



Technical Assistance Guide

Kansas Fights Addiction Grants Management System

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Getting Started

The KFA Grant Management System, known as Fluxx, provides cloud-based grants management in a user-friendly package. Though KFA does have its own Fluxx portal, all KFA grants are administered through Sunflower Foundation.

KFA does not accept unsolicited grant applications. If you are invited to apply for a KFA grant, or are responding to a posted RFP, you will begin your grant journey by registering in Fluxx.

To get started, go to the [Kansas Fights Addiction login portal](#). New organizations (never had a KFA grant before) should click the Create an account now button to begin the registration process.

Returning organizations can use your existing Fluxx Login and Password to manage current grants or apply for new grants.

Registration

Kansas Fights Addiction

Welcome to the Kansas Fights Addiction Grants Management Portal!

Login Now:

[Reset or create password](#)

For existing KFA Users

New to the Grants Portal?

Create Your Organizational Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

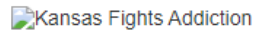
You will then receive an email notification from the Foundation with login information, which will give you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

For New KFA Users

FLUXX

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

Once a new organization clicks the Create an account now button, the KFA Grants Management Portal form will open.



Welcome to the Kansas Fights Addiction Grants Management Portal!

ORGANIZATION INFORMATION

Organization Name

Address 1

Address 2

City

Country

United States

▼

State/Province

▼

Postal Code (zip)

Organization Phone

Org Fax

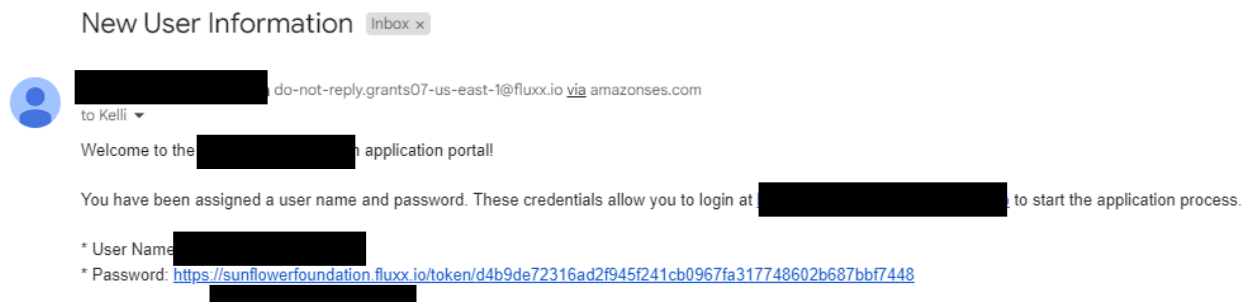
Organization E-mail

This form will ask for primary contact person information, as well as organization information. When all information has been entered, click the Submit Request button at the bottom of the

form. When your registration form has been submitted successfully, the Fluxx image will appear on the screen.



When your registration has been processed and approved by KFA grant staff, you will receive an email with your Fluxx username and a link to set your password.



Grantee Portal

When you login to Fluxx, you will arrive at the Grantee Portal.

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

The icons in various color on the left-hand side are called "cards". When you click on the link beneath each card, you are access

REQUESTS

- Pending Requests
Once you have submitted a proposal, you can find a read-only version here.
- Request to Edit
Once you have been invited to submit a proposal, the application is available via this link. If the staff have any questions ab you will receive an email alert to login. You can find the proposal here, available for editing.
- Submitted
Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

GRANTS

- Active
After the staff has received the countersigned agreement, you can find a read-only version here via this link.
- Closed
When the grant is complete and all payment made and report approve, you can find the closed grants here.

GRANTEE REPORTS

- Reports Due
Reports (to be submitted) for all active grants appear here until you have submitted them. You will receive reminders as the
- Submitted Reports
Once you have submitted a report, you can find a read-only version here.

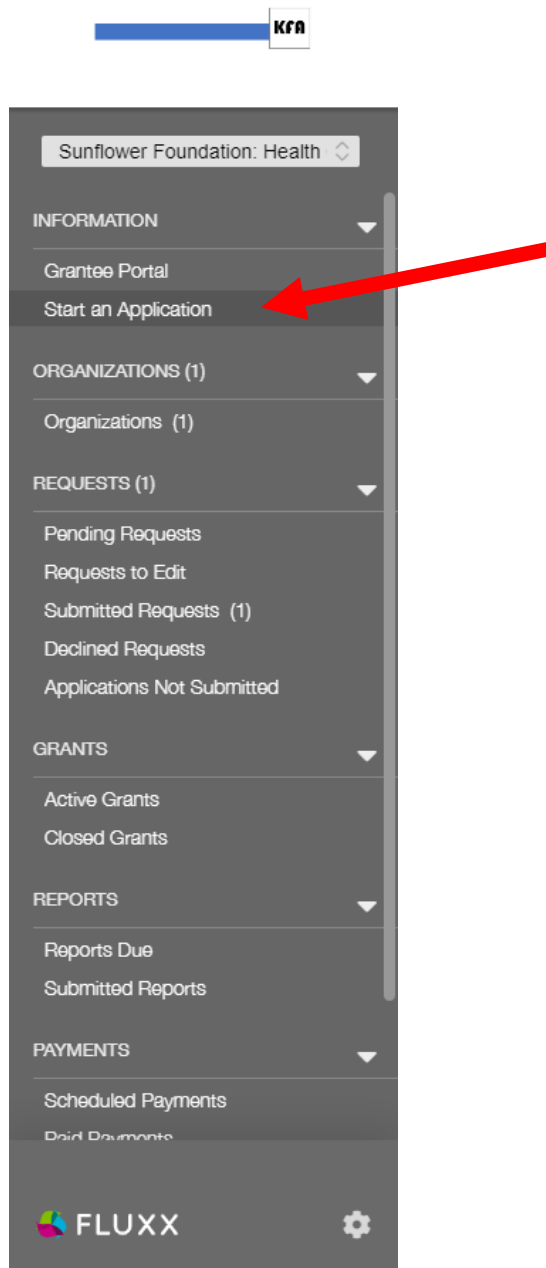
From the grantee portal you can:

- Start an application;
- submit a proposal;
- track the status of your pending proposal;
- upload your signed grant agreement;
- review your current grants and report due dates;
- submit reports;
- monitor grant payments.

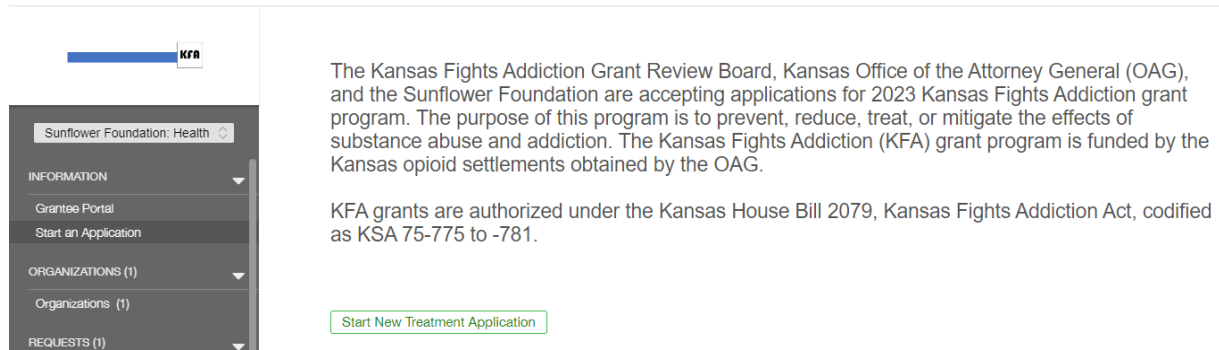
All these action items are located on the left-hand menu bar. We will go through these options in the sections below.

Applying for Funding

The Start an Application button is the first place to visit on the Grantee Portal.



When you click on Start an application, a window will open with any available applications.



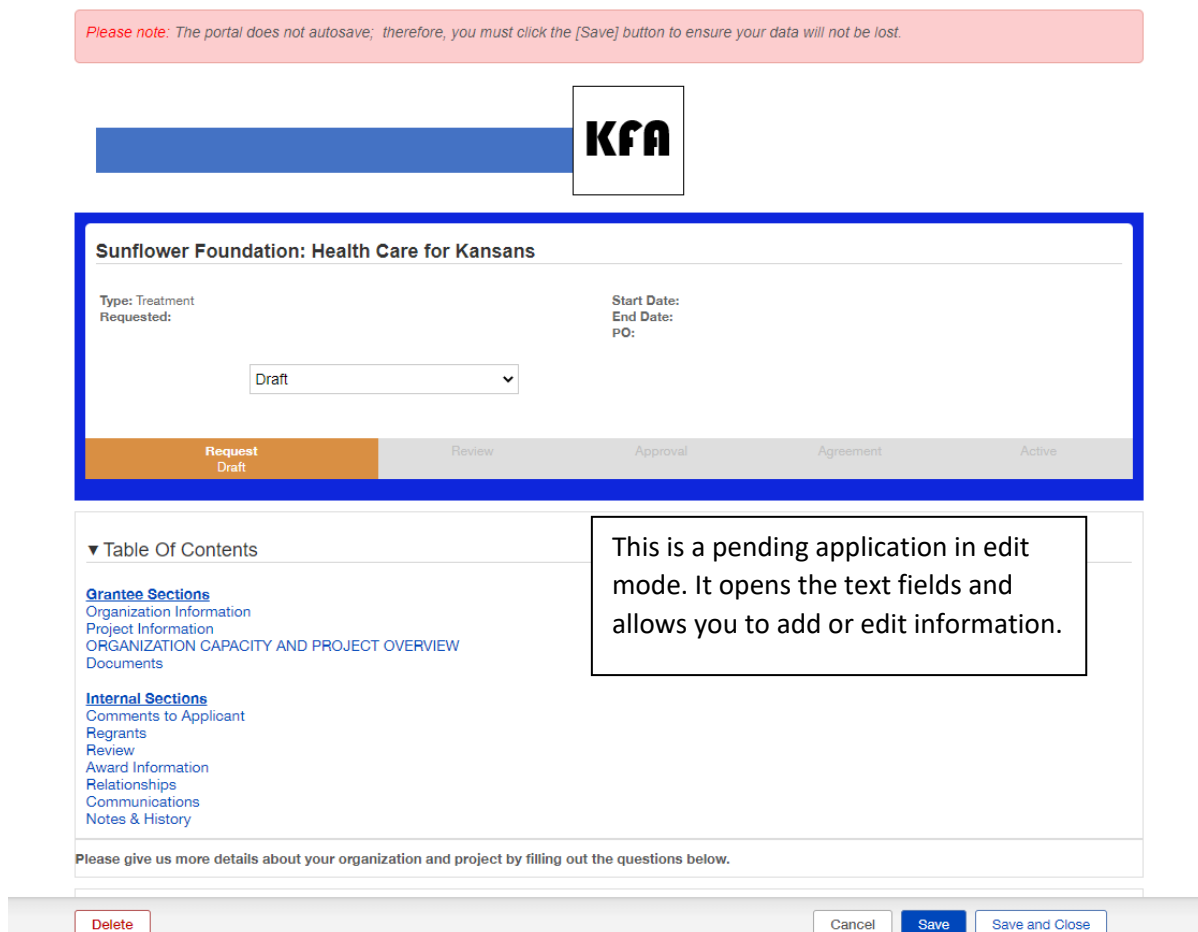
The Kansas Fights Addiction Grant Review Board, Kansas Office of the Attorney General (OAG), and the Sunflower Foundation are accepting applications for 2023 Kansas Fights Addiction grant program. The purpose of this program is to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction. The Kansas Fights Addiction (KFA) grant program is funded by the Kansas opioid settlements obtained by the OAG.

