
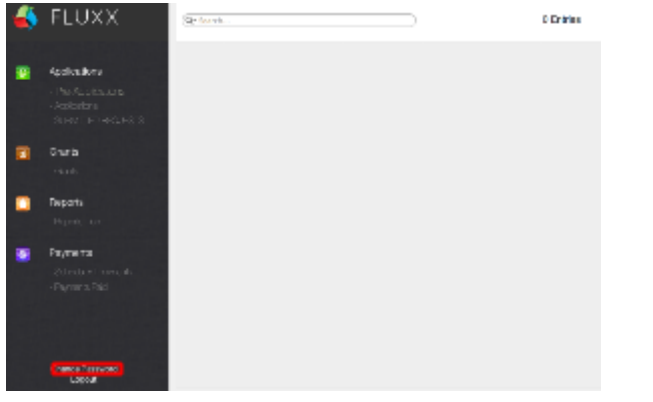
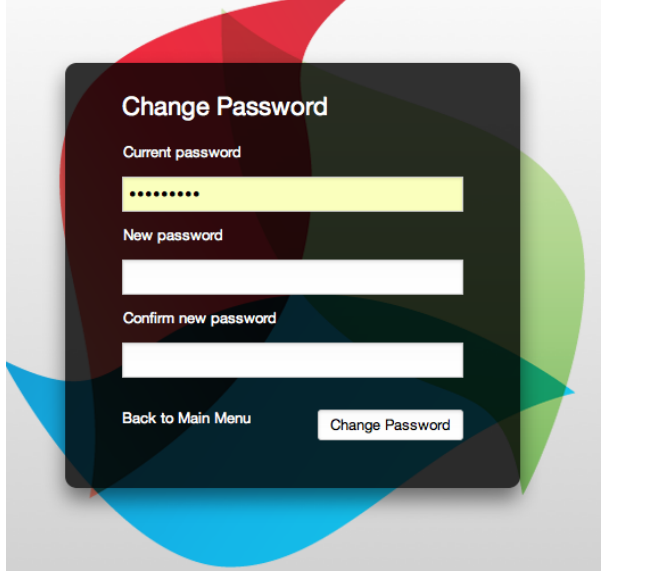
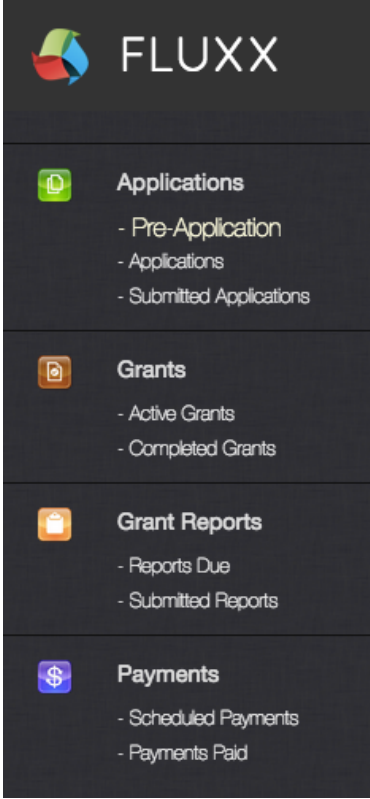
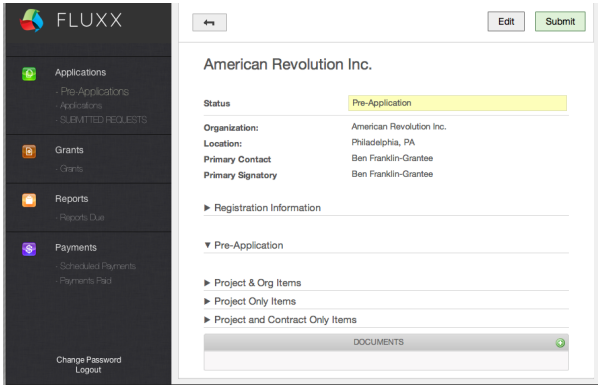
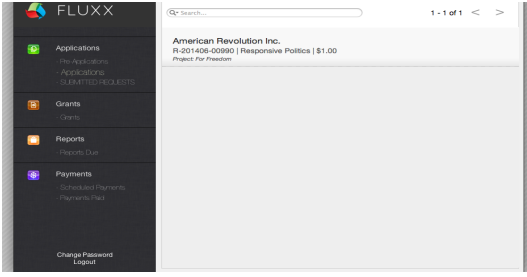
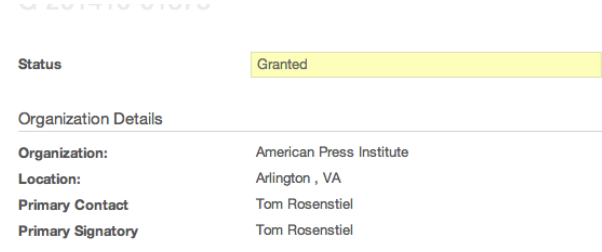

