

2026  
**Community**  
GRANTS PROGRAM

---

Fluxx Walkthrough Guide:

**Once You Are  
Approved For Funding**

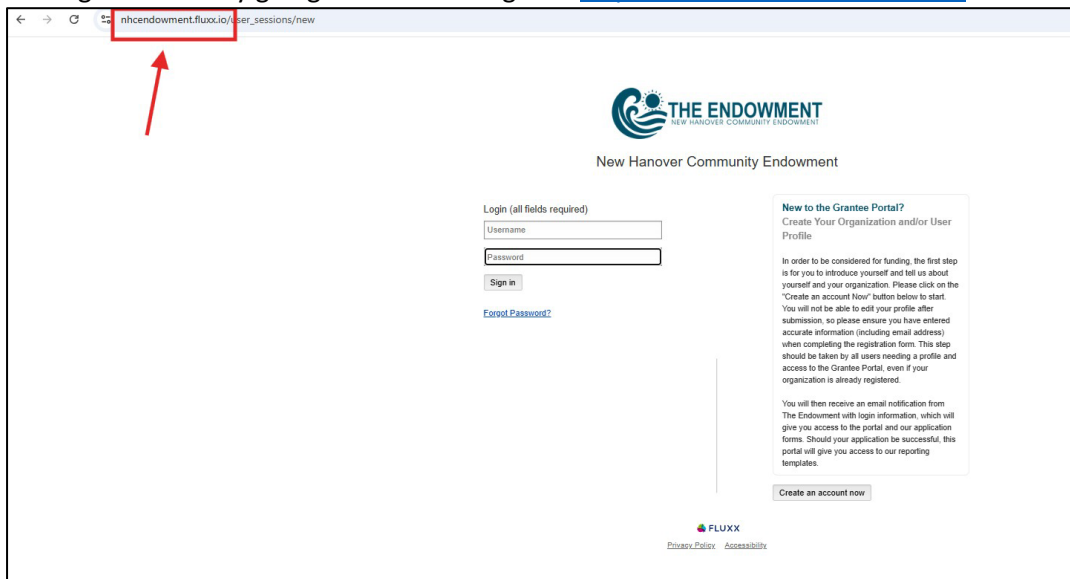


## Fluxx Walkthrough Guide: “How To Guide” Once You Are Approved For Funding

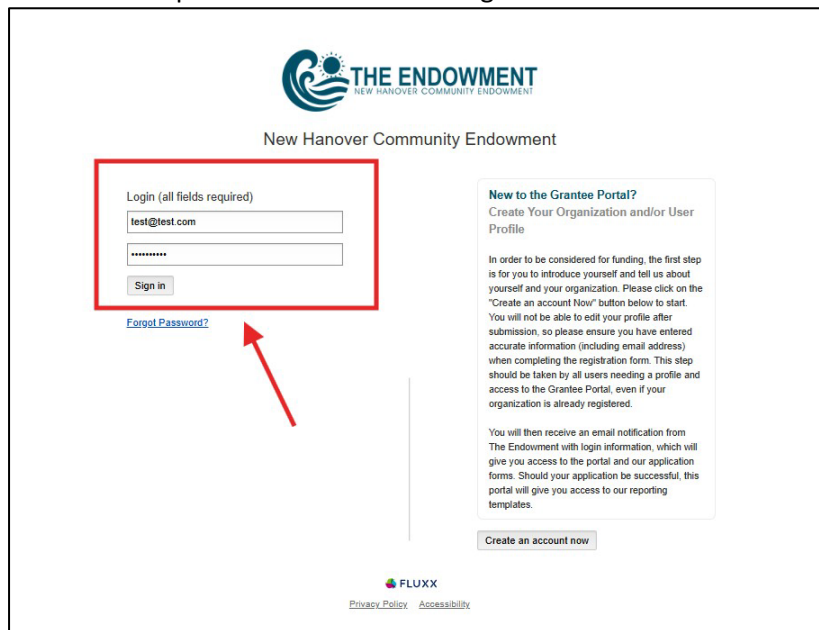
If you have been approved for funding, you will receive an email notification from The Endowment congratulating you on your award! Due to the highly competitive nature of this program and limited available funding, some applicants may have been awarded less than their originally requested amount. If you received a reduced award, please follow the steps below beginning with Step 1. If you received the full amount requested, you may proceed directly to Step 1 under ‘Bank Account Instructions’ after logging into Fluxx (Step 1).