KFA grants are authorized under the Kansas House Bill 2079, Kansas Fights Addiction Act, codified as KSA 75-775 to -781.

[Start New Treatment Application](#)

In the above screen shot, you can see that the Treatment Application is open. Click on the green Start New Treatment Application button to open the application form. The application will open in edit mode.

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.



Sunflower Foundation: Health Care for Kansans

Type: Treatment
Requested:

Start Date:
End Date:
PO:

Request Draft Review Approval Agreement Active

▼ Table Of Contents

Grantee Sections
[Organization Information](#)
[Project Information](#)
[ORGANIZATION CAPACITY AND PROJECT OVERVIEW](#)
[Documents](#)

Internal Sections
[Comments to Applicant](#)
[Regrants](#)
[Review](#)
[Award Information](#)
[Relationships](#)
[Communications](#)
[Notes & History](#)


Please give us more details about your organization and project by filling out the questions below.

[Delete](#) [Cancel](#) [Save](#) [Save and Close](#)

This is a pending application in edit mode. It opens the text fields and allows you to add or edit information.

Please note that nothing auto-saves in Fluxx. You must save as you go! If you want to exit and come back to your pending request later, you can, but make sure you **SAVE BEFORE EXITING**. The save button is in the lower-right corner of the application.

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.



Cheryl Test Organization

Type: COVID-19 Crisis Response 2.0
Requested:

Start Date:
End Date:
PO:

▼ Table Of Contents

[Organization Information](#)
[Project Information](#)
[Project Details](#)
[Documents](#)

▼ Organization Information

Please select the Primary Contact for this application. Please also confirm the Primary Signatory and Financial Contact. You are able to choose a single person for all three contacts if needed.

Organization: Cheryl Test Organization


Location: Cheryl Test Organization - headquar▼

Primary Contact: Cheryl Bean ▼

Primary Signatory: Cheryl Bean ▼

Financial Contact: Cheryl Bean ▼

Cancel Save Save and Close



You can close and save your application and return to it at any time until you submit. When you are ready to submit your application, save and close out of edit mode. Once the application is out of edit mode, the Submit button will pop up in the lower right corner of the screen.

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

KFA

Sunflower Foundation: Health Care for Kansans

Type: Treatment
Requested:

Start Date:
End Date:
PO:

Request
Draft

Review

Approval

Agreement

Active

▼ Table Of Contents

Grantee Sections

Organization Information

Project Information

ORGANIZATION CAPACITY AND PROJECT OVERVIEW

Documents

Internal Sections

Comments to Applicant

Regrants

Review

Award Information

Relationships

Communications

Notes & History

Please give us more details about your organization and project by filling out the questions below.