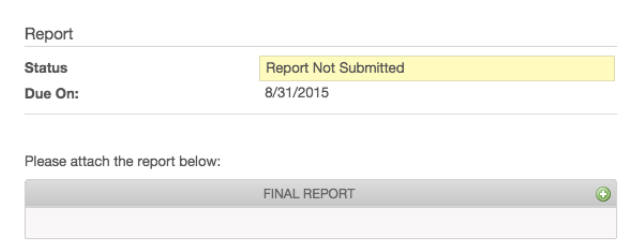


Applying for Funding Fluxx Guide to Grantee Portal

Directions	Screenshots
<i>Fluxx Login</i>	
<p>1. Please go to https://democracyfund.fluxx.io/ and login with the information provided from Democracy Fund.</p>	
<p>2. Before doing anything else, please change your password in Fluxx by clicking "Change Password" at the bottom of the Navigation bar.</p>	
<p>3. Insert and save your new password.</p>	

<p><i>Fluxx Stages</i></p>	
<p>4. As your application proceeds through Fluxx, Democracy Fund will move it from</p> <p style="text-align: center;">Pre-Applications ↓ Applications ↓ Submitted Applications</p> <p>During the process, check-in to Fluxx to check if more information or clarification is requested from The Democracy Fund.</p> <p>Grants, Reports, and Payments will all become active tabs if your organization receives a grant from The Democracy Fund.</p>	
<p><i>Editing Pre-Application</i></p>	
<p>5. To begin, click “Edit” on your pre-application and fill in the requested fields. When finished, click “Submit.” You will no longer be able to edit fields after submitting information.</p> <p>Democracy Fund staff will review and, you will receive feedback and further fields to fill out. We encourage you to save often. Consider completing questions within Microsoft Word and then copy/paste into Fluxx.</p>	
<p>Note: Please be aware that documents cannot be deleted by an applicant once they have been uploaded within the Grantee Portal. If an error has been made, email grants@democracyfund.org specifying which document needs to be deleted.</p>	

<p><i>Application Tab</i></p>	
<p>6. In the application phase, you will be able to see if your application has been returned with further questions and what phase of the process it is currently in.</p>	
<p><i>Approving Grant Agreement</i></p>	
<p>7. If the grant is approved, you will be asked to approve the agreement via DocuSign. After final approval, your application will be “Granted.”</p>	
<p><i>Submitting Grant Reports</i></p>	
<p>8. Fluxx lists all of your grant reports that are due or have been submitted. To submit a grant report, click “Reports Due” to have access to all future reports that will need to be submitted. Take note of due dates.</p> <p>For submitting, attach the report in the designated field by clicking the green “+” and press the submit button at the top right corner.</p>	
<p>For submitting, attach the report in the designated field by clicking the green “+” and press the submit button at the top right corner.</p> <p>Democracy Fund staff will review the report and contact you with any questions.</p>	
<p><i>Checking the Status of Payments</i></p>	
<p>9. All of your Democracy Fund payments and their statuses are available for review under “Scheduled Payments.” Please be aware of the status of payments and whether certain payments are conditional.</p>	