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.
- **Contact Information**: If you have follow-up questions after the webinar, please email us at 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

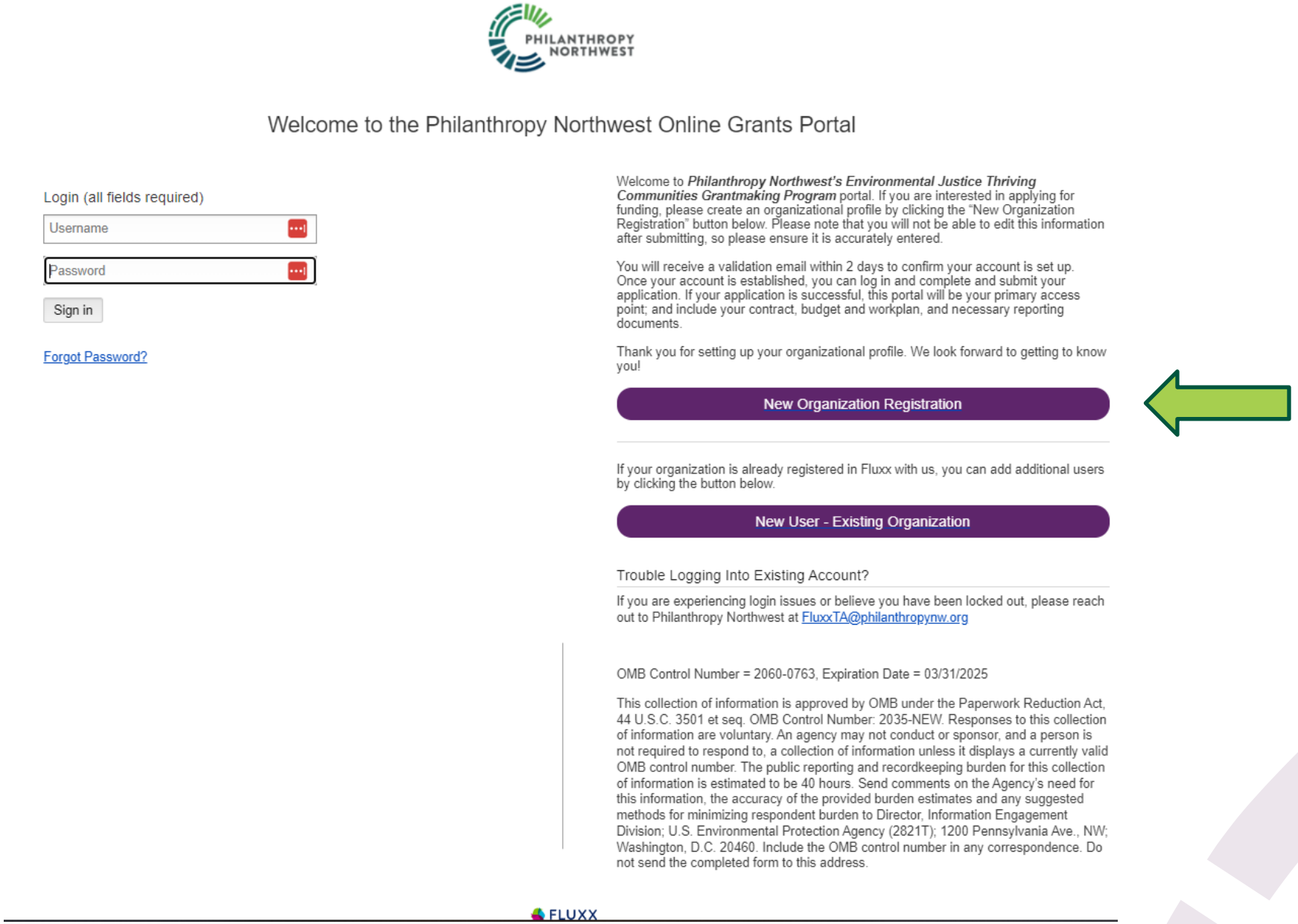
Fluxx Grants Management System Overview

Fluxx Process Overview

1.

Create Account

1. Create Account



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

FLUXX

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
United States

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

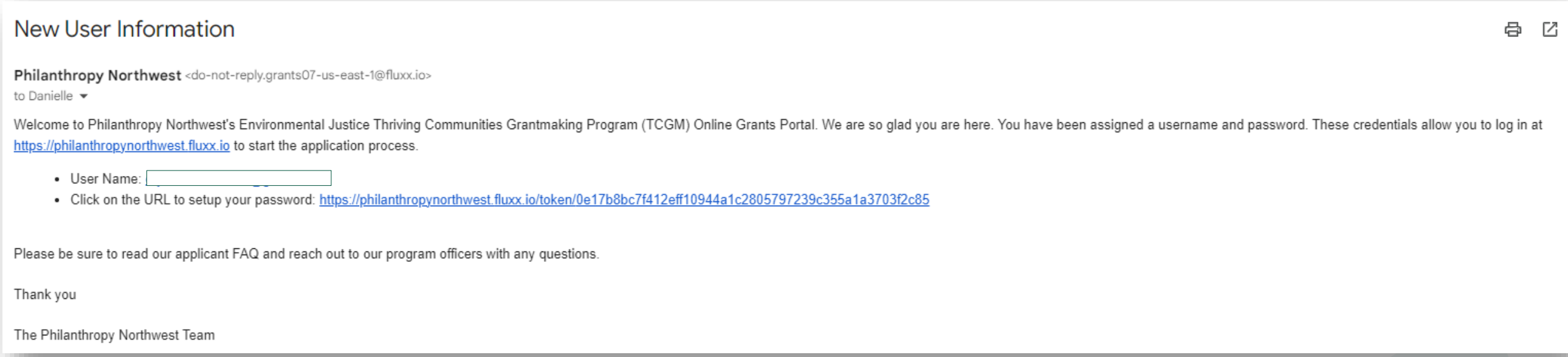
FLUXX

Privacy Policy | Accessibility

4.

Follow Verification Email Prompts

4. Follow Verification Email Prompts



New User Information

Philanthropy Northwest <do-not-reply.grants07-us-east-1@fluxx.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.fluxx.io to start the application process.