### SUBMITTING A REVISED BUDGET FOR REDUCED GRANT FUNDING:

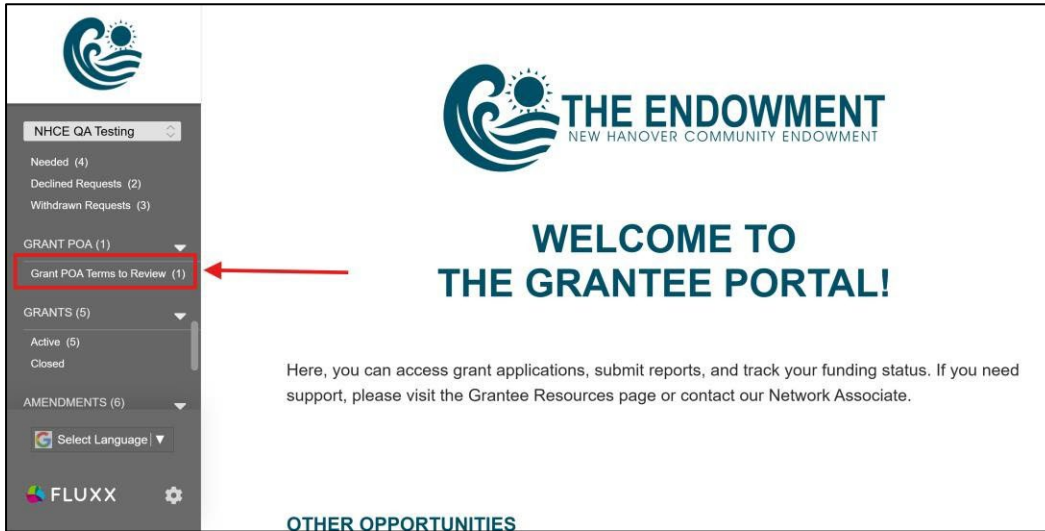
1. Log into Fluxx by going to the following site: <https://nhcendowment.fluxx.io/>



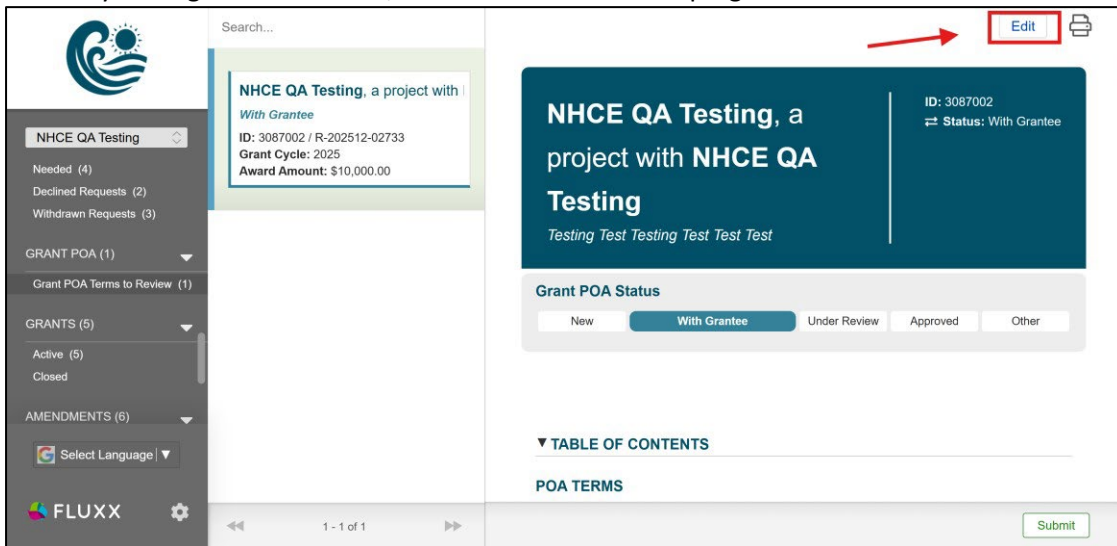
2. Enter your username and password and click the ‘Sign In’ button.



3. In the navigation menu on the left side of the portal, you will see a section labeled 'Grant POA', Click 'Grant POA Terms to Review'. This is where you will provide your updated budget for your reduced grant award.



4. Click on your organization's card, then click 'Edit' in the top right corner.



5. Scroll down to the budget section and begin making revisions to reflect the approved award amount. You will see how you had originally budgeted for your grant at the top of each expense category. Adjust line items as needed so the total aligns with your award.

Search

NHCE QA Testing, a project with  
With Grants  
ID: 3087002 / R-202512-02733  
Grant Cycle: 2025  
Award Amount: \$10,000.00

NHCE QA Testing  
Needed (4)  
Declined Requests (2)  
Withdrawn Requests (3)

GRANT POA (1)  
Grant POA Terms to Review (1)

GRANTS (5)  
Active (5)  
Closed

AMENDMENTS (0)  
Select Language

FLUXX

\*Your original budget included the following for Operating in year 1: **\$2,500.00**

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

\*Your original budget included the following for Program Expenses in year 1: **\$2,500.00**

Program Expenses: Expenses directly related to grant funded program.

