Fluxx User Manual for the Kresge Memphis Funding Opportunity

Note: *Please create an account in Fluxx no later than two weeks before the application deadline, as it takes several days to process the account creation.*

Creating a New Account in Fluxx

1. Follow link to Fluxx: https://kresge.fluxx.io/user_sessions/new
2. Click on "Create an account now". Fill out the requested information in the form and hit "submit request" at the bottom of the form.

THE
KRESGE
FOUNDATION

Welcome to the Kresge Foundation Portal

Login Now:

Username

Password

Sign in

Reset or create password

The Kresge Foundation invests in improving the bedrock economic, social, cultural and environmental conditions of urban life, with an emphasis on reducing disparities facing low-income people; advancing their pathways of opportunity; and promoting cultural vibrancy, systems of mutual support and environmental sustainability in the communities in which they live. To learn more about The Kresge Foundation, visit our website at www.kresge.org.

If you do not have a login, you may start the registration process by clicking on the "**Create an account now**" button to register.

If you already have a login, please sign in now by filling in a username and a password on the left.

Read about our Funding Opportunities here.

Questions? Please contact our Grants Inquiry Coordinator by email or at 248-643-9630.

Please note that Fluxx is optimized for google chrome. For ease of use, install google chrome on your

Create an account now

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FLUXX

THE
KRESGE
FOUNDATION

Welcome to the Kresge Foundation Portal

YOUR ORGANIZATION INFORMATION

Organization Name

Tax ID

Address 1

Address 2

City

Country
United States

State/Province

Postal Code (Zip)

Organization Email

Organization Phone (format: (XXX) XXX-XXXX)

Organization Phone Extension

Organization Fax

YOUR CONTACT INFORMATION

Prefix

Organization Phone (format: (XXX) XXX-XXXX)

Organization Phone Extension

Organization Fax

YOUR CONTACT INFORMATION

Prefix

First Name

Middle Name

Last Name

Suffix

Job Title

☐ Check this box if your work address is different from the organization address.
E-mail

Work Phone (format: (XXX) XXX-XXXX)

Work Phone Extension

Work Fax

Mobile Phone

Cancel   Submit Request

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3. Await confirmation of registration from the Grants Management Team at The Kresge
Foundation.

Starting a New Application

1. **Sign in:** Once your account is created, sign into Fluxx.

2. **Select Grant Opportunity:** On the side panel, under the "Information" category, click on "Grant Opportunities."

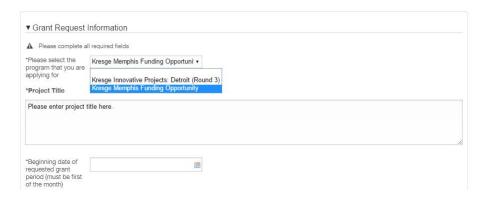3. **Start a new grant RFP:** Under "Grant Opportunities" click on "Start a new grant RFP."

4. **Complete Information:** Fill out the information as instructed in the portal. There are five sections: Organization Information, Grant Request Information, Narrative Questions, Demographic Data and Attachments.
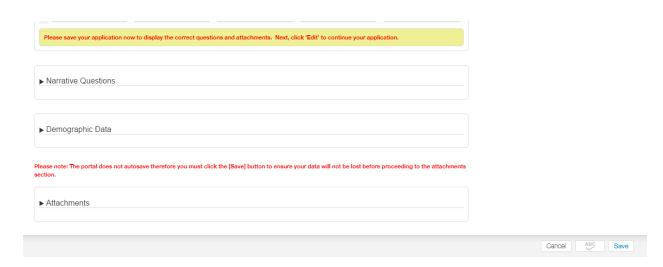
Please note that there are no attachments required for this phase of the application.

