



PHILANTHROPY  
NORTHWEST

# Thriving Communities Grantmaking Program

## EPA Region 10

How to Navigate the Fluxx Grants  
Management Platform  
October 10, 2024



# Housekeeping

- **Use the Q&A for Questions:** Please post any questions in the Q&A. We will do our best to address these during the Q&A section.
- **Closed Captioning:** To use the closed captioning feature, please click “Live Transcript” and then click “Show Subtitles” in the pop-up window.
- **Recording Notice:** This webinar is being recorded and will be shared with participants after the event.
- **Presentation Materials:** Presentation slides will be shared after the webinar.
- **Portal Technical Issues:** Please send an email to us at [FluxxTA@philanthropynw.org](mailto:FluxxTA@philanthropynw.org).
- **Contact Information:** If you have follow-up questions after the webinar, please email us at [thrivingcommunities@philanthropynw.org](mailto:thrivingcommunities@philanthropynw.org).

# Agenda

What we'll cover today

- 01** Fluxx System Overview
- 02** Portal Registration and Login Instructions
- 03** Application Details
- 04** Application Submission
- 05** Application Review and Notification

# Philanthropy Northwest

## Thriving Communities

### Fluxx Grants Management System

#### Overview



# Fluxx Process Overview



1.  
Create  
Account



# 1. Create Account



Welcome to the Philanthropy Northwest Online Grants Portal

Login (all fields required)

Sign in

[Forgot Password?](#)

Welcome to *Philanthropy Northwest's Environmental Justice Thriving Communities Grantmaking Program* portal. If you are interested in applying for funding, please create an organizational profile by clicking the "New Organization Registration" button below. Please note that you will not be able to edit this information after submitting, so please ensure it is accurately entered.

You will receive a validation email within 2 days to confirm your account is set up. Once your account is established, you can log in and complete and submit your application. If your application is successful, this portal will be your primary access point; and include your contract, budget and workplan, and necessary reporting documents.

Thank you for setting up your organizational profile. We look forward to getting to know you!

New Organization Registration

If your organization is already registered in Fluxx with us, you can add additional users by clicking the button below.

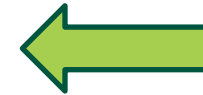
New User - Existing Organization


Trouble Logging Into Existing Account?

If you are experiencing login issues or believe you have been locked out, please reach out to Philanthropy Northwest at [FluxxTA@philanthropynw.org](mailto:FluxxTA@philanthropynw.org)

OMB Control Number = 2060-0763, Expiration Date = 03/31/2025

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. OMB Control Number: 2035-NEW. Responses to this collection of information are voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 40 hours. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to Director, Information Engagement Division; U.S. Environmental Protection Agency (2821T); 1200 Pennsylvania Ave., NW; Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.





2.  
Take  
Eligibility  
Quiz



# 2. Eligibility Quiz



Welcome to the Philanthropy Northwest Online Grants Portal

## Eligibility Quiz

---

Have you been suspended or debarred from receiving federal funding to conduct activities as a Grantee or Subgrantee of any department within the federal government?

Select Option ▼

Is your Organization already registered in our Fluxx grantmaking system?

Select Option ▼

Cancel

Submit



[Privacy Policy](#) [Accessibility](#)



3.  
Register  
Organization

# 3. Register Organization



Welcome to the Philanthropy Northwest Online Grants Portal

Please complete the below form fields for your system registry. This form is for contacts whose organization is not in our system. If your organization is already in our system, please return to the [landing page](#) and fill out the shorter Grantee Registration form.

## Organization Information

Organization Name\*

Legal Name of Organization

Acronym or DBA

Street Address 1\*

Street Address 2

City\*

Country

State/Province

Postal Code (Zip)\*

Is your organizations mailing address different from the street address?

