

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**".

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	ABC Labs G-2003-03217 Amount Granted:	Peter Pepito, ABC Labs						
	Status: Grant Approved Fundraising	Run for a Cure G-2003-03217 \$5,000.00 CAD						
Grantee Portal Information Page		▼ Table of Contents						
ORGANIZATIONS (1)		Organization Information Full Application						- 1
Organizations (1)		How are you feeling today?						
People (1)		▼ Grant Application						
HEQUESTS (1) 🗸 🗸		Companization Information						
Draft Requests (1) Requests to Edit		▼ Full Application						
Submitted Requests Withdrawn/Declined Requests		Fundraising Event Title:	Run for a Cure					
GRANTS (1) 🗸 🗸		Run for a cure, a covid research						
Active (1) Closed		Please refer to this link to find our more about our priority Meta Category:	areas, to help you choose your Meta-Category and Area of Impact. Healthcare & Science					
REPORTS 🗸		Area of Impact:	Healthcare					
Reports Due Submitted Reports		Amount Requested:	\$5,000.00					
PAYMENTS -		Currency:	CAD					
Scheduled Payments		warnets) or individual(s) nonoured at the event (if applied	aung,					
🐇 FLUXX 🌼	≪4 1-1of1 ÞÞ	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 and Close".

	Search			Edit
	Fluxox Tester	Fluxx Tester		
	lest Organization lodzgumayagaywork@gmail.com	Test Organization		
All			Conflict Of Interest	
Grantee Portal Information Page		Contact Information		
ORGANIZATIONS (8)		Salutation:		
Organizations (3)		First Name:	Fluxx	
PEOPLE (1)		Last Name:	Tester	
People (1)				
REQUESTS (8) 🗸 🗸		User Title:		
Draft Requests (2)		Work Phone:		
Requests to Edit (1) Submitted Requests		Phone Extension:		
Withdrawn/Declined Requests		Email:	lodzoumavagavwork@omail.com	
GRANTE (1)				
Active (1)		Primary Organization:	Test Organization	
Closed				
REPORTS (2)				
Reports Due (1) Submitted Reports (1)				
PAYMENTS -				
Scheduled Payments				
Payments Paid				
Select Language ▼				
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Fluxx Tester

		Conflict Of Interest
Contact Informa	tion	
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".

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	skrak Tevak Terake Akonomiana Toronto, Ontario							
Grantee Portal Information Page	N4 彩彩作体 Status: Up To Date	Organization Name:	destantion of the second se					
ORGANIZATIONS (1)		Previous Organization Name (if applicable): Street Address:	inde indernationale allerandor aller alle					
Organizations (1)		Street Address 2:						
People (1)		Country:	****					
REQUESTS (3) -		State/Province: City:	<u>*************************************</u>					
Requests to Edit (1) Submitted Requests (1)		Postal Code:	***					
Withdrawn/Declined Requests		Organization Phone:	(新)先生中中中中中中中中					
Active (2) Closed (1)		charity partnership:	******					
REPORTS -		Organization Description:	***					
Reports Due Submitted Reports		123 Purpose of funding request:						
PAYMENTS (11)		Holocaust						
Payments Paid (6)		Primary Contact:	^`#`# [;] *`* * * * * *					
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	44 1 - 1 of 1 🕪			Request Changes				

Click "OK" to proceed.

Note for Request Changes		Х
	Cancel	ОК

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.

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	Under Generative 1 Contraction			
Information Page	Status: New / Pending Submission Due On: 3/3/2020			
ORGANIZATIONS (1)	Narrative Information			
PEOPLE (1)	Please report on the project activities during the last funding term.			
People (1)	Did the project meet all of its success measures?			
Draft Requests	The below table reflects the outcomes you were expecting when you submitted your application.			
Nequests to Edit (1) Submitted Requests	Outcome Shart Tann Long Tann			
GRANTS (1)	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?			
Active (1) Closed	Please list any unexpected outcomes.			
REPORTS (1) 🗸 🗸	Reports for all active			
Reports Due (1) Submitted Reports	grants appear here until you characterize the nature of your collaborations for this project? What worked well? What could use improvement?			
PAYMENTS -	o ensure the sustainability of your project? What were the results?			
Scheduled Payments Payments Paid	(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?			-
FLUXX 🗘	44 1-1 of 1 Image: 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.

