



2025 Community & Capacity Grant Program



Fluxx Walkthrough Guide:

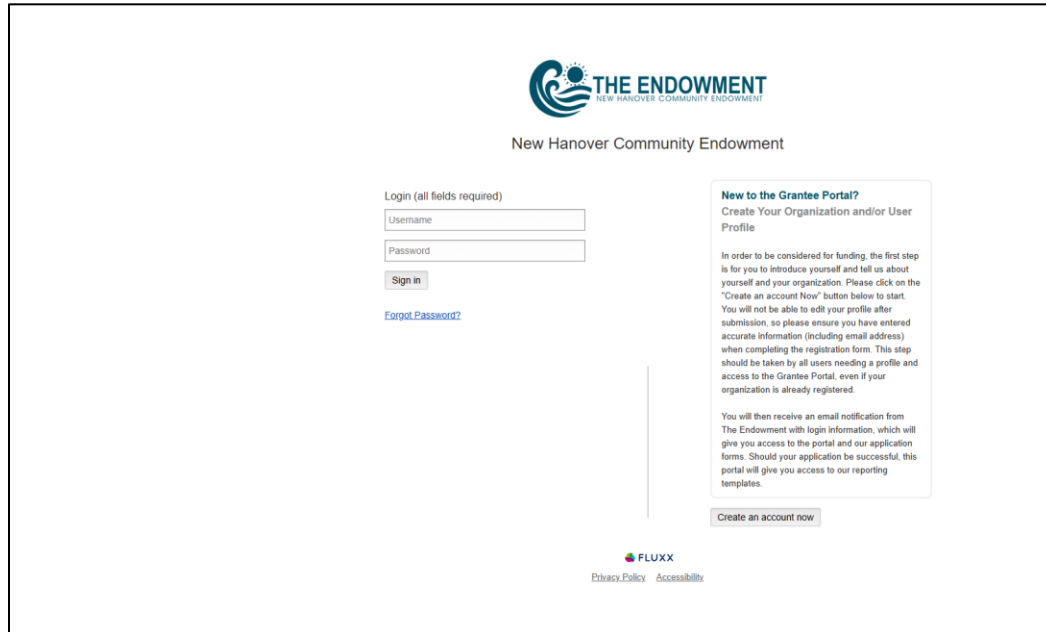
Impact Report Walkthrough Guide

For updates, resources, and application details: theendowment.org

2025 Community & Capacity Grant Program Impact Report Walkthrough Guide

Accessing Your Final Impact Report

1. Navigate to Fluxx using the following link: nhcendowment.fluxx.io



THE ENDOWMENT
NEW HANOVER COMMUNITY ENDOWMENT

New Hanover Community Endowment

Login (all fields required)

Username

Password

Sign in

[Forgot Password?](#)

New to the Grantee Portal?
Create Your Organization and/or User Profile

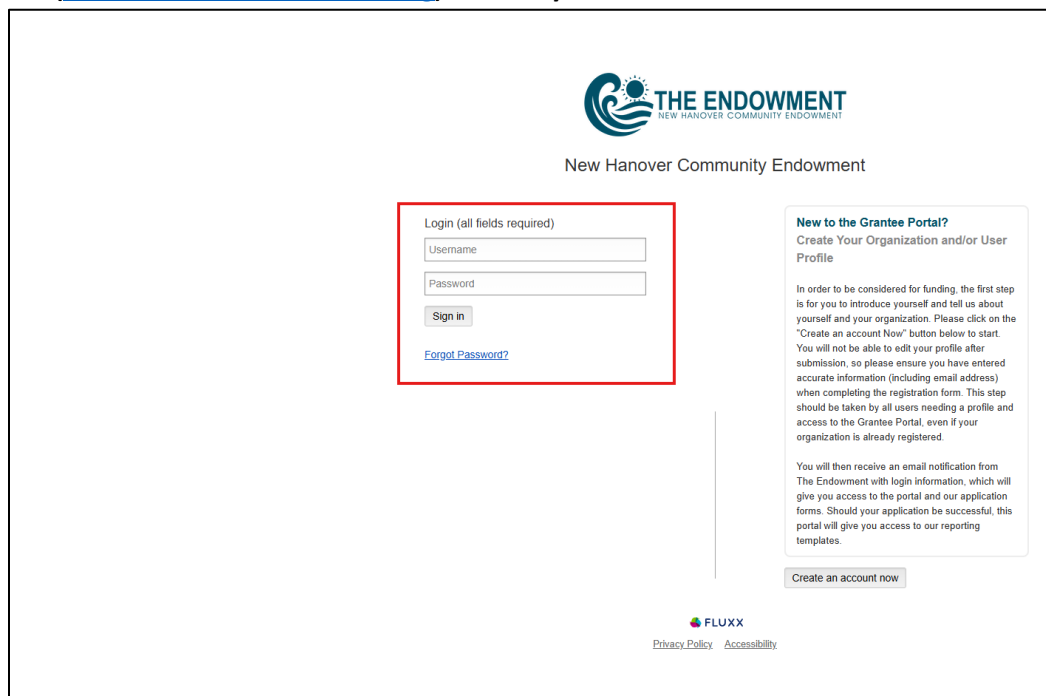
In order to be considered for funding, the first step is for you to introduce yourself and tell us about yourself and your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form. This step should be taken by all users needing a profile and access to the Grantee Portal, even if your organization is already registered.

