



Seattle
Information Technology

Seattle IT

USER GUIDE

City Wide Grants Management System (GMS)- Department of
Neighborhood (DON)



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DOCUMENT SPECIFICATIONS

DOCUMENT INFORMATION

Project Name	466 – Citywide Grants Management
Project Manager	Anne Grant
OCM Lead	Jasinder Kaur
Author	Jasinder Kaur

REVISION HISTORY

Version	Date	Author	Revision Notes
O.D	09/05/2020	Jasinder Kaur	Initial draft creation.
1.0	1/7/2020	Jasinder Kaur	Final



WHAT IS THE INTENT OF THIS DOCUMENT?

This document aims to provide the Applicant with an overview of how to register to FluxxSystem and Apply for a Grant.

This is a living document and assigned department resource/s will maintain and update it on a need basis.

WHAT IS INCLUDED IN THE USER GUIDE?

1. User Stories that were part of the DON workbook.
2. User Guide includes Applicant Role.

WHAT IS NOT INCLUDED IN THE USER GUIDE?

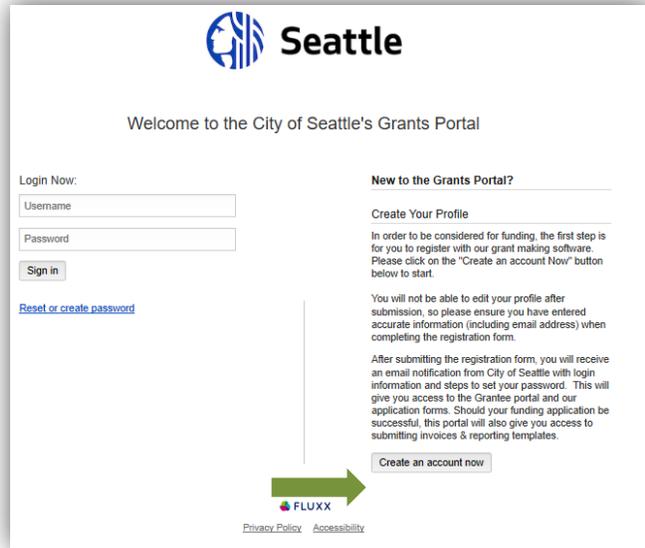
1. Payment scenarios.
2. Email Alerts
3. Amendments.
4. Reports.
5. Contracts.
6. ADO Test Cases.
7. FluxxSystem Icons.

USER GUIDE: APPLICANT

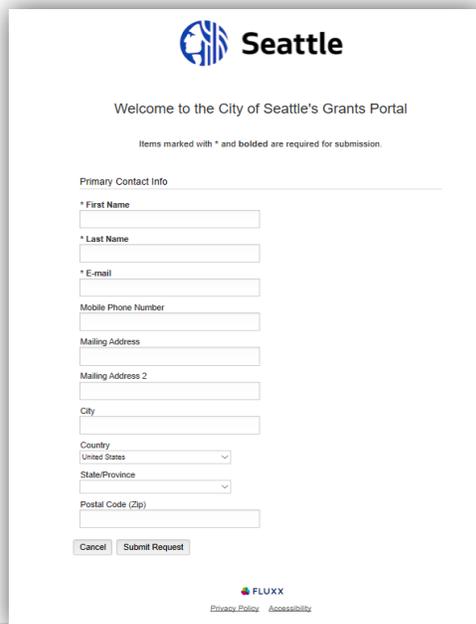
HOW DO I REGISTER TO THE GRANTS PORTAL?

Step 1-Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2-Click on the “Create an Account Now.”



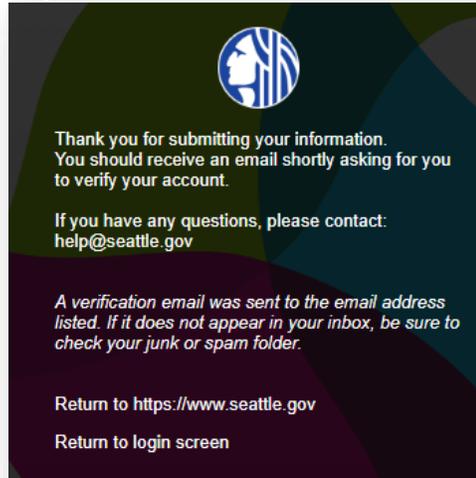
Step 3-On the registration form, fill out all the information.



