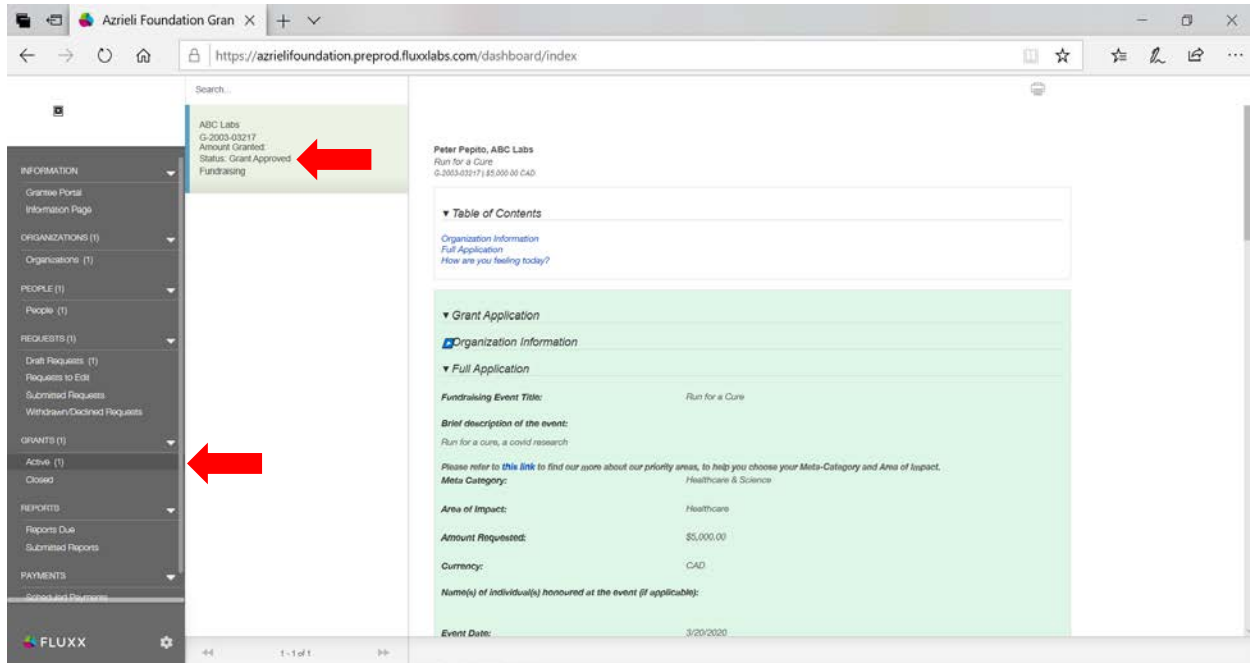


You will be able to manage your active grants from the Azrieli Foundation Fluxx Grantee Portal.

Once your grant request is approved, it will be moved to the **“Grants”** section under **“Active”** with status **“Grant Approved”**.



