



FINAL GRANT REPORT DIRECTIONS & TIPS

**Deadline:
Wednesday,
February 8,
2023 at 4pm**

**Late
submissions
will not be
accepted**

**SCFD
Grants
Portal
Access**

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GETTING STARTED

LOGGING IN

Organizations must use the online grants management portal to submit their Final Grant Report (FGR). If you experience an issue using the system, ensure your browser is updated to the most recent version to resolve any problem. The system supports the following browsers: Chrome, Firefox, Safari (Apple only), Microsoft Edge, and Opera.

1. Navigate to the [SCFD Tier III webpage](#) for all instructions and to access the Fluxx SCFD Grants Portal or access the [SCFD Grants Portal](#) directly.
2. Log into your account by inputting your login credentials and click **Sign in**.
 - **Forgot your password?** Click **Reset or create password**. You will be prompted for your email address. If your email address is registered to an active account in Fluxx, you will receive an email to reset your password.
 - If you do not receive a password reset email from Fluxx, your email address might not be registered in our system. Contact the SCFD office for assistance.
 - **Forgot your user login email?** Contact the SCFD office. Do not create a new user account with a different email address as grants are associated with your email used when first logged into the system.

If it is your first time logging in to Fluxx, please contact SCFD staff to ensure you are set up with a username. Do not click **Create an account** on the login landing page.

Important: Each person who logs in on behalf of an organization will have their own user profile. Only one user can access the report at a time.

NAVIGATING THE GRANT PORTAL

After you are logged into the Fluxx grantee portal, use the menu on the left side of the page to navigate around the grants portal.

1. Scroll down to the Reports section and click on **Reports Due**.
2. Click the **Edit** button on the top right of your application to update the report.
 - Use the **Save** button regularly to save your progress as you complete the report. *The portal does not autosave.*
 - Use the **Save and Close** button when you are done working on the report. This will remove you from the editable version of the report.
 - The **Cancel** button will not save any changes made to the report and remove you from the editable version of the report.

3. After you have completed the FGR and clicked **Save and Close**, review the final report to ensure all sections are complete. In this screen, the system will show you total calculations and notify you if there are any compliance issues (e.g., Total Overall Attendance does not match Total Attendance by County).
4. Use the **Submit** button to submit the report to SCFD. After submission, your final report will appear on the left side navigation menu under **Submitted Reports**.
IMPORTANT: You cannot edit the report after you hit the submit button.

COMPLETING THE REPORT

NARRATIVE

Describe how the organization used the approved 2021 grant funding for all applicable counties. These funds were received in October 2021 and used throughout 2022.

Important - 2021 Projects Only: Earlier this year, SCFD extended the timeline for the use of 2020 funds due to pandemic-related problems affecting the completion date. The extension deadline to use funds received in October 2020 was December 31, 2022. If your organization used the funds during the extension period, please include the following in the applicable county sections.

- Brief project description
- Date(s) of the program
- How the funds were used
- Any other pertinent information

Narrative text box guidance:

- All narrative questions have a **2,000-character limit**, including spaces. This equates to around half a page of text.
- Please note that text boxes will expand as you type/paste.
- If pasting information from another document, ensure the information is accurate and complete.
- Please do not type in ALL CAPS.
- Hyperlinks can be used to navigate to videos or webpages to highlight your programming.

REPORTING

Note: Totals for operating income and expenses, net surplus/deficit, capital income, net capital surplus/deficit, attendance and percentages will auto-calculate and appear once you click Save and Close.

INCOME AND EXPENSES

Please provide income and expenses for your organization's most recently completed fiscal year. Because organizations may have different fiscal years, it is understood that the

financials provided *may or may not* coincide with the funding/ programming reported in the Narrative section.

IN-KIND AND CAPITAL INCOME/EXPENDITURES

Please provide any in-kind income as well as capital income and expenditures for your organization's most recently completed fiscal year.

TAX INFORMATION

Fill in the amount of State, Federal and occupational privilege taxes paid. **IMPORTANT** - This includes payroll and withholding. If you have part-time or full-time paid staff this must be filled out.

- Government organizations: Only include taxes for the department that has SCFD eligibility. **DO NOT** include taxes for the entire municipality.

STAFF AND VOLUNTEER

Please provide information on staff/volunteers to the best of your ability. Ensure that the status of all full-time, part-time, and contract employees is compliant with Federal and State labor laws. If you are unsure how to classify individuals, refer to what you have done in previous final grant reports.

ATTENDANCE

Report the organization's overall in-person and virtual attendance numbers for the most recently completed fiscal year. **Use actual attendance numbers, not impressions or occurrences.**

REMINDER:

Account for a person's attendance in only one category.

Virtual Attendance: Include only attendance that provides meaningful engagement and is tangible. **Do not include** counts that do not meet the meaningful engagement requirement. I.e., social media posts, marketing statistics, website analytics, YouTube/Vimeo views, newsletter subscriptions, etc.

Note: Youth includes anyone your organization classifies as a youth.

- General Visitor Information: Account for all people who attended or participated in programming, performances, or exhibits; paid or free.
- Fundraising: Account for all people who attended your fundraising events.
- School Programming: Account for all people who attended any school programming provided by the organization; paid or free.

From your Overall Attendance, provide the total number of people served online/virtually.

Reminder: Overall Attendance will calculate and appear upon clicking Save and Close.

SCHOOLS

- Number of Schools Served: Based on all the schools your organization provided programming for, count each school once and type the total into the field. If you do not work directly with schools (public, private or home schools), enter "0".
- School Demographics (*Optional*): If you have demographic data regarding school children served (gender, race, free lunch, etc.), please provide that information.

Attendance by County: Break down your total attendance by county to the best of your ability, including your virtual attendance. Fill in the chart with the number of attendees, not percentages. This is important information!

The total Overall Attendance should match the total Attendance by County.

ASSURANCES

All organizations must complete the Assurances section. The authorizing official is responsible for the content of each assurance statement.

REVIEW

To review the final report, click **Save and Close**. After completing all required information and carefully proofreading the content, click the **Submit** button.

WARNING: You will not be able to edit the report after submission.

Reminder: Your submitted report can be found under the Submitted Reports folder.

Organizations with any outstanding Final Grant Reports that are not completed and submitted by the deadline will **not** be allowed to apply for Tier III funding during the upcoming grant cycle. **There will be no exceptions.**

QUESTIONS

SCFD Staff is available to help! Please contact the SCFD office at **(303)-860-0588** if you have any questions or concerns regarding SCFD reporting procedures.

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