

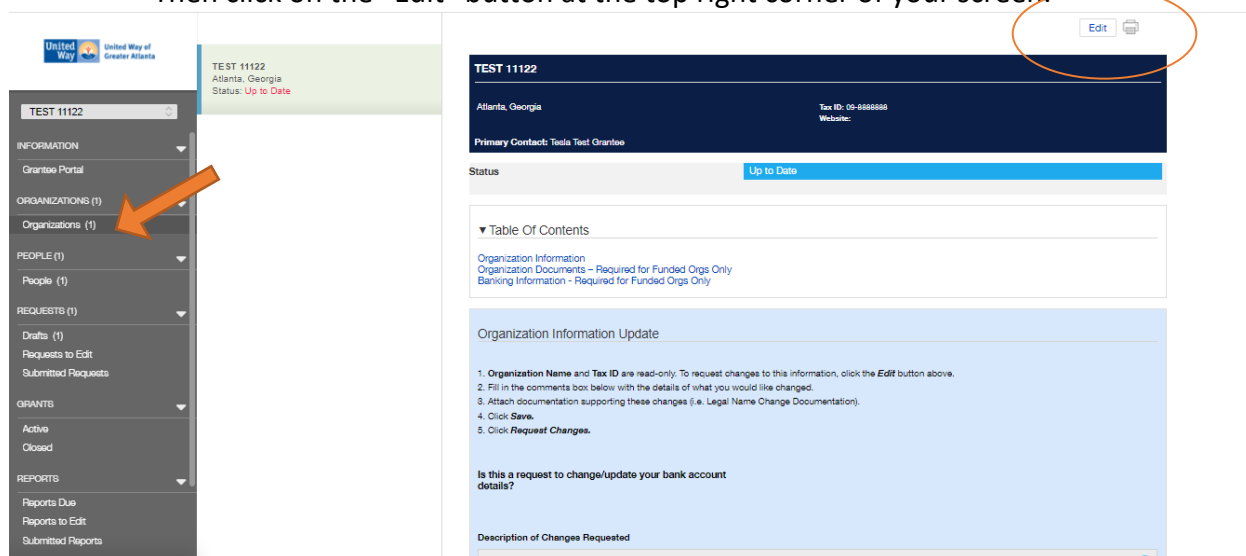
FLUXX Instructions for Applying for 2022 Child Well Being Request for Proposals

Visit the United Way grants portal – https://uwga.fluxx.io/user_sessions/new. (Please note: Google Chrome  is the preferred browser)

- Log-in to FLUXX - the United Way grants portal using your username & password that was emailed to you.
- Once you have entered the system, please read the detailed instructions located on the portal’s bulletin home page. You will need to complete the following steps:

Step 1: Complete - **Organization Information**

- Once you enter the FLUXX grant portal
 - On the left-hand menu, complete your “Organization” information. To make edits, click on “Organization (1)” under the Organization header.
 - Then click on the “Edit” button at the top right corner of your screen.



The screenshot displays the FLUXX portal interface. On the left, a dark sidebar menu contains various navigation options, with 'Organizations (1)' highlighted and an orange arrow pointing to it. The main content area shows the details for 'TEST 11122', including location (Atlanta, Georgia), tax ID (09-888888), and primary contact (Tesla Test Grantee). An 'Edit' button is circled in orange at the top right of the main content area. Below the header, there is a 'Table Of Contents' section with links for 'Organization Information', 'Organization Documents - Required for Funded Orgs Only', and 'Banking Information - Required for Funded Orgs Only'. The main content area is titled 'Organization Information Update' and contains instructions for editing organization information, including a note that 'Organization Name and Tax ID are read-only' and a section for 'Description of Changes Requested'.

- Enter organization information and fill out any missing fields.
 - For the Board Composition section make sure you click each category to show all fields (# of Board Members, # of Executive Staff, # Staff, % Community Served)
- **Note:** The Organizational Documents section and the Banking Information section is required for funded organizations only. Applicants will not need to complete this section at this time.
- Be sure to SAVE and CLOSE when complete.



The screenshot shows the bottom of the FLUXX portal interface with three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'. The 'Save and Close' button is circled in orange.

Step 2: Complete –Application Request

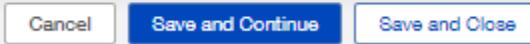
- The draft application is located under the “Requests” header and click on “Draft (1)”, then click on the “Edit” button in the top right of your screen to complete the application.

