SCFD Fluxx Grant Portal Guide

MENU TABS on Grant Portal Landing Page

INFORMATION

Here you can start a grant application and/or toggle back to the grantee portal landing page.

ORGANIZATION

The nonprofit you are associated with or applying on behalf of.

PEOPLE

The contacts connected to your organization who have registered through Fluxx.

REQUESTS

Grant applications are located here (including draft applications).

GRANTS

Requests that have been approved for funding.
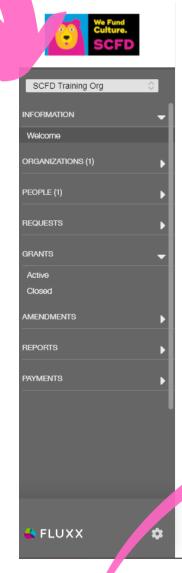
AMENDMENTS

Grant modifications (Tier III project requests only).

REPORTS

Tier III Final Grant Reports.

PAYMENTS

Funds received once the grant request is approved.

www.scfd.fluxx.io

SCFD Fluxx Grant Portal Guide

INFORMATION

From this section, you can return to the welcome page (grantee portal) or *start a grant application via the apply for funding links per Tier*.

ORGANIZATIONS

From this section, you can update any information about your organization, including address, primary contact, mission statement, home county, statutory discipline, or focus area.

PEOPLE

From this section, you can update your contact information. This section also shows the contacts from your organization who have been registered through Fluxx.

REQUESTS

Remember to Always Save! When you are done editing, always click the "Save & Close" button at the top before returning to the main page. This ensures you can return to continue editing and it engages calculations.

Draft - Once the grant application has been launched by SCFD, this link allows you to access your grant application, including all drafts you may have started and saved, submitted applications, and declined applications.

Requests to Edit - If your application is in review and there is a change or addition that needs to be made, your grant request will appear here after being sent back by SCFD staff.

Submitted Requests - Once you have submitted your grant application, the application will appear under submitted requests.

GRANTS

Once a grant application is approved, it will move to this section. Active grants are those grants that still have funds to be distributed, and closed grants are those that have received full payment.

AMENDMENTS (Tier III project requests only)

To request a grant amendment email scfd@scfd.org. You will then receive an email notifying you that an amendment has been added to your grant and can accept proposed changes which you can then access from this section. You will receive an email if the completed amendment has been approved.

REPORTS (Tier III Only)

Reports Due: Final grant reports (to be submitted) for all active grants appear here until you have submitted them. You will receive reminders as the due date approaches.

Submitted Reports: Once you have submitted a final grant report, you can find a read-only version here.

PAYMENTS

Payments Scheduled: Scheduled payments for all your active grants appear here until they are paid.

Paid: Once a payment has been made, the record appears here.

GEAR SYMBOL

At the very bottom of the menu is a gear symbol. From here you can **change your password** or **logout of the portal.**

Remember: Only click the "Submit" button when the application/report is complete. Once you submit, you will no longer be able to edit.