FLUXX USER GUIDE

FLUXX

GRANT APPLICATION PORTAL

CITY OF ASPEN

TABLE OF CONTENTS

CITY OF **ASPEN**

HOW TO CREATE AN ACCOUNT

1. Visit **https://cityofaspen.fluxx.io/** to access the City of Aspen's Grant Application Portal.

2. Start setting up your account by clicking on **Create an account now.**

CITY OF ASPEN

Welcome to the City of Aspen Grantee Portal

Login Now:

Username

Password

Sign in

Reset or create password

Existing Users:

Please login to the left

New to the City of Aspen Grantee Portal?

Step 1: Start by clicking on the "Create an account now" button below.

Step 2: Complete the Organization Information Profile.

Step 3: Check the two boxes regarding the acknowledgements.

Step 4: Complete by clicking on "Submit Request".

Step 5: After successfully completing the Organization Registration page, you will receive an email notification with information on how to create a password for your account.

Step 6: Once you created a password for your account, it will give you access to the City of Aspen Grantee Portal.

Create an account now

CITY OF ASPEN

HOW TO CREATE AN ACCOUNT

3. Complete the **Organization** and **Grant Application Primary Contact form**.

4. Complete the Registration Page by clicking on **Submit Request.**

CITY OF ASPEN

Welcome to the City of Aspen Grantee Portal

Organization Info

GuideStar Profile Lookup (if applicable)

[   ]   Search

Organization/ DBA (doing business as)

[   ]

Organization Legal Name

[   ]

Year Founded

[   ]

Address 1

[   ]

Address 2

[   ]

City

[   ]

Mission Statement

Country

[United States   ▼]

State/Province

[▼]

Acknowledgments

Before submitting your registration form, please review the City of Aspen Grant Program Philosophy and Strategic Focus Areas available at Grants| Aspen, CO, and identify an area of alignment with your project or program.

Once you have done this, please confirm the acknowledgements below using the provided checkboxes.

☐ I acknowledge that grant funds will be used by the applicant organization and not passed to sub recipients.

☐ I have reviewed City of Aspen Grant Program Philosophy, available at Grants | Aspen, CO, and Strategic Focus Areas, and identified an area of alignment with my project or program.

[Cancel]   [Submit Request]

CITY OF ASPEN

HOW TO CREATE AN ACCOUNT

5. Within 72 hours after submitting the registration form you will receive an **email with information on how to create a password** for your account.

From: City of Aspen Grants <do-not-reply.grants07-us-east-1@fluxx.io>
To: Test@noemail.com
Sent: Tuesday, November 8, 2022, 03:46:34 PM MST
Subject: New User Information

Dear **Test User**,

Your registration has been approved!

You have been assigned the user name: Test@noemail.com.   These credentials allow you to login at https://cityof
==&h=QTU1Yjl9NmJkZmM3NDEwYmNlNGNjOTU2NWI4Yzg2MTM3ODM5ODk5YTIyYTNiMzA4YzU5YTMzZjU0YWU0N