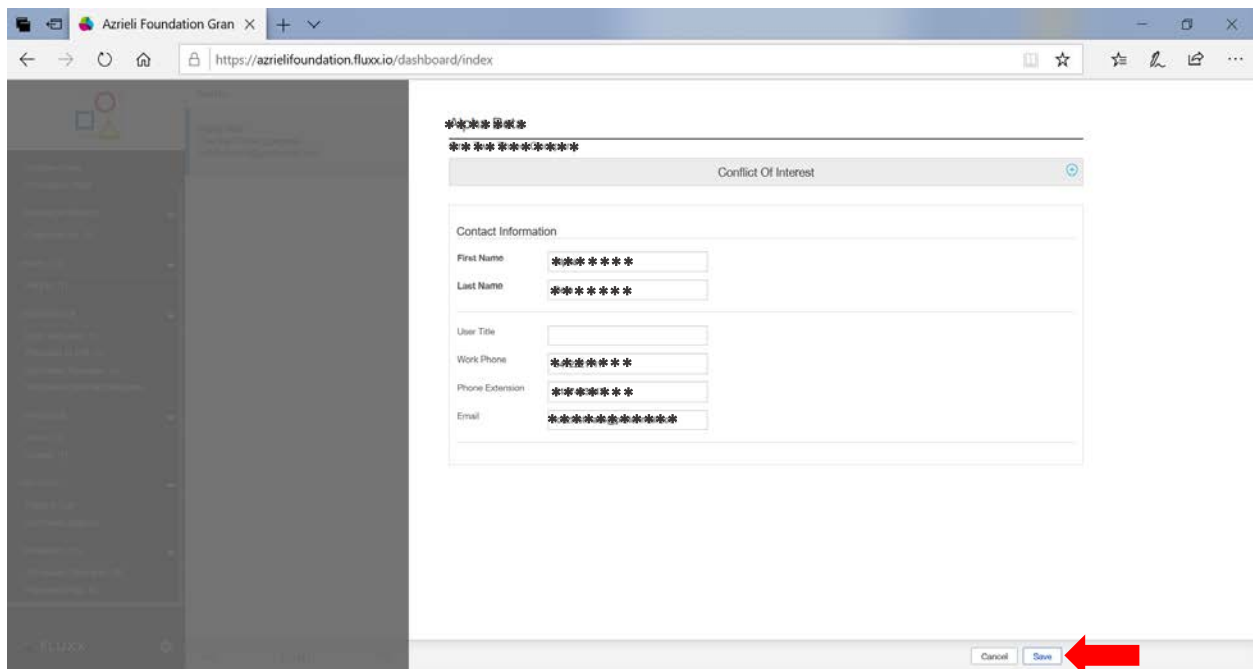
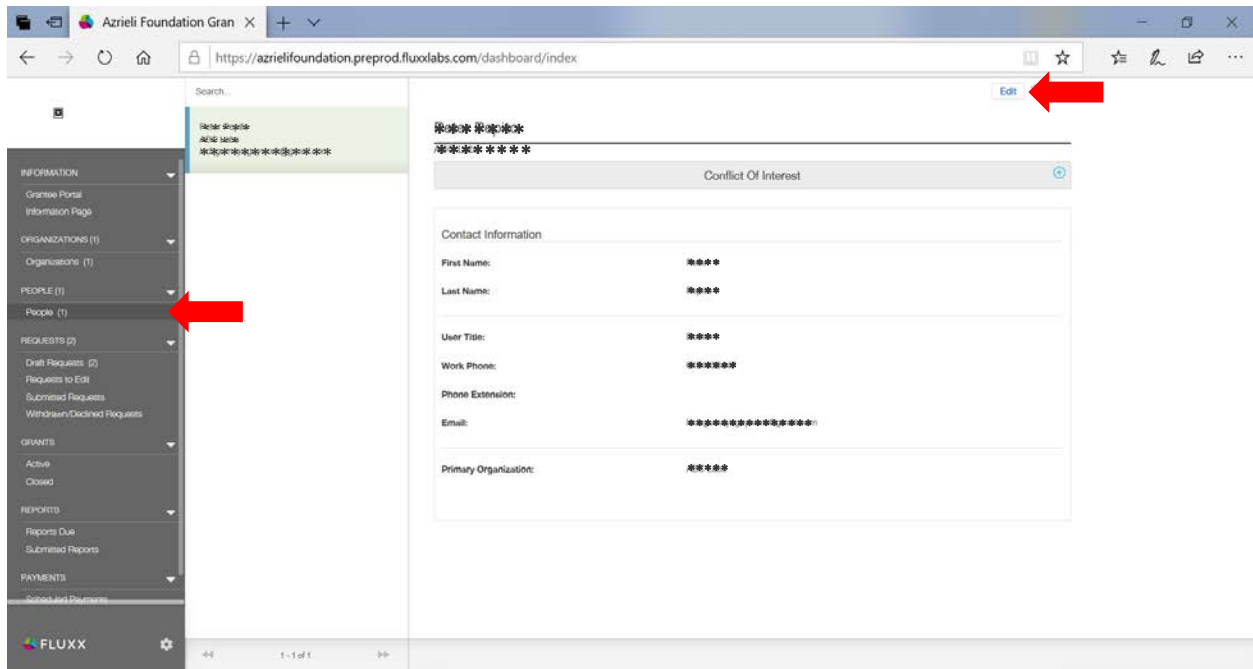
The screenshot shows the Fluxx Grantee Portal interface. The browser address bar displays <https://azrielifoundation.preprod.fluxlabs.com/dashboard/index>. The left sidebar contains a navigation menu with categories: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (1), GRANTS (1), REPORTS, and PAYMENTS. The 'GRANTS (1)' section is expanded, showing 'Active (1)' and 'Closed'. A red arrow points to the 'Active (1)' link. The main content area shows a search bar with 'ABC Labs' entered. Below the search bar, a card displays the grant details for 'Peter Pepito, ABC Labs' with the status 'Grant Approved Fundraising'. A red arrow points to this status. The card includes a 'Table of Contents' with links for 'Organization Information', 'Full Application', and 'How are you feeling today?'. The 'Grant Application' section is expanded to show 'Organization Information' and 'Full Application'. The 'Full Application' section contains the following details:

Fundraising Event Title:	Run for a Cure
Brief description of the event:	Run for a cure, a covid research
Meta Category:	Healthcare & Science
Area of Impact:	Healthcare
Amount Requested:	\$5,000.00
Currency:	CAD
Event Date:	3/20/2020

How to update your User Information

To update your information, click **"People"** then click the **"Edit"** button.

Once you finished updating your information, click **"Save"**.



How to request changes to Organization Fields

Grantees cannot make changes to their organization's details and need to request changes to be made by a Grants Manager.

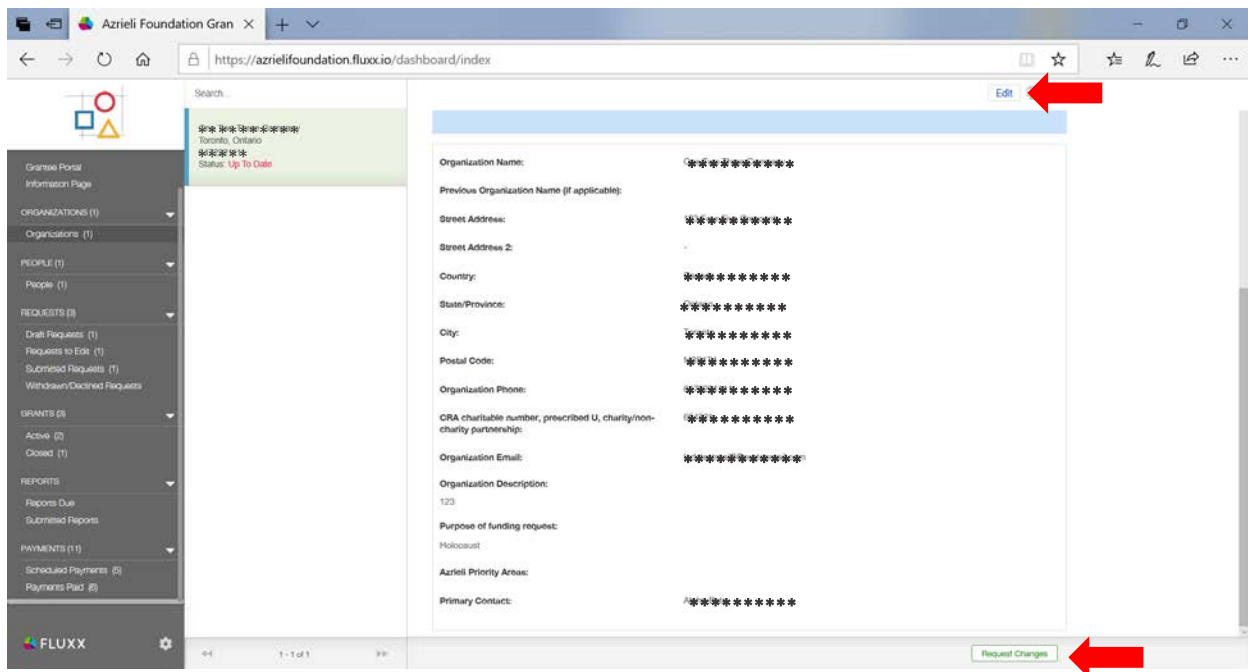
Log into your Azrieli Foundation Fluxx Grantee Portal.