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

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

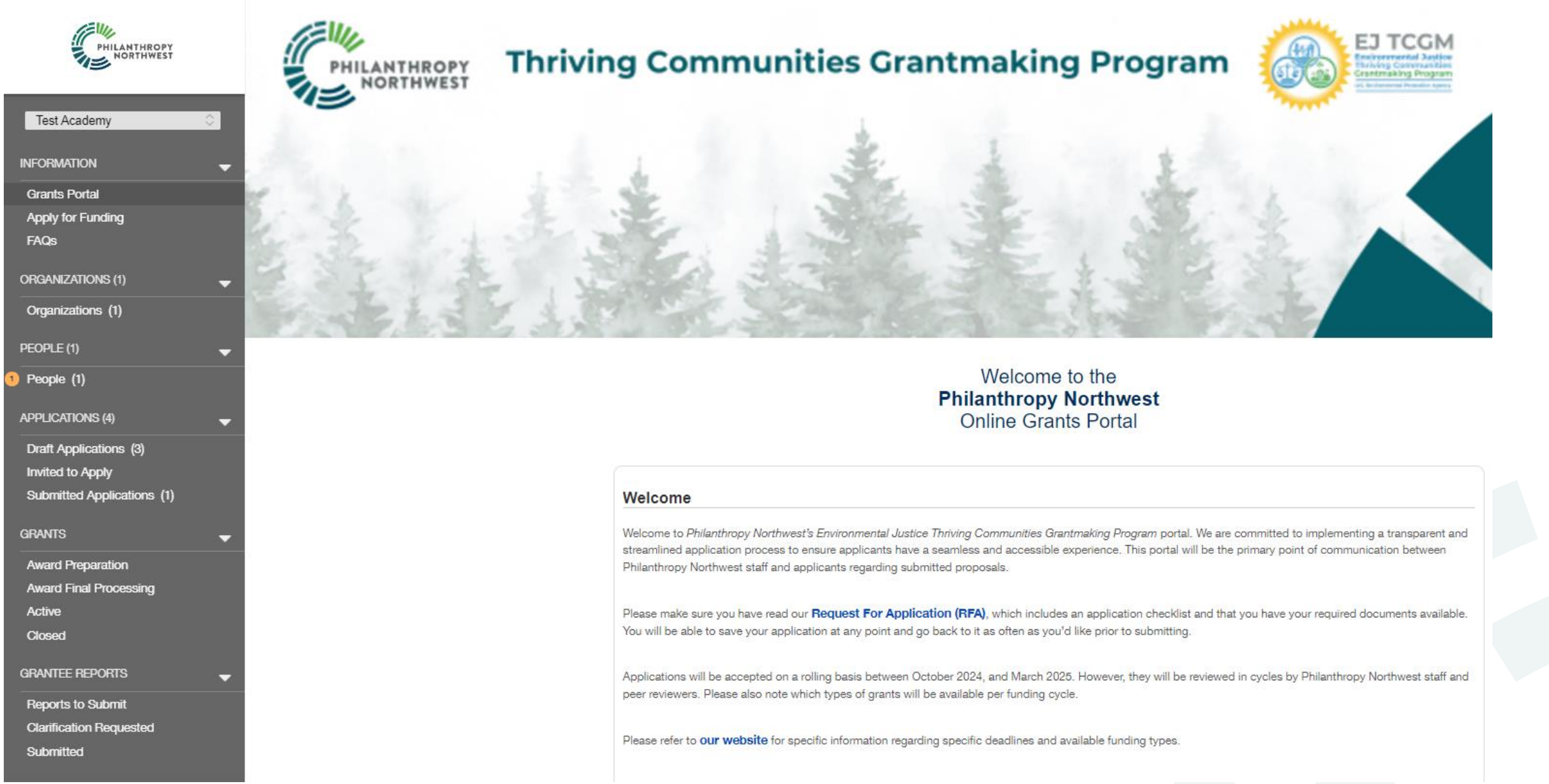
Thank you

The Philanthropy Northwest Team

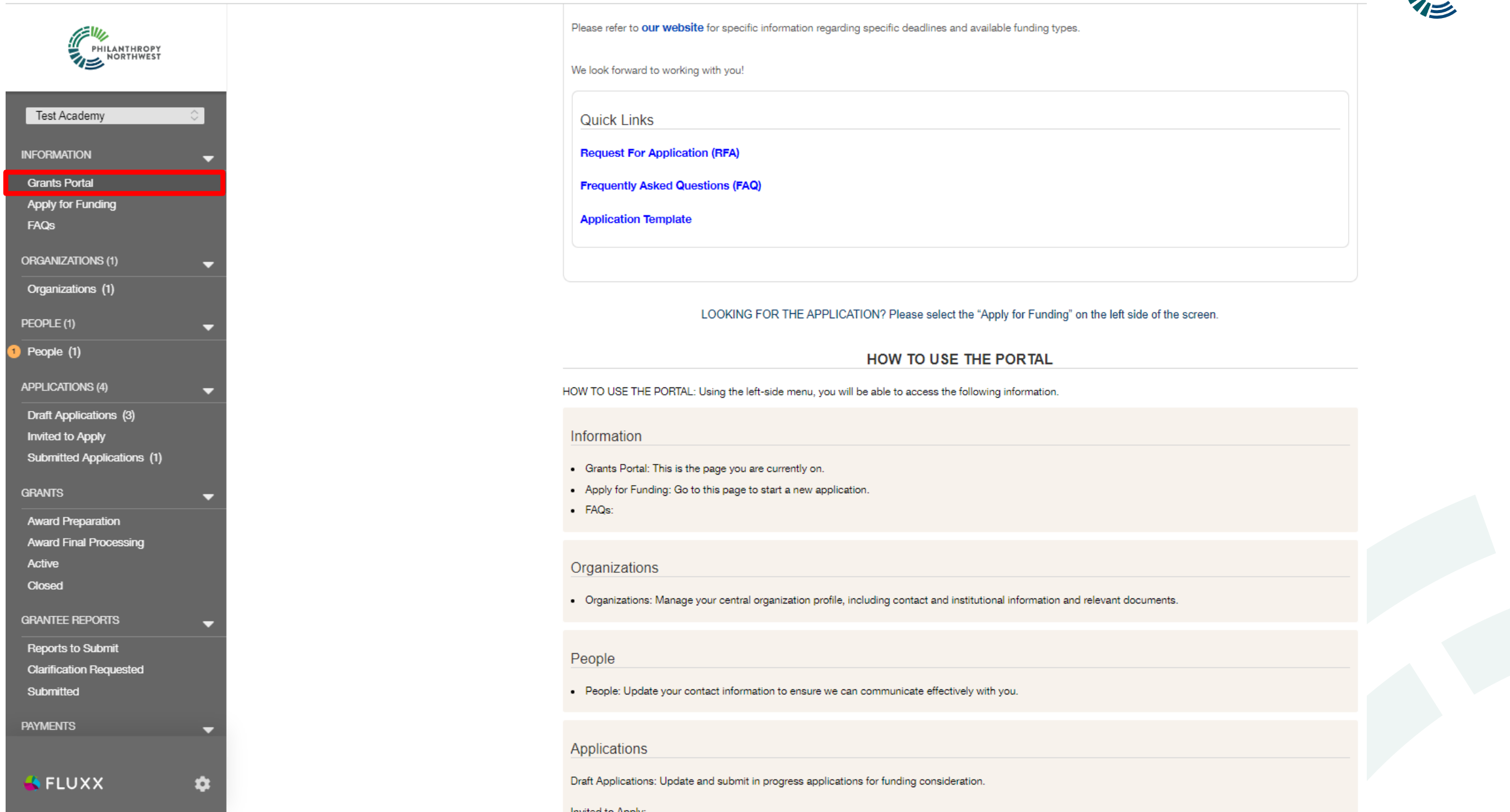
5.

