



2025 Community & Capacity Grant Program



Fluxx Walkthrough Guide:

Impact Report Walkthrough Guide

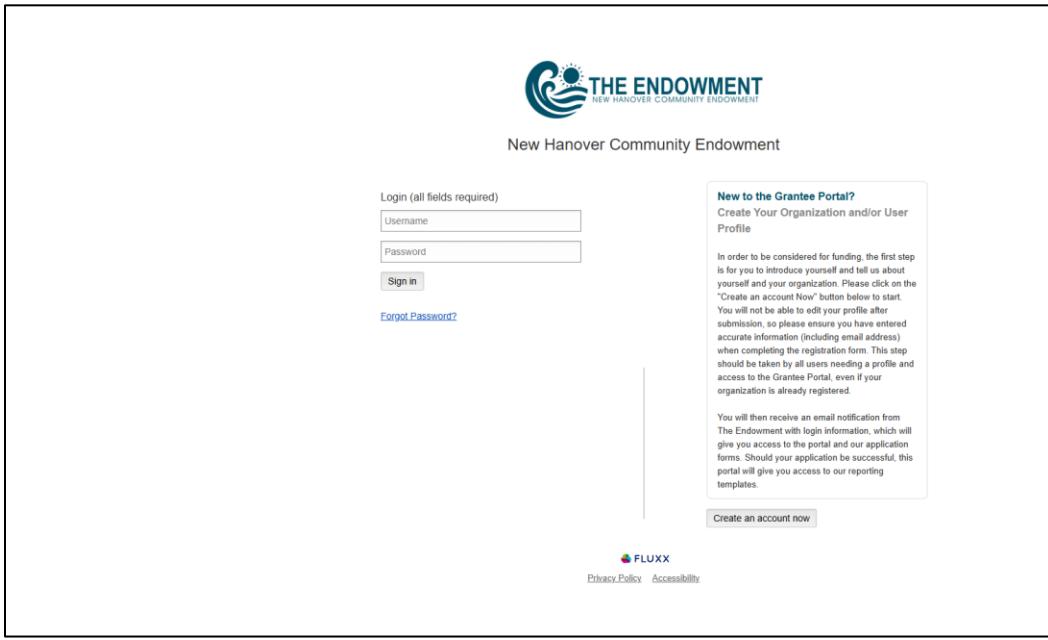
For updates, resources, and application details: theendowment.org

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



New Hanover Community Endowment

THE ENDOWMENT
New Hanover Community Endowment

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.

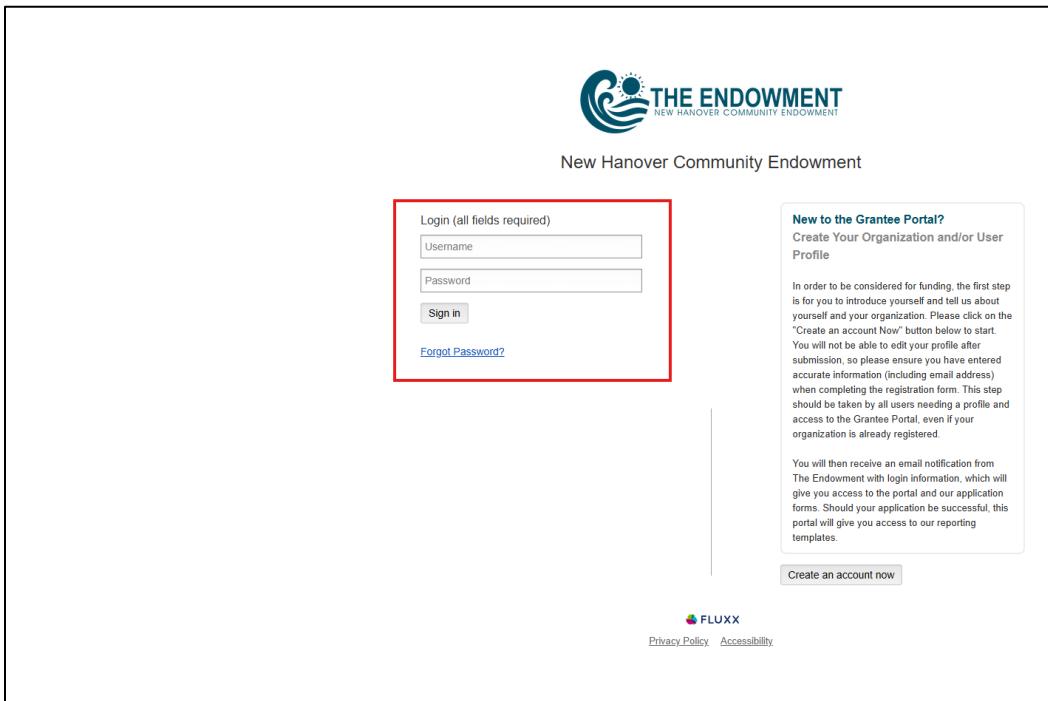
You will then receive an email notification from The Endowment with login information, which will give you access to the portal and our application forms. Should your application be successful, this portal will give you access to our reporting templates.