*\*Please note applications will only be accepted from organizations/tribes/entities located in the geography of Region 10 (eligible organizations in rural and urban areas across EPA's Region 10, which includes Alaska, Idaho, Oregon, Washington, and 271 tribal nations)*

### Ineligible Subrecipients include:

- Individuals
- For profit businesses
- State governments

Select the type of organization/entity you identify as:\*

Employer Identification Number (EIN)\* *\*Also known as Tax ID*

Organization E-mail

Organization Phone

Website or Social Media

Does your organization have a SAM.gov account and registration number?\* *\*For more information, please click on this link: <https://sam.gov/content/home>*

# 3.1 Register Organization



## Contact Information

Prefix

First Name\*

Last Name\*

Suffix

Title

Preferred Pronouns

E-mail\*

Work Phone\*

Cell Phone

Type of Contact for this Organization. Please select all that apply.\*

- Primary
- Executive Director or CEO
- Authorized Signer Contact
- Finance
- Grant Writer
- Tribal Leader/Chairperson



Cancel

Submit Request





4.  
Follow  
Verification  
Email  
Prompts

# 4. Follow Verification Email Prompts



## New User Information



**Philanthropy Northwest** <do-not-reply.grants07-us-east-1@flux.io>  
to Danielle ▾

Welcome to Philanthropy Northwest's Environmental Justice Thriving Communities Grantmaking Program (TCGM) Online Grants Portal. We are so glad you are here. You have been assigned a username and password. These credentials allow you to log in at <https://philanthropynorthwest.flux.io> to start the application process.

- User Name:
- Click on the URL to setup your password: <https://philanthropynorthwest.flux.io/token/0e17b8bc7f412eff10944a1c2805797239c355a1a3703f2c85>

Please be sure to read our applicant FAQ and reach out to our program officers with any questions.

Thank you

The Philanthropy Northwest Team



5.  
Complete  
Application

# 5. Complete Application



## Thriving Communities Grantmaking Program



- Test Academy
- INFORMATION
  - Grants Portal
  - Apply for Funding
  - FAQs
- ORGANIZATIONS (1)
  - Organizations (1)
- PEOPLE (1)
  - 1 People (1)
- APPLICATIONS (4)
  - Draft Applications (3)
  - Invited to Apply
  - Submitted Applications (1)
- GRANTS
  - Award Preparation
  - Award Final Processing
  - Active
  - Closed
- GRANTEE REPORTS
  - Reports to Submit
  - Clarification Requested
  - Submitted

Welcome to the  
**Philanthropy Northwest**  
Online Grants Portal

### Welcome

Welcome to *Philanthropy Northwest's Environmental Justice Thriving Communities Grantmaking Program* portal. We are committed to implementing a transparent and streamlined application process to ensure applicants have a seamless and accessible experience. This portal will be the primary point of communication between Philanthropy Northwest staff and applicants regarding submitted proposals.

Please make sure you have read our [Request For Application \(RFA\)](#), which includes an application checklist and that you have your required documents available. You will be able to save your application at any point and go back to it as often as you'd like prior to submitting.

Applications will be accepted on a rolling basis between October 2024, and March 2025. However, they will be reviewed in cycles by Philanthropy Northwest staff and peer reviewers. Please also note which types of grants will be available per funding cycle.

Please refer to [our website](#) for specific information regarding specific deadlines and available funding types.



# 5.1 Complete Application



Test Academy

INFORMATION

Grants Portal

Apply for Funding

FAQs

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

1 People (1)

APPLICATIONS (4)

Draft Applications (3)

Invited to Apply

Submitted Applications (1)

GRANTS

Award Preparation

Award Final Processing

Active

Closed

GRANTEE REPORTS

Reports to Submit

Clarification Requested

Submitted

PAYMENTS

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Please refer to [our website](#) for specific information regarding specific deadlines and available funding types.

We look forward to working with you!

## Quick Links

[Request For Application \(RFA\)](#)

[Frequently Asked Questions \(FAQ\)](#)

[Application Template](#)

LOOKING FOR THE APPLICATION? Please select the "Apply for Funding" on the left side of the screen.

## HOW TO USE THE PORTAL

HOW TO USE THE PORTAL: Using the left-side menu, you will be able to access the following information.

### Information

- Grants Portal: This is the page you are currently on.
- Apply for Funding: Go to this page to start a new application.
- FAQs:

### Organizations

- Organizations: Manage your central organization profile, including contact and institutional information and relevant documents.

### People

- People: Update your contact information to ensure we can communicate effectively with you.

