you received. On the login page, click "Reset or create password." Follow the instructions to reset your password using the email address registered with your account. You will receive a password reset email with a unique link for setting your password. **Please note that passwords are case sensitive and must have a minimum of 9 characters.**
12	After you set your password, you will be able to **log in to the portal using your username (found in the "New User Information" email) and password**. You can access the portal any time at https://elca.fluxx.io/.

Follow these steps to complete an ELCA scholarship application. You must complete Step 2 (registration) first.

1	**Access the ELCA GrantMaker login page** at **https://elca.fluxx.io/**. Use the Google Chrome or Microsoft Edge browser for best results.
2	**Log in** using the username and password you set during the registration process. You can always reset your password by clicking the "Reset or create password" link.
3	**Read the full instructions on the GrantMaker homepage <u>thoroughly</u>.** These instructions explain how to navigate the application portal.
4	**To access the application forms, click** "Applications" in the menu on the left.
5	**Click "ELCA Scholarships"** to reveal information about the scholarship program. Fund For Leader Scholarships **Read the program description carefully to identify which scholarship applies to you.**
6	**When you are ready to begin your application, click** Apply for an ELCA Scholarship
7	Carefully **read all the instructions** at the top of the application. Make sure to select "Check box if applying as an individual" and choose the correct scholarship type. Once you select a ☑ Check box if applying as an individual scholarship type, the rest of the application will appear below.
8	**Begin filling out your application.** Note that all questions in bold type are required and must be filled in before submitting. **The application does not save automatically.** You must click the "Save" button (located at the bottom of the page) to ensure your answers will not be lost and remain in Edit mode. Please click "Save" regularly while you fill out this form. After you "Save & Close" your application, you may leave and return to it at a later time. Your saved application will be located in the "Pending Requests" section, found on the left side of the portal. To work on a saved application, open it and then click "Edit" i the top right corner of the screen. **Please note that applications include required (and optional documents you will need to upload before you submit. Read the application instructions carefully and scroll to the bottom of the application and read the "Document" section to learn more about these requirements.**

| 9 | When you are finished with the application, you may submit it by first clicking **"Save & Close"** and then clicking the green **"Submit Application"** button at the bottom of the page. You must complete all required questions, denoted with bolded font, before you can submit the application. Once you submit the application, you cannot make any changes. |