



Sunflower Foundation



FLUXX

Technical Assistance Guide

Sunflower Foundation

Grants Management System

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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.

Registration

Once a new organization clicks the Create an account now button, the Sunflower Foundation Grants Management Portal form will open:



Sunflower Foundation

Welcome to the Sunflower Foundation Grants Management Portal!

Login Now:

[Forgot Password?](#)

Existing users,
log in here

New to the Grants Portal?

Create Your Organizational Profile

***NOTE: This portal is NOT for Kansas Fights Addiction Grants.**

This portal is for Sunflower Foundation Grants ONLY. If you are interested in Kansas Fights Addiction (KFA) Grants, please visit <https://sunflowerfoundation.org/kansas-fights-addiction/> and click on KFA portal (registration opens March 06, 2023).

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 the reporting template.

New users click "Create
an Account Now"



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

Clicking on the "Create an Account Now" button will open the Registration Form.



Sunflower Foundation

Welcome to the Sunflower Foundation Grants Management Portal!

Primary Contact Information

Prefix	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
E-mail	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="United States"/>
State/Province	<input type="text"/>
Zip Code	<input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>

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 Inbox x



Sunflower Foundation do-not-reply.grants07-us-east-1@fluxx.io via amazonses.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: <https://sunflowerfoundation.fluxx.io/token/d4b9de72316ad2f945f241cb0967fa317748602b687bbf7448>
[REDACTED]

Grantee Portal

When you log in to Fluxx, you will arrive at the Grantee Portal, shown below.

Sunflower Foundation
HEALTH CARE FOR GRANTEES

Welcome to 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 the following:

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 about your proposal or would like a revision, 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 due date approaches.
- Submitted Reports
Once you have submitted a report, you can find a read-only version here.

FLUXX

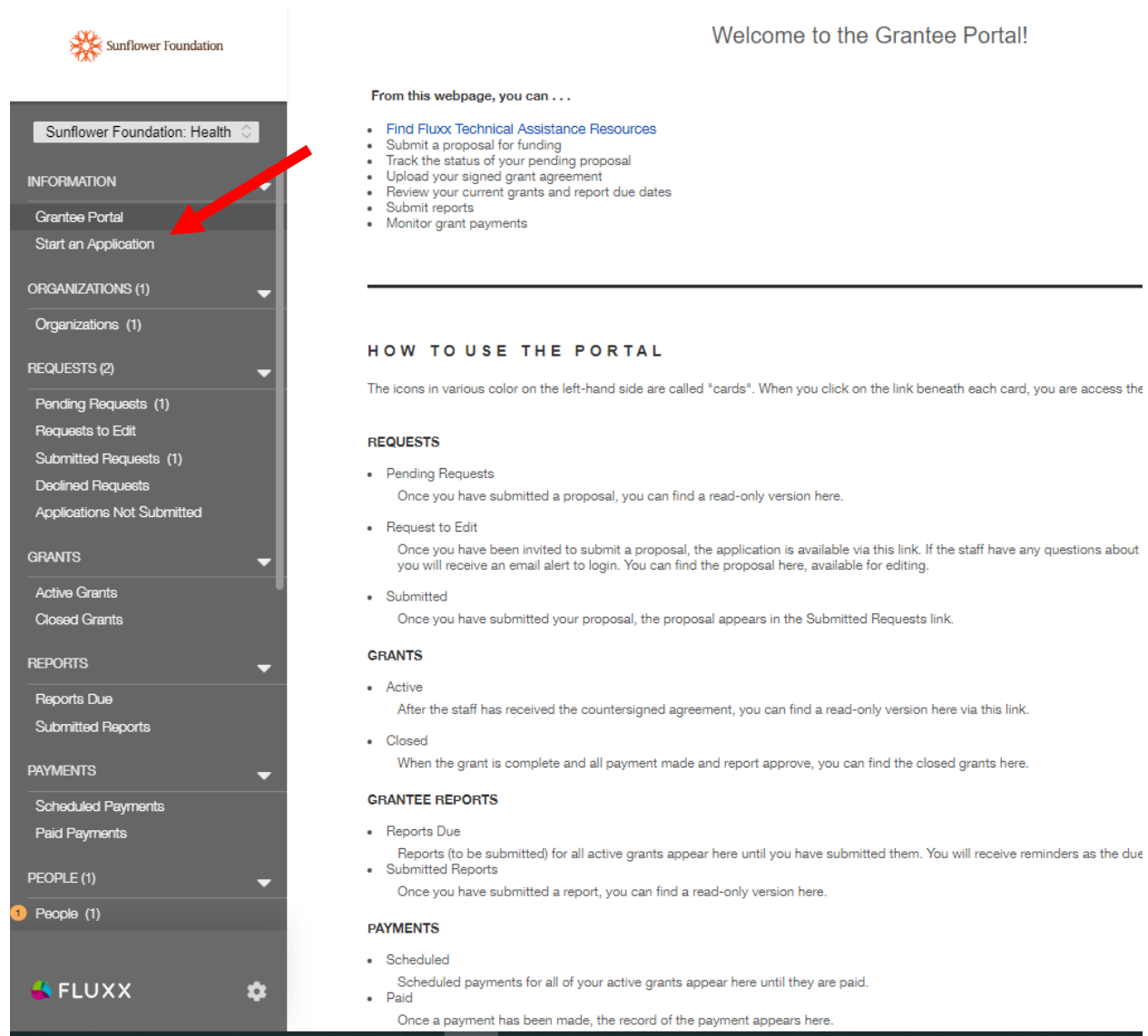
From the Grantee portal you can:

- 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.

Applying for Funding

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.



Sunflower Foundation

Welcome to the Grantee Portal!

From this webpage, you can . . .

- Find Fluxx Technical Assistance Resources
- 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 the

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Once you have submitted a proposal, you can find a read-only version here.
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Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

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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.

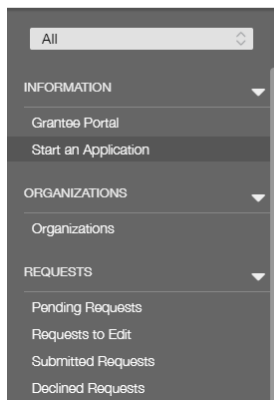
GRANTEE REPORTS

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

PAYMENTS

- Scheduled
Scheduled payments for all of your active grants appear here until they are paid.
- Paid
Once a payment has been made, the record of the payment appears here.

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.



Strengthening Our Sector: Stronger Nonprofits for a Healthier Kansas

RFP Release: September 12, 2023

Informational Webinars:
September 19, 2023
September 21, 2023

Application Deadline: October 19, 2023

Funding Announcements: Late December 2023

[Click here to start your Strengthening Our Sector: Stronger Nonprofits for a Healthier Kansas 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.

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 ▼

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.

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	<input type="text" value="Cheryl Test Organization"/>
Location	<input type="text" value="Cheryl Test Organization - headquar"/>
Primary Contact	<input type="text" value="Cheryl Bean"/>
Primary Signatory	<input type="text" value="Cheryl Bean"/>
Financial Contact	<input type="text" value="Cheryl Bean"/>

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.



Cheryl Test Organization

Type: COVID-19 Crisis Response 2.0
Requested:

Start Date:
End Date:
PO:

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▼ 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	
Primary Contact	Cheryl Bean
Primary Signatory	Cheryl Bean
Financial Contact	Cheryl Bean