### Applications

Draft Applications: Update and submit in progress applications for funding consideration.

Invited to Apply:

# 5.2 Frequently Asked Questions



## Thriving Communities Grantmaking Program

- Test Academy
- INFORMATION
  - Grants Portal
  - Apply for Funding
  - FAQs**
- ORGANIZATIONS (1)
  - Organizations (1)
- PEOPLE (1)
  - People (1)
- APPLICATIONS (2)
  - Draft Applications (2)
  - Invited to Apply
  - Submitted Applications
- GRANTS
  - Award Preparation
  - Award Final Processing
  - Active
  - Closed
- GRANTEE REPORTS
  - Reports to Submit
  - Clarification Requested
  - Submitted

### Philanthropy Northwest Frequently Asked Questions

To view our continually updated Frequently Asked Questions, please visit [THIS PAGE](#) on our website.

This page answers frequently asked questions about our grant portal, Fluxx. For any additional technical questions please contact us at [FluxxTA@philanthropynw.org](mailto:FluxxTA@philanthropynw.org).

For any questions regarding your application, please contact one of our Thriving Communities program officers:


- Jacquie Braden, [jbraden@philanthropynw.org](mailto:jbraden@philanthropynw.org), Program Officer (Alaska and Oregon), Thriving Communities Program
- Melissa Koepp, [mkoep@philanthropynw.org](mailto:mkoep@philanthropynw.org), Program Officer (Tribes), Thriving Communities Program
- Jason Pretty Boy, [jprettyboy@philanthropynw.org](mailto:jprettyboy@philanthropynw.org), Program Officer (Idaho and Washington), Thriving Communities Program

### FAQ'S

- ▶ Navigating the Grants Portal
- ▶ Applying for a Grant

# 5.3 Apply For Funding





Test Academy

INFORMATION

- Grants Portal
- Apply for Funding**
- FAQs

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (1)

- People (1)

APPLICATIONS (2)

- Draft Applications (2)
- Invited to Apply
- Submitted Applications

GRANTS

- Award Preparation
- Award Final Processing
- Active
- Closed

GRANTEE REPORTS

- Reports to Submit
- Clarification Requested
- Submitted

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## Philanthropy Northwest Funding Opportunities

### Funding Opportunities

*Before starting an application, please make sure you do not already have an application started in the Draft Applications section of this Grants Portal.*

The Thriving Communities initiative offers three types of grants. Go [here](#) to learn about the different grant opportunities to help determine which is most relevant to your project. The first grant to be launched is Type Three: Project Development Grants.

#### Type Three (Project Development)

*Type Three (Project Development) for up to \$350,000 (2-year project period):* These grants for those who already have a strong understanding of the local environmental and/or public health issues, have the required scientifically based results and/or evaluation completed, have already formulated a community-wide plan addressing those issues, and/or are now ready to develop the technical aspects of the project (i.e., implement the project on the ground).

Developing partnerships is an important part of implementing a community plan. Therefore, partnership development can be part of development projects too.

Development project activities can address more than one environmental issue; for example, both lead and asbestos exposure.

**Examples of Activities:**

- Blueprints for construction or cleanup projects, schematics, and technical development
- Work to get permits in place for an environmental project
- Smaller land purchases and acquisitions that require less than half of the total grant (up to \$175,000)
- Implementation of project plans
- Public outreach and education
- Clean up and restoration work

Similar types of projects are also eligible. Please be sure to read through the entire notice of funding opportunity as well as frequently asked questions. If you have further questions, please contact a PNW Program Officer.

[Start your application here](#)

# 5.4 Confirm Eligibility



## Test Academy

ID: R-2024-00060  
\$50,000.00  
Draft

Draft Submitted Under Review Granted

Table of Contents

Accessibility Note: If you find the text on this application too small to read comfortably, you can easily follow the steps below to adjust the font size in Google Chrome.

- Click on the three vertical dots (⋮) in the top-right corner of the browser window to open the Chrome menu.
- Navigate to the Zoom In section. Use the plus (+) button to increase the size of the page.