You will then receive an email notification from The Endowment with login information, which will give you access to the portal and our application forms. Should your application be successful, this portal will give you access to our reporting templates.

Create an account now

FLUXX
[Privacy Policy](#) [Accessibility](#)

2. Once at the Fluxx login page, use your login credentials to access your account. If you forgot your password, use the 'Forgot Password' button to reset your account. **Note: After three (3) failed log in attempts, you will need to contact our Grants Technology and Operations Manager (ksaldivar@theendowment.org) to reset your account.**



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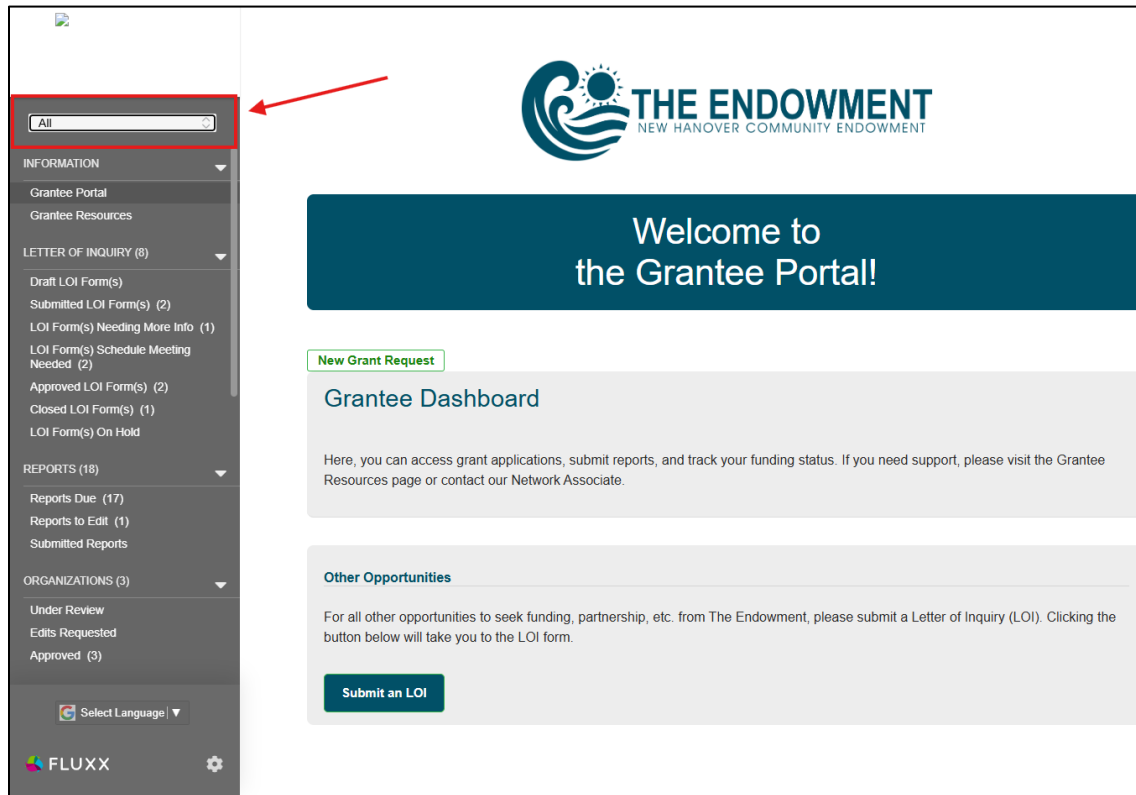
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Create an account now

FLUXX
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- Once you are logged into Fluxx, navigate to the correct organization. If you are affiliated with multiple organizations, you will need to select the top drop-down box to select the correct organization. If your account is only affiliated with one organization, this organization should already be shown.



