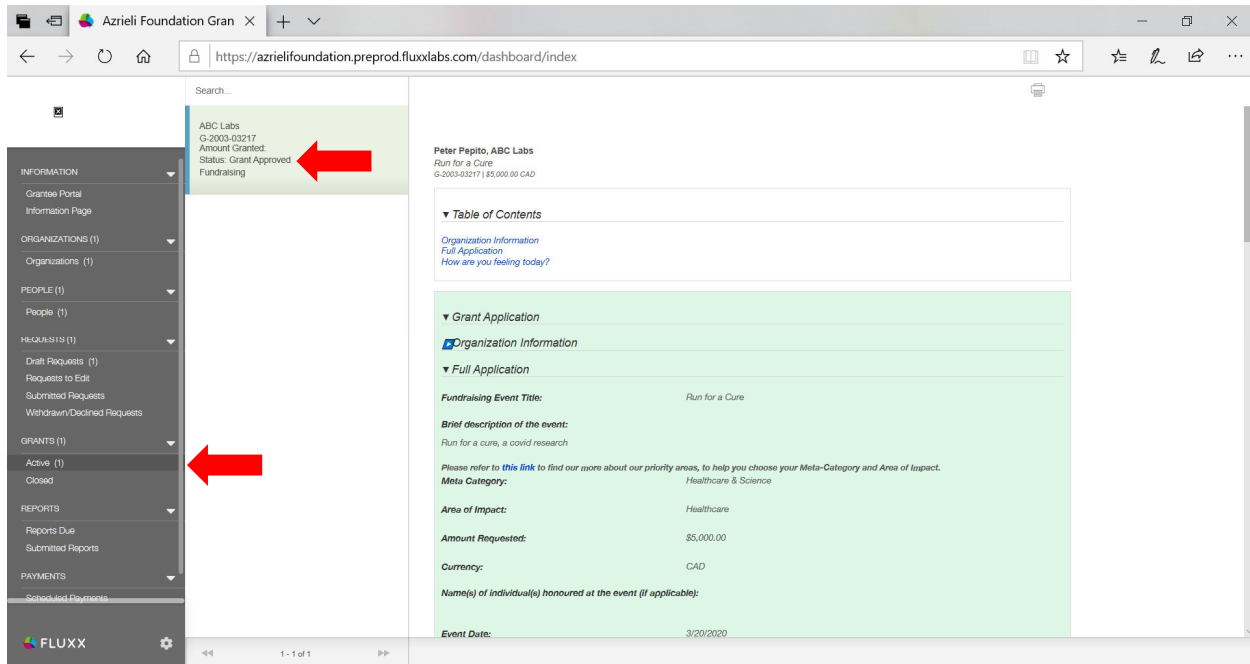


Managing your active grants in the Fluxx Grantee Portal

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 Azrieli Foundation Fluxx Grantee Portal dashboard. The browser address bar displays <https://azrielifoundation.preprod.fluxxlabs.com/dashboard/index>. The left sidebar contains a navigation menu with the following sections: 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 displays the details for a grant application from Peter Pepitto, ABC Labs. The grant is titled 'Run for a Cure' and has a status of 'Grant Approved'. The amount requested is \$5,000.00 CAD. The event date is 3/20/2020. The grant application details are shown in a green box. A red arrow points to the 'Grant Approved' status in the search results on the left sidebar.

Search...

ABC Labs
G-2003-03217
Amount Granted:
Status: Grant Approved
Fundraising

Peter Pepitto, ABC Labs
Run for a Cure
G-2003-03217 | \$5,000.00 CAD

▼ Table of Contents

[Organization Information](#)
[Full Application](#)
[How are you feeling today?](#)

▼ Grant Application

Organization Information

Full Application

Fundraising Event Title: Run for a Cure

Brief description of the event:
Run for a cure, a covid research

Please refer to [this link](#) to find our more about our priority areas, to help you choose your Meta-Category and Area of Impact.

Meta Category: Healthcare & Science

Area of Impact: Healthcare

Amount Requested: \$5,000.00

Currency: CAD

Name(s) of individual(s) honoured at the event (if applicable):

Event Date: 3/20/2020

FLUXX

1 - 1 of 1

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 and Close”**.