Click on the **"Organization"** link in the left-hand-side navigation bar.

Then click the **"Edit"** button (top right) and fill out the comments box, providing information about the update you need on your organization details. (e.g. Please update the address to 10-123 1/2 MAIN STREET NW MONTREAL QC H3Z 2Y7.)

Attach documentation supporting these changes if applicable.

Hit **"Save"**. Then click **"Request Changes"**.



Click **"OK"** to proceed.



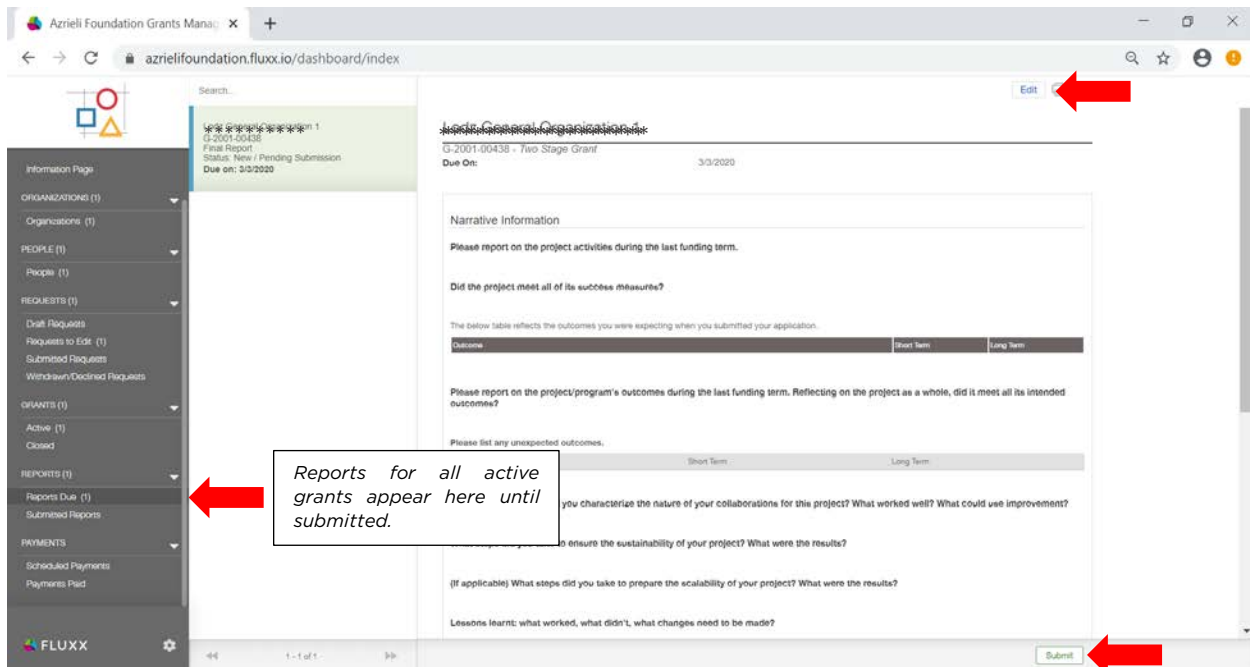
You will see the description of the organization status will change from **"Up to Date"** to **"Changes Requested"**. Once the changes have been resolved, the status will change to **"Up to Date"**.

How to check your current report due dates and upload reports

You will receive an email reminding you that a report is due and that you need to take action.

Log into your Grantee Portal and click on ***"Reports Due"***. Reports for all active grants appear here until submitted. You will receive reminders as the due date approaches.

Click on a grant and hit ***"Edit"***. Take note of the ***"Due On"*** as the deadline of submission.



