

# FLUXX USER GUIDE



FLUXX

## GRANT APPLICATION PORTAL



CITY OF ASPEN

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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:

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".

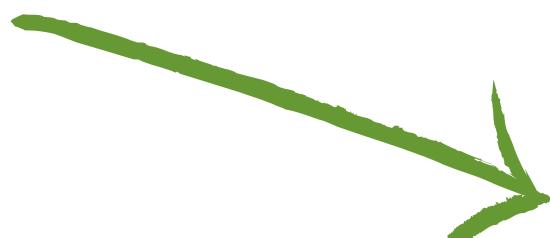
**Step 5:** After successfully completing the Organization Registration page, you will receive an email notification with information on how to create a password for your account.

**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

[View All](#)

## 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](mailto:do-not-reply.grants07-us-east-1@fluxx.io)>

**To:** [Test@noemail.com](mailto: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](mailto:Test@noemail.com). These credentials allow you to login at <https://cityofaspen.fluxx.io>

Please use the link below to setup your password:

<https://avanan.url-protection.com/v1/url?o=https%3A%2F%2Fcityofaspen.fluxx.io%2Ftoken%2F616994098f1d0b9db0ad2d868ba1cd32be65f88943f6c8e2ea&g=ZTVIMDA5NzYzMDI0MGQ>