The screenshot displays the FLUXX application interface. On the left is a dark sidebar with a navigation menu. The 'PEOPLE (1)' option is highlighted, and a red arrow points to it. The main content area is divided into two sections. The top section shows the user's profile: 'Fluxx Tester', 'Test Organization', and the email 'lodtgunmayagaywork@gmail.com'. Below this is a 'Conflict Of Interest' section. The bottom section is titled 'Contact Information' and contains fields for 'Salutation:', 'First Name:' (Fluxx), 'Last Name:' (Tester), 'User Title:', 'Work Phone:', 'Phone Extension:', 'Email:' (lodtgunmayagaywork@gmail.com), and 'Primary Organization:' (Test Organization). A red arrow points to the 'Edit' button in the top right corner of the profile section. The bottom of the screen shows the 'FLUXX' logo and a status bar with '1 - 1 of 1'.

Fluxx Tester

Test Organization

Conflict Of Interest

Contact Information

Salutation

First Name

Fluxx

Last Name

Tester

User Title

Work Phone

Phone Extension

Email

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.

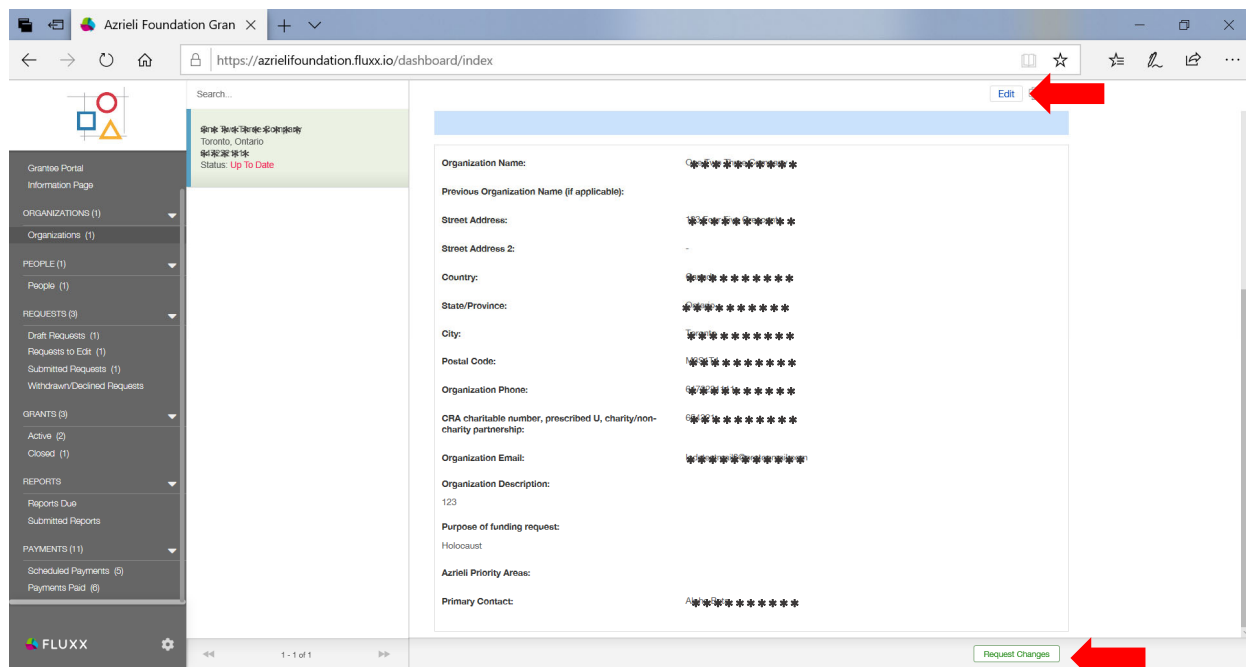
Log into your Azrieli Foundation Fluxx Grantee Portal.

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

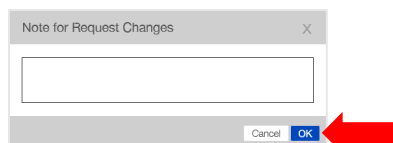
Then click the **"Edit"** button (top right) and fill out the comments box, providing information about the update you need on your organization details. (e.g. Please update the address to 10-123 1/2 MAIN STREET NW MONTREAL QC H3Z 2Y7.)

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 report and hit **“Edit”**. Take note of the **“Due On”** as the deadline of submission.

