Technical Assistance Guide
Kansas Fights Addiction
Grants Management System

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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

**For existing KFA Users**

- Sign in
- Reset or create password

**For New KFA Users**

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

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.

New User Information

Welcome to the application portal!

You have been assigned a user name and password. These credentials allow you to login at [https://parfume] to start the application process.

* User Name: [Redacted]
* Password: [Redacted]
When you login to Fluxx, you will arrive at the Grantee Portal.

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.
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.
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.

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.

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.
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.
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.
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”).
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.
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.
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.
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.
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.
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.

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