

Navigating the Fluxx Grant Portal

1. Upon logging into the Hillman Family Foundations' Fluxx grant portal, you will be directed to the Information Welcome page.

Glossary of Commonly Used Terms in Fluxx:

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 – The grant application for funding, including saved drafts, submitted requests, and declined requests

Grants – Requests approved for funding

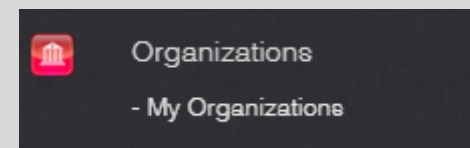
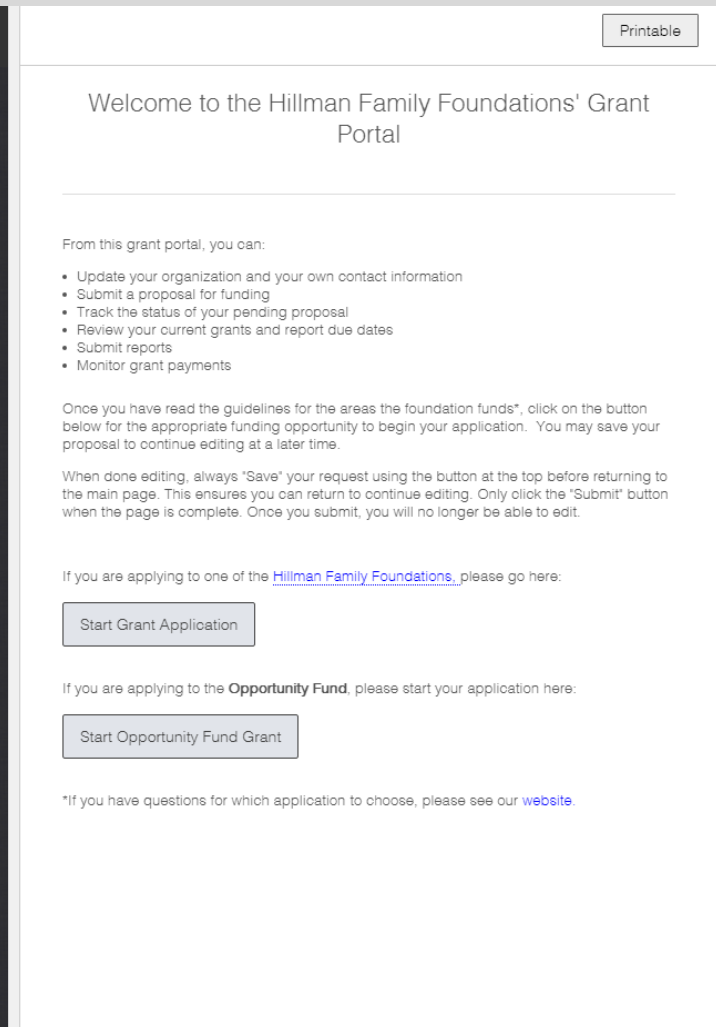
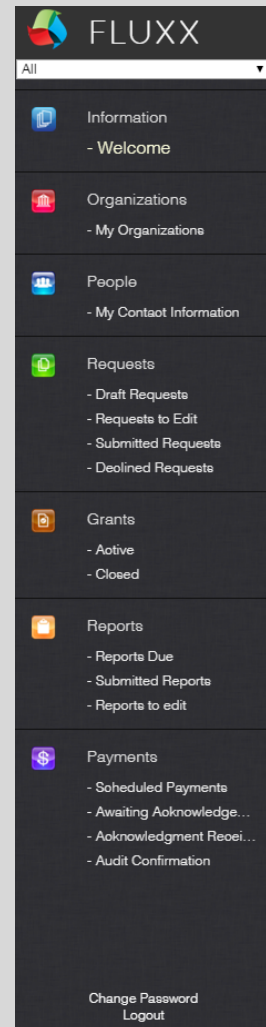
Reports – A review written by the grantee telling of the progress of the project selected for funding that is submitted and approved by the Foundation

Payments – Funds received by the grantee once the grant request is approved, including all scheduled transactions and their acknowledgments

Directly to the left of the welcome message is the **Fluxx menu**:

Organizations:

From here, you can update any information about your organization, including address, primary contact, mission statement, or geographic area served.



People:

From here, you can update your contact information.

Requests:

This allows you to access all grant requests, including all drafts you may have started and saved, submitted requests, and declined requests. Also in this category is 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 Hillman Family Foundations.

Grants:

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

Reports:

Depending on which foundation you received a grant from, and depending on the size of the grant, you may be required to fill out interim or final reports on your organization's project. Your organization's primary contact will be prompted to file a report via email. Once in the portal, a notification will appear next to reports due. Once the form is complete, it will move to submitted reports. If there is additional information or a problem with your report, it will be sent to reports to edit after being reviewed by HFF.

Payments:

Upon the approval of a grant, HFF will create a schedule of the payments for your organization. You are able to view this schedule under Scheduled Payments. After you receive a payment, you will be prompted to acknowledge that payment in Awaiting Acknowledgement. Once HFF approves the acknowledgment, it will appear in Acknowledgment Received. The Audit Confirmation tab will only be used in the event that your organization is randomly selected for audit, occurring during the month of January each year.