- Once you ensure the correct organization is selected, use the left-hand navigation to find Reports Due under the 'Reports' section.

THE ENDOWMENT
NEW HANOVER COMMUNITY ENDOWMENT

Welcome to the Grantee Portal!

New Grant Request

Grantee Dashboard

Here, you can access grant applications, submit reports, and track your funding status. If you need support, please visit the Grantee Resources page or contact our Network Associate.

Other Opportunities

For all other opportunities to seek funding, partnership, etc. from The Endowment, please submit a Letter of Inquiry (LOI). Clicking the button below will take you to the LOI form.

Submit an LOI

Completing Your Final Impact Report

1. Click on the Final Report for your Community or Capacity grant to access the report to begin editing your final report.

NHCE QA Testing

Grant ID: SG-202401-01300
Report ID: 276
Due By: July 15, 2024 | Type: Interim Report
Status: New

NHCE QA Testing

Grant ID: SG-202401-01300
Report ID: 128
Due: 6/30/2025
Type: Final Report
Status: New

OVERDUE

NHCE QA Testing

Grant ID: G-202311-01295
Report ID: 128
Due: November 30, 2023 | Type: Mid-Year Report
Status: New

NHCE QA Testing

Grant ID: SG-202309-00438
Report ID: 134
Due By: December 31, 2023 | Type: Final Report
Status: New

NHCE QA Testing

Grant ID: SG-202308-00438
Report ID: 135
Due: December 15, 2023 | Type: Mid-Year Report
Status: New

NHCE QA Testing

Grant ID: RG-202309-00660

NHCE QA Testing

Grant ID: SG-202401-01300
Network Officer: Pilot Test Ellen
ID: 772
Due: 6/30/2025
Type: Cap Comm Final Report
Status: New

Report Status

Now Received Approved Incomplete Canceled

Note to Grantees: The portal does not autosave, therefore, you must click the [Save] button to ensure your data will not be lost.

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IMPACT REPORT
REPORT QUESTIONS
OPTIONAL ATTACHMENTS

IMPACT REPORT

New Hanover Community Endowment is pleased to support your work. As stated in the initial grant contract, we ask that you complete this interim report by 11:59PM on June 30, 2025.

Submit

2. Once your report is pulled up, click the 'Edit' button in the top right corner.

New Hanover Community Endowment is pleased to support your work. As stated in the initial grant contract, we ask that you complete this interim report by 11:59PM on June 30, 2025.

Organization Name: NHCE QA Testing
Award Amount:
Grant Term: All funds must be spent by December 31, 2025, or returned to the Endowment. This Impact Report is due to the Endowment no later than January 31, 2026.

REPORT QUESTIONS

1. How the Grant Funds Were Spent.
Please provide a brief breakdown of how the grant funds were used. Please include the specific programs, activities, services, or projects supported by the grant.
Example:

- **Program/Activity/Services/Project Name:**
[Insert details of how funds were used]
- **Other Expenses (if applicable)**
[Insert any other relevant expenses, e.g., supplies, staffing, etc.]

ACTUALS

This is where you will add in amount spent since you received your award. You will see a line of text above each field to help you complete each of

Cancel ABC Save Save and Close

4. In the budget section, you will see expense categories that were included in your original approved budget with the display amount you originally budgeted for. Please report how much of your awarded funds were actually spent in each applicable expense category. Your final reported amounts should indicate what you have spent since your grant has been awarded and should only include funds received from The Endowment for this specific grant. **Note: Your 'Year 1 Actual Total' at the bottom of the budget section should match the amount you were awarded.**

ACTUALS

This is where you will add in amount spent since you received your award. You will see a line of text above each field to help you complete each of the fields below. This text shows the total amount your final budget allocated for the corresponding field below it.

Please only report on what you have spent since your grant was awarded from the funds you received from The Endowment.

If you have any questions, please contact Kathleen Saldivar at ksaldivar@theendowment.org.

YEAR 1 ACTUALS

*Your final budget included the following for Personnel in year 1

Personnel: Salaries wages, benefits, payroll, taxes, etc.

*Your final budget included the following for Operating in year 1:

Operating: General operating and administrative expenses (e.g., supplies, etc.).

*Your final budget included the following for Program Expenses in year 1:

Cancel Save Save and Close

5. If you have additional documents you would like to include in your report, upload them to the 'Optional Documents' section by clicking the (+) on the right side of the report.

4. Feedback (Optional):
We'd love to hear your thoughts on our grant process. What worked well, and how can we improve for future rounds?