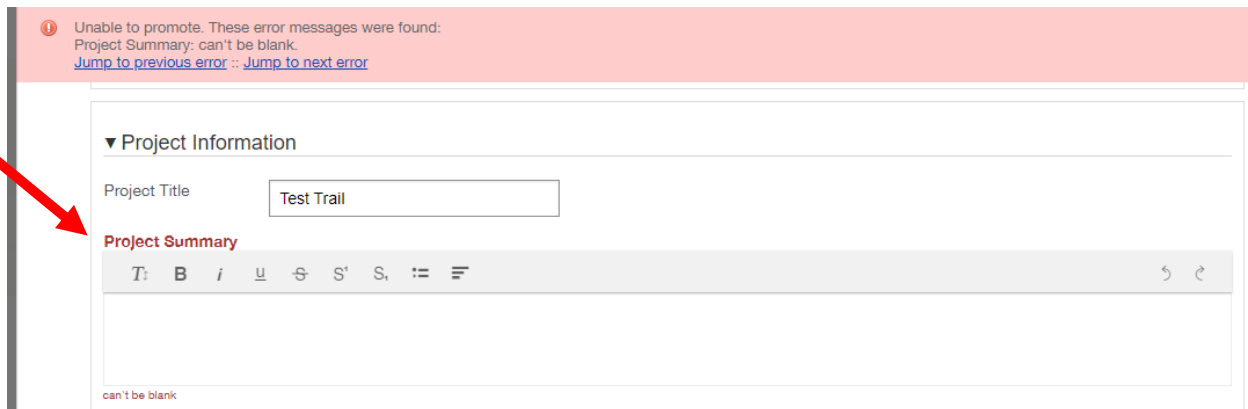
[SUBMIT](#)

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 := ≡ ↶ ↷

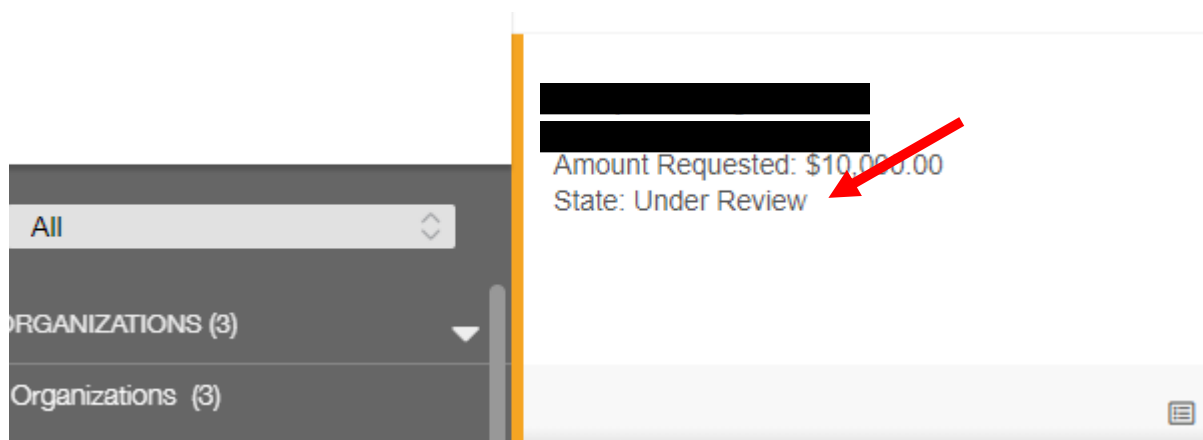
can't be blank

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.”



All

ORGANIZATIONS (3)

Organizations (3)

Amount Requested: \$10,000.00

State: 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.

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

This will pop up an Upload Files modal.

Upload files ×

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

[Add files](#) [Start upload](#)

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.