Complete Application

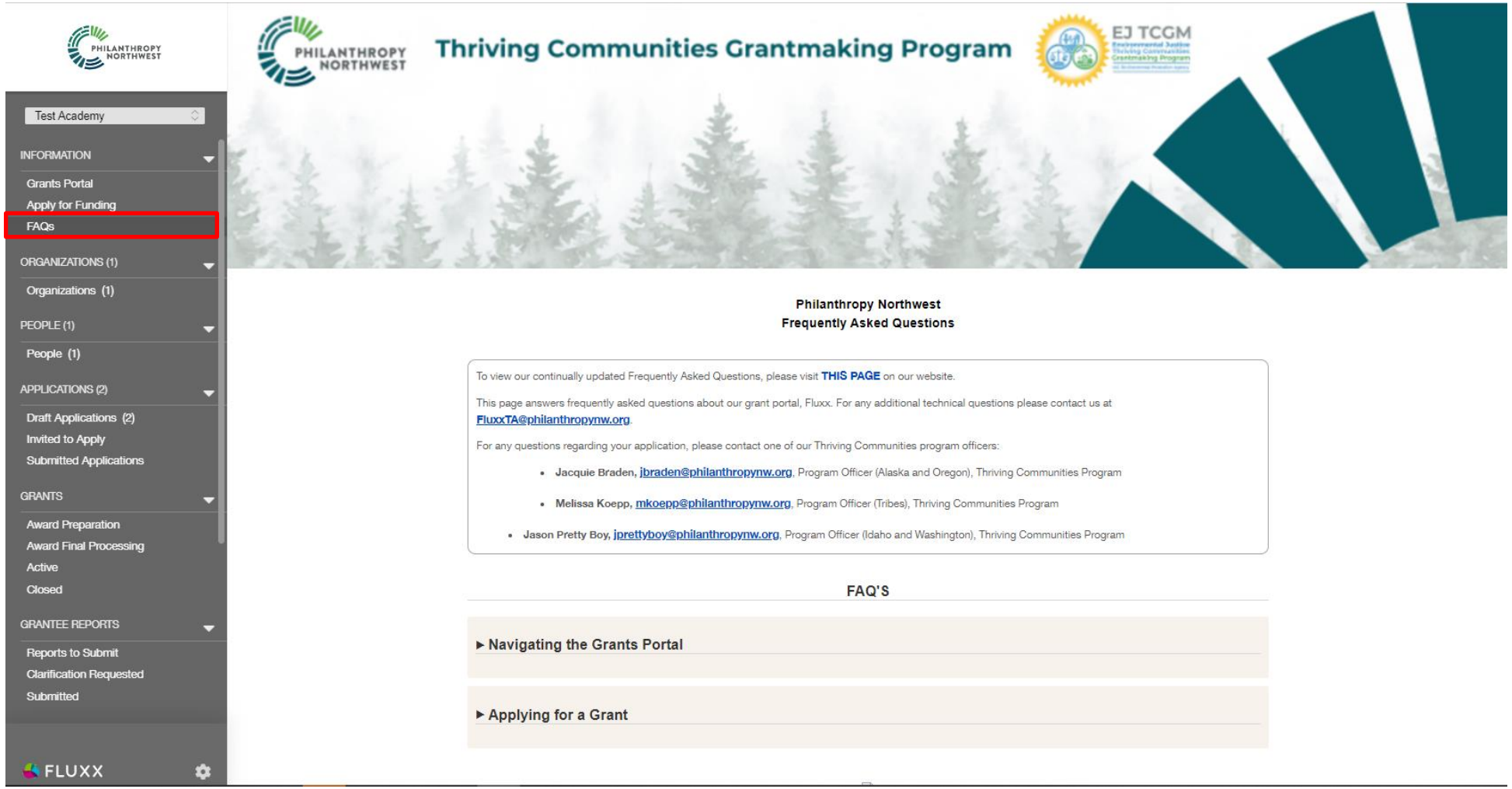
5. Complete Application



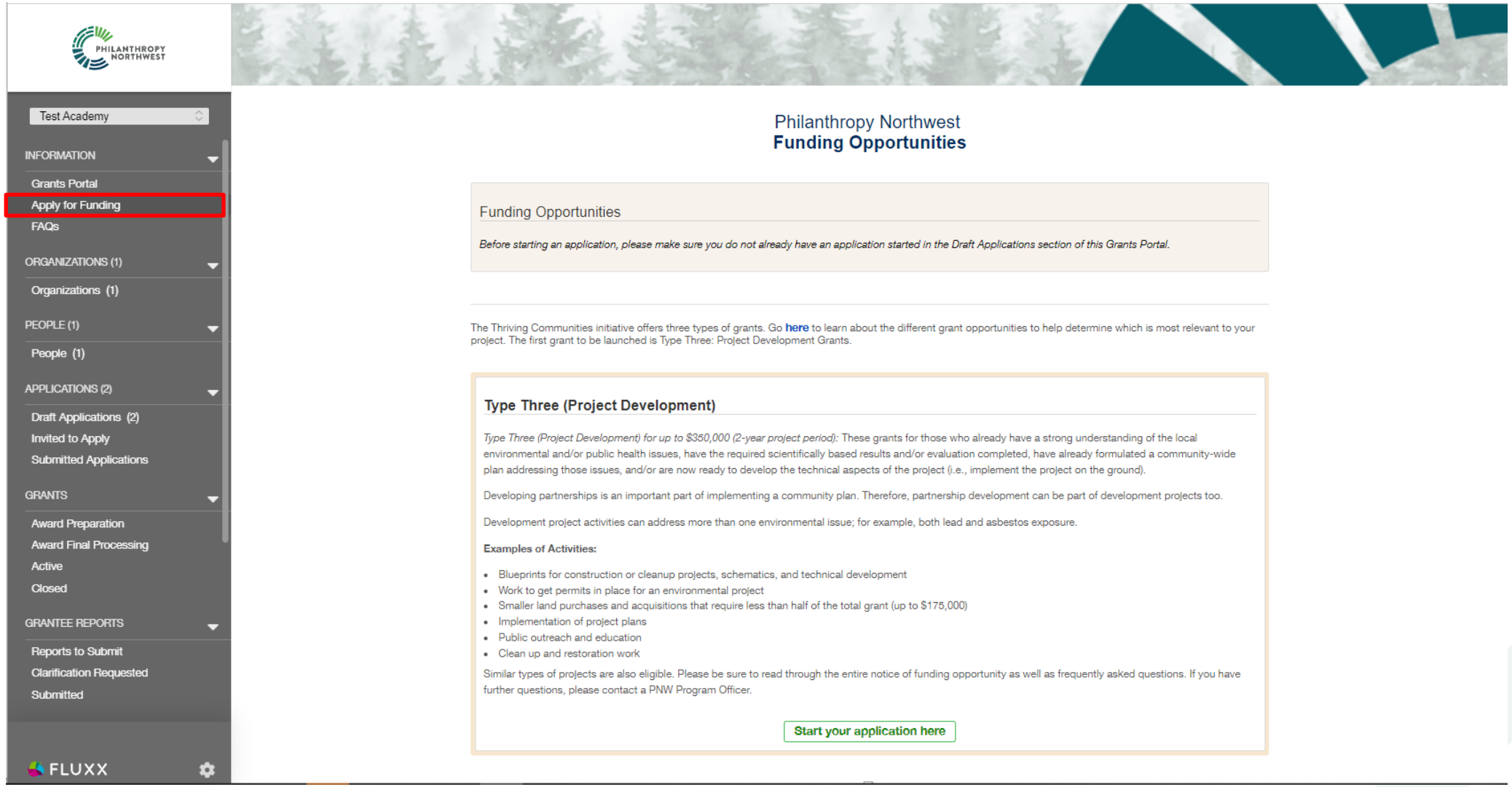
5.1 Complete Application