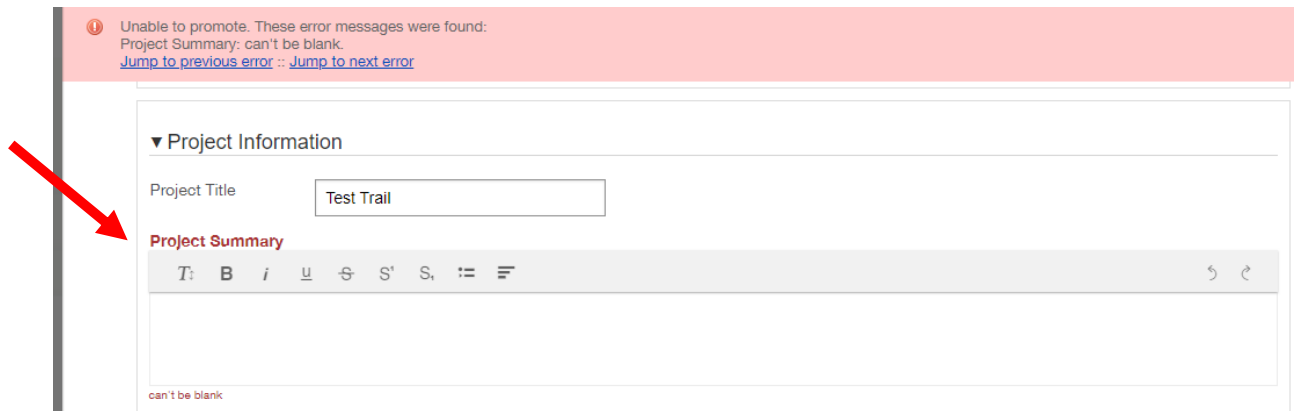
▼ Organization Information

Submit

If a required field on your application is left blank, Fluxx will produce an error message that will pop up at the top of the page. The error message below indicates that the project summary field cannot be left blank. Click on the Jump to previous error link and the form will advance to the field that needs to be corrected.

Unable to promote. These error messages were found:
Project Summary: can't be blank.
[Jump to previous error](#) :: [Jump to next error](#)

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.



Unable to promote. These error messages were found:
Project Summary: can't be blank.
[Jump to previous error](#) :: [Jump to next error](#)

▼ Project Information

Project Title

Project Summary

T B i u S S :=

can't be blank

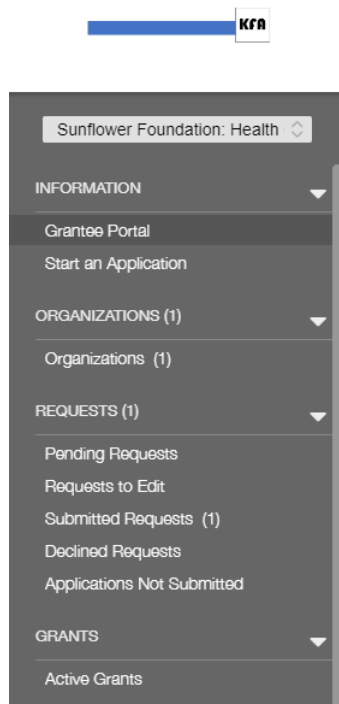
A red arrow points to the Project Summary field.

You can see above that Project Summary is now in red and there is a red statement under the field that says, “can’t be left blank.” Click into the field that needs to be corrected, add your correction, then hit save and close again.

Once you submit your application, your pending requests number will go down by one, and your submitted requests number will go up by one. Submitted requests are in read-only mode and cannot be edited. If you find you need to edit a submitted application, contact the KFA grants manager (kmark@sunflowerfoundation.org).

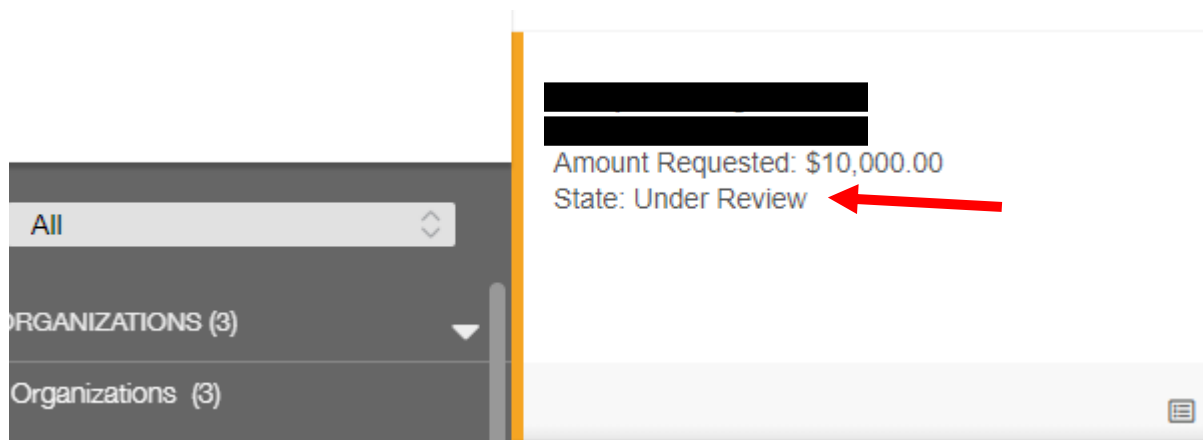
When you have submitted your application successfully, the Submit button will disappear. You also will get an email confirmation from Fluxx.

You also will be able to see on the grantee portal that you have a submitted application. You can see in the below screen shot that the Submitted Requests tab has a (1) next to it. That means there is 1 submitted application.



If you have not submitted your application but have saved and closed it, to work on it later, you will see a (1) next to the Pending Requests tab. You can click on the Pending Requests tab to get back into any unsubmitted applications to continue working on them.

Clicking on the Submitted Requests tab will open a window with all your submitted applications and show you the status of that application. A newly submitted application will show the status of “Under Review.”