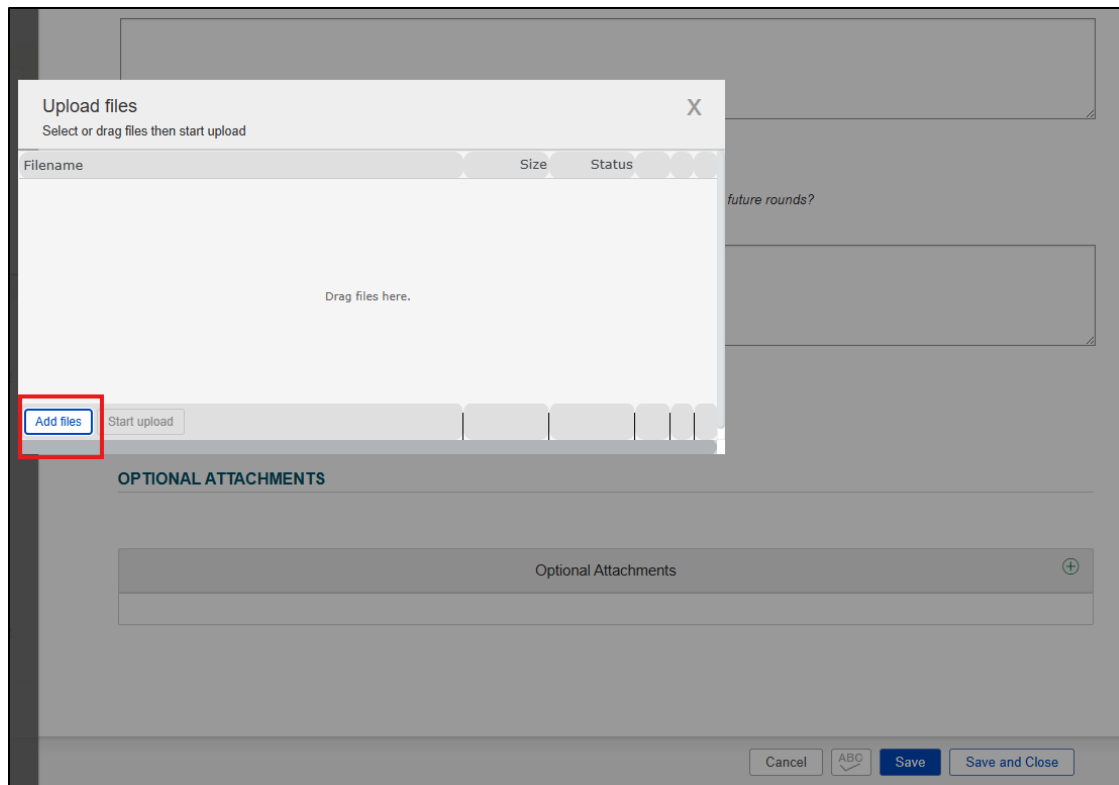
OPTIONAL ATTACHMENTS

Optional Attachments

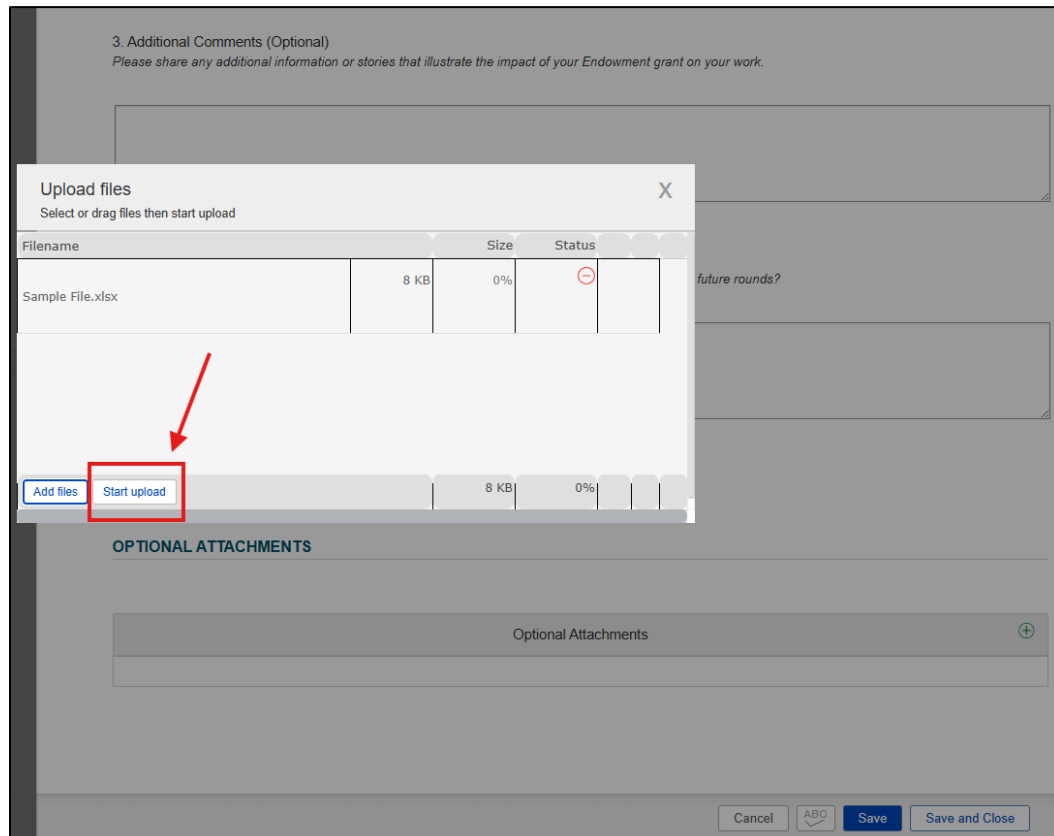
[Top](#)