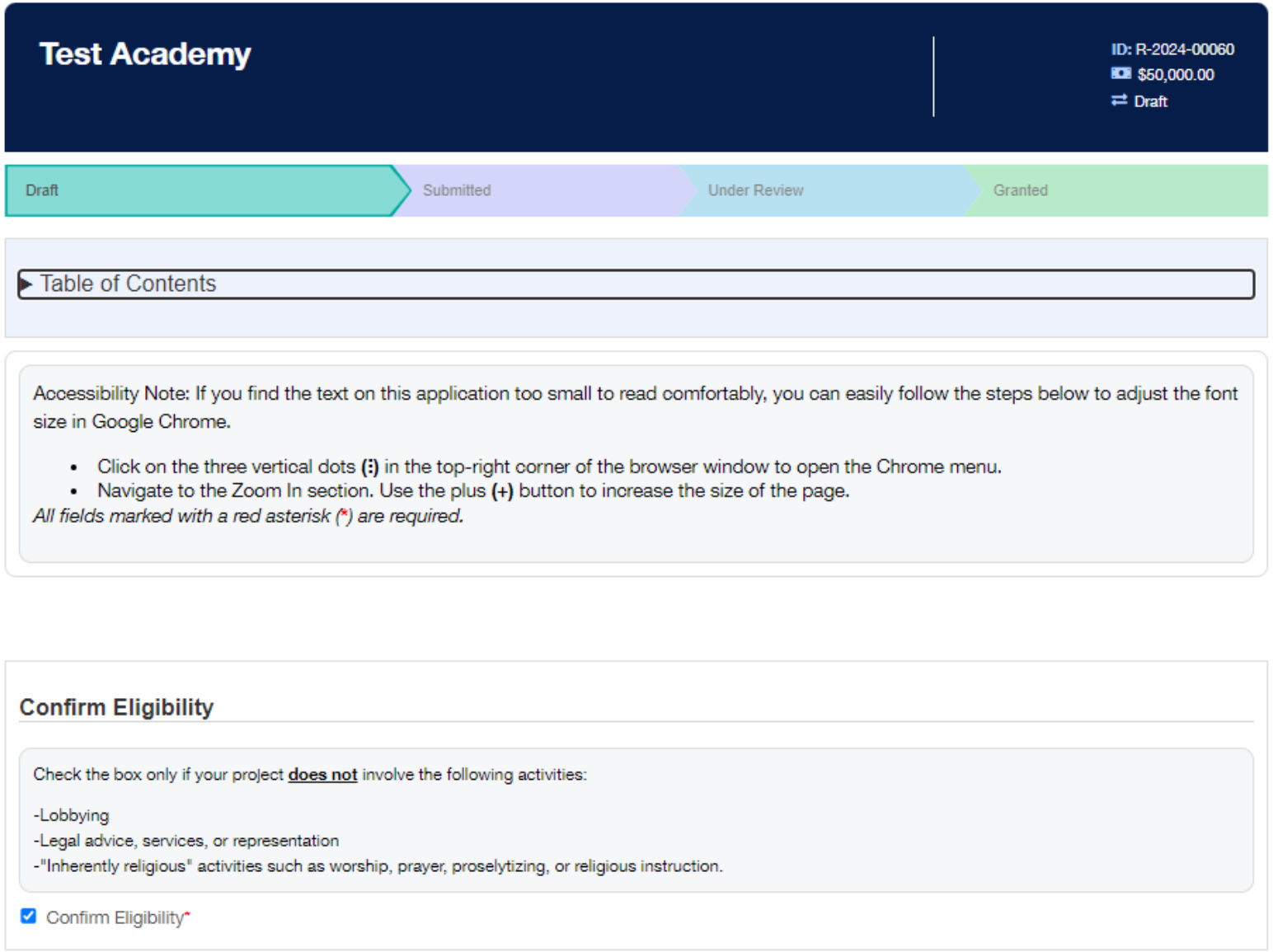
5.2 Frequently Asked Questions



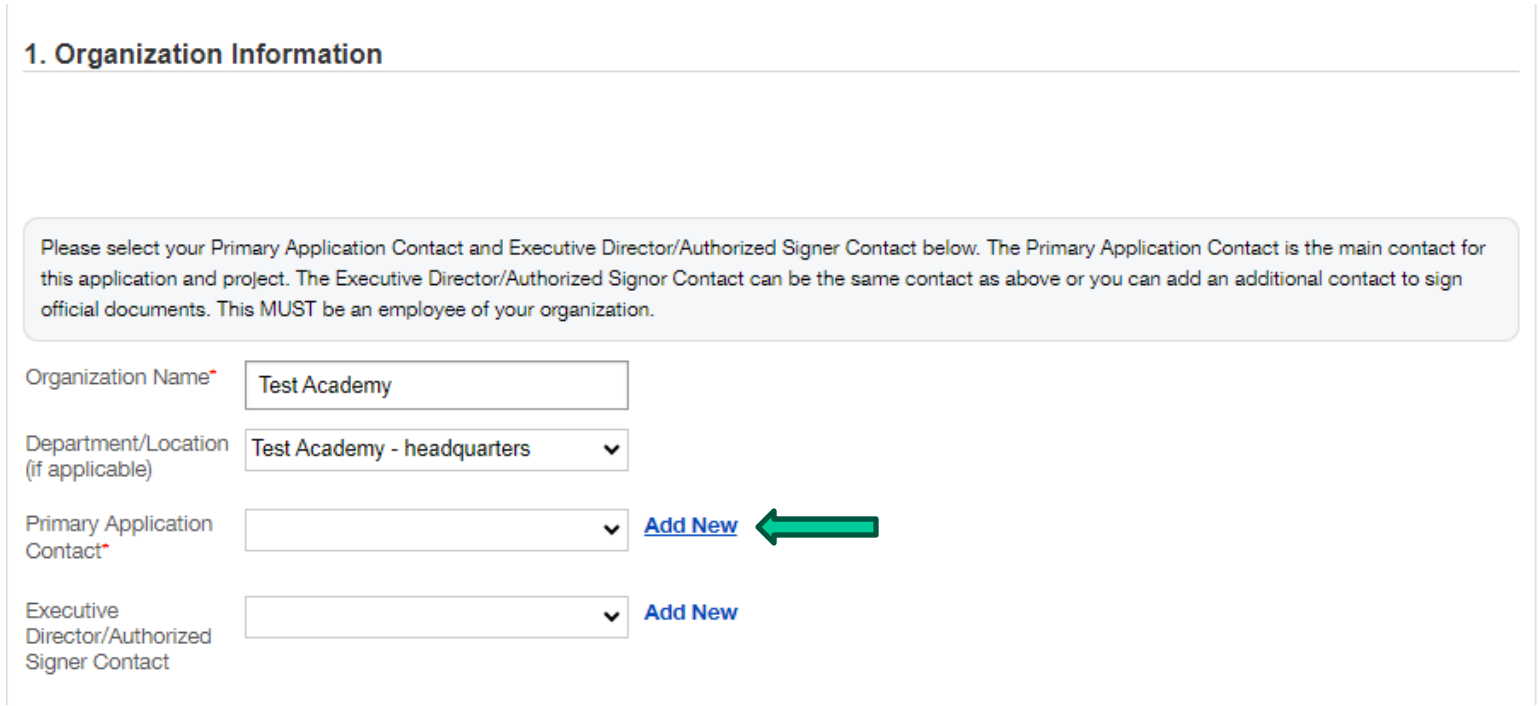
5.3 Apply For Funding

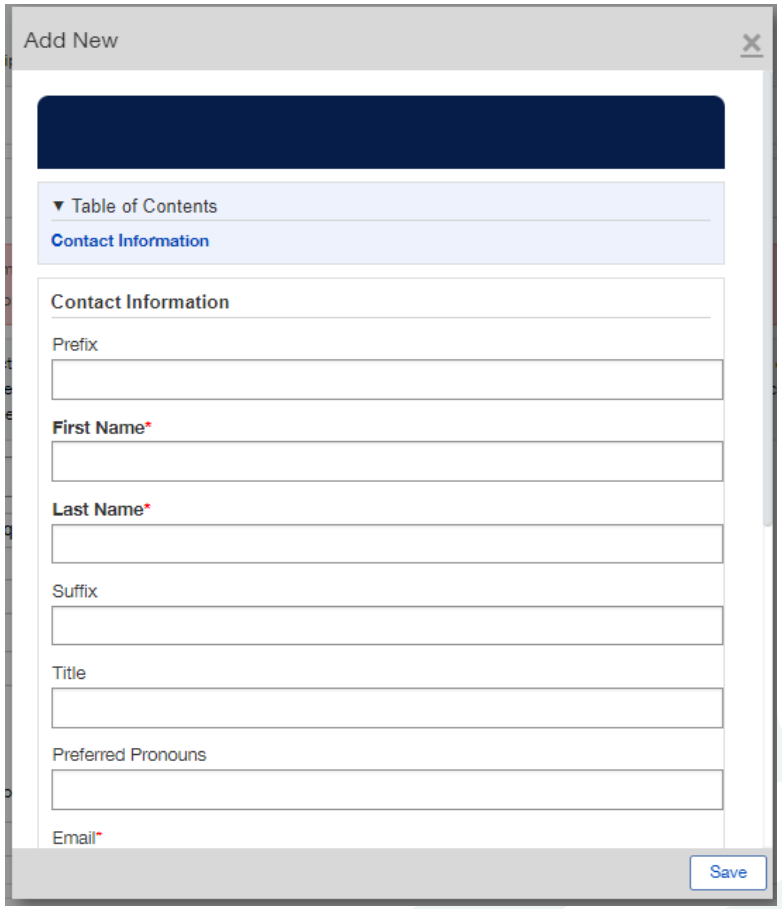