Fluxx will let you know the state of your application as it moves through the grants management process.

Uploading Documents

There are certain organization and/or project documents that are required to be included with your submission. Generally, those documents should include:

- A budget form;
- a budget narrative;
- the most recent organization form 990;
- the most recent audited financial statement;
- the most recent organizational operating budget.

KFA grant staff will let you know if more or less specific documents are requested for your submission. To upload documents, such as those mentioned above, your request must be in edit mode.

Near the bottom of the request form (application) you will find a Grantee Project Documents and an Organization Documents section. All financial documents and organization operating budgets should be uploaded to the Organization Documents section. Any documents that are specifically tied to your project should be uploaded to the Grantee Project Documents.

There are two download links located in the documents section, one for the budget template and another for the budget narrative template. Click the link to download the budget templates, fill them out, then upload them back into Fluxx using the green + sign (i.e., if you are uploading a completed budget form, click the green + sign on the right side of the screen opposite the words "budget form").

Download
blank
budget
templates
here

▼ Documents

Please download the following forms, and upload them in the document section below:

(1) [Budget Form](#)

(2) [Budget Narrative](#)

Budget Form +

Budget Narrative +

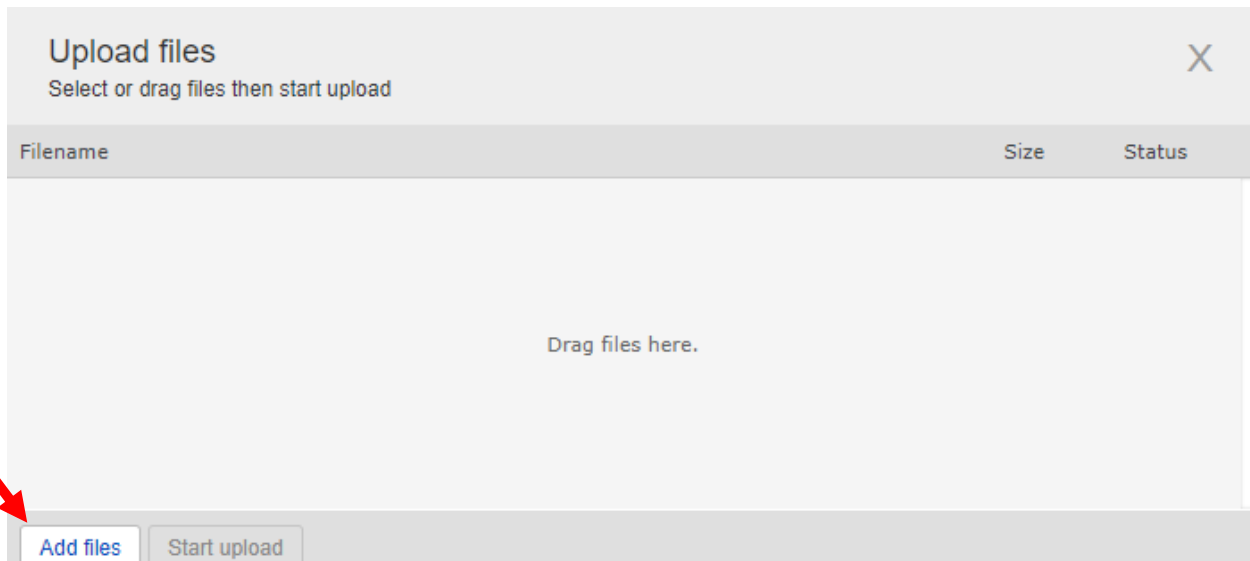
Grantee Project Documents +

Organization Documents +

Upload
completed
project
budget form
here

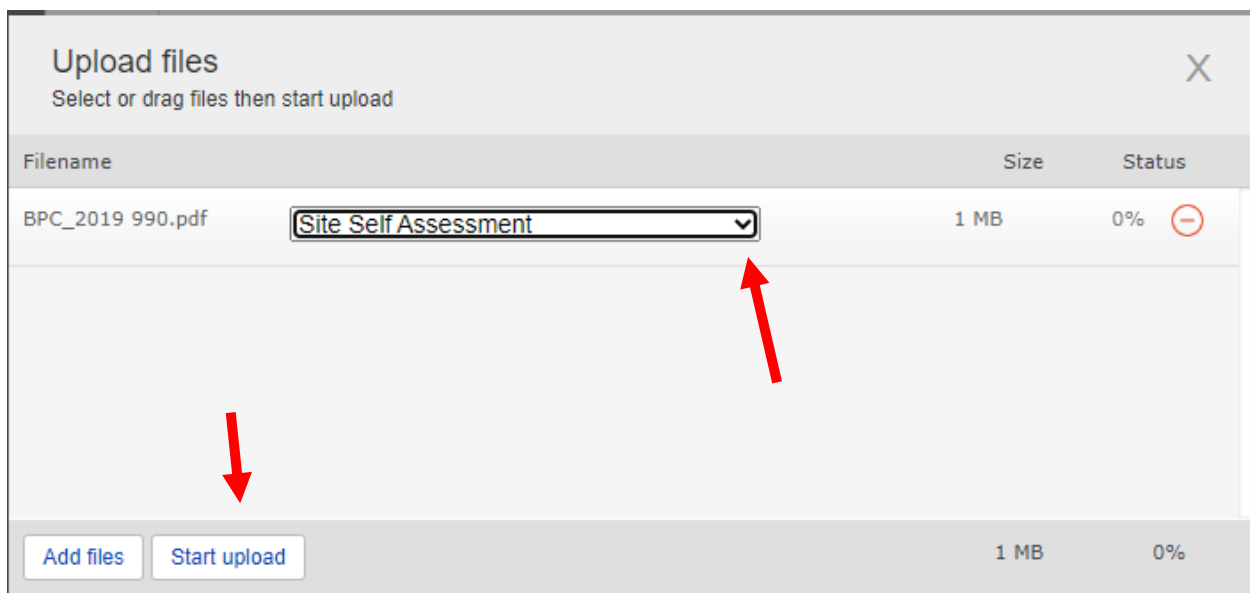
To upload Grantee Project documents or Organization documents, simply click the green + sign in that section.