Azrael Foundation Grants Management Portal

Search...

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 (1)

Submitted Reports

PAYMENTS

Scheduled Payments

Payments Paid

FLUXX

Search...

Final Report

Status: New / Pending Submission

Due on: 3/3/2020

Due On: 3/3/2020

Narrative Information

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

Did the project meet all of its success measures?

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?

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?

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

(If applicable) What steps did you take to prepare the scalability of your project? What were the results?

Lessons learnt: what worked, what didn't, what changes need to be made?

Submit

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.

Azrael Foundation Grants Management Portal

Search...

Final Report

Status: Report Received

Due on: 3/3/2020

Due On: 3/3/2020

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.

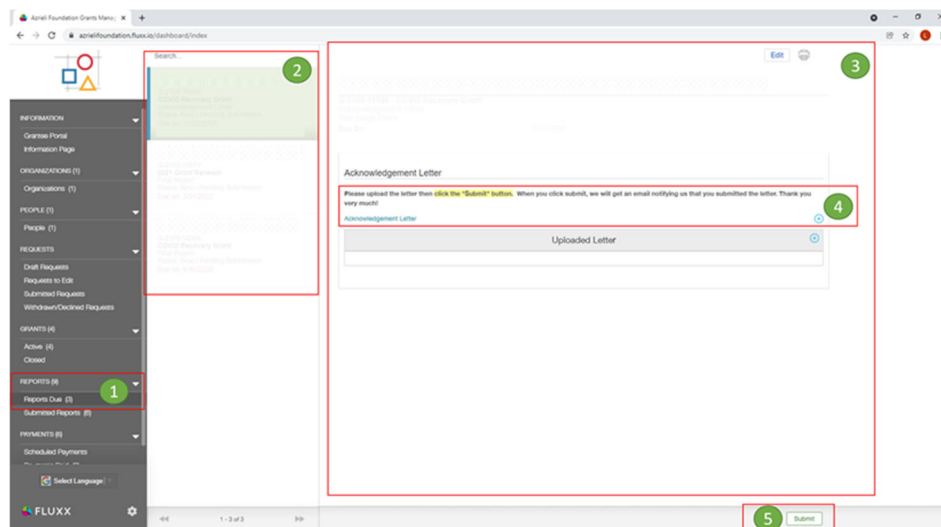
Outcome	Short Term	Long Term

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

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

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

Submitting Acknowledgement Letter



In accordance with Canada Revenue Agency requirements, please issue a confirmation letter to the Foundation. The letter will be placed on your letterhead and will include your charitable registration number and the amount and date of the payment received.

1. Log into your Grantee Portal and click on **“Reports Due”** section. Acknowledgement letter or receipt for all active grants appear here until submitted. You will receive reminders as the due date approaches.
2. Select acknowledgement letter to be submitted from the list of reports.
3. On the right side, you will see a form where you can upload the letter. Take note of the **“Due On”** as the deadline of submission.
4. Upload the letter by clicking the '+' icon beside the document label **'Acknowledgement Letter'**.
5. Make sure you submit the file by clicking the **“Submit”** button. You will receive an email confirming the submission. The report will be in the 'Submitted' section and no longer editable in the portal.

You will receive an email confirming the submission. The report will be in the 'Submitted' section and no longer editable in the portal.

You will receive an email when the letter has been reviewed and approved.

How to check your grant payment schedule

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

Search...

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 (2)

Scheduled Payments (2)

Payments Paid

FLUXX

Grant ID: G-2001-00438

Summary Information

Requested By:

Payment Type:

Due At: 2/16/2021

Amount Due: \$75,000.00

Organization Payee: Local General Organization

Payment Details

Amount Paid: \$0.00

Payment Confirmation Number:

Last Updated At: 3/3/2020

Voided payment:

Comments:

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

Search...

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 (2)

Scheduled Payments (1)

Payments Paid (1)

FLUXX

Grant ID: G-2001-00438

Summary Information

Requested By:

Payment Type: Cheque

Due At: 2/14/2020

Amount Due: \$75,000.00

Organization Payee: Local General Organization

Payment Details

Amount Paid: \$75,000.00

Payment Confirmation Number: 1234

Last Updated At: 3/3/2020

Paid At: 3/3/2020

Receipt Received: No

This is a Re-issue from a Voided payment: No

Comments:

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