5.4 Confirm Eligibility

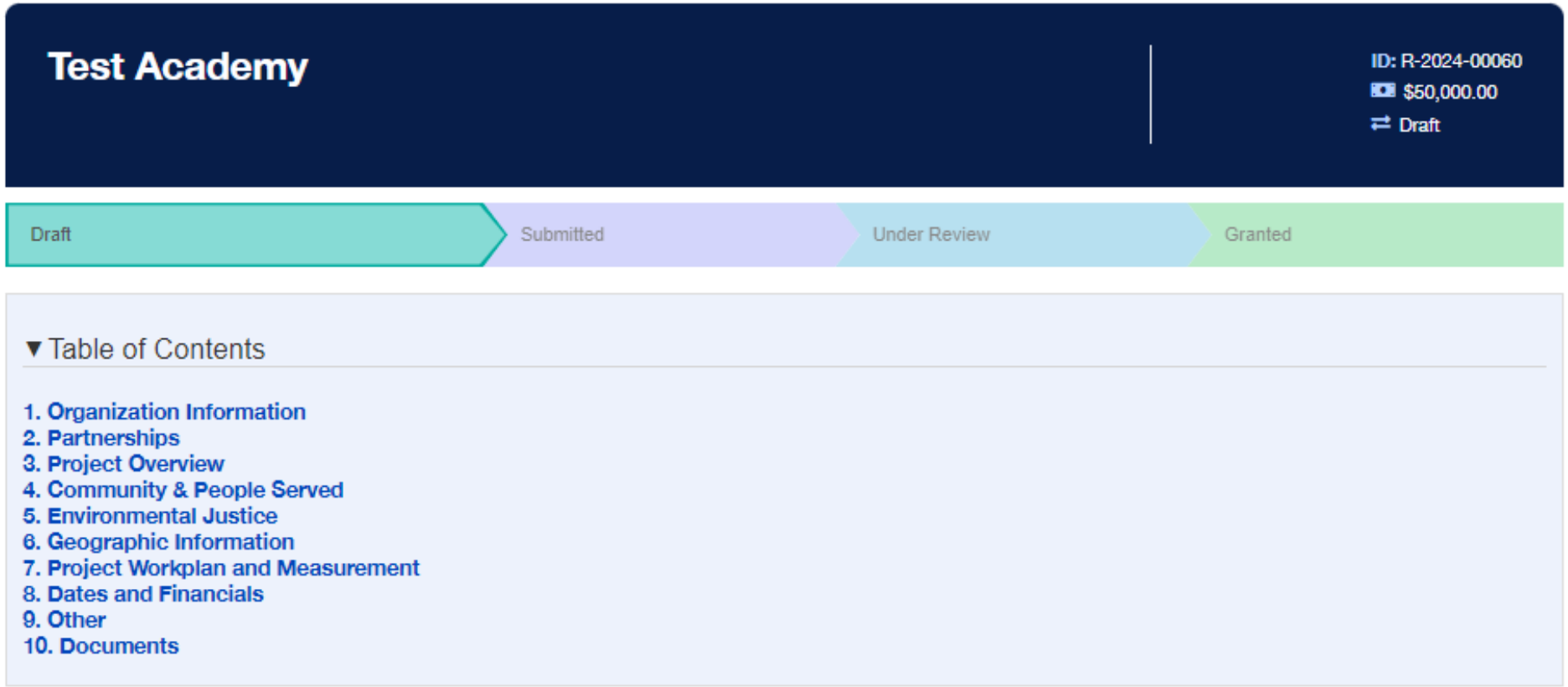


5.5 Select Primary Contact





5.6 Table of Contents



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.