This will pop up an Upload Files modal.



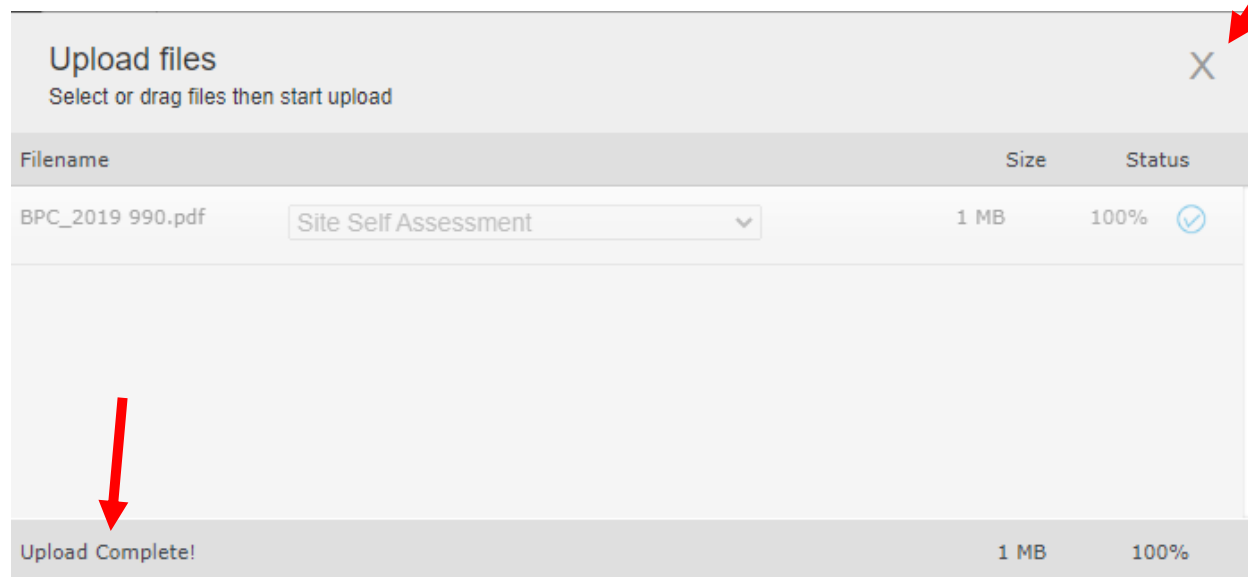
You can drag and drop files, or, you can add them using the Add Files button in the lower-left corner.

When adding files, find the file you want to upload in your internal file manager. Click open on the document, and it will populate in the Upload files box. Use the drop-down menu to select what type of file you are uploading.

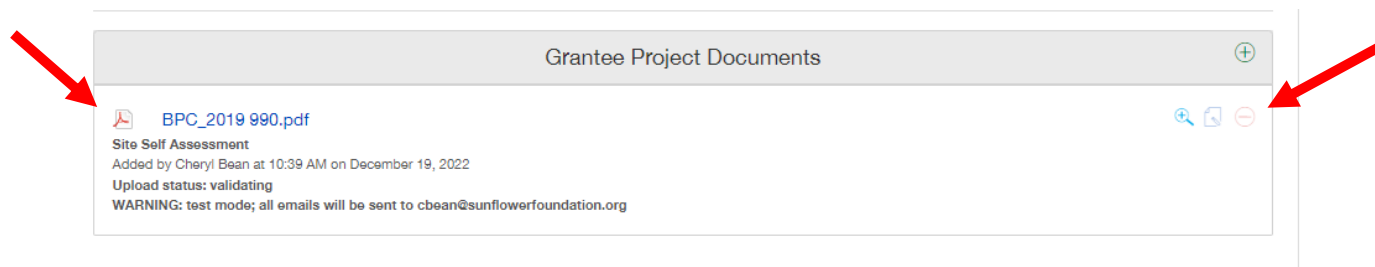


Once you have added your document and picked what type of document it is from the drop-down menu, click Start upload.

You will know when your document has uploaded successfully when you get the “Upload Complete!” message.



Use the gray X in the upper-right corner to exit out of the Upload files box. This will take you back to your application, and your newly uploaded file will appear.