The screenshot shows the Azriel Foundation Grants Management Portal. The browser address bar displays "azrielfoundation.fluxx.io/dashboard/index". The left sidebar contains a navigation menu with categories: Information Page, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (1), GRANTS (1), and REPORTS (1). The "REPORTS (1)" section is expanded, showing "Reports Due (1)" and "Submitted Reports". A red arrow points to the "Reports Due (1)" link. The main content area displays a report for grant "G-2001-00438 - Two Stage Grant" with a "Due On" date of "3/3/2020". A red arrow points to the "Edit" button in the top right corner. Below the "Edit" button, a text box contains the text: "Reports for all active grants appear here until submitted." The report form includes sections for "Narrative information", "Please report on the project activities during the last funding term.", "Did the project meet all of its success measures?", and "Please report on the project/program's outcomes during the last funding term." A "Submit" button is located at the bottom right of the form, with a red arrow pointing to it.

Complete the report and necessary document uploads and hit ***"Save"***.

To submit the report, click ***"Submit"***.

You will receive an email confirming the submission.

The report is now in the 'Submitted' section and no longer editable in the portal.

Azieli Foundation Grants Mana... x +

azrielfoundation.flux.io/dashboard/index

Search...

Final Report
Status: Report Received
Due on: 3/3/2020

2001-00438 - Two Stage Grant
Due On: 3/3/2020

INFORMATION

- Grantee Portal
- Information Page

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (1)

- People (1)

REQUESTS (1)

- Draft Requests
- Requests to Edit (1)
- Submitted Requests
- Withdrawn/Declined Requests

GRANTS (1)

- Active (1)
- Closed

REPORTS (1)

- Reports Due
- Submitted Reports (1)

PAYMENTS

FLUXX

Narrative Information

Please report on the project activities during the last funding term.

report

Did the project meet all of its success measures?

yes

The below table reflects the outcomes you were expecting when you submitted your application.

Outcome	Short Term	Long Term
---------	------------	-----------

Please report on the project/program's outcomes during the last funding term. Reflecting on the project as a whole, did it meet all its intended outcomes?

yes

Please list any unexpected outcomes.

Outcome	Short Term	Long Term
---------	------------	-----------

...you characterize the nature of your collaborations for this project? What worked well? What could use improvement?

...ensure the sustainability of your project? What were the results?

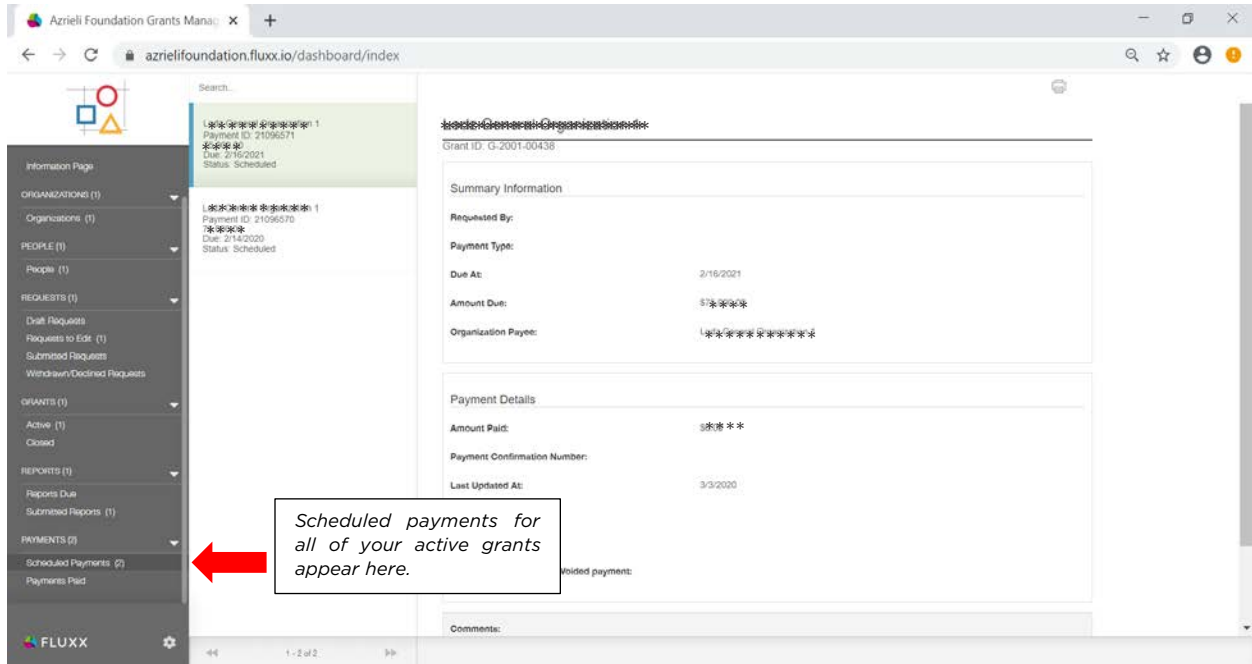
...did you take to prepare the scalability of your project? What were the results?