*All fields marked with a red asterisk (\*) are required.*

### Confirm Eligibility

Check the box only if your project **does not** involve the following activities:

- Lobbying
- Legal advice, services, or representation
- "Inherently religious" activities such as worship, prayer, proselytizing, or religious instruction.


Confirm Eligibility\*

# 5.5 Select Primary Contact



## 1. Organization Information

Please select your Primary Application Contact and Executive Director/Authorized Signer Contact below. The Primary Application Contact is the main contact for this application and project. The Executive Director/Authorized Signor Contact can be the same contact as above or you can add an additional contact to sign official documents. This MUST be an employee of your organization.

Organization Name*	<input type="text" value="Test Academy"/>
Department/Location (if applicable)	<input type="text" value="Test Academy - headquarters"/>
Primary Application Contact*	<input type="text"/> <a href="#">Add New</a> 
Executive Director/Authorized Signer Contact	<input type="text"/> <a href="#">Add New</a>

Add New ✕

▼ Table of Contents

[Contact Information](#)

Contact Information

Prefix

**First Name\***

**Last Name\***

Suffix

Title

Preferred Pronouns

Email\*

# 5.6 Table of Contents



## Test Academy

ID: R-2024-00060  
\$50,000.00  
Draft

Draft Submitted Under Review Granted

▼ Table of Contents

1. Organization Information
2. Partnerships
3. Project Overview
4. Community & People Served
5. Environmental Justice
6. Geographic Information
7. Project Workplan and Measurement
8. Dates and Financials
9. Other
10. Documents

# 5.7 Confirm Grant Type



## Grant Types:

*Please note, not all grant types are available to apply to at all times. The dropdown reflects what types can be applied for during this round.*

*Type One (Assessment Projects) for up to \$150,000: (1-year project period): focused on gathering information, assessing and understanding the problem(s) before developing a plan.*

*Type Two (Planning Projects) for up to \$250,000: (1- to 2-year project period): those who already have a strong understanding of the local environmental and/or public health issues and are ready to formulate a community-wide plan to address those issues.*

*Type Three (Project Development) for up to \$350,000: (2-year project period): those who already have a strong understanding of the local environmental and/or public health issues, have already formulated a community-wide plan addressing those issues, and/or are now ready to develop the technical aspects of the project (i.e., implement the project on the ground).*

Grant Type: Please select which grant type you are applying for. \*

# Helpful Things to Know





# Save. Save. Save



# 1. Document Upload



Please attach a project workplan detailing 3-5 project goals/outcomes, associated activities/tasks, and proposed timeline.

[OPTIONAL TEMPLATE](#)

Please click the (+) sign below to add attachment.

Uploaded documents can be viewed and edited at the bottom of the application in Section 10. Documents.

Project Work Plan



## 2. Document Upload



Please attach a project workplan detailing 3-5 project goals/outcomes, associated activities/tasks, and proposed timeline.

[OPTIONAL TEMPLATE](#)

Please click the (+) sign below to add attachment.

Uploaded documents can be viewed and edited at the bottom

Project Work Plan

For each goal, include description of associated tasks, as well  
will be tracked by the project.

Outputs are an (environmental) activity, effort, and/or associated work product related to an (environmental) goal or

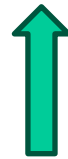
Upload files X

Select or drag files then start upload

Filename	Size	Status
Drag files here.		



1.



2.

# 3. Document Upload



Please attach a project workplan detailing 3-5 project goals/outcomes, associated activities/tasks, and proposed timeline.

[OPTIONAL TEMPLATE](#)

Please click the (+) sign below to add attachment.

Uploaded documents can be viewed and edited at the bottom

Project Work Plan

For each goal, include description of associated tasks, as well as the person who will be tracked by the project.

Outputs are an (environmental) activity, effort, and/or associated work product related to an (environmental) goal or

### Upload files

Select or drag files then start upload

Filename	Size	Status
Test Academy Workplan.docx	4 MB	100%
Project Work Plan	4 MB	100%

Upload Complete!

## 4. Outside Links



philanthropynorthwest.fluxx.io says

You are about to leave Fluxx. Do you want to proceed?