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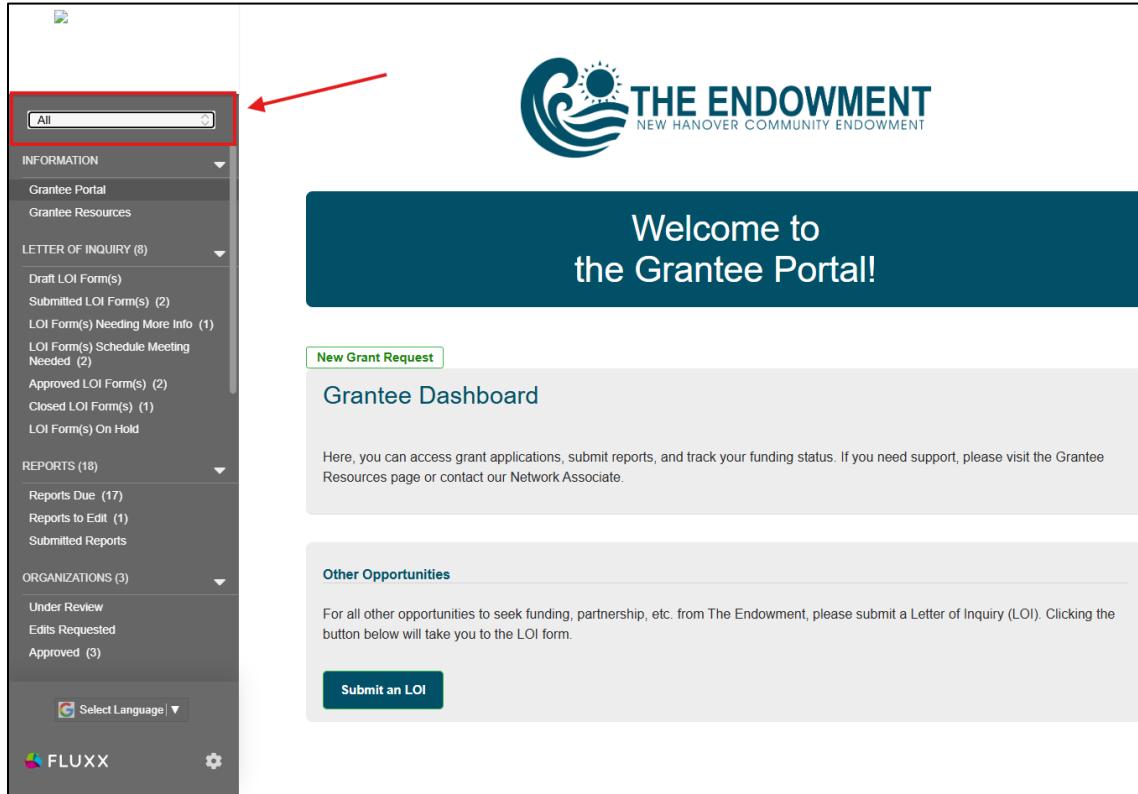
You will then receive an email notification from The Endowment with login information, which will give you access to the portal and our application forms. Should your application be successful, this portal will give you access to our reporting templates.

Create an account now

FLUXX

Privacy Policy Accessibility

3. 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.



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



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

Reports Due (17) (17) ←

Reports to Edit (1)

Submitted Reports

ORGANIZATIONS (3)

Under Review

Edits Requested

Approved (3)

Select Language | ▾

FLUXX ⚙

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-202306-00438
Report ID: 276
Due By: July 15, 2024 | Type: Interim Report
Status: New

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

OVERDUE

NHCE QA Testing
Grant ID: G-202311-01295
Report ID: 134
Due: November 30, 2023 | Type: Mid-Year Report
Status: New

NHCE QA Testing
Grant ID: SG-202306-00438
Report ID: 134
Due By: December 31, 2023 | Type: Final Report
Status: New

NHCE QA Testing
Grant ID: RG-202309-00660

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

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

Report Status

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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.

Search...

Status: New

NHCE QA Testing
Grant ID: SG-202308-00438
Report ID: 276
Due By: July 15, 2024 | Type: Interim Report
Status: New

NHCE QA Testing
New
ID: SG-202401-01300
Award Amount:
Network Officer: Pilot Test Eileen
Due: 6/30/2025
Type: Final Report
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-202308-00438
Report ID: 134
Due: 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

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

Edit

NHCE QA Testing

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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IMPACT REPORT

REPORT QUESTIONS

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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.