\*Your original budget included the following for Professional Services in year 1: **\$2,500.00**

Professional Services: Legal, accounting, .

Cancel  Save Save and Close

Top

6. At the bottom of the budget, you should see three lines displaying funding amounts:
  - a. Original Total Budget in Year 1: The amount of funding you had originally requested in your application
  - b. Year 1 Final Budget Total: The total budgeted amount you just revised in the POA budget
  - c. Year 1 Approved Amount: The approved grant funding amount for your grant After completing the budget POA, the Year 1 Final Budget Total and Year 1 Approved Amount should display the same amount.

Search

NHCE QA Testing, a project with  
With Grants  
ID: 3087002 / R-202512-02733  
Grant Cycle: 2025  
Award Amount: \$10,000.00

NHCE QA Testing  
Needed (4)  
Declined Requests (2)  
Withdrawn Requests (3)

GRANT POA (1)  
Grant POA Terms to Review (1)

GRANTS (5)  
Active (5)  
Closed

AMENDMENTS (0)  
Select Language

FLUXX

\*Your original budget included the following for Other 4 in year 1: **\$100.00**

Custom 4 Amount

\*Your original budget included the following for Other 5 in year 1: **\$2,100.00**

Custom 5 Amount

\*Your original budget included the following for Total Budget in year 1: **\$15,000.00**

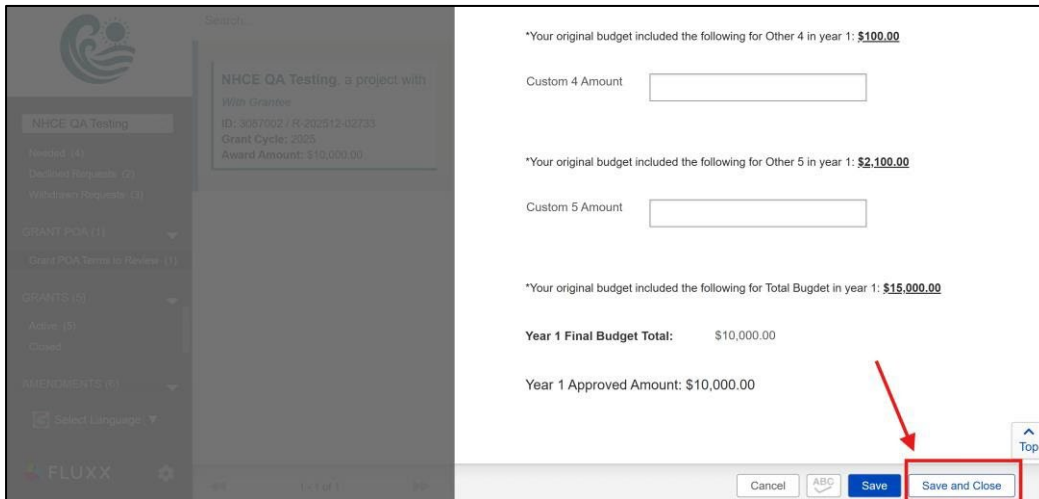
Year 1 Final Budget Total:

Year 1 Approved Amount:

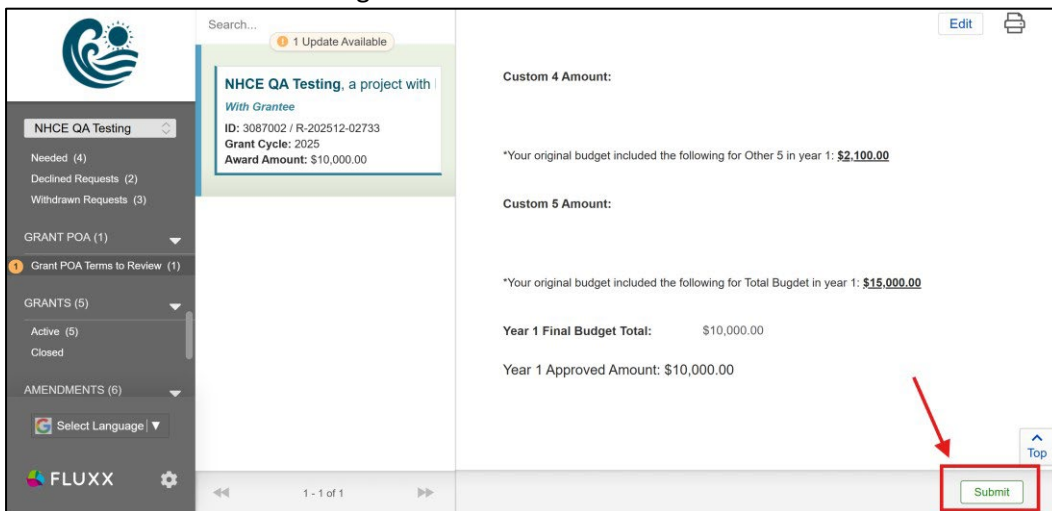
Cancel  Save Save and Close

Top

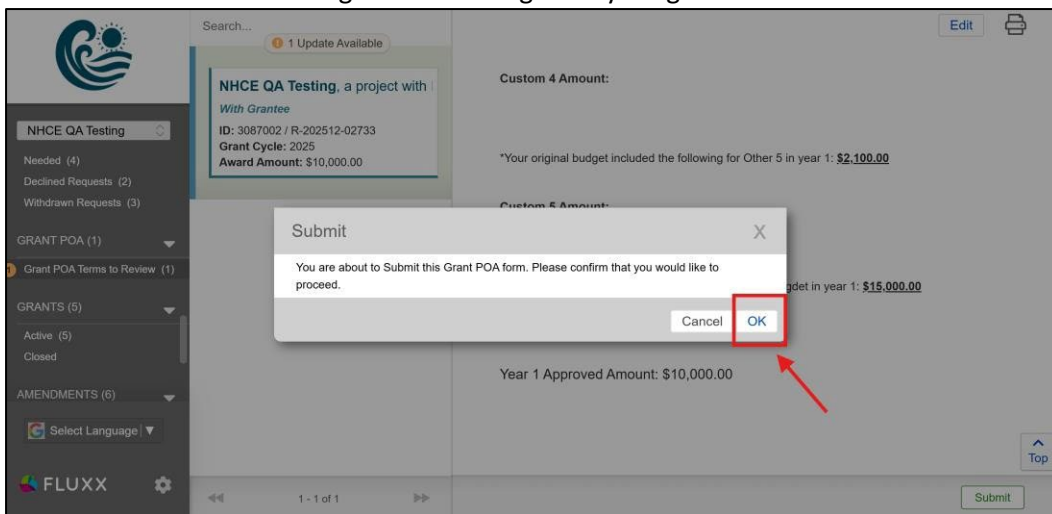
7. Once you have completed your budget POA, click 'Save and Close' in the bottom right corner.