Please use the link below to setup your password:
https://avanan.url-protection.com/v1/url?o=https%
3A//cityofaspen.fluxx.io/token/616994098f1d0b9db0ad2d868ba1cd32be65f88943f6c8e2ea&g=ZTVlMDA5NzYzMDl0MGC
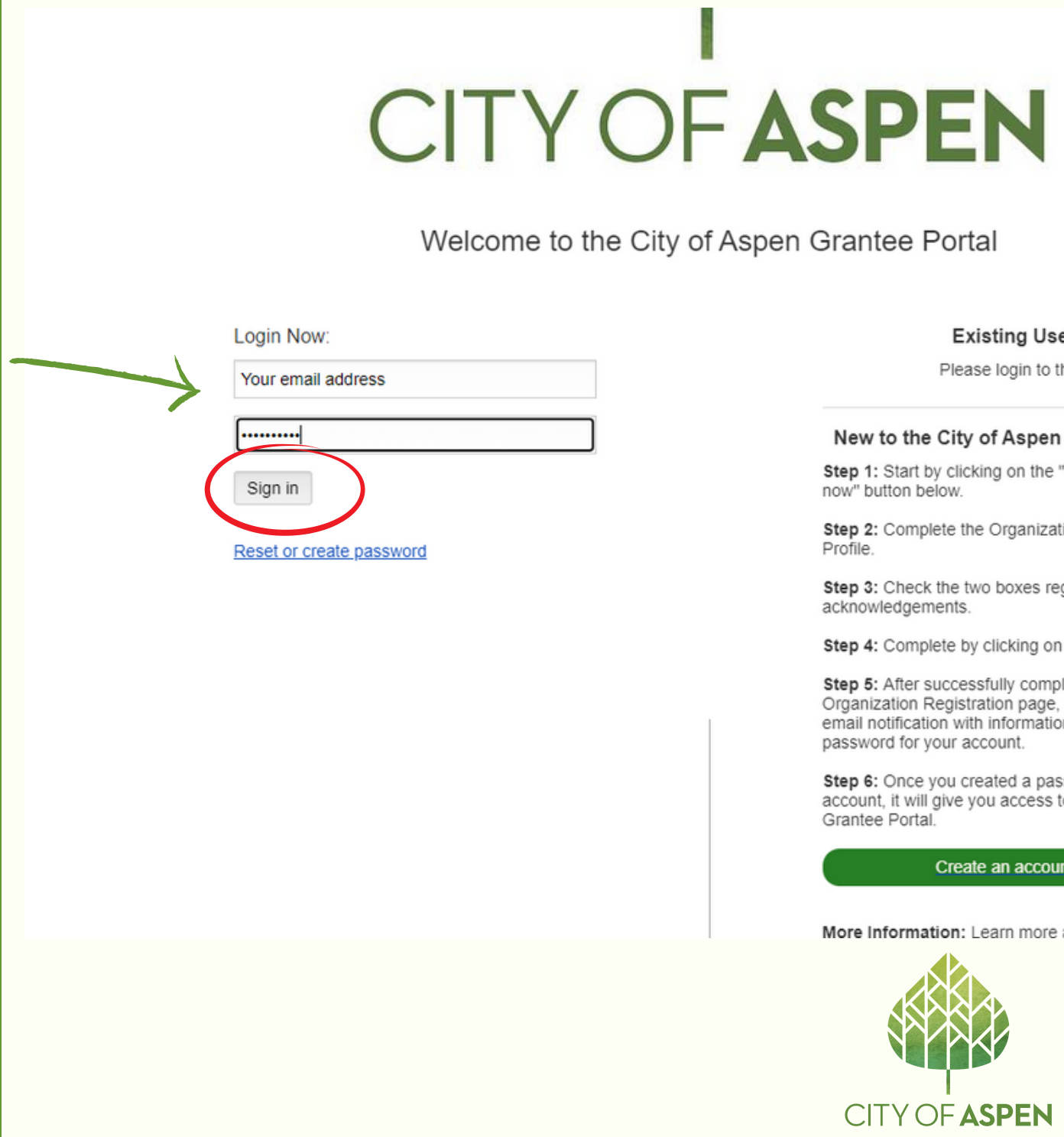
Thank you

CITY OF **ASPEN**

HOW TO START AN APPLICATION

1. Enter your **login information*** to access the Portal.

(*****Your **email address** and **password**)

CITY OF ASPEN

Welcome to the City of Aspen Grantee Portal

Login Now:

Your email address

••••••••••

Sign in

Reset or create password

Existing Use

Please login to th

New to the City of Aspen

Step 1: Start by clicking on the "
now" button below.

Step 2: Complete the Organizati
Profile.

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Step 5: After successfully compl
Organization Registration page,
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Step 6: Once you created a pas
account, it will give you access t
Grantee Portal.