Thank you

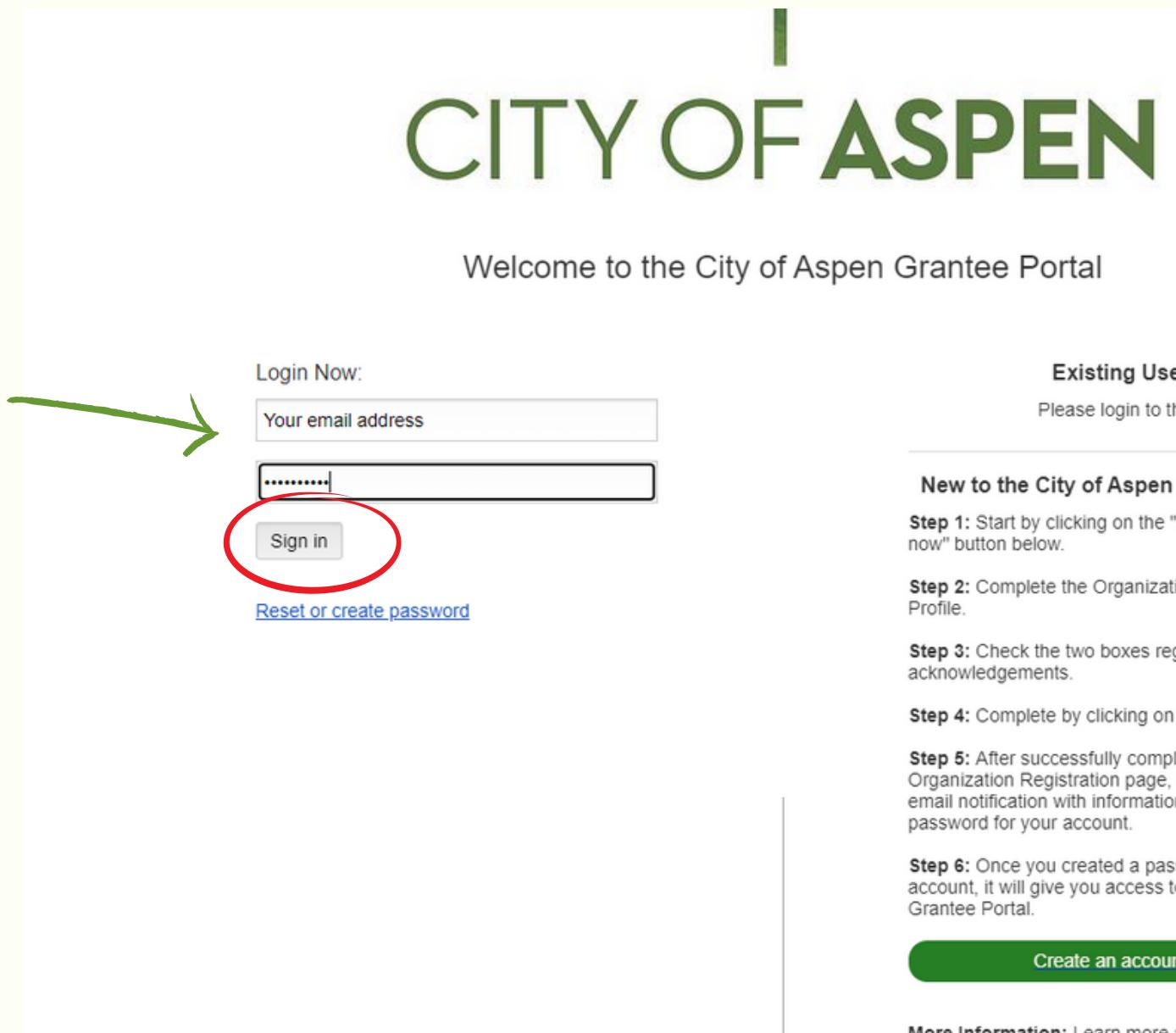


CITY OF **ASPEN**

# HOW TO START AN APPLICATION

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

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



Welcome to the City of Aspen Grantee Portal

Existing User  
Please login to the portal

New to the City of Aspen  
Step 1: Start by clicking on the "Sign in now" button below.

Step 2: Complete the Organization Profile.

Step 3: Check the two boxes regarding acknowledgements.

Step 4: Complete by clicking on the "Create an account" button.

Step 5: After successfully completing the Organization Registration page, you will receive an email notification with information on how to set your 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](#)

More Information: Learn more about the City of Aspen Grantee Portal

Log in

Login Now:

Your email address

.....

Sign in

[Reset or create password](#)



CITY OF ASPEN

# HOW TO START AN APPLICATION

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

The screenshot shows the City of Aspen Grantee Portal interface. On the left, a grey sidebar menu is displayed with a red border. The menu items include: INFORMATION (How to Apply, Grantee Portal Information, Apply Now), ORGANIZATIONS (1) (My Organization (1)), PEOPLE/ USERS (1), Primary Contact (1), APPLICATIONS (5) (Draft Applications (4), Revision Required, Submitted Applications (1)), GRANTS (Active, Closed), AWARDS (Scheduled Award, Paid Award), and IMPACT/ OUTCOME REPORTS (Pending Report, Revision Required, Submitted Report, Accepted Report). A green arrow points from the text in step 2 to the 'My Organization (1)' item in the menu. On the right, the main content area shows a list of organization details. A red circle highlights the 'My Organization (1)' section, which contains: My Organization (1), PEOPLE/ USERS (1), and Primary Contact (1). A green arrow points from the text in step 3 to the 'My Organization (1)' section. The City of Aspen logo is visible in the bottom right corner.

Test Organization

INFORMATION

How to Apply

Grantee Portal Information

Apply Now

ORGANIZATIONS (1)

My Organization (1)

PEOPLE/ USERS (1)

Primary Contact (1)

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.**

The screenshot shows a dark-themed user interface for the City of Aspen Grantee Portal. At the top, a dropdown menu shows "Test Organization". Below it, a sidebar menu includes "INFORMATION", "How to Apply", "Grantee Portal Information", and a red-circled "Apply Now" button. The main content area is titled "ORGANIZATIONS (1)" and shows "My Organization (1)". Below that is "PEOPLE/ USERS (1)" and "Primary Contact (1)". A large red oval highlights the "Apply for a Grant: Up to \$10,000" section. A green arrow points from the "Apply Now" button in the sidebar to this section. Inside the red oval, a green arrow points to the "Apply for a Grant: Up to \$10,000" button. This section contains the text "Eligibility requesting \$10,000 and under" and a list of requirements. Another red oval highlights the "Apply for a Grant: \$10,001 to \$50,000" section, which contains the text "Eligibility requesting \$10,001-\$50,000" and a similar list of requirements. The City of Aspen logo is in the bottom right corner.

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

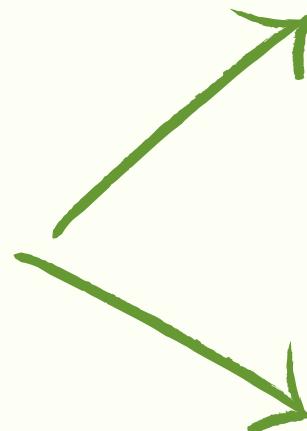
All organizations must:

- 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.