8. Click 'Submit' in the bottom right corner.

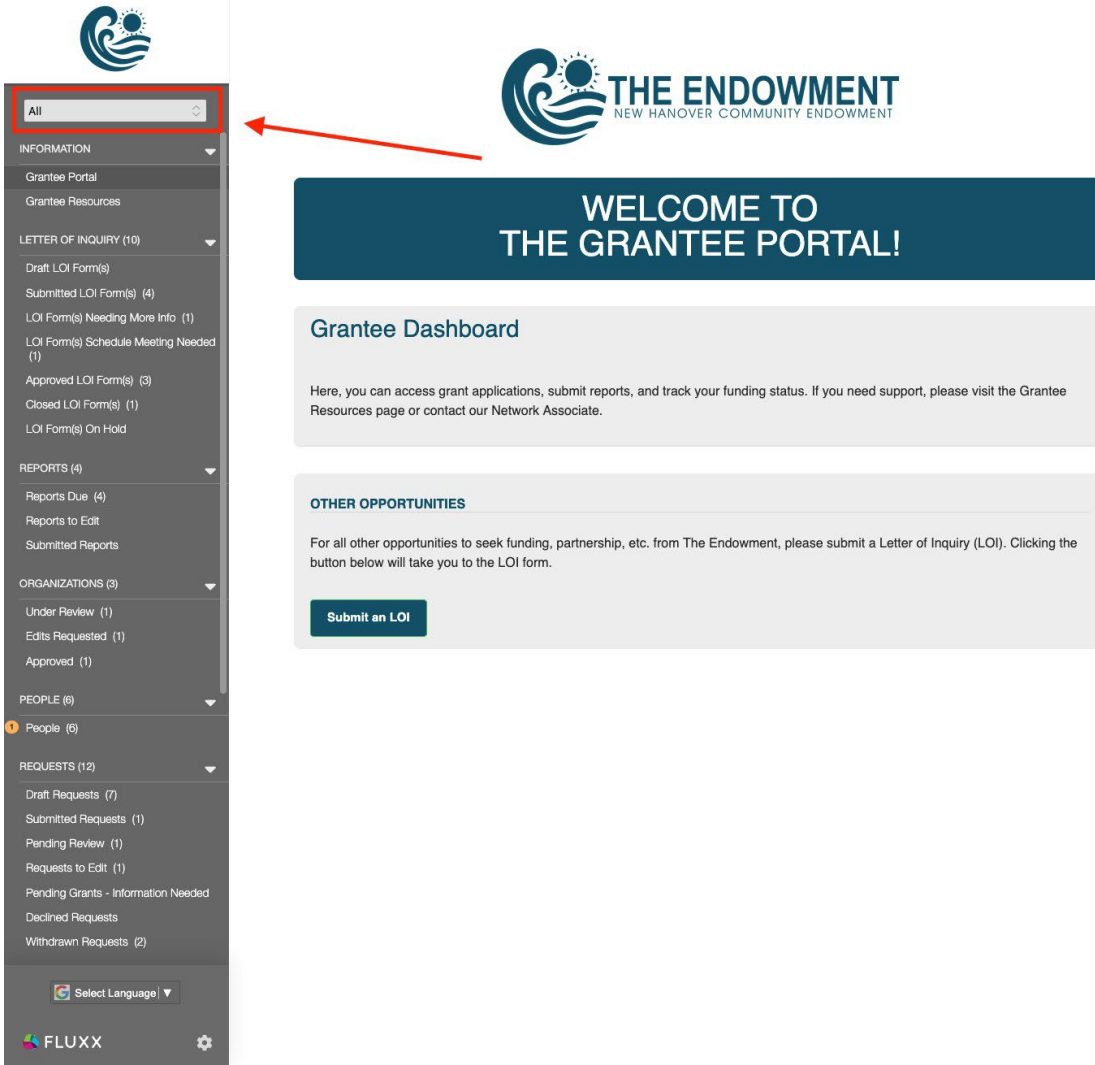


9. A pop-up window will appear asking you to confirm you are submitting the POA. Click 'OK'. You have now finished submitting a revised budget for your grant.



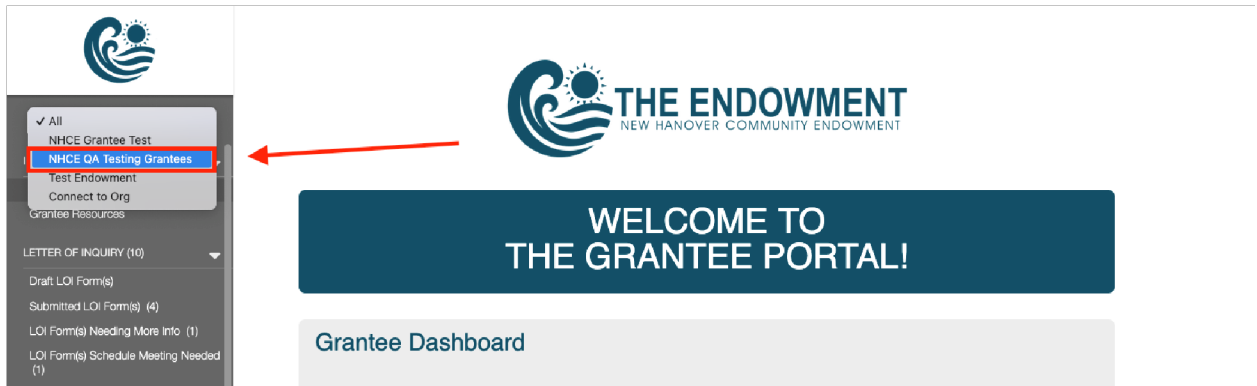
## BANK ACCOUNT INSTRUCTIONS:

1. After logging in, in the navigation menu on the left side of the portal, you will see a dropdown that will either say 'All' if your user account is connected to multiple organization accounts or the name of your organization if your user account is only connected to one organization.