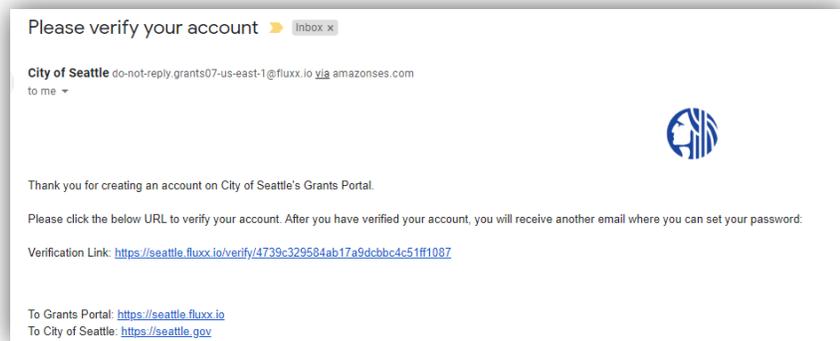
Step 4-Click on the “Submit Request” button.

Submit Request

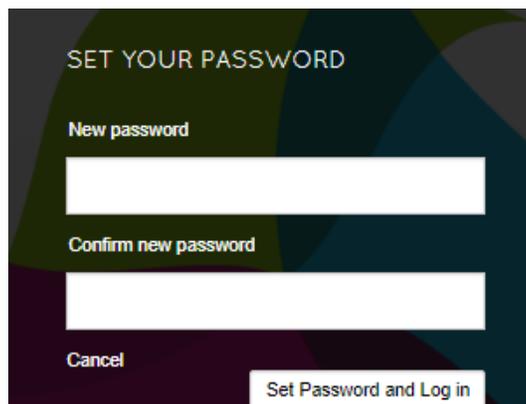
Step 5- Message is displayed after submitting the registration form.



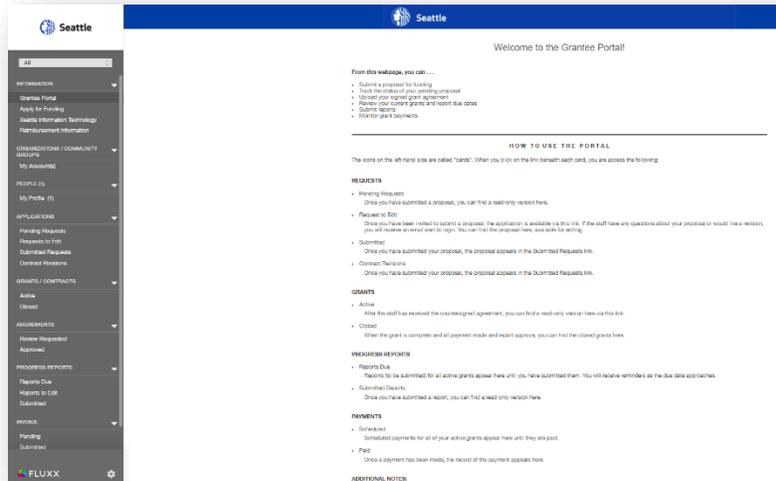
Step 6- Login to the email you provided in the registration form and verify the link provided in the email.



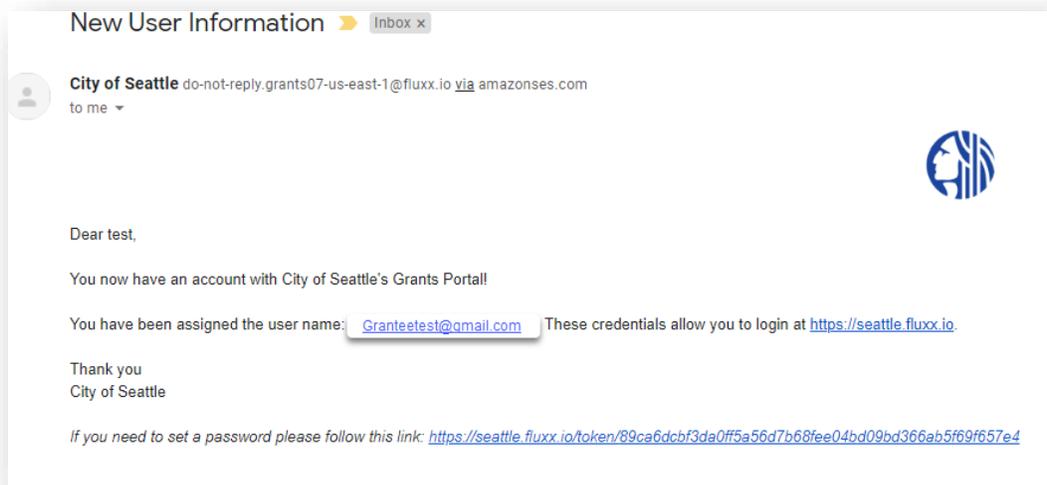
Step 7-You will be asked to enter the password.



