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Getting Started

The Sunflower Foundation grant management system, known as Fluxx, provides cloud-based grants management in a user-friendly package.

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

If you have an idea or existing project that you think might be a good fit for the priorities and mission of Sunflower Foundation, reach out to our program staff for a one-on-one discussion. You can find contact information on the About Us page of the Sunflower Foundation website.

To get started, go to The Sunflower Foundation Fluxx login portal. New organizations (never had a Sunflower grant before) should click the Create an account now button to begin the registration process.

Returning organizations can use their existing Fluxx login and password to manage current grants or apply for new grants. Your Fluxx login will be your organizational email. If you cannot remember your password, click the Reset or create password link to reset.
Once a new organization clicks the Create an account now button, the Sunflower Foundation Grants Management Portal form will open:

Existing users, log in here

New users click “Create an Account Now”

Clicking on the “Create an Account Now” button will open the Registration Form.
This form asks 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 below image will appear on the screen.
When the registration has been processed and approved by Sunflower staff, you will receive an email (sample shown below) with your Fluxx username and a link to set your password. If you do not receive an email with your username and password link, email Sunflower Foundation Grants Manager Kelli Mark at kmark@sunflowerfoundation.org.

New User Information

Sunflower Foundation do-not-reply.grants07-us-east-1@fluxx.io via amazoneses.com

to Kelli

Welcome to the Sunflower Foundation application portal!

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

* User Name: [REDACTED]
* Password: [REDACTED]
When you log in to Fluxx, you will arrive at the Grantee Portal, shown below.

From the Grantee portal you can:

- Submit a proposal;
- track the status of a pending proposal;
- upload a signed grant agreement;
- review 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.
When you have successfully registered in Fluxx (and you are responding to an open RFP) the first step you should take is to click on the “Start An Application” button.

The “Start an Application” button will reveal information on any open RFP’s as well as give you access to a button that will allow you to start an application.
Click on the green “Click here to start...” button to open the application (request).

The new request will prepopulate with the organization information and primary contact information that you entered during registration. To begin filling out the application, click the Edit button in the upper-right corner.

This is a pending application in edit mode. Edit 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 Sunflower grants manager (kmark@sunflowerfoundation.org).

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

The state of your request will change to “Under Review.”

Fluxx will let you know the state of your application as it moves through the grants management process.
For more information on the Sunflower grants management process, see the Grant Cycle Flow Chart on the How We Work page.

**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.

Sunflower 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, 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 only allowed to upload documents when their requests are in certain states. If you are trying to upload a document and the green + sign is not present, contact the Sunflower grants 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 will not be accepted that have two or more consecutive blank spaces.

Reports

Most Sunflower 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 information 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 Sunflower grants manager (kmark@sunflowerfoundation.org) for assistance.
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 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 forms 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 Sunflower grant manager that a request needs to be reviewed. If Sunflower staff have questions about your change request, they will reach out to the primary contact for the active grant.

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**Contact Information**

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

**Sunflower Grants Manager:**

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

**VP Healthy Communities (trails, Food is Medicine, food insecurity):**

- Elizabeth Burger – eburger@sunflowerfoundation.org – 785-232-3000 Ext 112 or 785-588-4882

**VP of Health Systems (integrated care, behavioral/mental health, public health, primary care safety net):**

- Brandon Skidmore – bskidmore@sunflowerfoundation.org – 785-232-3000 Ext 105 or 785-588-4917

**Sunflower Nonprofit Center Director (to book an event for your organization):**

- Tiffany Fisher – tfisher@sunflowerfoundation.org – 785-588-4884