3. Fill out the final report questions #1-4. **Note: Questions #1, #2, and the budget section are required, and Questions #3 and #4 are optional.**

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

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:

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?

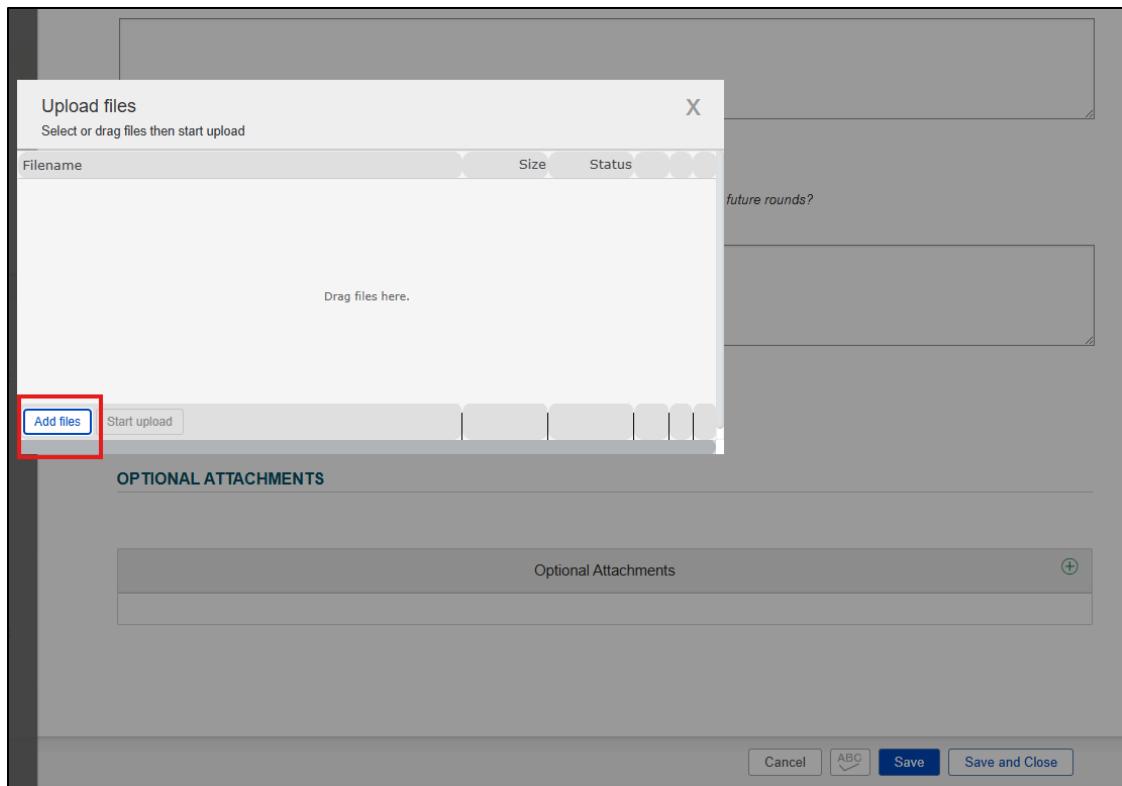
OPTIONAL ATTACHMENTS

Optional Attachments

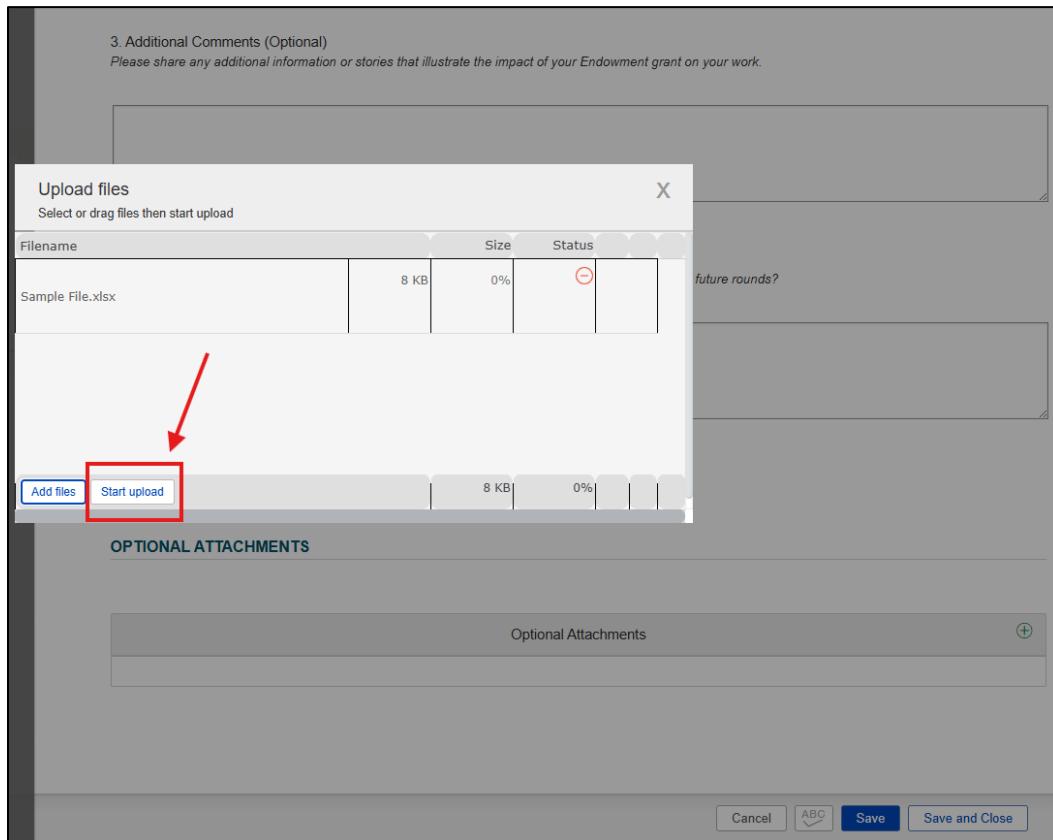


Top

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% |

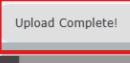
future rounds?

Upload Complete!

OPTIONAL ATTACHMENTS

Optional Attachments

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?

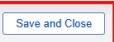
OPTIONAL ATTACHMENTS

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.