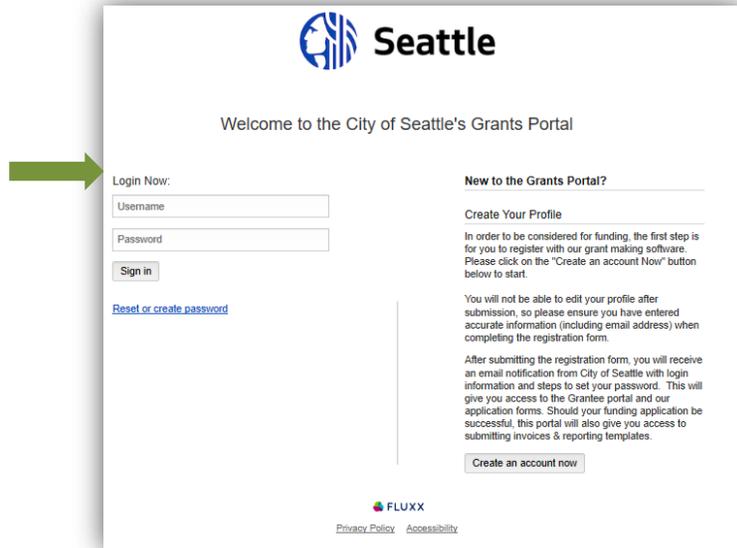
Step 8- Once the password is set, you will be navigated to Grantee Portal.



Step 9- You will also receive an email from City of Seattle for “New User Information.”



Step 10- Login to the <https://seattle.fluxx.io/> and enter the user name and password.



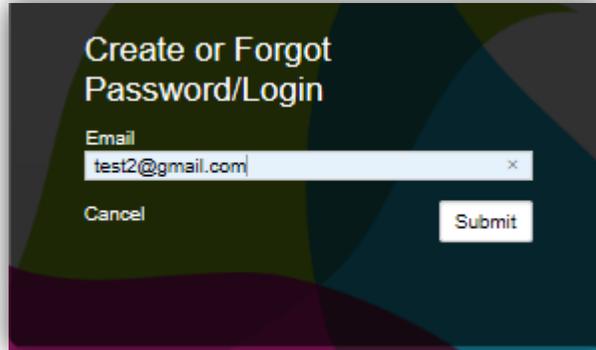
HOW TO RESET LOGIN AND PASSWORD?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- Click on "Reset or Create Password."



Step 3-Enter the registered email and Click on Submit.

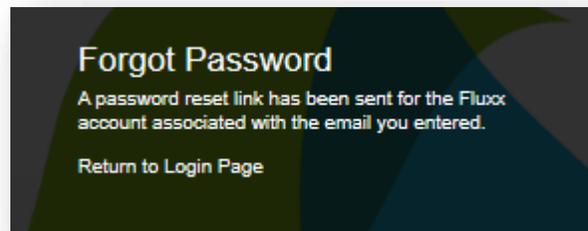


Create or Forgot Password/Login

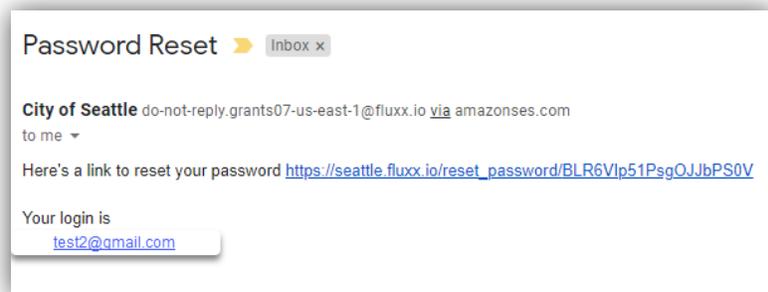
Email
test2@gmail.com

Cancel Submit

Step 4-The message window is displayed.



