SCFD Fluxx Grant Amendment Guide



FOR PROJECT GRANTS ONLY

START HERE

Log into the SCFD Fluxx Portal:

https://scfd.fluxx.io/ or access it from the Tier III page on the SCFD website.

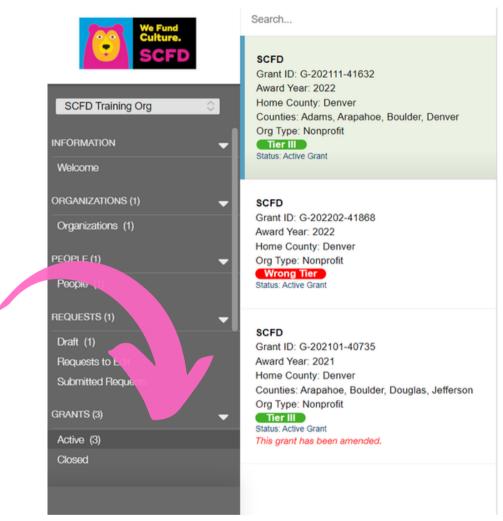
GRANTS MENU TAB

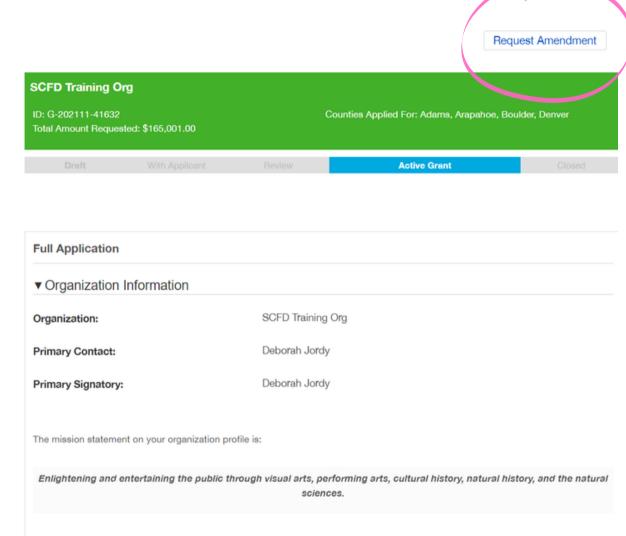
Click on "Active" under the GRANTS Menu Tab. Select the grant that needs an amendment.

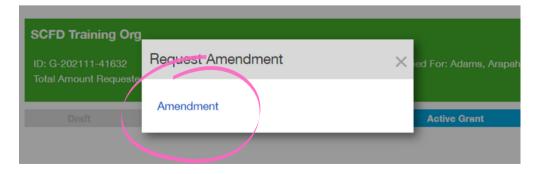
REQUEST AMENDMENT

Click on "Request Amendment" in the top right of the grant.

A new screen will appear above the grant. Click on "Amendment".







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Complete the following information and click "Save".

COUNTY

Select which county you are submitting an amended request to. Note: If you have multiple amendments, submit a separate grant amendment for each county/project.

ORIGINAL DATE OF PROJECT

Input the original date or date range of the project.

ORIGINAL LOCATION OF PROJECT

Input the original location(s) of the project.

ORIGINAL ATTENDANCE NUMBERS PROJECTION

Input the original attendance number projection of the project.