1 - 1 of 1

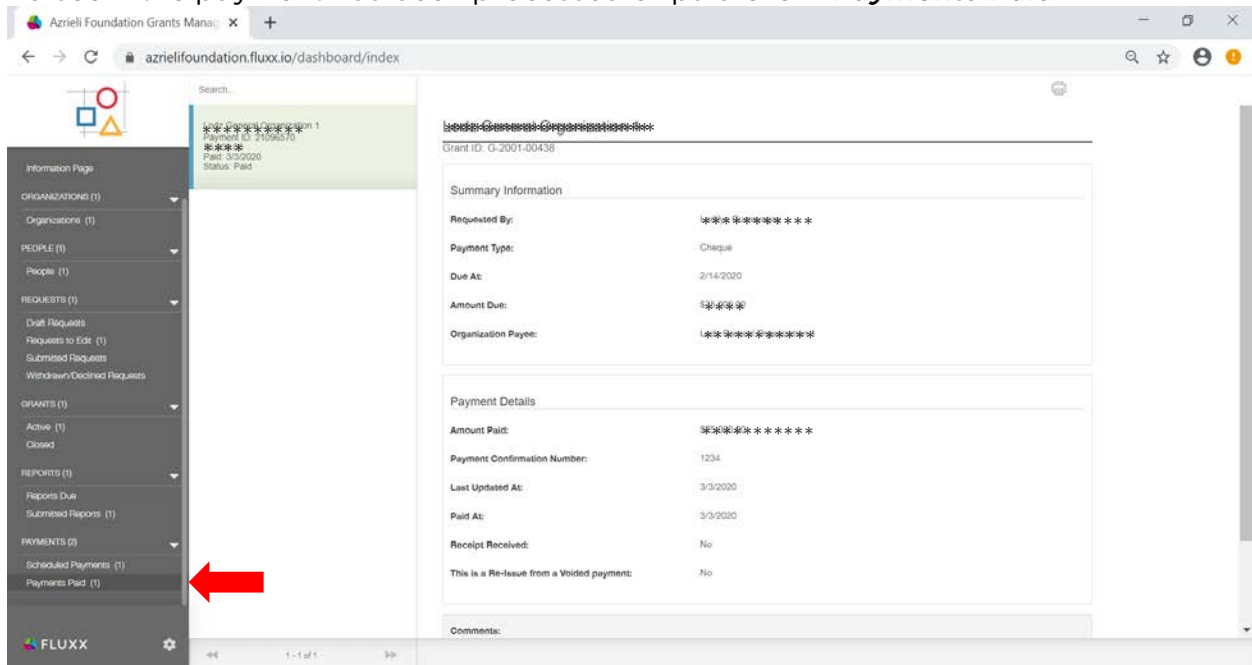
Once you have turned in a report, you can find a read-only version here.

How to check your grant payment schedule

To see the payment schedule of your grant, login to the Grantee Portal and click ***“Scheduled Payments”***.



To see if the payment has been processed or paid click ***“Payments Paid”***.



You can see the payment information under the ***“Payments Paid”*** section. Check the details of your grant payment to see the payment type, amount paid and paid at.

Ended grants

All ended grants will be closed and moved to ***“Closed”*** under ***“Grants”*** section.

For questions about the grantee portal, contact grants@azrielifoundation.org