# 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      Amount Requested:

Program Lead:

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

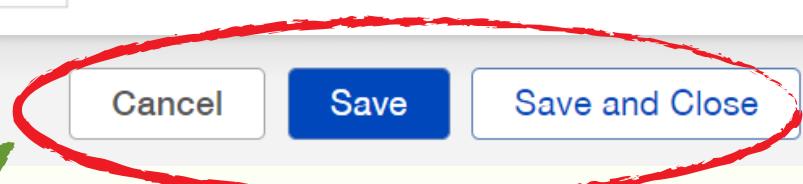
Contact Information

Eligibility Quiz

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

Will funds be used to support a capital campaign?

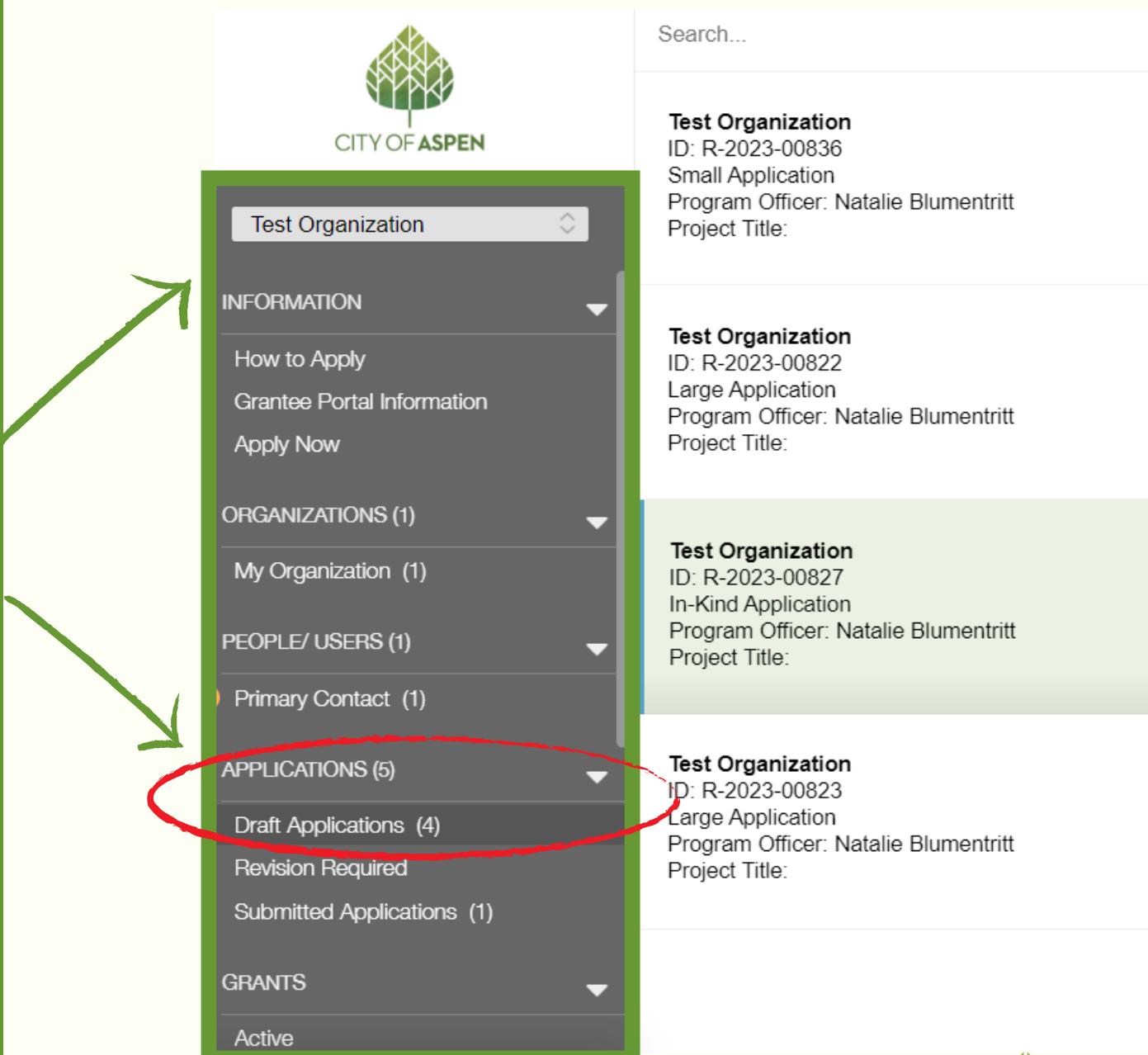
Cancel      Save      Save and Close



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**.