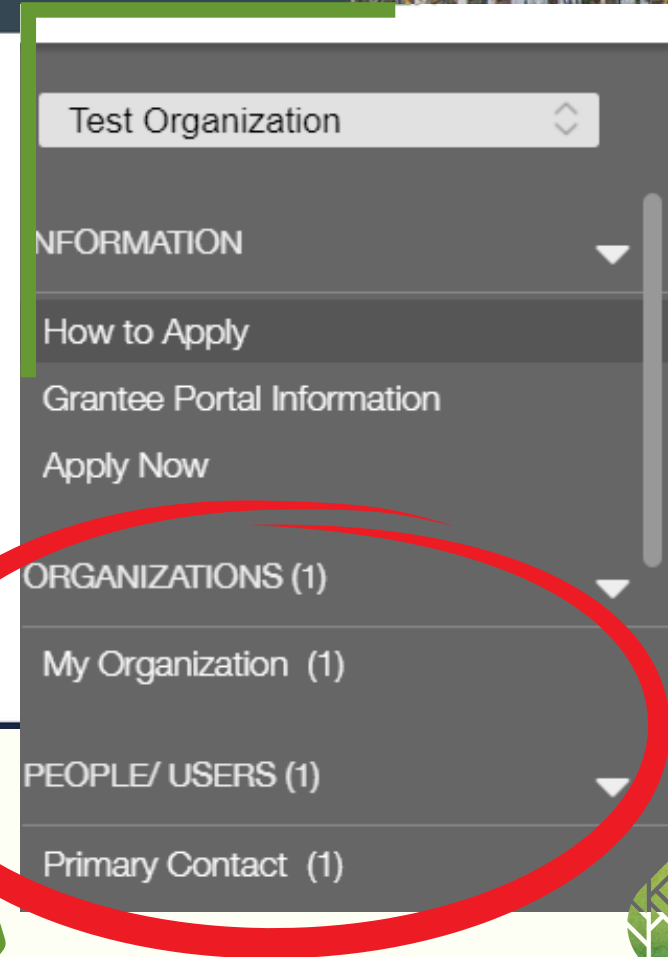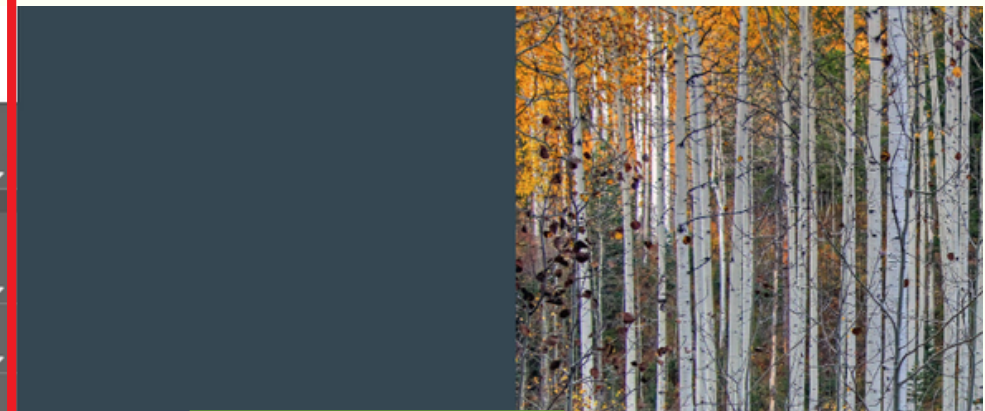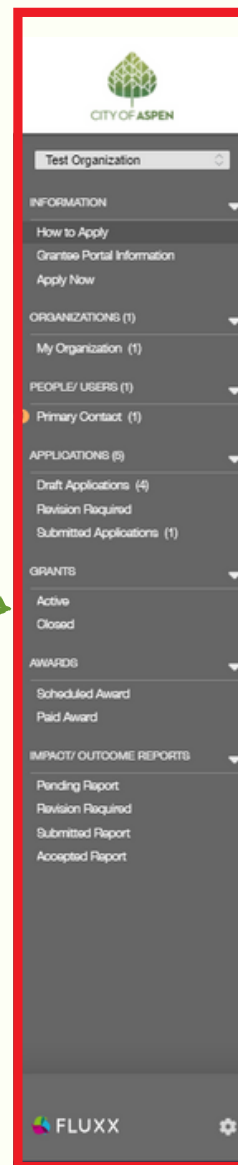Create an accou