5. **Select Funding Opportunity:** Under "Grant Request Information", the first drop-down instructs you to select the program that you are applying for, please ensure that you select "Kresge Memphis Funding Opportunity."
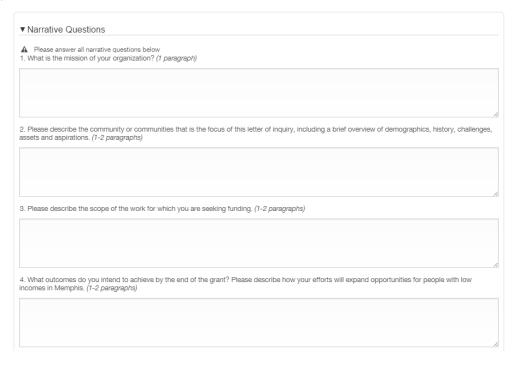

6. **Save your data:** Once you have filled out the "Organization Information" and "Grant Request Information" you must click on the "save" button at the bottom of the page in order to populate the correct narrative questions.

7. **Edit:** Click edit at the top right to enter answers to the narrative questions and demographic data.
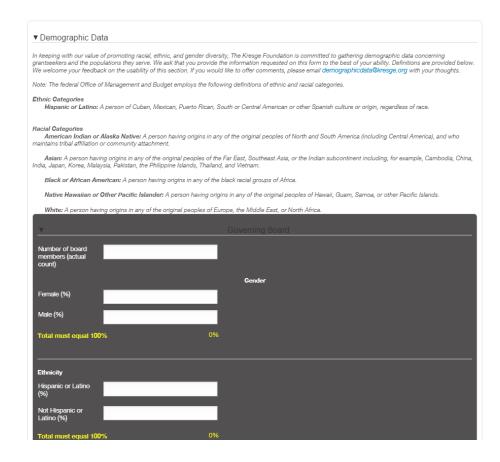

Once you click on edit, you will be able to enter answers into the text box below each question.

8. **Save again:** Please remember to continuously save your information as Fluxx does not auto-save. You may save and complete your application in multiple sittings.

9. **Demographic Data:** Please complete the demographic data.

10. **Save again:** Save your information again in order to update your application and return to the submission page.
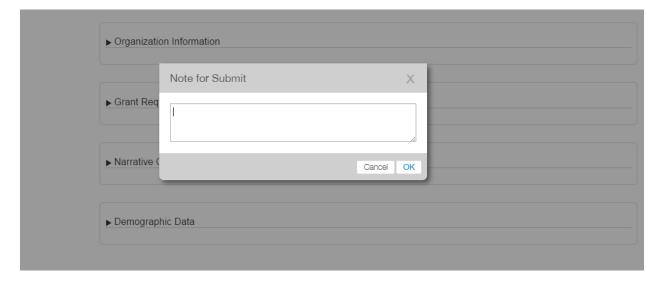
11. **Submit:** Once you have completed and saved your entire application, please double check all of the information. When you're finished, click on "Submit" at the bottom right.
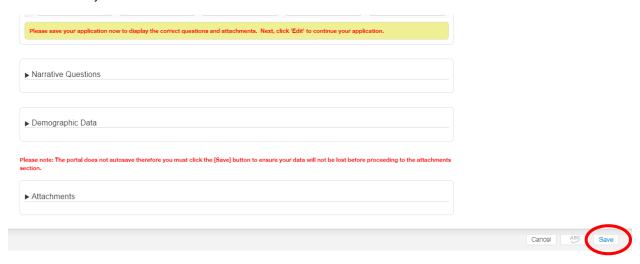

12. Once you hit submit, a pop-up will emerge stating "Note for Submit." You may leave this blank as it is <u>not</u> a required field.
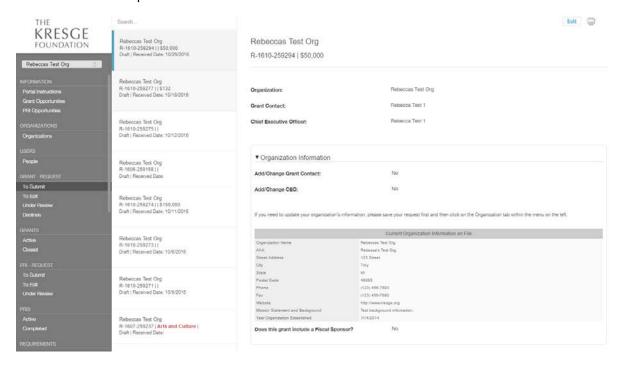
Continuing an Application

1. Save your data

2. To return to a saved application, click on "To Submit" on the side left panel under "Grant-Request."

3. Find your application and click on "edit" in the upper right.