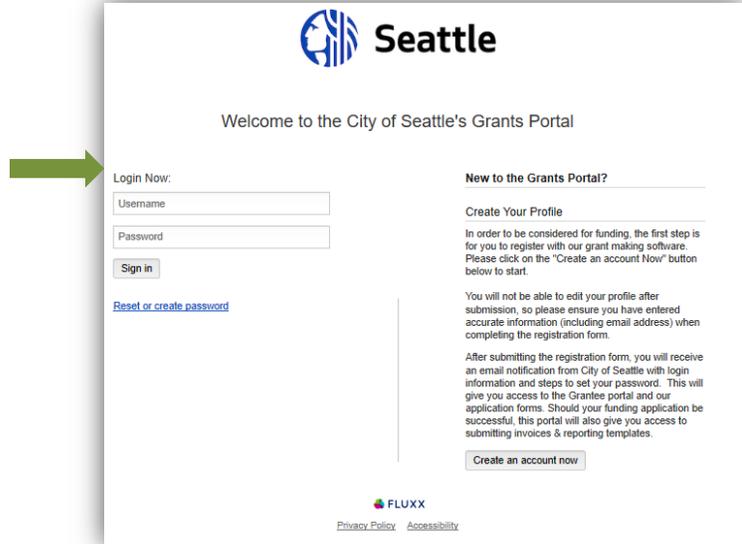
Step 5-Login to the registered email and click on the link sent.



HOW DO I APPLY FOR A GRANT?

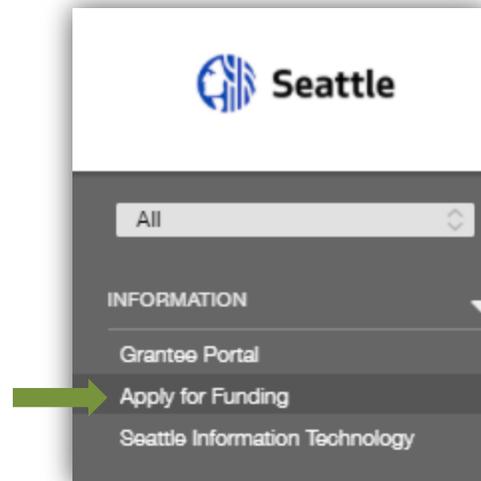
Step 1-Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2-On the Login Page, enter the login credentials.



The screenshot shows the Seattle Grants Portal login page. At the top is the Seattle logo and the text "Welcome to the City of Seattle's Grants Portal". Below this, there are two main sections: "Login Now:" and "New to the Grants Portal?". The "Login Now:" section contains a "Username" input field, a "Password" input field, a "Sign in" button, and a link for "Reset or create password". The "New to the Grants Portal?" section contains a "Create Your Profile" heading, a paragraph explaining the registration process, and a "Create an account now" button. At the bottom, there is a "FLUXX" logo and links for "Privacy Policy" and "Accessibility". A green arrow points to the "Login Now:" section.

Step 3-Click on "Apply for Funding" from Information section.



Step 4–Click on “Apply for CPF Funding” or “Apply for Small Sparks Funding”



Step 5–Fill out the form.

Note: fields that are in “Bold” text are required fields.

Dontestguide

Department of Neighborhoods: Community Partnership Fund Application

Project Title:

ID: DON P-202011-02170	Project Manager:
Contract Number:	Amount Requested:
Start Date:	Community Match Total:
End Date:	

Please note:

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

Your application is in progress.

You can save and work on the application up until you submit. Submitting for Preliminary Review will allow the Project Manager to review and send back. Once you submit for Final Review, the application can no longer be adjusted.