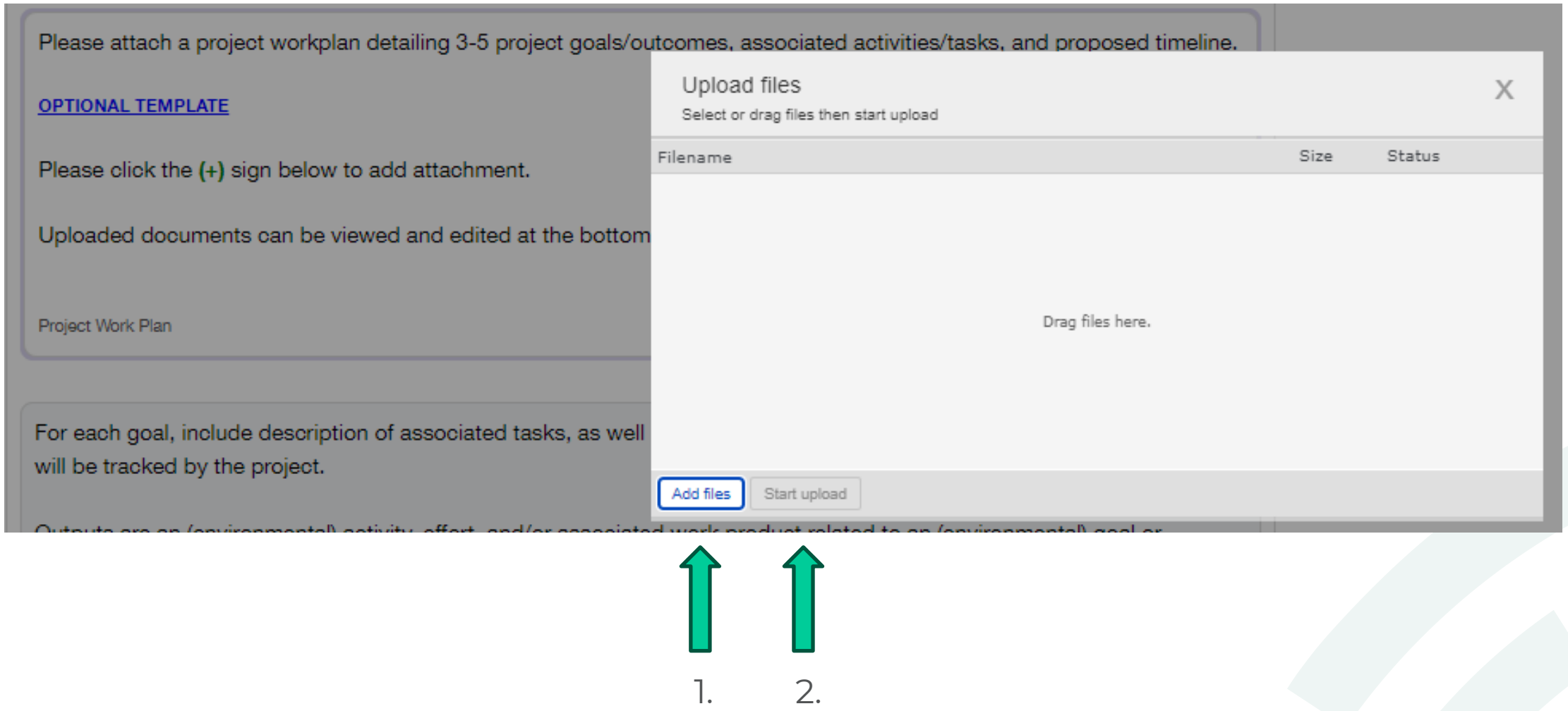
OPTIONAL TEMPLATE

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

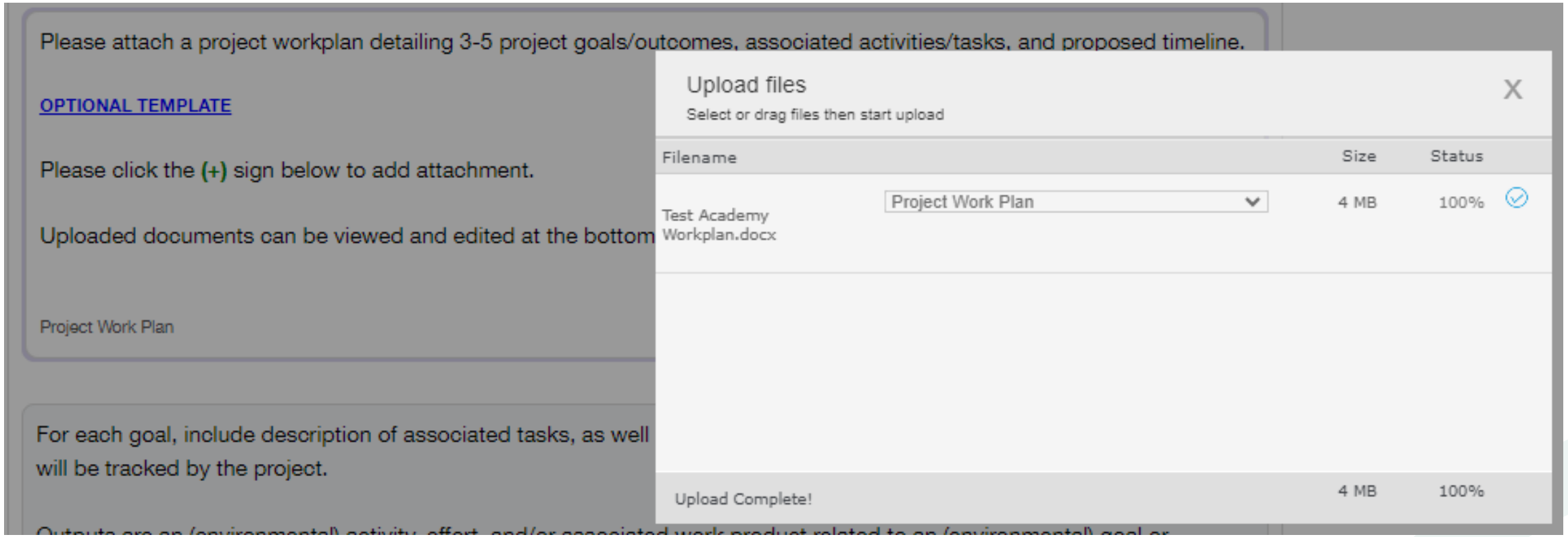
Uploaded documents can be viewed and edited at the bottom of the application in Section 10. Documents.