Upload files
Select or drag files then start upload

Filename		Size	Status
BPC_2019 990.pdf	Site Self Assessment	1 MB	0%

[Add files](#) [Start upload](#)

1 MB 0%

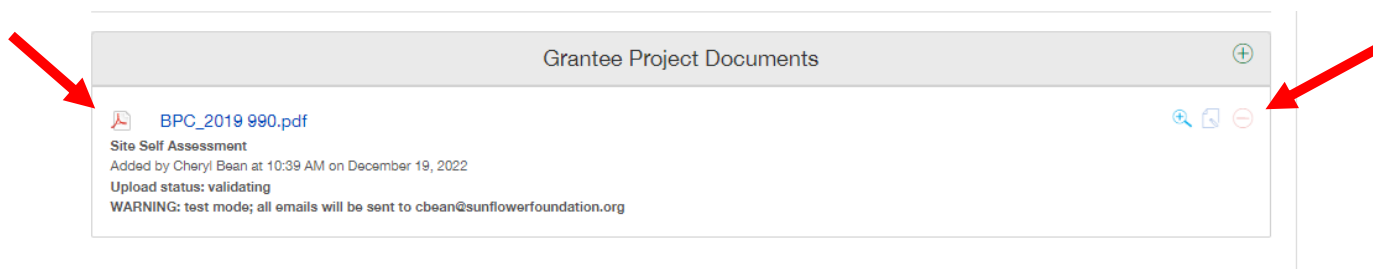
Once you have added your document and picked what type of document it is from the drop-down menu, click Start upload. You will know when your document has uploaded successfully when you get the “Upload Complete!” message.

Upload files
Select or drag files then start upload

Filename		Size	Status
BPC_2019 990.pdf	Site Self Assessment	1 MB	100%

Upload Complete! 1 MB 100%

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.

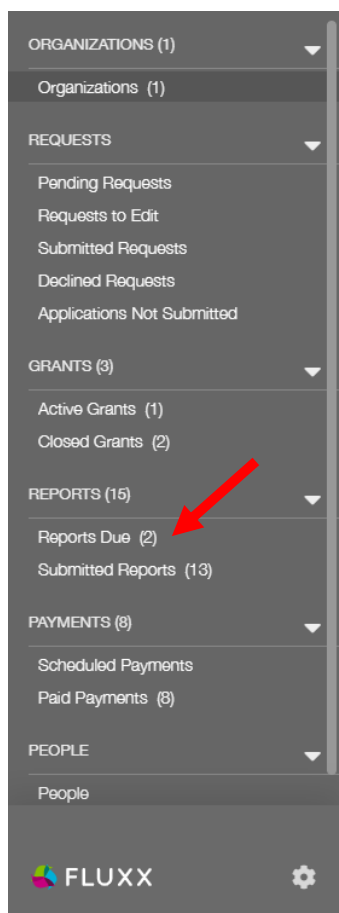
Grantees are only allowed to upload documents when their requests are in certain states. If you are trying to upload a document and the green + sign is not present, contact the Sunflower grants manager for assistance (kmark@sunflowerfoundation.org).

*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.

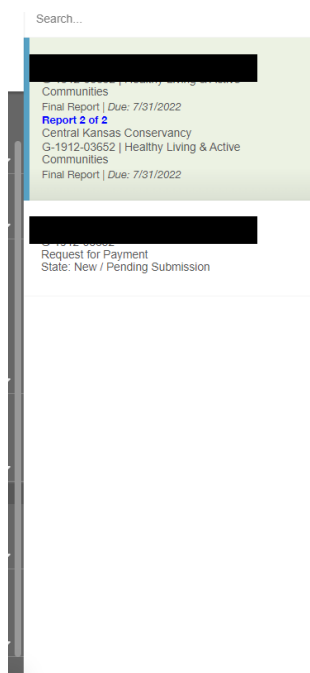
Fluxx will send you an email when you have a report that is due in 14 days. The Grantee Portal also will show when you have a report due by displaying a number next to the Reports Due link.



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.