▼ **Table of Contents**

- [Organization/Community Group Information](#)
- [Full Application](#)
- [Fiscal Sponsor Information](#)
- [Builds Community Partnerships \(50 Points\)](#)
- [Project Readiness \(50 Points\)](#)
- [Work Plan](#)
- [Budget Expenses](#)
- [Project Match](#)
- [Documents](#)

▼ **Organization/Community Group Information**

Organization / Community Group	<input type="text" value="Dontestguide"/>	Add New
Location	<input type="text" value="Dontestguide - headquarters"/>	
Applicant Contact	<input type="text" value="TestGrantee UG"/>	
Applicant Signatory	<input type="text" value="TestGrantee UG"/>	
Add new contacts	<input type="text"/>	

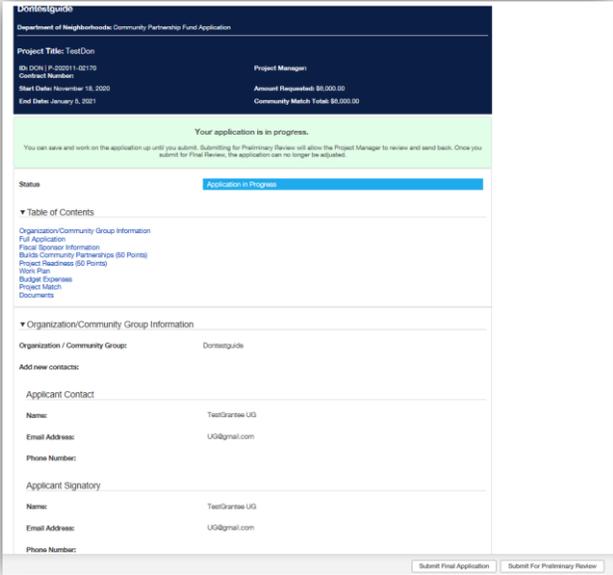
Step 6–Click on Save and Continue  , it will save your application and you can continue entering the data. *Note: Application is not auto saved.*

[Save And Close](#)

Step 7-Once application is complete, click on Save and Close Button.

Step 8-

- For Final Review- Verify the application and click on “Submit Final Application”
- For Preliminary Review click on “Submit for Preliminary Review”.



Dontestguide
Department of Neighborhoods Community Partnership Fund Application

Project Title: TestDon

ID: DON | P-202011-02170 **Contract Number:** **Project Manager:**

Start Date: November 18, 2020 **Amount Requested:** \$6,000.00

End Date: January 5, 2021 **Community Match Total:** \$6,000.00

Your application is in progress.
You can save and work on the application up until you submit. Submitting for Preliminary Review will allow the Project Manager to review and send back. Once you submit for Final Review, the application can no longer be adjusted.

Status: Application in Progress

Table of Contents

- Organization/Community Group Information
- Fiscal Application
- Fiscal Sponsor Information
- Budget Community Partnership (50 Points)
- Project Readiness (50 Points)
- Non-Fair
- Budget Expenses
- Project Match
- Documents

Organization/Community Group Information

Organization / Community Group: Dontestguide

Add new contacts:

Applicant Contact

Name: TestDonnew UG

Email Address: UG@gmail.com

Phone Number:

Applicant Signatory

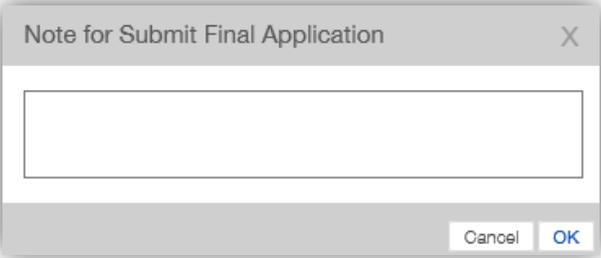
Name: TestDonnew UG

Email Address: UG@gmail.com

Phone Number:

[Submit Final Application](#) [Submit For Preliminary Review](#)

Step 9-The note dialog is displayed, if required enter the comments and click ok button.



Note for Submit Final Application [X]

[Empty text input field]

[Cancel](#) [OK](#)

Step 10- Once the application is submitted, it will be listed under the “Submitted Requests” tab. The application status will be “Application in Review”.