Project Work Plan ⊕

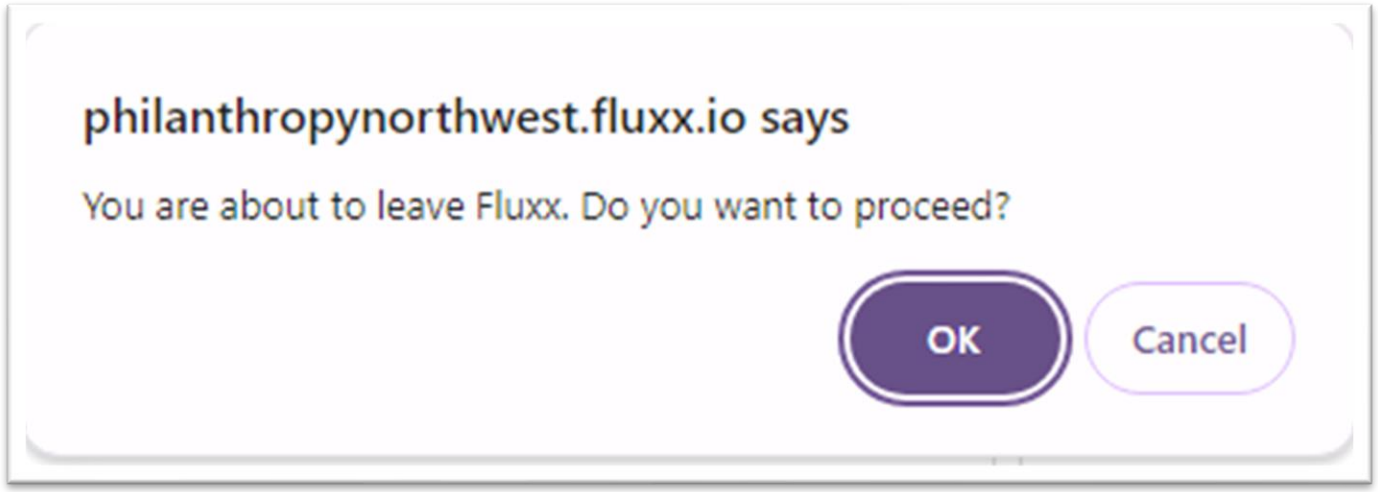
2. Document Upload



3. Document Upload



4. Outside Links



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

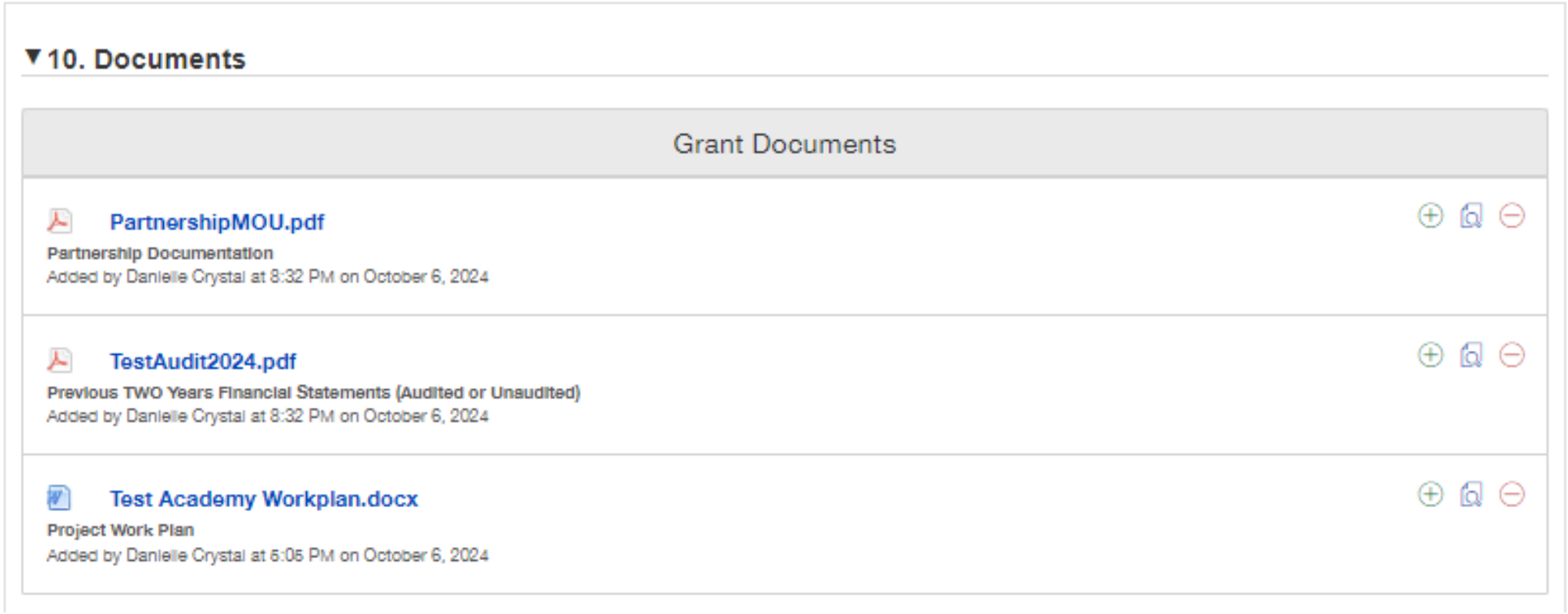
Please refer to the Request for Applications to find the correct Start and End dates.

Proposed Start Date* mm/dd/yyyy

Proposed End Date*

Amount Requested*

7 Uploaded Documents



6.