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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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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▼ Final Narrative Report

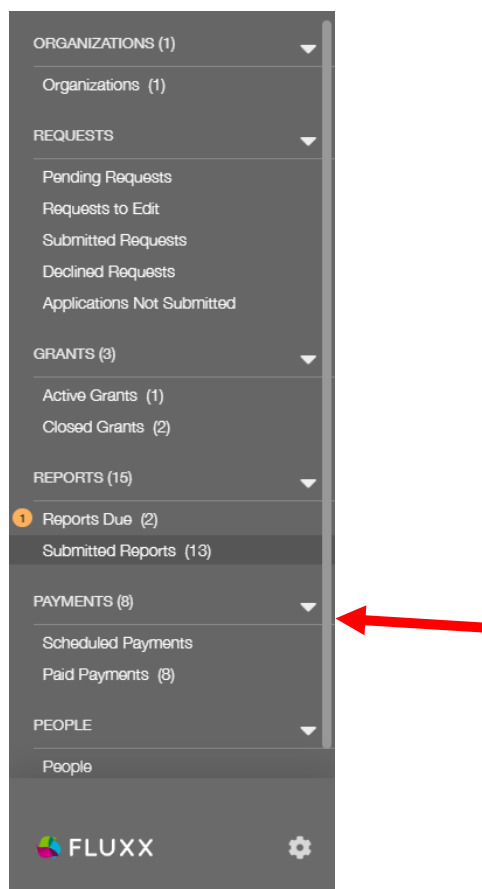
Submit



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 Sunflower grants manager (kmark@sunflowerfoundation.org) for assistance.

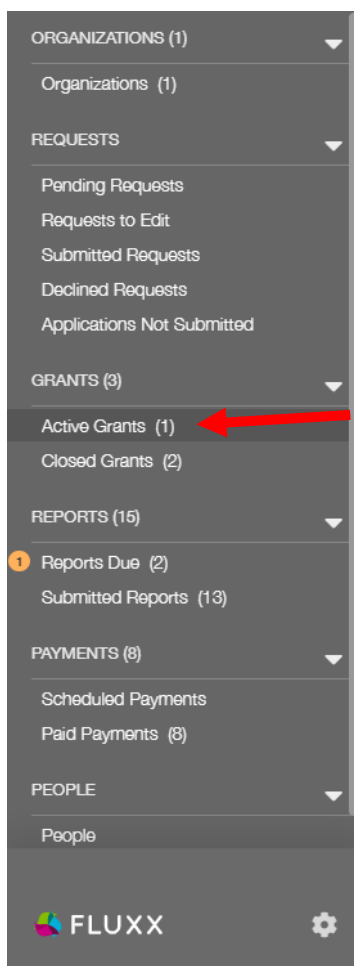
Payments

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 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](#)

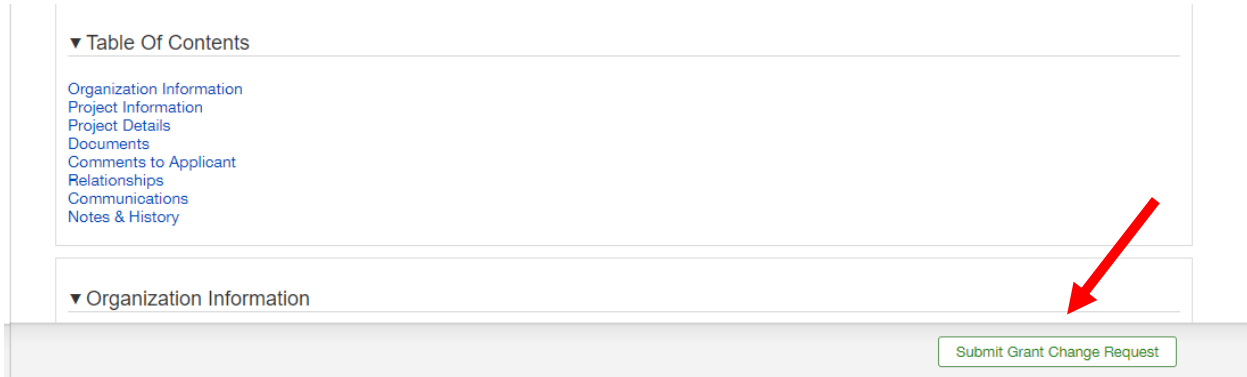
[Budget Change Request Form](#)

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 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.

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