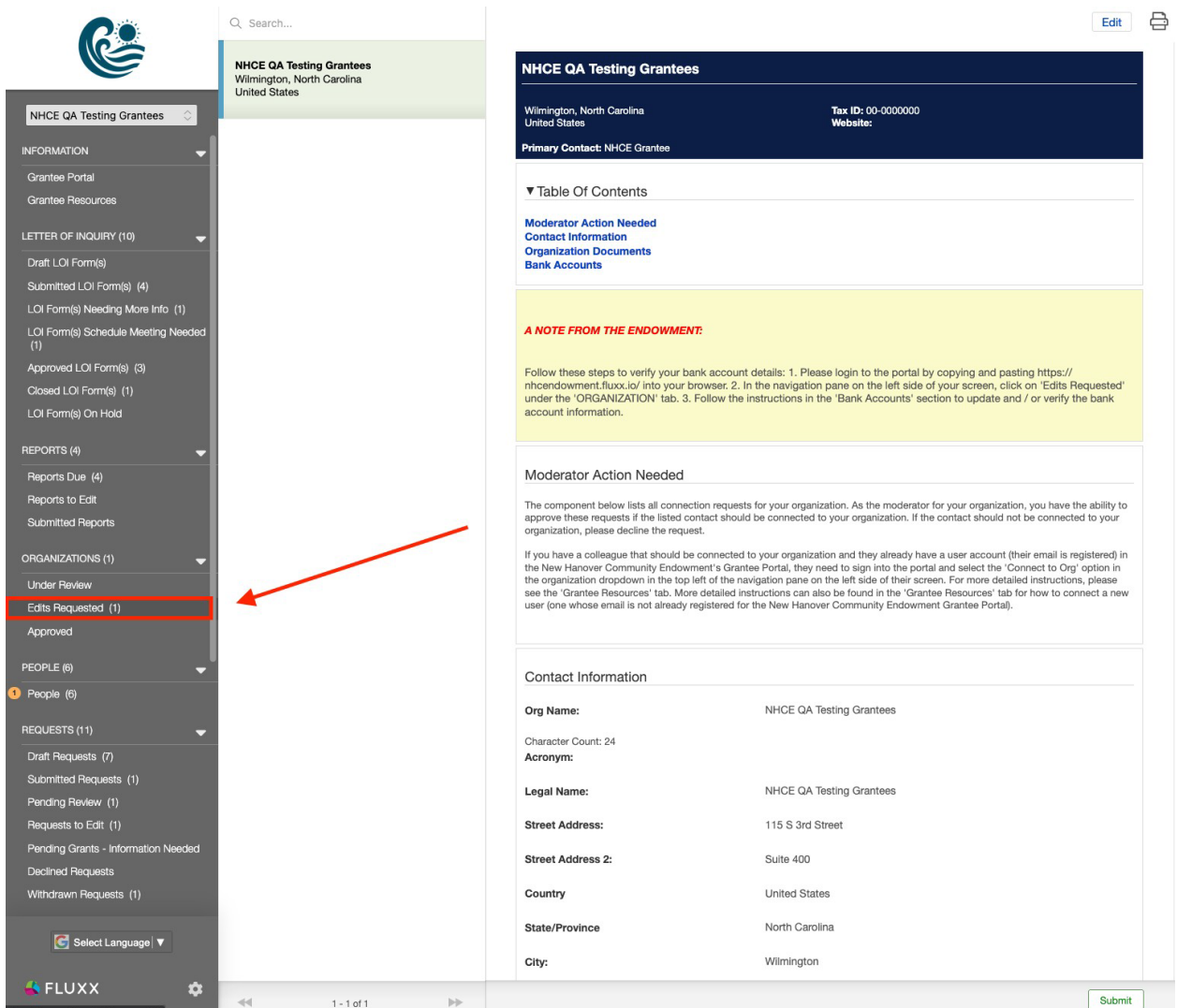


The screenshot shows the Grantee Portal interface. On the left is a dark navigation sidebar with a dropdown menu at the top containing the word "All". A red box highlights this dropdown, and a red arrow points from it towards the main content area. The main content area features the logo for "THE ENDOWMENT NEW HANOVER COMMUNITY ENDOWMENT" at the top. Below the logo is a dark blue banner with the text "WELCOME TO THE GRANTEE PORTAL!". Underneath is a "Grantee Dashboard" section with a light gray background, containing a paragraph of text: "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." Below that is an "OTHER OPPORTUNITIES" section with a light gray background, containing a paragraph: "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." At the bottom of this section is a dark blue button labeled "Submit an LOI". At the bottom of the navigation sidebar, there is a "Select Language" dropdown and the "FLUXX" logo with a settings gear icon.

2. Select the appropriate organization you are adding bank account information for. You may skip to the next step if you're only connected to one organization.



3. Click on 'Edits Requested' under the 'ORGANIZATIONS' heading in the navigation menu.



4. You should see the instructions that were emailed to you in a yellow box at the top of the record.

INFORMATION

Grantee Portal

Grantee Resources

LETTER OF INQUIRY (10)

Draft LOI Form(s)

Submitted LOI Form(s) (4)

LOI Form(s) Needing More Info (1)

LOI Form(s) Schedule Meeting Needed (1)

Approved LOI Form(s) (3)

Closed LOI Form(s) (1)

LOI Form(s) On Hold

REPORTS (4)

Reports Due (4)

Reports to Edit

Submitted Reports

ORGANIZATIONS (1)

Primary Contact NHCE Grantee

▼ Table Of Contents

Moderator Action Needed

Contact Information

Organization Documents

Bank Accounts

A NOTE FROM THE ENDOWMENT:

Follow these steps to verify your bank account details: 1. Please login to the portal by copying and pasting <https://nhceendowment.fluxx.io/> into your browser. 2. In the navigation pane on the left side of your screen, click on 'Edits Requested' under the 'ORGANIZATION' tab. 3. Follow the instructions in the 'Bank Accounts' section to update and / or verify the bank account information.

Moderator Action Needed

The component below lists all connection requests for your organization. As the moderator for your organization, you have the ability to approve these requests if the listed contact should be connected to your organization. If the contact should not be connected to your organization, please decline the request.

If you have a colleague that should be connected to your organization and they already have a user account (their email is registered) in the New Hanover Community Endowment's Grantee Portal, they need to sign into the portal and select the 'Connect to Org' option in the...