OK

Cancel

# 5 Character Limit Recommendations



**Project Executive Summary\***

*Provide a summary of the project. This should include a description of your problem/need statement. Please include the project community/tribal government, project location, and how the project will improve or enhance the project community.*

*3,000 characters maximum*



# 6. Dates and Amount Requested

Please refer to the [Request for Applications](#) to find the correct Start and End dates.

Proposed Start Date\*

Proposed End Date\*












Amount Requested\*



# 7 Uploaded Documents



▼ 10. Documents

Grant Documents	
 <b>PartnershipMOU.pdf</b> Partnership Documentation Added by Danielle Crystal at 8:32 PM on October 6, 2024	  
 <b>TestAudit2024.pdf</b> Previous TWO Years Financial Statements (Audited or Unaudited) Added by Danielle Crystal at 8:32 PM on October 6, 2024	  
 <b>Test Academy Workplan.docx</b> Project Work Plan Added by Danielle Crystal at 6:06 PM on October 6, 2024	  





6.  
Submit  
Application

# 6. Submit Application



ORGANIZATIONS (1)

- 1 Organizations (1)
  - Test Academy  
ID: R-2024-00060  
*Status: Draft*

PEOPLE (1)

- 1 People (1)

APPLICATIONS (4)

- 1 Draft Applications (4)
  - Invited to Apply
  - Submitted Applications
    - Test Academy  
ID: R-2024-00026  
*Status: Draft*  
*Fiscal Sponsor*

GRANTS

- Award Preparation
- Award Final Proc
- Active
- Closed

GRANTEE REPORTS

- Reports to Submit
- Clarification Requested
- Submitted

PAYMENTS

- Scheduled
- Paid

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1 - 4 of 4

Attestation: I hereby certify that all information provided Yes in this application, as well as in any supporting documents and forms, is true and accurate to the best of my knowledge. I understand that any false statements or deliberate omissions may result in the requirement to return funds or face legal consequences for fraudulent misrepresentation.\*

10. Documents

Grant Documents

- 2024
- Previous TWO Years Financial Statements (Audited or Unaudited)  
Added by Danielle Crystal at 8:32 PM on October 6, 2024
- Test Academy Workplan.docx  
Project Work Plan  
Added by Danielle Crystal at 6:06 PM on October 6, 2024

Organization Documents

Submit

You are about to Submit this Applications form. Please confirm that you would like to proceed.

Cancel OK

Submit

# 6.1 Submit Application



## Confirmation of Application Receipt



**Philanthropy Northwest** <do-not-reply.grants07-us-east-1@fluxx.io>

to me ▾



Dear Danielle,

We have received your application submission. The ID number associated with your application is R-2024-00062. We look forward to reviewing your request. Your application will be entered into our cycle for review. During this time, a group of community reviewers will read and score applications to make funding recommendations. We may be in touch with any questions, so be sure to check your email often.

If you have questions, please contact us by replying to this email or check out our [website](#).


Thank you,

The Philanthropy Northwest Thriving Communities team  
([FluxxTA@philanthropynw.org](mailto:FluxxTA@philanthropynw.org))



# 6.2 Submit Application





Search...

**Test Academy**  
Save the PNW Environment  
ID: R-2024-00062

Status: *Under Review*  
*Fiscal Sponsor*

**Test Academy**  
Save the PNW Environment

ID: R-2024-00062  
\$350,000.00  
Under Review

Draft **Submitted** Under Review Granted

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5. Environmental Justice
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8. Dates and Financials
9. Other
10. Documents

**Confirm Eligibility**

Check the box only if your project does not involve the following activities:

- Lobbying
- Legal advice, services, or representation
- "Inherently religious" activities such as worship, prayer, proselytizing, or religious instruction.

