

SCFD Fluxx Grant Amendment Guide



FOR PROJECT GRANTS ONLY

START HERE

Log into the SCFD Fluxx Portal:

<https://scfd.fluxx.io/> or access it from the Tier III page on the [SCFD website](#).

GRANTS MENU TAB

Click on "Active" under the GRANTS Menu Tab.
Select the grant that needs an amendment.

REQUEST AMENDMENT

Click on "Request Amendment" in the top right of the grant.

A new screen will appear above the grant. Click on "Amendment".

The screenshot shows the SCFD Fluxx Portal interface. On the left is a navigation menu with categories: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (1), and GRANTS (3). The GRANTS (3) category is expanded, showing sub-items: Draft (1), Requests to L... (1), Submitted Requests (1), Active (3), and Closed. A pink arrow points to the 'Active (3)' sub-item. The main content area displays search results for 'SCFD' grants. The first result is for Grant ID G-202111-41632, Award Year 2022, Home County Denver, Counties Adams, Arapahoe, Boulder, Denver, Org Type Nonprofit, Tier III, Status Active Grant. The second result is for Grant ID G-202202-41868, Award Year 2022, Home County Denver, Org Type Nonprofit, Wrong Tier, Status Active Grant. The third result is for Grant ID G-202101-40735, Award Year 2021, Home County Denver, Counties Arapahoe, Boulder, Douglas, Jefferson, Org Type Nonprofit, Tier III, Status Active Grant, with a note 'This grant has been amended.' The right side of the screenshot shows the 'Full Application' page for 'SCFD Training Org' (ID: G-202111-41632, Total Amount Requested: \$165,001.00). The status bar shows 'Active Grant' selected. A 'Request Amendment' button is circled in pink in the top right corner.

The screenshot shows a 'Request Amendment' dialog box overlaid on the grant detail page. The dialog box has a title bar with 'Request Amendment' and a close button. Below the title bar is a button labeled 'Amendment', which is circled in pink.

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Complete the following information and click "Save".

COUNTY

Select which county you are submitting an amended request to. Note: If you have multiple amendments, submit a separate grant amendment for each county/project.

ORIGINAL DATE OF PROJECT

Input the original date or date range of the project.

ORIGINAL LOCATION OF PROJECT

Input the original location(s) of the project.

ORIGINAL ATTENDANCE NUMBERS PROJECTION

Input the original attendance number projection of the project.

ORIGINAL PROJECT BUDGET

Input the original project budget amount.

If you answer "Yes" to any of the following questions, a follow-up narrative box will appear to fill in the updated information.

- **HAS THE LOCATION OF THE PROJECT CHANGED?**
- **HAS THE DATE/TIME OF THE PROJECT CHANGED?**
- **HAS THE NUMBER OF ANTICIPATED ATTENDEES CHANGED?**

PROVIDE A DESCRIPTION OF THE CHANGES TO THE PROJECT AND HOW THE UPDATED PROJECT CONTINUES TO SERVE THE RESIDENTS OF THE COUNTY.

The screenshot displays a web interface for requesting a grant amendment. On the left, there is a search bar and a list of grants. The main area shows a 'Request Amendment' form for 'SCFD Training Org'. The form includes fields for 'County', 'Original Date of Project', 'Original Location of Project', 'Original Attendance Numbers Projection', and 'Original Projected Budget'. Below these fields are three dropdown menus for 'Has the location of the project changed?', 'Has the date/time of the project changed?', and 'Has the number of anticipated attendees changed?'. At the bottom of the form, there is a large text area for providing a description of changes and how the updated project continues to serve the residents of the county. A 'Save' button is located at the bottom right of the form, circled in pink.

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AMENDMENTS MENU TAB

The grant amendment will be located in "Drafts" under the AMENDMENTS Menu Tab. Select the grant amendment that needs to be submitted.

Note: If the grant amendment does not appear under draft after you saved it, refresh your web browser window.

Review the amendment before submission. If you need to edit, click on the "Edit" button in the top right corner.

SUBMIT

Click on the "Submit" button located on the bottom right once completed. After submission, you will receive an email from the system. The grant amendment will then appear in "Submitted" under the AMENDMENTS Menu Tab.

The screenshot displays the Fluxx web application interface. On the left, a sidebar menu is open, showing the 'AMENDMENTS (4)' section selected, with a pink arrow pointing to the 'Draft (2)' sub-item. The main content area shows a list of amendments for 'SCFD Training Org'. The right panel shows the 'Amendment Form' with fields for County, Date, Location, Budget, and a 'Submit' button circled in pink.

SCFD Training Org	
Grant ID: G-202111-41632	Amendment ID: 39346487
Status: New	Created: 3/22/2022

Amendment Form	
County:	Arapahoe
Original Date of Project:	3/2/2022
Original Location of Project:	Arapahoe Building, 1111 County Way
Original Attendance Numbers Projection:	90
Original Projected Budget:	\$17,350.00
Has the location of the project changed?	No
Has the date/time of the project changed?	No
Has the number of anticipated attendees changed?	Yes
Please provide the updated anticipated number of attendees:	12
Provide a description of the changes to the project and how the updated project continues to serve the residents of the county.	test test test

Remember: Only click the "Submit" button when the amendment is complete. Once you submit, you will no longer be able to edit.