5. At the bottom of the record, you will see a section with the title 'Bank Accounts'.

NHCE QA Testing Grantees

INFORMATION

Grantee Portal

Grantee Resources

LETTER OF INQUIRY (10)

Draft LOI Form(s)

Submitted LOI Form(s) (4)

LOI Form(s) Needing More Info (1)

LOI Form(s) Schedule Meeting Needed (1)

Approved LOI Form(s) (3)

Closed LOI Form(s) (1)

LOI Form(s) On Hold

REPORTS (4)

Reports Due (4)

Reports to Edit

Submitted Reports

ORGANIZATIONS (1)

Under Review

Edits Requested (1)

Approved

PEOPLE (6)

People (6)

REQUESTS (11)

Draft Requests (7)

Submitted Requests (1)

Pending Review (1)

Requests to Edit (1)

Pending Grants - Information Needed

Declined Requests

Withdrawn Requests (1)

Select Language

FLUXX

NHCE QA Testing Grantees  
Wilmington, North Carolina  
United States

Country: United States

State/Province: North Carolina

City: Wilmington

Zip Code: 28401

Organization Phone (xxx) xxx-xxxx: 9107565993

Email: nhcetest09@gmail.com

Website:

Tax ID: 00-0000000

Primary Contact: NHCE Grantee

▼ Organization Documents

Documents

▼ Bank Accounts

Your organization's bank account information is stored in Fluxx to allow for processing of grant award draw downs. Prior to the disbursement of each payment, you will receive a notification to update your bank account information in the system or to verify that it is up-to-date.

- If there is an obfuscated bank account number below,
  - Click on the obfuscated bank account number in blue.
  - Review the information in the form to ensure it is accurate.
  - Make any needed updates.
  - Click on the 'Save' button in the bottom right corner of the popup to confirm the information.
  - Click the 'Submit' button in the bottom right of the 'Organization' form to notify the Endowment that your bank information has been updated.
- If there is no bank account number below,
  - Click the blue plus sign button to the right of the 'Bank Accounts' section.
  - Enter your organization's bank information in the required fields. Include any special instructions as needed.
  - Click the 'Save' button in the bottom right corner of the popup.
    - You should now see your organization's bank account number obfuscated in blue in the 'Bank Accounts' section. Please refresh your browser if you clicked 'Save' and the popup closed, but nothing is populating the 'Bank Accounts' section.
  - Click the 'Submit' button in the bottom right of the 'Organization' form to notify the Endowment that your bank information has been updated.

Bank Accounts

No bank accounts available

6. If you see 'No bank accounts available under the 'Bank Accounts' header, click the green plus sign button to the right of that header to add your organization's bank account info.

The screenshot shows the FLUXX interface. On the left is a navigation sidebar with categories like 'Under Review', 'Edits Requested (1)', 'Approved', 'PEOPLE (6)', 'REQUESTS (11)', and 'Select Language'. The main content area has a header with instructions: 'Your organization's bank account information is stored in Fluxx to allow for processing of grant award draw downs. Prior to the disbursement of each payment, you will receive a notification to update your bank account information in the system or to verify that it is up-to-date.' Below this are two bullet points with instructions for updating bank account information. At the bottom of the main content area, there is a 'Bank Accounts' section with the text 'No bank accounts available' highlighted in a red box. To the right of this text is a green plus sign button, also highlighted in a red box with a red arrow pointing to it. A small 'Add a Bank Account' button is visible in the top right corner of the main content area.

7. You will see the 'Add a Bank Account' popup appear on your screen.

The screenshot shows the FLUXX interface with the 'Add a Bank Account' popup form overlaid on the 'Bank Accounts' section. The popup form is titled 'Add a Bank Account' and contains the following fields: 'Bank Information ID', 'Active' (Yes/No dropdown), 'Bank Name' (with instructions: 'Enter the name of your banking institution (e.g. Bank of America)'), 'Bank Street Address', 'Bank City', 'Bank Postal Code', 'Bank Country' (United States dropdown), 'State/Province' (dropdown), 'Owner (Person) - Not Required' (with an 'Add New' link), and 'Owner (Organization)' (with a dropdown menu showing 'NHCE QA Testing Grantees'). There is also a 'Location' dropdown menu showing 'NHCE QA Testing Grantees - headq'. At the bottom of the popup are 'Save' and 'Cancel' buttons. A red arrow points from the 'Add a Bank Account' button in the background to the popup form. The background shows the 'Bank Accounts' section with the text 'No bank accounts available' and a green plus sign button.