More Information: Learn more a

CITY OF ASPEN

HOW TO START AN APPLICATION

2. Navigate the Portal by using the **grey menu bar** on the left-hand side.

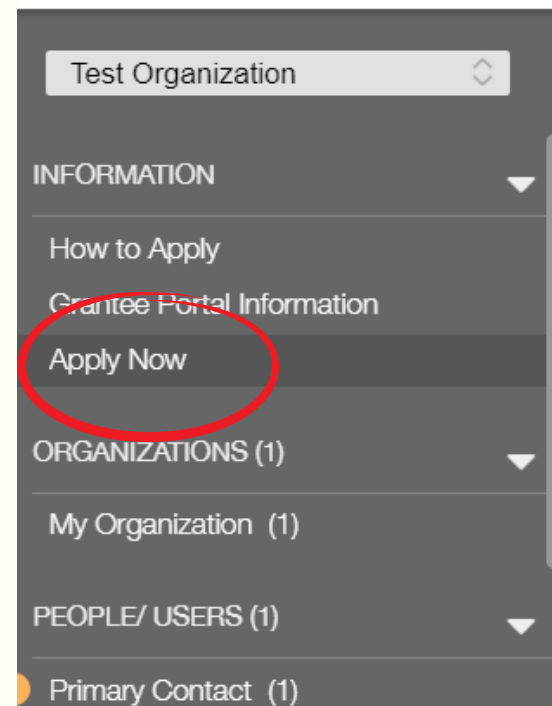3. Review and update your registered **People/User Contact** and **Organization Information**.

CITY OF ASPEN

HOW TO START AN APPLICATION

4. To start an application, click on **Apply Now**.

5. Refer to the **dollar amounts and review the Eligibility Criteria.**

CITY OF ASPEN

Test Organization

INFORMATION

How to Apply

Grantee Portal Information

Apply Now

ORGANIZATIONS (1)

My Organization (1)

PEOPLE/ USERS (1)

Primary Contact (1)

Apply for a Grant: Up to $10,000

Eligibility requesting $10,000 and under

All organizations must:
- Be a non-profit organization providing services in the Roaring Fork Valley.
- Refrain from using grant awards for capital campaigns or fundraisers.
- Refrain from using grant awards in a pass-through capacity.

Apply for a Grant: $10,001 to $50,000

Eligibility requesting $10,001-$50,000

All organizations must:
- Be a non-profit organization providing services in the Roaring Fork Valley.
- Refrain from using grant awards for capital campaigns or fundraisers.
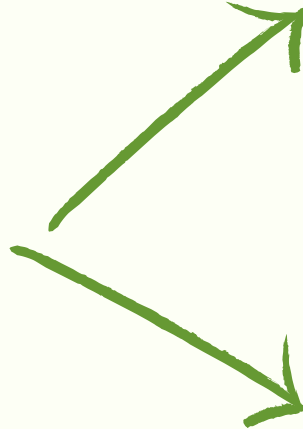- Refrain from using grant awards in a pass-through capacity.

CITY OF ASPEN

HOW TO START AN APPLICATION

6. After reviewing the Eligibility Criteria, start the application process by clicking on the **appropriate green button**.

Apply for a Grant: Up to $10,000

Eligibility requesting $10,000 and under
All organizations must:
- Be a non-profit organization providing services in the Roaring Fork Valley.
- Refrain from using grant awards for capital campaigns or fundraisers.
- Refrain from using grant awards in a pass-through capacity.

Apply for a Grant: $10,001 to $50,000

Eligibility requesting $10,001-$50,000
All organizations must:
- Be a non-profit organization providing services in the Roaring Fork Valley.
- Refrain from using grant awards for capital campaigns or fundraisers.
- Refrain from using grant awards in a pass-through capacity.

