

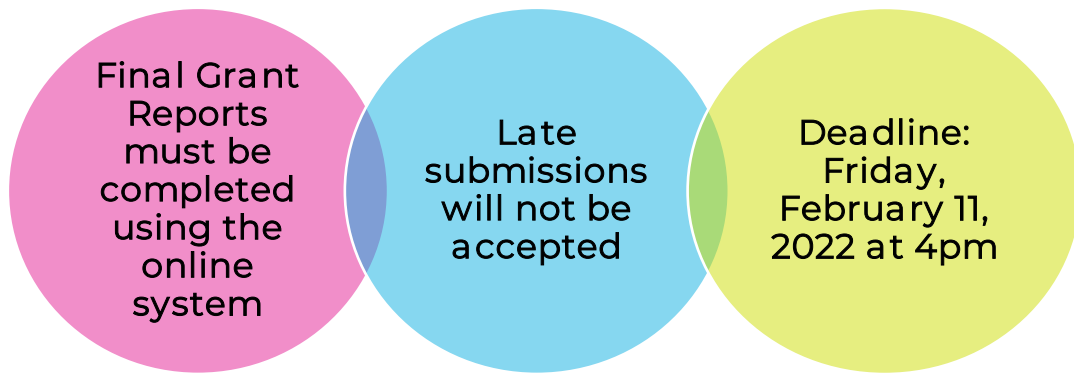


2022

TIER III FINAL GRANT REPORT  
DIRECTIONS & TIPS

## GETTING STARTED

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Organizations must use the Fluxx online grants management portal to submit their Final Grant Report. If you are having difficulties with the online system, please try using a different web browser (Chrome is recommended).

1. Go to the SCFD website for all instructions and to access the Fluxx SCFD Grants Portal: <https://scfd.org/grantmaking/funded-organizations/tier-iii/>  
Or click this link to go directly to Fluxx login page: <https://scfd.fluxx.io>

Follow these directions and contact SCFD staff if you are having any problems. You do not need to “Create an account.” If it is your first time logging in to Fluxx, please contact SCFD staff to ensure you are set up with a username.

2. Log into your Fluxx Account by inputting your username and password and click “Sign in”. If you don’t remember your username or password, click “Reset or create password.” You will be prompted for your email address. If your email address is registered to an active account in Fluxx, you will receive an email prompting you to reset your password.

If you do not receive a password reset email from Fluxx, your email address might not be registered in our system. Contact the SCFD office for assistance.

3. If you have **forgotten your user login email**, please contact the SCFD office. **Do not** create a new user account with different email address as grants are associated with your email used when first logged into the system.

**Please Note: Each person who logs in on behalf of an organization will have their own user profile. Only one user can access the report at a time.**

Each currently funded organization profile has been prepopulated with funds received in 2020 to be reported on in 2022.

## NAVIGATING THE GRANT PORTAL

After you are logged into the Fluxx grantee portal, use the navigation menu on the left side of the page.

1. Click on “Reports Due” in the navigation menu on the left side of the page.
  - Final Grant Reports (to be submitted) for all active grants appear here until you have submitted them.
  - The “**Save and Close**” button will save any information entered into the report and you will remain on the same page. Please be sure to regularly click the “Save and Close” button. **The portal does not autosave, so save your progress often.**
  - To go back to your application at any time, go to “Reports Due” and click on your draft report. Then click the “**Edit**” button on the top right of your application.

**All sections must be completed.** Any application missing information will be considered incomplete and will not be accepted.

## NARRATIVE

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**Reminder:** Report on funds received in October 2020 that are used through 2021. Funding has been preloaded into the final grant report for your organization.

If your organization had pandemic related problems with completing funded programs and needs to take up to the June 30, 2022, deadline to complete, please give details in the county specific section to include:

- Timeline of expected completion
- Change of venue/school
- Change of expected attendance
- Any other pertinent information related to your changed program

### Check the character limit!

- All narrative questions have a **2,000-character limit** including spaces. This equates to around half a page of text.
- Please note text boxes will expand as you type/paste.
- If pasting information from another document, ensure your information is accurate and complete.
- Please do not type in ALL CAPS.