If you need to remove the document for any reason, click the red (-) sign in the right corner of the document box. This will delete the document. You also can preview the document by clicking the blue magnifying glass.

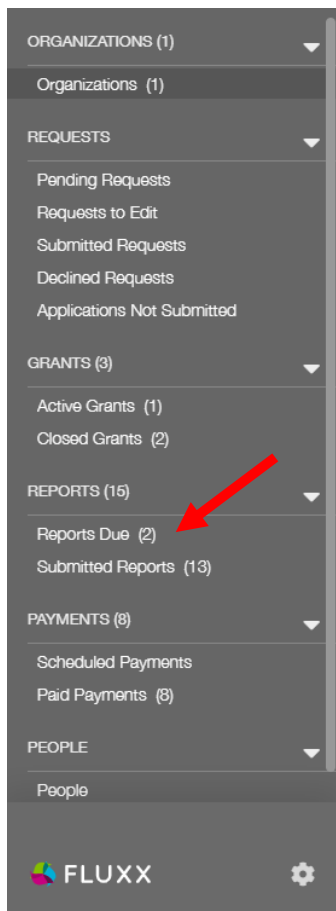
Grantees are allowed to upload documents only when their requests are in certain states. If you are trying to upload a document and the green + sign is not present, contact the KFA grant manager for assistance (kmark@sunflowerfoundation.org).

*NOTE: When uploading files, there are some file names that Fluxx will not accept. Files names CANNOT contain any of the following symbols: & \$ @ = ; : , ? + % ' " > < ~ # |. Also, files names that have two or more consecutive blank spaces will not be accepted.

Reports

Most KFA grants will require reporting. Your Grant Letter of Agreement will spell out what reports are due and when.

Fluxx will send you an email when you have a report that is due in 14 days. The Grantee Portal also will show when you have a report due by displaying a number next to the Reports Due link.



Clicking Reports Due will open the reports modal. To fill out the progress or final report questions, click the Edit button in the upper-right corner.

Search...

G-1912-03652 | Healthy Living & Active Communities
Final Report | Due: 7/31/2022
Report 2 of 2
Central Kansas Conservancy
G-1912-03652 | Healthy Living & Active Communities
Final Report | Due: 7/31/2022

Central Kansas Conservancy
G-1912-03652
Request for Payment
State: New / Pending Submission

Edit

Meadowlark Multipurpose Trail 2020 Expansion

Grant ID: G-1912-03652
Report Type: Final Report
Due: 7/31/2022

GRANT REPORT GUIDELINES

All Sunflower Foundation grants require formal reporting by the grantee to the foundation on the status and/or accomplishments of the grant, as compared to the approved grant proposal, including project budget and scope of work. These reports are classified as either the **Progress Report** or the **Final Report**. The number of Progress (i.e. interim) Reports required depends on the length and complexity of the grant project; one Final Report is required of each grant. Grant report requirements and due dates are specified in the Letter of Agreement (grant contract) issued to the grantee by the Sunflower Foundation.

FINAL NARRATIVE REPORT

The Final Report should be a cumulative report reflecting the entire grant period, not just the period since the last Progress Report. Please provide an overview of the outcomes of the grant project, including, but not limited to, answers to the questions below that apply to your funded project. If you have questions regarding the instructions, please contact the program officer assigned to your grant or Kelli Mark (kmark@sunflowerfoundation.org), the foundation's Grants and Finance Manager.

FINAL FINANCIAL REPORT

A final report on the approved Project Budget (a copy of the approved grant budget is attached to the Letter of Agreement). This financial report should compare, in the columns provided, the project's approved budget by line item against the amount expended to date in each category, with a calculation of the balance. Please use the available Grant Financial Report Template for all financial reports. Note: This form is updated periodically and may vary somewhat from the format of your original Project Budget.

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Filling out a report is just like filling out an application. The Edit button will allow you to enter into the fields. **The report does not auto-save**, so be sure to hit SAVE often. When you are finished, click the save and close button in the lower-right corner.

When you are finished with your report, and you have saved and closed, you can submit your report using the Submit button in the lower-right corner. Remember, the Submit button does not appear when you are in edit mode.

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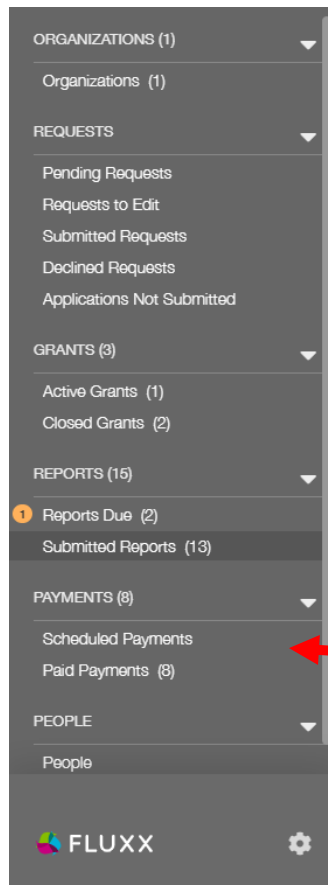
▼ Final Narrative Report

Submit

Once you have submitted your report, the Submit button will disappear. Your Reports Due number will go down by (1) and your Submitted Reports number will go up by (1). Once you have submitted a report, you are unable to edit it moving forward. If you need to edit a submitted report, contact the KFA grant manager (kmark@sunflowerfoundation.org) for assistance.