Apply for a Grant: Over $50,000

Eligibility requesting over $50,000
All organizations must:
- Be a non-profit organization providing services in the Roaring Fork Valley.
- Refrain from using grant awards for capital campaigns or fundraisers.
- Refrain from using grant awards in a pass-through capacity.
- Have received an outside financial review within the last three years.

Apply for: In-Kind Assistance

Eligibility requesting In-Kind Assistance
All organizations must:
- Be a non-profit organization providing services in the Roaring Fork Valley.
- Refrain from using grant awards for capital campaigns or fundraisers.
- Refrain from using grant awards in a pass-through capacity.

CITY OF ASPEN

HOW TO START AN APPLICATION

7. A new application will open, and you can begin to fill out the application.

- **Save** allows you to save your work and continue entering information.
- **Save and Close** will save your work and close the current application.
- **Cancel** will only exit the application but not saving your work.
- The system **does not autosave.**
- **Remember to save often!**

Test Organization

Apply for a Grant: Up to $10,000

ID: R-2023-00839
Program Lead:

Amount Requested:

Request Status

| Draft | With Applicant | Review | Active | Closed |

Please note: The online Portal does not auto save your information, which means you MUST click the **Save** button at the end of each section you are editing.
Click the **Save & Close** button if you'd like to return to your application at a later time, to ensure none of your entries will be lost.

Please complete the Eligibility Quiz and Contact Information fields.

Once you have done this, click **Save.**

If you are eligible to apply, the remainder of the application will appear.

▼ Table of Contents

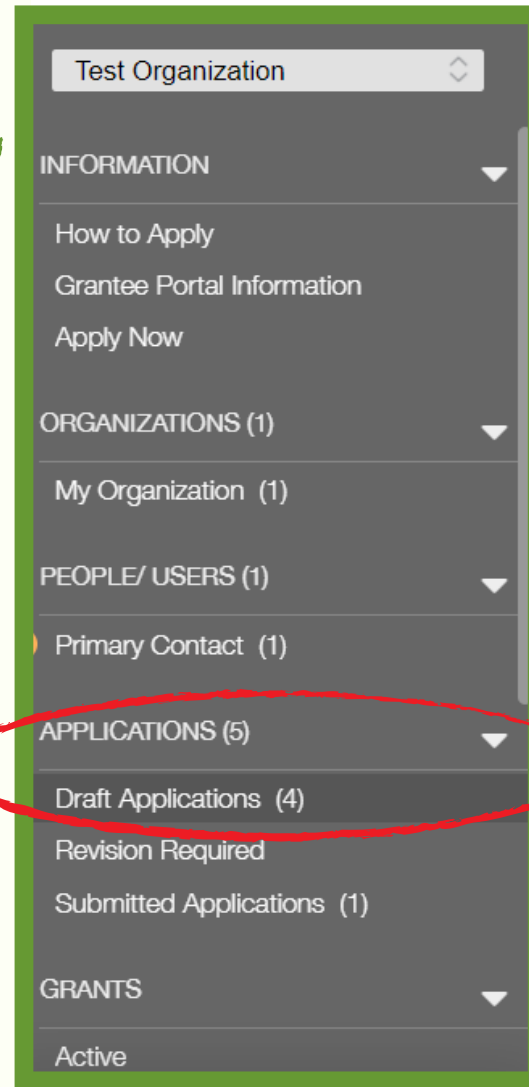Contact Information

Eligibility Quiz

Applicant is a non-profit organization providing services in the Roaring Fork Valley?

Will funds be used to support a capital campaign,

Cancel   Save   Save and Close

CITY OF ASPEN

HOW TO CONTINUE A SAVED APPLICATION

1. To access an application you have started but not submitted, navigate to **Draft Applications** by scrolling down within **grey menu bar on the left-hand side**.

HOW TO CONTINUE A SAVED APPLICATION

Edit 🖨

2. To edit an application, click **Edit** located at the top right corner.

3. If you have started multiple applications, **select the application you wish to edit.**

Search...