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	ырафи Жасарсары Дарарыраныр п G-2001-00438 Final Report	ងលេនីនេសិនានានេសិស្ទេនានេនតែលុកថ្មី៖ G-2001-00438 - Two Stage Grant	
	Status: Report Received Due on: 3/3/2020	Due On: 3/3/2020	
Grantee Portal Information Page		Narrative Information	
ORGANIZATIONS (1)		Please report on the project activities during the last funding term.	
PEOPLE (1)		Did the project meet all of its success measures?	
People (1)		yes	
REQUESTS (1)		nie benzin ause enecus we oducories you reie especining witer you submitter you application. Outcome Short Torm Long Torm	
Drait Hequests Requests to Edit (1) Submitted Requests		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	
Withdrawn/Declined Requests		outcomes? yes	
GRANTS (1)		Please list any unexpected outcomes.	
Closed		Outcome Short Term Long Term	
REPORTS (1)	Once you hav	you characterize the nature of your collaborations for this project? What worked well? What could use improvement?	
Submitted Reports (1)	report, you	Can find a pensure the sustainability of your project? What were the results?	
	read-only ver	rsion here. did you take to prepare the scalability of your project? What were the results?	
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Dirontaktion 🚽 Grantee Ponal Homason Page	Balan fan i Person Balansan Der en schooner	Teo daya Sent Carlos da Carlos de Ca		
Organizations (1) Organizations (1) PEOPLE (1)	2017 Grant Reviewell Fried Regist Walter Service Presiding Rederivation Data info 301/2012	Acknowledgement Letter Preve replied the stater their (disk the "Solidist" lottice , When you click technik, we will get as email nutlying us that you submitted the latter. There you very muth! Accounting out that the latter their 'Collign'' lottice'''''''''''''''''''''''''''''''''''		
People (1) RECULSTS Draft Requests Requests to Edit Submitted Requests	Curron-solid Colord Reserving Grant Thomas Weiner Innormal Reservation State Int (1990)2000	Uploaded Letter S		
Withdrawn/Duclined Requests onverts (r) Active (r) Closed				
REPORTS (A) Reports Due (B) Submeted Reports (B)				
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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.

- 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*".

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Information Page	Lgdra-General Angeneration 1 Payment ID: 21095571 365698 90 Due: 2116/2021 Status: Scheduled	ประเพิทธรรมสาวอาสารสารสารสาร Grant ID: G-2001-00438	nizaztikore-fi				
ORGANIZATIONS (1)		Summary Information					
Organizations (1)	Lejdak Sjenarajt Gregjenajzajtisjen 1 Payment ID: 21096570 76 opgene	Requested By:					
PEOPLE (1) 🚽	Due: 2/14/2020 Status: Scheduled	Payment Type:					
People (1)		Due At:	2/16/2021				
REQUESTS (1) 🗸 🗸		Amount Due:	\$7 % ଜ ନ୍ଦେଶନ				
Draft Requests		Organization Payee:	Loda, General Organization 4				
Requests to Edit (1) Submitted Requests			ጥ ጥ ጥ ጥ ጥ ጥ ጥ ጥ ጥ ጥ ጥ ጥ				
Withdrawn/Declined Requests							
GRANTS (1) 🗸		Payment Details					
Active (1)		Amount Paid:	sekow * *				
Closed		Payment Confirmation Numb	ər:				
REPORTS (1)		Last Updated At:	3/3/2020				
Reports Due Submitted Reports (1)							
04/04/04/07/0 //0	Scheduled	payments for					
Scheduled Payments (2)	all of your	active grants					- 1
Payments Paid	appear here.	Voic	ed payment:				
		Comments:					-
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To see if the payment has been processed or paid click "Payments Paid".

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	Logz General Organization 1 Payment U: 2109570	hadarigeonal-Orgonization-d-++					
Information Page	765 909 08 Paid: 3/3/2020 Status: Paid	Grant ID: G-2001-00438					
ORGANIZATIONS (1)		Summary Information					
Organizations (1)		Requested By:	***********				
PEOPLE (1) 🗸		Payment Type:	Cheque				- 8
People (1)		Due At:	2/14/2020				
REQUESTS (1)		Amount Due:	Sijo je ogo				- 1
Draft Hequests Requests to Edit (1)		Organization Payee:	Lapolay, Gye saje saji shi saje saji saji saji sa				- 1
Submitted Requests Withdrawn/Declined Requests							- 1
GRANTS (1)		Payment Details					
Active (1)		Amount Paid:	3#54040***				
Closed		Payment Confirmation Number:	1234				
REPORTS (1)		Last Updated At:	3/3/2020				- 1
Submitted Reports (1)		Paid At:	3/3/2020				
PAYMENTS (2) 🗸 🗸		Receipt Received:	No				
Scheduled Payments (1) Payments Paid (1)		This is a Re-Issue from a Voided payment:	No				
		Comments:					-
	📢 1 - 1 of 1 🕨						

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