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

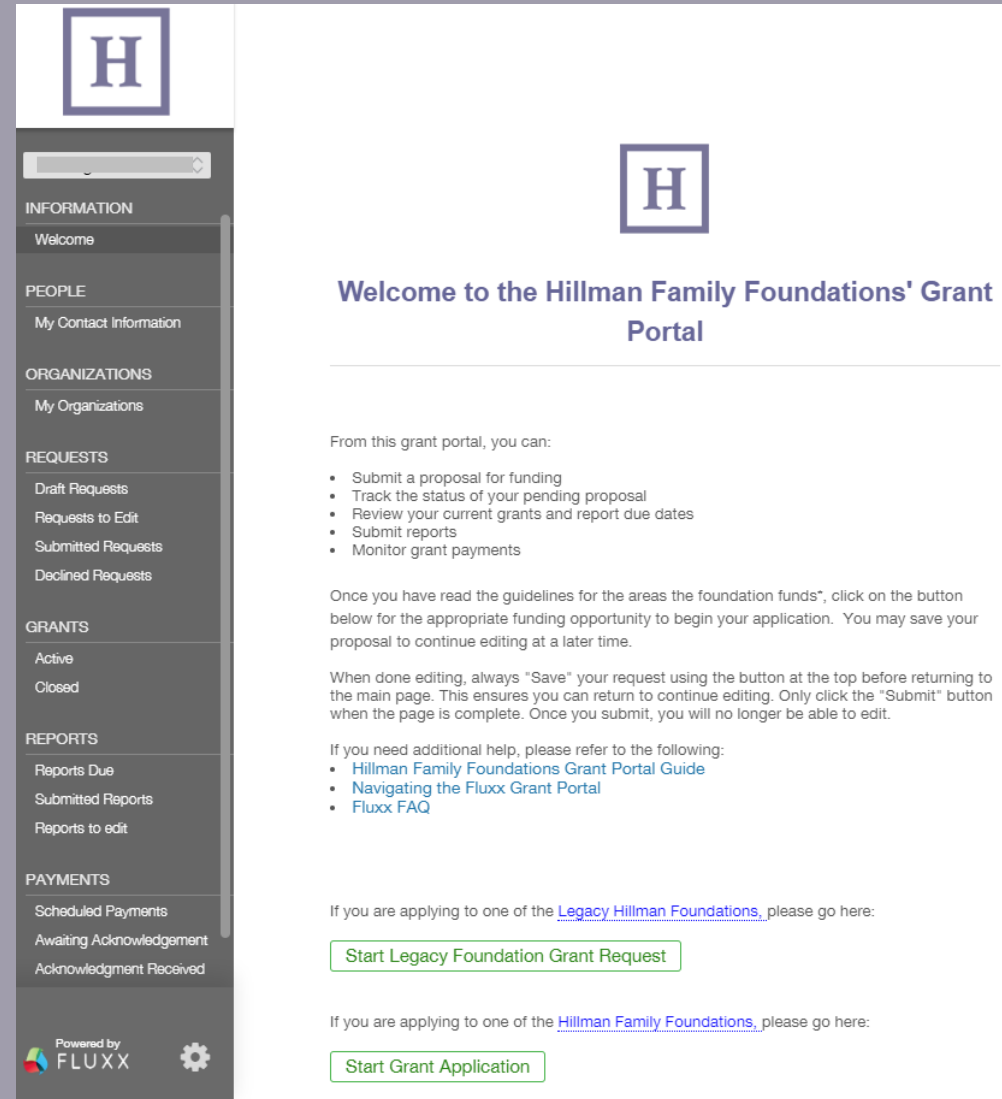   **Grants** – Requests approved for funding

    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.

Welcome to the Hillman Family Foundations' Grant Portal

From this grant portal, you can:

- Submit a proposal for funding
- Track the status of your pending proposal
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

Once you have read the guidelines for the areas the foundation funds*, click on the button below for the appropriate funding opportunity to begin your application. You may save your proposal to continue editing at a later time.

When done editing, always "Save" your request using the button at the top before returning to the main page. This ensures you can return to continue editing. Only click the "Submit" button when the page is complete. Once you submit, you will no longer be able to edit.

If you need additional help, please refer to the following:
- Hillman Family Foundations Grant Portal Guide
- Navigating the Fluxx Grant Portal
- Fluxx FAQ

If you are applying to one of the Legacy Hillman Foundations, please go here:

[Start Legacy Foundation Grant Request]

If you are applying to one of the Hillman Family Foundations, please go here:

[Start Grant Application]

People:
From here, you can update your contact information. Titles will need to be changed by an Admin. Please contact us.

PEOPLE
My 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.

REQUESTS
Draft Requests
Requests to Edit
Submitted Requests
Declined Requests

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. Grants over $10,000 require agreement to our Grant Agreement, which will be uploaded to your Active Grant upon approval.

GRANTS
Active
Closed

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.

REPORTS
Reports Due
Submitted Reports
Reports to edit

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 Acknowledgment. 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.

PAYMENTS
Scheduled Payments
Awaiting Acknowledgement
Acknowledgment Received
Audit Confirmation