Test Organization
ID: R-2023-00836
Small Application
Program Officer: Natalie Blumentritt
Project Title:

Test Organization
ID: R-2023-00822
Large Application
Program Officer: Natalie Blumentritt
Project Title:

Test Organization
ID: R-2023-00827
In-Kind Application
Program Officer: Natalie Blumentritt
Project Title:

Test Organization
ID: R-2023-00823
Large Application
Program Officer: Natalie Blumentritt
Project Title:

Edit 🖨

Test Organization

Apply for a Grant: Up to $10,000

ID: R-2023-00836   Amount Requested:
Program Lead: Natalie Blumentritt

Request Status

| Draft | With Applicant | Review | Active | Closed |

Please note: The online Portal does not auto save your information, which means you MUST click the **Save** button at the end of each section you are editing.
Click the **Save & Close** button if you'd like to return to your application at a later time, to ensure none of your entries will be lost.

You have passed the Eligibility Quiz. Please proceed to complete the application its entirety by clicking **EDIT** at the top right-hand corner.
Once you have done this, **Save and Close**, and then select **Submit Application** in the bottom righthand corner of the form.

Status | Draft

▼ Table of Contents

Contact Information
Funding Request Summary
Organizational Information: Staffing and Compensation
Funding Requests: Cash Budgets
Organizational Information: Financial
Funding Request: Narrative
Funding Request: Criteria Questions
Organizational Information: Diversity, Equity, and Inclusion
Documents

Eligibility Quiz

Applicant is a non-profit organization providing services   Yes

Submit   Withdraw

CITY OF **ASPEN**

HOW TO PREPARE TO SUBMIT AN APPLICATION

1. Once you have completed the application click **Save and Close**.

2. **Review your application** before submitting. Once submitted, you cannot make any changes to it!

---

rant: Over $50,000

00823   Amount Requested:
ad: Natalie Blumentritt

atus

| **Draft** | With Applicant | Review | Active | Closed |

te: The online Portal does not auto save your information, which means you MUST click the **Save & Continue** button at the end of each
u are editing.
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and corner. Once you have done this, **Save and Close**, and then select **Submit Application** in the bottom
righthand corner of the form.

f Contents

Quiz

s a non-   Yes
nization
ervices in
g Fork

Cancel   Save and Close   Save

Cancel   Save and Close   Save

HOW TO SUBMIT AN APPLICATION

3. When you are ready to submit, click **Submit** located at the **bottom right of the screen.**

Test Organization

Apply for a Grant: Up to $10,000

ID: R-2023-00836
Program Lead: Natalie Blumentritt

Amount Requested:

Request Status

| Draft | With Applicant | Review | Active | Closed |

Please note: The online Portal does not auto save your information, which means you MUST click the **Save** button at the end of each section you editing.
Click the **Save & Close** button if you'd like to return to your application at a later time, to ensure none of your entries will be lost.

You have passed the Eligibility Quiz. Please proceed to complete the application its entirety by clicking **EDIT** at the top right-hand Once you have done this, **Save and Close**, and then select **Submit Application** in the bottom righthand corner of the for

Status   Draft

▼ Table of Contents

Contact Information
Funding Request Summary
Organizational Information: Staffing and Compensation
Funding Requests: Cash Budgets
Organizational Information: Financial
Funding Request: Narrative
Funding Request: Criteria Questions
Organizational Information: Diversity, Equity, and Inclusion
Documents

Submit

Eligibility Quiz

Applicant is a non-profit organization providing services Yes

Submit

CITY OF ASPEN

GENERAL TIPS

Browser: *Google Chrome* is the recommended browser for the City of Aspen's grants management system. While other browsers are compatible with the system, visibility, functionality and performance is optimized in the Chrome browser.

Registration: Once your registration has been verified, you will receive an *email with a link to create a password.* Be sure to check your *spam folder*!

Not responding error: If a field or the webpage is non-responsive while completing the application, try clicking *Save and Continue to refresh*.

Save often: The Application Portal *does not auto-save.* Please *save your work often.*

Time-Out: The system *times out after 15 minutes of inactivity.* Save early and save often.

More Information: For any other issues or questions, please contact : *grants@aspen.gov*

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CITY OF ASPEN