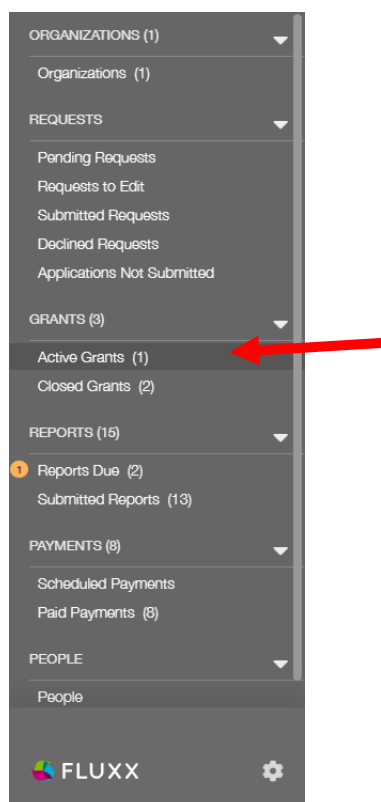
Payments

You also can track your grant payments from the Grantee Portal. In the payments section, you can see what scheduled payments you have, as well as what payments have been made. Click the Scheduled Payments or Paid Payments links to get more details about that payment.



Amendments

When your grant request has been accepted and moved into the state of “granted,” you will then have an Active Grant on your Grantee Dashboard.



If you need to request an amendment or a change to your current grant or grant contacts, click on the Active Grants link. This will open your active grant. At the top of the Open Grant form, you will find links for a Grant Change Request form and a Budget Change Request form.

If you are requesting a Grant Change Request, please download and fill out the appropriate form here:

[Grant Change Request Form](#)

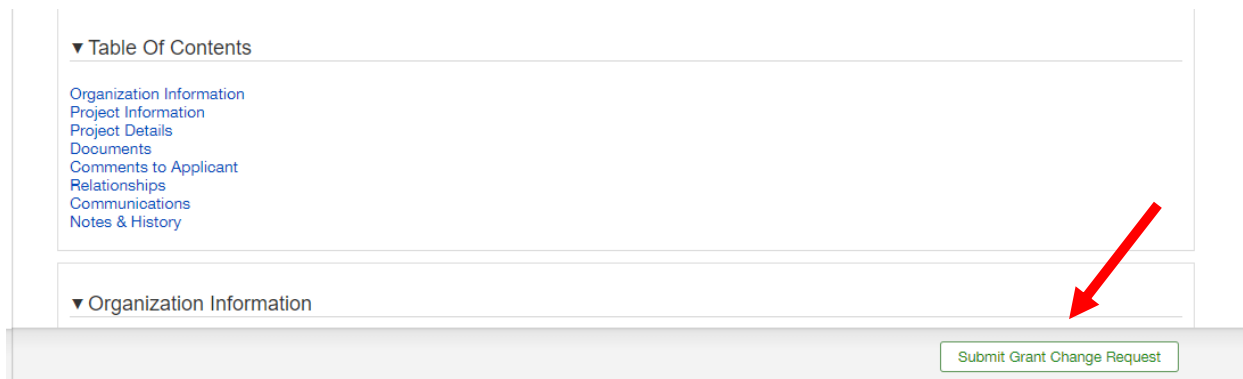
[Budget Change Request Form](#)

To upload into the Documents > Grantee Project Documents section below, click the blue "+" button next to "Grantee Project Documents". Click "Add files" on the bottom left portion of the pop up box. Select the file(s) for upload. After you select your document(s) for upload, please be sure to label the document type using the drop down menu option. After all document(s) have been selected and labeled, click "start upload". Once all documents have been uploaded, click the green "Submit Grant Change Request" button in lower right corner of your screen.



Clicking either of those links will download the forms for your use offline. Use the Edit button to edit contact information and to upload the completed Grant Change Request form.

Once you have uploaded your change request form and made edits to the form, hit save and close. This will take you out of edit mode and allow you to see the Submit Grant Change Request button.



The screenshot shows a web interface with a sidebar on the left containing a 'Table Of Contents' menu. The menu items are: Organization Information, Project Information, Project Details, Documents, Comments to Applicant, Relationships, Communications, and Notes & History. Below the menu is a section titled 'Organization Information'. A red arrow points from the 'Submit Grant Change Request' button in the bottom right corner of the interface to the 'Organization Information' section in the sidebar.

Submitting a change request will notify the KFA grant manager that a request needs to be reviewed. If KFA staff have any questions about your change request, they will reach out to the primary contact for the active grant.

Contact Information

KFA contact information is below. We are here and ready to assist you with all your KFA grant needs.

KFA Grants Manager (for Fluxx and technical questions):

Kelli Mark – kmark@sunflowerfoundation.org – 785-232-3000 Ext 102

KFA Director (for KFA program questions):

Krista Machado – Kmachado@sunflowerfoundation.org – 785-232-3000 Ext 115