Submit Application

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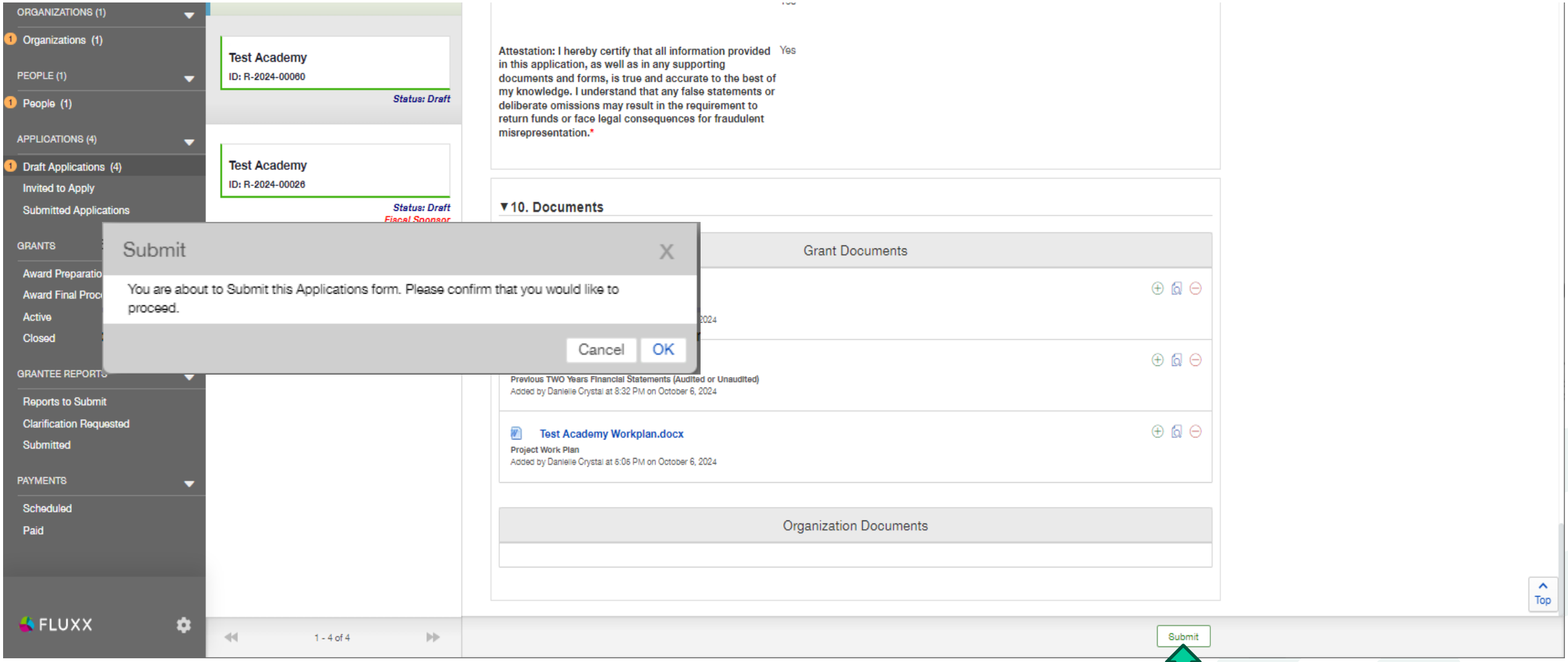


6.1 Submit Application

Confirmation of Application Receip

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

Dear Danielle,

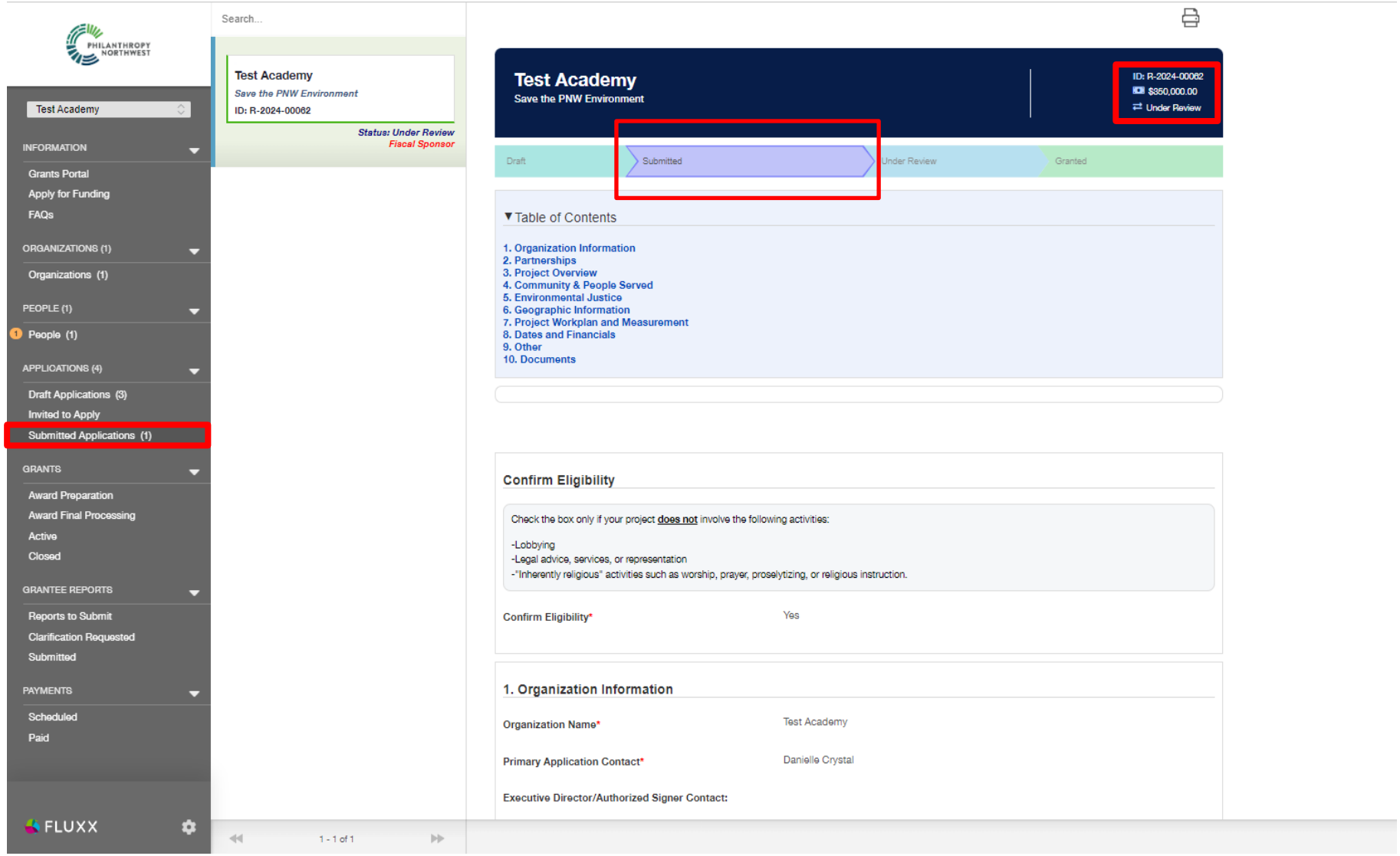
We have received your application submission. The ID number associated with your application is R-2024-00062. We look forward to reviewing your request. Your application will be entered into our cycle for review. During this time, a group of community reviewers will read and score applications to make 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)

6.2 Submit Application



7.

Application Review and Notification

7. Review and Notification

Initial Review

- Applications will be checked for eligibility and completeness (e.g., required materials provided, entity is eligible, etc.)

Peer Review

- Eligible applications will move through the peer review process

Fund Balancing

- Review scores and align with priorities and distribution goals

**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

Thank you!

PHILANTHROPY NORTHWEST

philanthropynw.org