**Update Question:** Given the pandemic, SCFD understands organizations had to make operational and programmatic changes. What would you like to share with SCFD regarding 2021?

## REPORTING

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**Note: Totals for income, expenses, net surplus/deficit, attendance and percentages will auto-calculate once you “Save and Close”.**

**Income and Expenses:** Please provide income and expenses for your organization’s most recently completed fiscal year. Because organizations may have different fiscal years, it is understood that the financials provided **may or may not** coincide with the funding/programming reported in the Narrative section.

Use the space provided to further explain your financials as needed:

- **In-kind and Capital Income/Expenditures:** Please provide any in-kind income as well as capital income and expenditures for your organization’s most recently completed fiscal year.
- **Tax Information:** Fill in the amount of State, Federal and occupational privilege taxes paid. IMPORTANT - This includes payroll and withholding. If you have part-time or full-time paid staff this must be filled out.
- **Government organizations:** Only include taxes for the department that has SCFD eligibility. DO NOT include taxes for the entire municipality.

**Note: Again, totals and percentages will auto-calculate when you “Save and Close.”**

**Staff and Volunteer:** Please provide information on staff/volunteers to the best of your ability. Ensure that the status of all full-time, part-time, and contract employees is compliant with Federal and State labor laws. If you are unsure of how to classify individuals, refer to what you have done in previous final grant reports.

**Attendance:** Report the organization’s overall in-person and virtual attendance numbers for the most recently completed fiscal year. Use actual attendance numbers, NOT impressions or occurrences.

Include only virtual attendance that provides meaningful engagement and is tangible. **Do not include** counts that do not meet the meaningful engagement requirement. I.e., social media posts, marketing statistics, website analytics, YouTube/Vimeo views, newsletter subscriptions, etc.

### REMINDER:

Account for a person's attendance in only one category.

- **Visitor Information:** Please account for all people attending or participating in programming, performances or exhibits. “Youth” includes anyone your organization classifies as a youth who buys a single ticket or attends an event.
- **Classes and Workshops:** Attendance in Courses/Classes/Workshops is the number of people registered/enrolled. Do not include the person's attendance at each class. For example, if a person is enrolled in a five-day course and attends all five classes, that person counts as **ONE** enrollment, not five.
- **Overall Attendance:** Auto-calculated upon clicking “Save and Close”.
- **New Question:** From your Overall Attendance above, provide the total number of people served online/virtually.

## Schools

- **Number of Schools Served:** Based on all the schools your organization provided programming for, count each school once and type the total into the field. If you do not work directly with schools (public, private or home schools), do not complete this section.
- **School Demographics (Optional):** If you have demographic data regarding school children served (gender, race, free lunch, etc.), please provide that information.

**Attendance by County:** Please break down your total attendance by county to the best of your ability, including your virtual attendance. Fill in the chart with the number of attendees, not percentages. This is important information! The total Overall Attendance should match the total Attendance by County.

## ASSURANCES

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All organizations must complete the Assurances page. The authorizing official is responsible for the content in each assurance statement. The authorizing official should read the completed application before submitting the document.

## REVIEW

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After you have completed all required information and have carefully proofread all content, click the “Submit To SCFD” button.

**WARNING:** Once you click the “Submit To SCFD” button you will not be able to change/correct any information!

**IMPORTANT:** You can access your submitted report under the “Submitted Reports” section in the left side navigation menu. This cannot be modified after being submitted.

## QUESTIONS

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SCFD Staff is available to help! Please contact the SCFD office at **(303)-860-0588** if you have any questions or concerns regarding SCFD reporting or grant application procedures.

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**TIP:** If you wait to contact SCFD staff with questions the day or two prior to a grant deadline you are less likely to get an immediate response as contact volumes increase tremendously.

Do yourself a favor and start the process early.

Organizations with any outstanding Final Grant Reports that are not completed and submitted by the deadline will NOT be allowed to apply for Tier III funding during the 2022 grant cycle.

**THERE WILL BE NO EXCEPTIONS.**