APPLICATIONS (4)

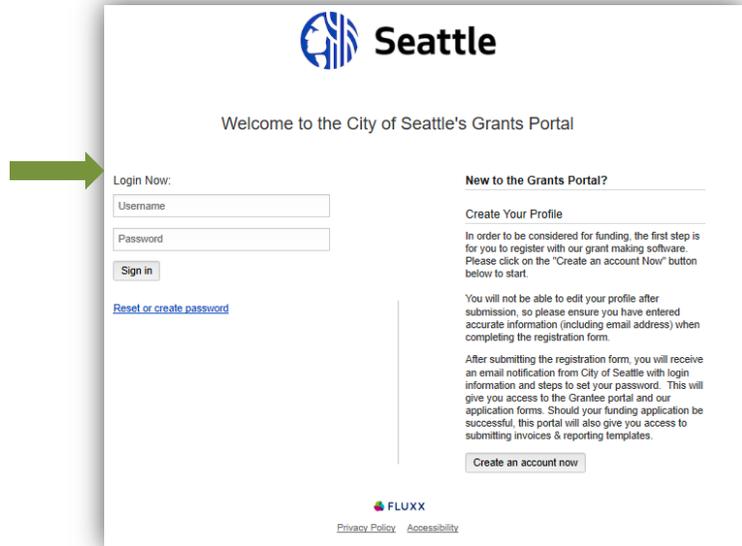
- Pending Requests (1)
- Requests to Edit
- Submitted Requests (3)**
- Contract Revisions

Dontestguide
DoN: Community Partnership Fund Application
ID: DON | P-202011-02170
Contract Number:
Project Manager:
Project Title: TestDon
Amount Requested: \$6,000.00
Status: Application in Review

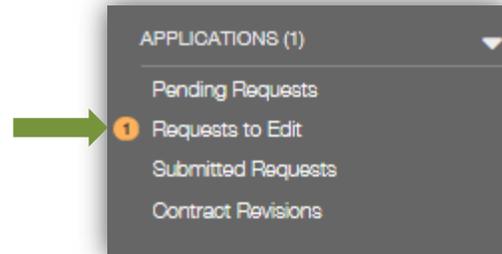
HOW CAN I RESUBMIT FORM WITH EDITS?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.



Step 3- Click on the “Requests to Edit” tab from the applications.



Step 4- The application that requires edit will be listed and has a status of “Revision Requested”.



Step 5- Click on the application and the application form will be displayed. The “Note to Applicant/Grantee” section will display the request from the Grant Project Manager.

Dontestguide

Department of Neighborhoods: Community Partnership Fund Application

Project Title: TestDon

ID: DON | P-202011-02170 **Project Manager:**

Contract Number: **Amount Requested:** \$8,000.00

Start Date: November 18, 2020 **Community Match Total:** \$8,000.00

End Date: January 5, 2021

Your application has been sent back.

City of Seattle Department of Neighborhoods has requested you make the following adjustments to your application.

Note to Applicant/Grantee:
Please add the supporting documents.

Status Revisions Requested

▼ **Table of Contents**

- Organization/Community Group Information
- Full Application
- Fiscal Sponsor Information
- Builds Community Partnerships (50 Points)
- Project Readiness (50 Points)
- Work Plan
- Budget Expenses
- Project Match
- Documents

Step 6- To enable the application to edit, click on the edit button  and the application will be opened in the edit mode.

Step 7- Make the required changes, Click on Save and Close button. 

Step 8 - Click on "Submit" button. 

HOW CAN I REVIEW THE TERMS OF THE CONTRACT AND REQUEST CHANGES?

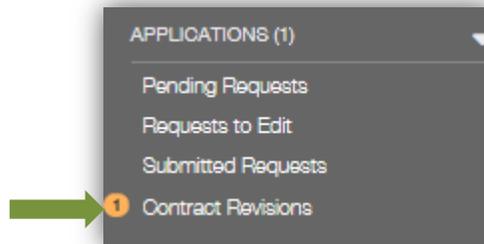
Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.



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Step 3-Click on the “Contract Revisions.”



Step 4-Click on the application.



Step 5-Click on the Edit  and the application edit mode is displayed.

Step 6-Review the application and update it as desired.

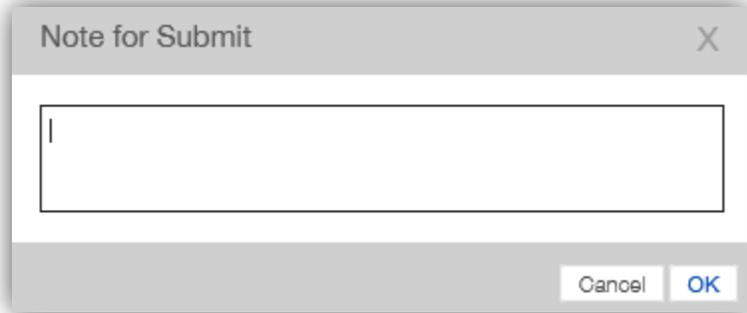
Step 7-Click on Save and Close button. 