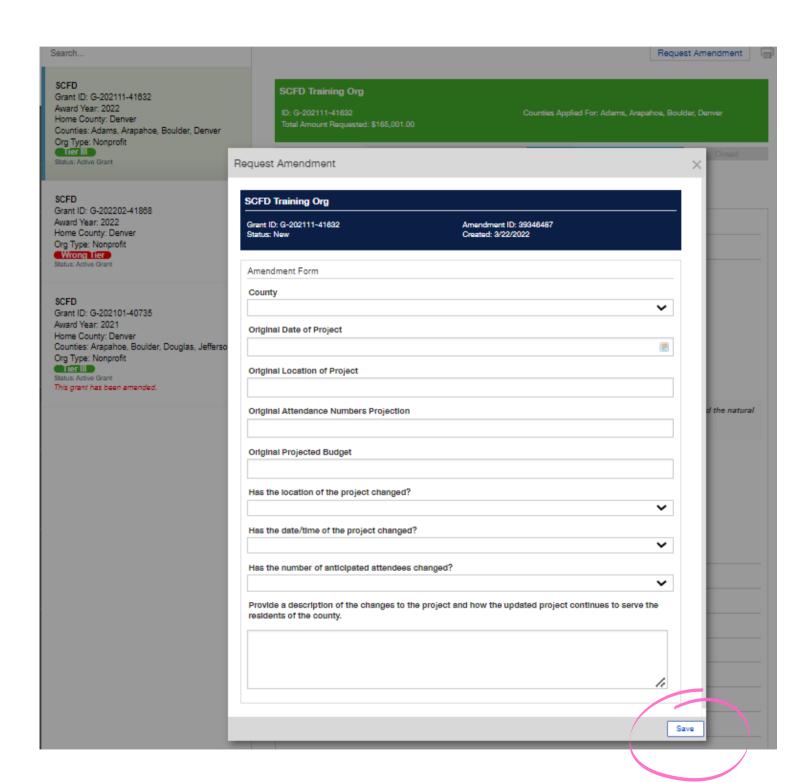
ORIGINAL PROJECT BUDGET

Input the original project budget amount.

If you answer "Yes" to any of the following questions, a follow-up narrative box will appear to fill in the updated information.

- HAS THE LOCATION OF THE PROJECT CHANGED?
- HAS THE DATE/TIME OF THE PROJECT CHANGED?
- HAS THE NUMBER OF ANTICIPATED ATTENDEES CHANGED?

PROVIDE A DESCRIPTION OF THE CHANGES TO THE PROJECT AND HOW THE UPDATED PROJECT CONTINUES TO SERVE THE RESIDENTS OF THE COUNTY.



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AMENDMENTS MENU TAB

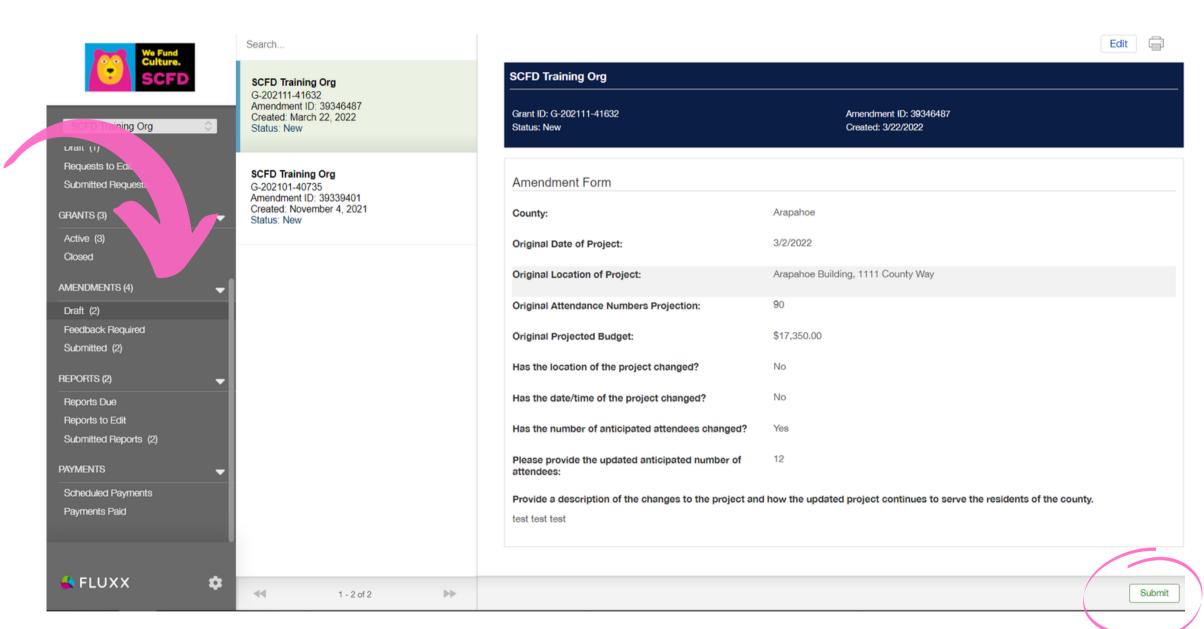
The grant amendment will be located in "Drafts" under the AMENDMENTS Menu Tab. Select the grant amendment that needs to be submitted.

Note: If the grant amendment does not appear under draft after you saved it, refresh your web browser window.

Review the amendment before submission. If you need to edit, click on the "Edit" button in the top right corner.

SUBMIT

Click on the "Submit" button located on the bottom right once completed. After submission, you will receive an email from the system. The grant amendment will then appear in "Submitted" under the AMENDMENTS Menu Tab.



Remember: Only click the "Submit" button when the amendment is complete.

Once you submit, you will no longer be able to edit.