Confirm Eligibility\*  Yes

**1. Organization Information**

Organization Name\* Test Academy


Primary Application Contact\* Danielle Crystal

Executive Director/Authorized Signer Contact:

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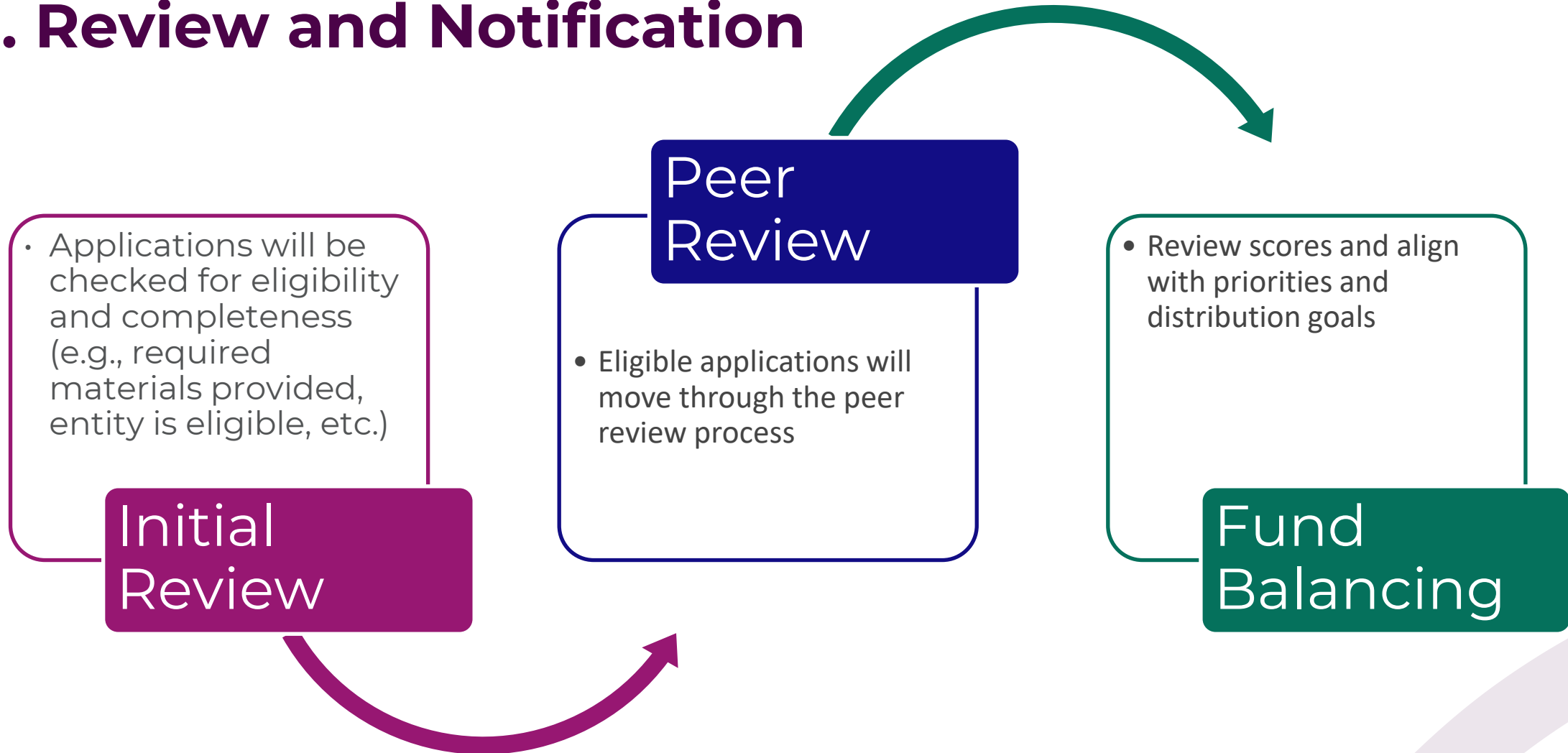
1 - 1 of 1





7.  
Application  
Review and  
Notification

# 7. Review and Notification



*\*Notification of decision estimated 60-90 days after funding deadline for that round.*

# 7.1 Notification



**Support**





# Application Announcements and Support

Philanthropy Northwest's Thriving Community Website:

- Sign up for updates/newsletter
- Frequently asked questions
- Upcoming webinars
- Available Office Hours (post webinars) and 1:1 with Program Officers
- Send any questions to [FluxxTA@philanthropynw.org](mailto:FluxxTA@philanthropynw.org)

# Thank you!



[philanthropynw.org](http://philanthropynw.org)