Cancel Save Save and Close

6. Click 'Add Files' to browse files to add into your report.



7. Once all your documents have been uploaded, click 'Start Upload'. Once they have been uploaded, you should see a status bar that says 'Upload Complete!'



3. Additional Comments (Optional)
Please share any additional information or stories that illustrate the impact of your Endowment grant on your work.

Upload files

Select or drag files then start upload

Filename	Size	Status
Sample File.xlsx	8 KB	100%

Upload Complete!

Optional Attachments

Optional Attachments

future rounds?

Cancel Save Save and Close

8. Once the report is complete, click 'Save and Close' to save your work.

3. Additional Comments (Optional)
Please share any additional information or stories that illustrate the impact of your Endowment grant on your work.

4. Feedback (Optional):
We'd love to hear your thoughts on our grant process. What worked well, and how can we improve for future rounds?

OPTIONAL ATTACHMENTS

Optional Attachments

Cancel Save **Save and Close**

Top

9. Once you save and close the report and all fields have been completed, submit the report by clicking 'Submit' in the bottom right-hand corner.

Edit

NHCE QA Testing

GRANT: SG-202401-01300

Network Officer: Pilot Test Eileen

ID: 772

Due: 6/30/2025

Type: Cap Comm Final Report

Status: New

Report Status

New

Received

Approved

Incomplete

Canceled

Note to Grantees: The portal does not autosave, therefore, you must click the [Save] button to ensure your data will not be lost.

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New Hanover Community Endowment is pleased to support your work. As stated in the initial grant contract, we ask that you complete this interim report by 11:59PM on June 30, 2025.

Submit

10. Once you submit, a pop-up text box will appear asking you to confirm submitting your report. Click 'OK'.

NHCE QA Testing

GRANT: SG-202401-01300
Network Officer: Pilot Test Eileen
ID: 772
Due: 6/30/2025
Type: Cap Comm Final Report
Status: New

Report Status

New Received Approved Incomplete Canceled

Submit

You are about to Submit this Reports form. Please confirm that you would like to proceed.

Cancel OK

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IMPACT REPORT

New Hanover Community Endowment is pleased to support your work. As stated in the initial grant contract, we ask that you complete this interim report by 11:59PM on June 30, 2025.

Submit

11. Once the report is submitted, you should see the report in the Submitted Report section on the left-hand navigation panel. You're done!

Search...

All

INFORMATION

Grantee Portal
Grantee Resources

LETTER OF INQUIRY (8)

Draft LOI Form(s)
Submitted LOI Form(s) (2)
LOI Form(s) Needing More Info (1)
LOI Form(s) Schedule Meeting Needed (2)
Approved LOI Form(s) (2)
Closed LOI Form(s) (1)
LOI Form(s) On Hold

REPORTS (18)

Reports Due (17)
Reports to Edit (1)
Submitted Reports

ORGANIZATIONS (3)

Under Review
Edits Requested
Approved (3)

Select Language

FLUXX

1 Entry

NHCE QA Testing
Received
ID: SG-202401-01300
Award Amount:
Network Officer: Pilot Test Eileen
Due: 6/30/2025
Type: Final Report
SUBMITTED

No Results