The screenshot shows the City of Aspen application portal. At the top is the City of Aspen logo. To the right is a search bar and a sidebar with organization information for 'Test Organization'. The main content area has a grey sidebar on the left with the following sections and links:

- INFORMATION**: How to Apply, Grantee Portal Information, Apply Now
- ORGANIZATIONS (1)**: My Organization (1)
- PEOPLE/ USERS (1)**: Primary Contact (1)
- APPLICATIONS (5)**: (Red circle highlights this section)
  - Draft Applications (4)
  - Revision Required
  - Submitted Applications (1)
- GRANTS**: Active

A green arrow points from the text in the green box on the left to the 'Draft Applications' link in the grey sidebar.



# HOW TO CONTINUE A SAVED APPLICATION

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.**

The screenshot shows the City of Aspen application portal interface. On the left, a sidebar lists four saved applications for 'Test Organization' with IDs R-2023-00836, R-2023-00822, R-2023-00827, and R-2023-00823. The application with ID R-2023-00836 is highlighted with a red box. A large green arrow points from this red box to the main application form on the right. The main application form for 'Test Organization' (ID R-2023-00836) is displayed. At the top right of this form is a red oval containing a blue 'Edit' button and a printer icon. A green arrow points from the 'Edit' button in the sidebar to this red oval. The application form includes sections for 'Request Status' (Draft), 'Please note' (warning about not auto-saving), 'You have passed the Eligibility Quiz', 'Status' (Draft), 'Table of Contents' (Contact Information, Funding Request Summary, etc.), and 'Eligibility Quiz' (checkbox for being a non-profit). At the bottom right are 'Submit' and 'Withdraw' buttons. A red oval also highlights the 'Edit' button at the top right of the application form itself.



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!