The screenshot shows the application request interface. On the left is a navigation menu with categories: INFORMATION (Grantee Portal), ORGANIZATIONS (1) (Organizations (1)), PEOPLE (1) (People (1)), REQUESTS (1) (Drafts (1), Requests to Edit, Submitted Requests), GRANTS (Active, Closed), and REPORTS (Reports Due, Reports to Edit, Submitted Reports). An orange arrow points to the 'Drafts (1)' sub-item. The main content area shows details for 'TEST 11122' (ID: R-202201-06286, Program Officer: N/A, Project Title: N/A). A dark blue header contains the title and ID, with an 'Edit' button circled in orange. Below the header is a 'Please note' message: 'The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.' The status is 'Draft'. A 'Table of Contents' section includes 'Organization Information'. The 'Organization Information' section lists: Organization: TEST 11122, Primary Contact: Tesla Test Grantee, Primary Signatory: Tesla Test Grantee, Secondary Contact: Tesla Test Grantee, and Does this grant include a Fiscal Sponsor? (No). A pink footer contains the text: 'Please select what you are requesting funding for to see the correct application. Is this a request for funding under Capacity Building or an'.

- Select what funding request that you would like to complete by using the drop-down menu to select Capacity Building or IPA Pathway.
- If you select the IPA Pathway, another drop-down menu will appear to select the specific pathway that you are applying under.

The screenshot shows the application request form. The 'Primary Signatory' field is set to 'Tesla Test Grantee'. The 'Secondary Contact' field is set to 'Tesla Test Grantee'. The 'Does this grant include a Fiscal Sponsor?' field is set to 'No'. Below this is a pink section with the text: 'Please select what you are requesting funding for to see the correct application.' It contains two dropdown menus: 'Is this a request for funding under Capacity Building or an IPA/Pathway?' (set to 'IPA/Pathway') and 'Please specify.' (empty). Two orange arrows point to these dropdown menus. Below this is the 'Grant Information' section with the text: 'Provide an overall description of the project or program and intended objective. (500 character limit)'. The bottom of the form has three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'.

- Continue to complete the application by answering all questions and filling out any missing fields.
- If you have any questions while you are completing your application, please utilize our [online contact form](#) or send a message to grantee@unitedwayatlanta.org and put the question topic in the subject line.
- While working, be sure to save your progress by clicking the Save and Continue OR Save and Close located at the bottom of the page.



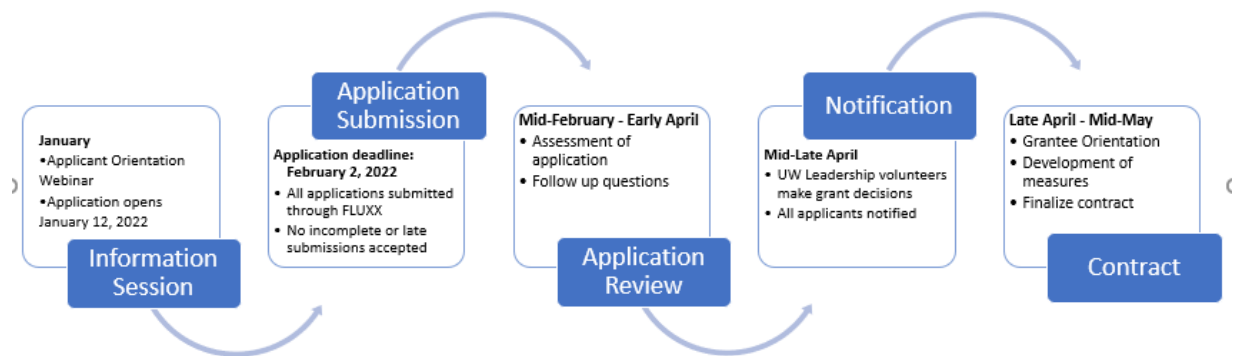
- When you are ready to submit your application, you must Save and Close, and then click “Submit” at the bottom of the page.

Is this a request for funding under Capacity Building or an

Submit

As a reminder, applications will be open from January 12, 2022, through February 2, 2022, at 11:59pm EST

Timeline



If you have any questions while you are completing your application, please utilize our [online contact form](#) or send a message to grantee@unitedwayatlanta.org and put the question topic in the subject line.