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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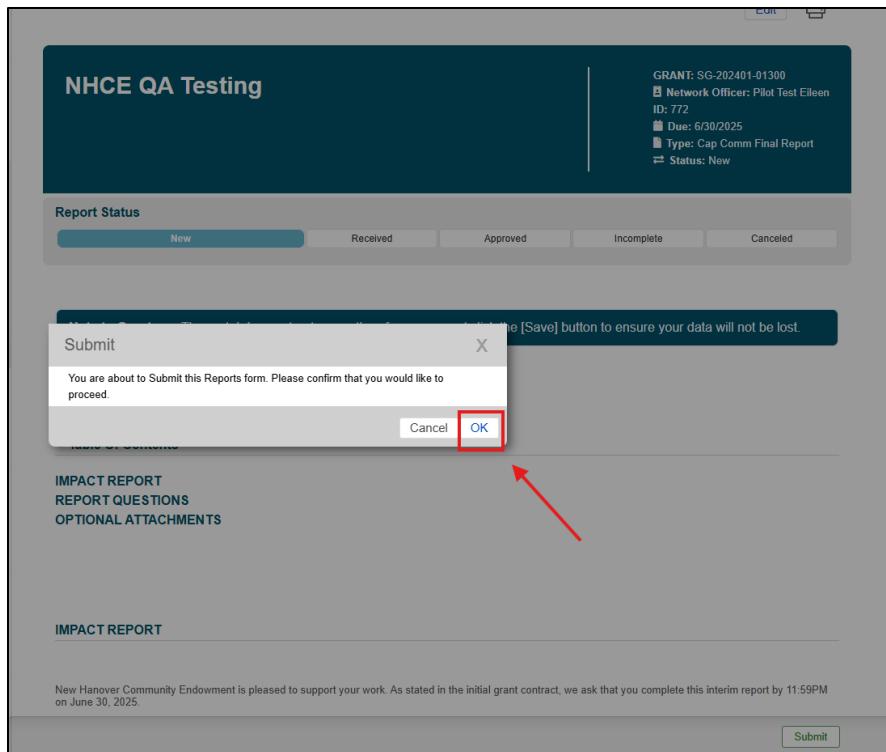
IMPACT REPORT
REPORT QUESTIONS
OPTIONAL ATTACHMENTS

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

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



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!

The screenshot shows the FLUXX application interface. The left sidebar has sections for INFORMATION, LETTER OF INQUIRY (8), REPORTS (18), and ORGANIZATIONS (3). The REPORTS section is expanded, and the 'Submitted Reports' item is highlighted with a red box. The main content area displays a report card for 'NHCE QA Testing' with the following details:
Received
ID: SG-202401-01300
Award Amount:
Network Officer: Pilot Test Eileen
Due: 6/30/2025
Type: Final Report
SUBMITTED