Step 8-Click on "Submit button.



Step 9- The Note window is displayed. Click Ok. *Entering comments is optional.*



Step 11- Application is submitted and moved to "Submitted Requests" and the status is changed to "Application in Review".

HOW DO I ATTACH DOCUMENTS TO THE APPLICATION?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.



Step 3-Open the application. User can upload the document at the following stages

- 1) When the application has “Application in Progress “status
- 2) When the application has” Revisions Requested” status
- 3) When the application has “Contract Revisions” status

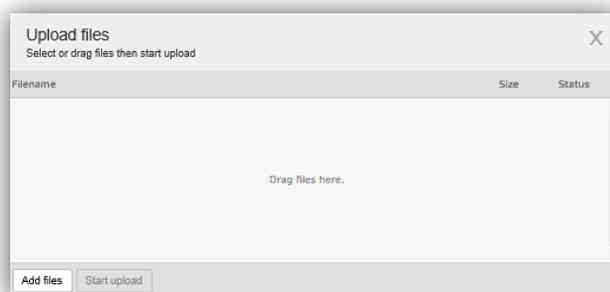
Step 5-Click on the Edit  and the application edit mode is displayed.

Step 6- Navigate to the Document Section of the application.

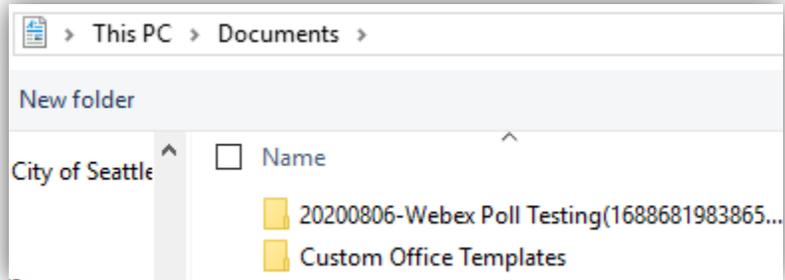
- a) Upload the document by clicking on + symbol.



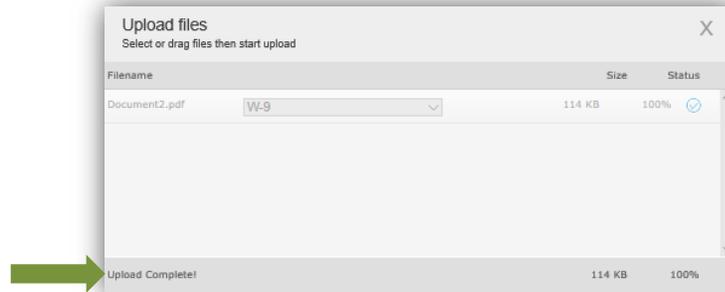
- b) The Upload Files window is displayed.



- c) Click on “Add Files” button. 
- d) Your local explorer will be displayed.



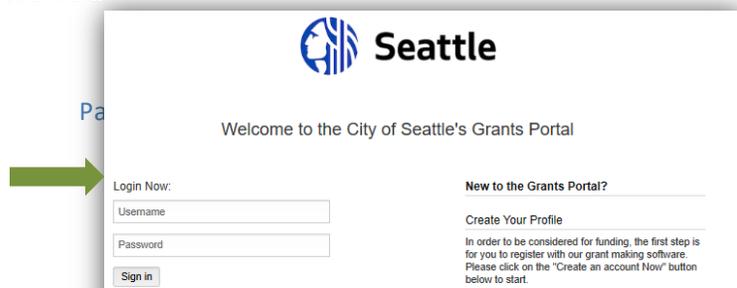
- e) Select and upload the file.
- f) Click on “Start Upload” 
- g) Once the upload is completed. Click on “X” and the upload files window will be closed.



HOW DO I DOWNLOAD/SAVE A COPY OF MY APPLICATION TO MY LOCAL MACHINE?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.





Step 3-Open the application. Click on the  to download or save the application. The application will open in the default browser view. Save it as desired.