Amount Requested: Over \$50,000

00823  
Name: Natalie Blumentritt  
Status: Draft

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

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

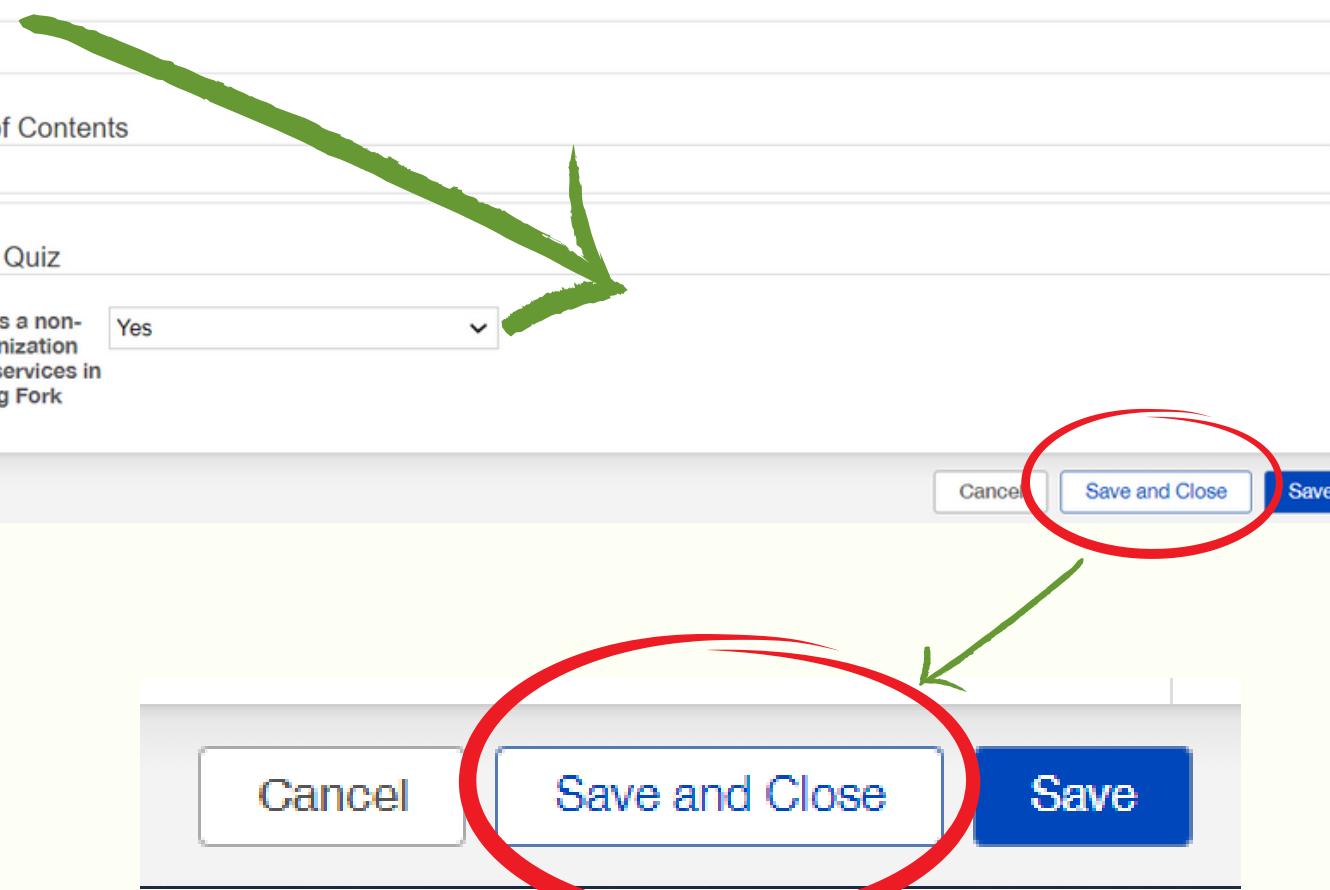
Contents

Quiz

Is a non-organization providing services in the following locations? Yes

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

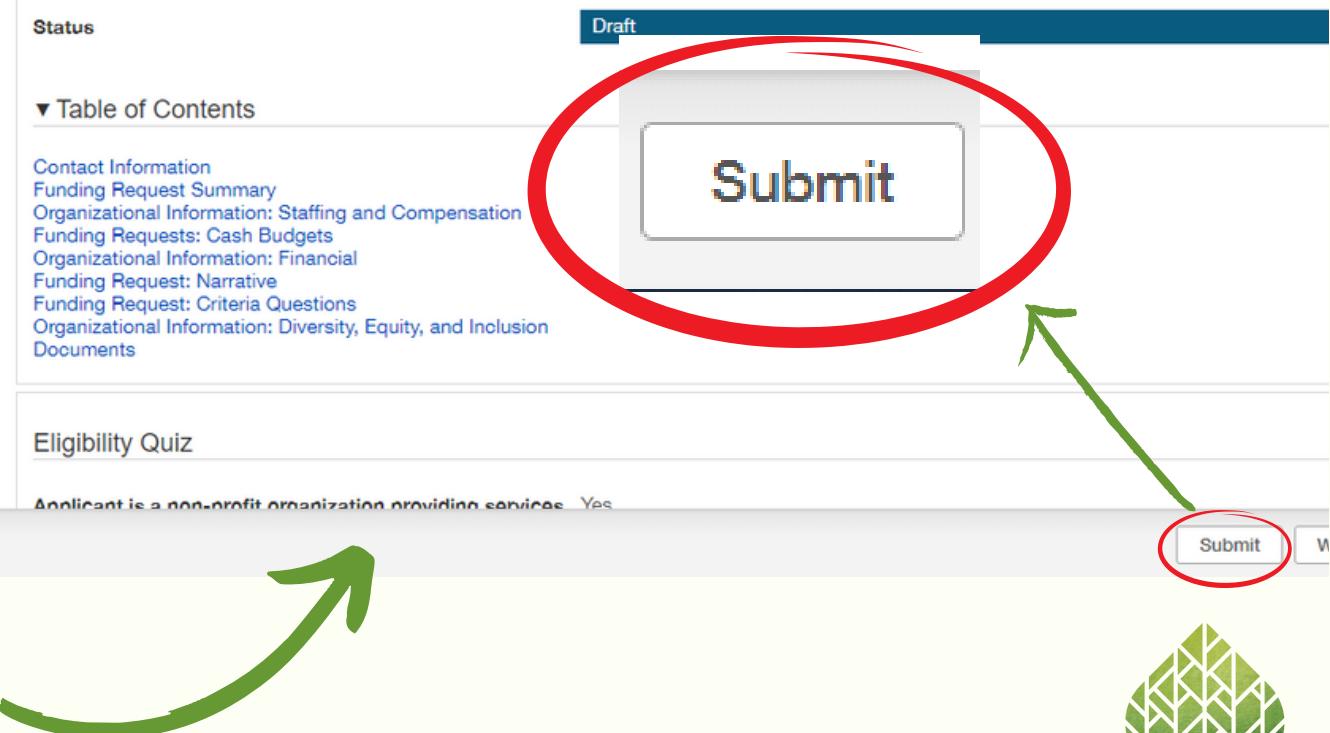
▼ Table of Contents

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

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](mailto:grants@aspen.gov)**