8. Enter the following into the 'Bank Information' portion of the form:
  - a. Active – this is 'Yes' by default and should remain yes.
  - b. Bank Name – the name of the banking institution.
  - c. Bank Street Address – the address of the branch you bank from.
  - d. Bank City – the city of the branch you bank from.
  - e. Bank Postal Code – the zip code of the branch you bank from.
  - f. State / Province – the state or province of the branch you bank from.
  - g. Owner (Organization) – this is your organization's name that is prepopulated in this field.
  - h. Bank Country – this is prepopulated with the United States.
  - i. Owner (Person) – Not Required – leave this blank.
  - j. Location – Automatically populates based on organization name.

The screenshot shows a web form titled "Add a Bank Account" with a close button (X) in the top right corner. The form is divided into sections. The "Bank Information" section contains the following fields:

- ID:** A dropdown menu with "Active" selected. A red box labeled "a." highlights this field.
- Bank Name:** A text input field containing "Testing Bank". A red box labeled "b." highlights this field.
- Bank Street Address:** A text input field containing "123 Bank Street". A red box labeled "c." highlights this field.
- Bank City:** A text input field containing "Wilmington". A red box labeled "d." highlights this field.
- Bank Postal Code:** A text input field containing "28401". A red box labeled "e." highlights this field.
- Bank Country:** A dropdown menu with "United States" selected.
- State/Province:** A dropdown menu with "North Carolina" selected. A red box labeled "f." highlights this field.
- Owner (Person) - Not Required:** An empty text input field.
- Owner (Organization):** A text input field containing "NHCE QA Testing Grantees". A red box labeled "g." highlights this field.
- Location:** A dropdown menu with "NHCE QA Testing Grantees - headq" selected.

At the bottom of the form, there is a "Save" button and a small "ABC" icon.

9. Scroll down on the popup to get to the 'Account Details' section where you will enter the following:
- Account Name – the name of your account with your bank.
  - Account Type – select Checking or Savings.
  - Routing Number (ABA) or SWIFT – the routing number for your account. This must be 9 digits long or you will see an error message.
  - Account Number (DDA) or IBAN – the account number for your account.
  - Special Instructions – these are optional instructions you may include if there's anything special that needs to be done for the ACH to process into your account.

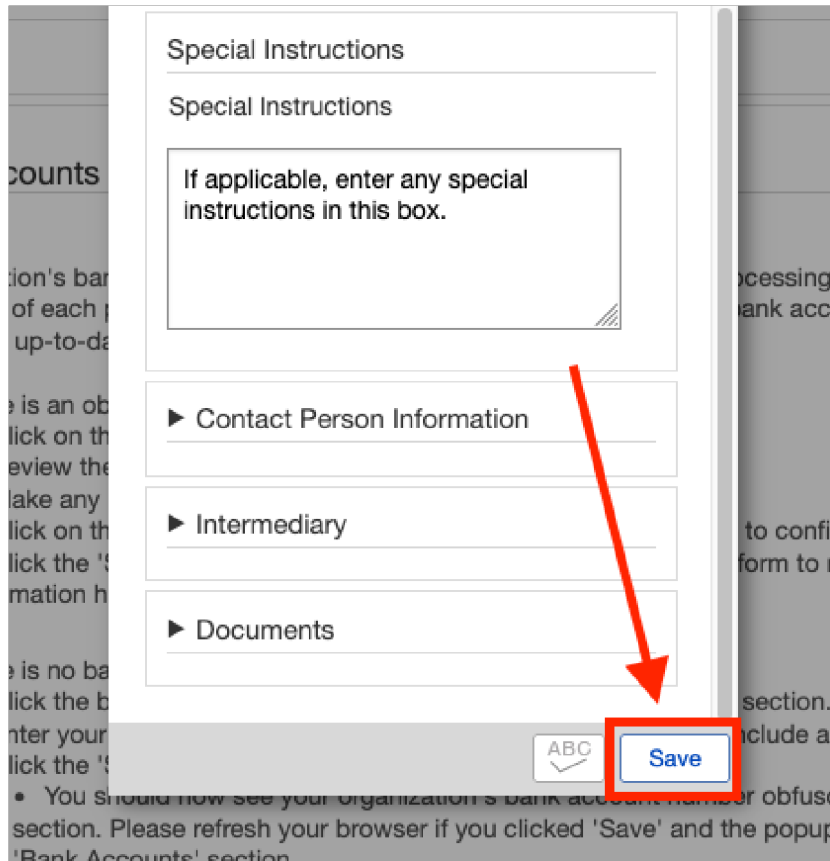
The image shows a mobile application interface for adding a bank account. The form is titled "Add a Bank Account" and has a close button (X) in the top right corner. Below the title, there is a dropdown menu showing "NHCE QA Testing Grantees - headq". The "Account Details" section contains the following fields:

- a.** Account Name: "NHCE QA Test Acct"
- b.** Account Type: "Checking" (selected from a dropdown menu)
- c.** Routing Number (ABA) or SWIFT: "111111111"
- d.** Account Number (DDA) or IBAN: "222222222222"

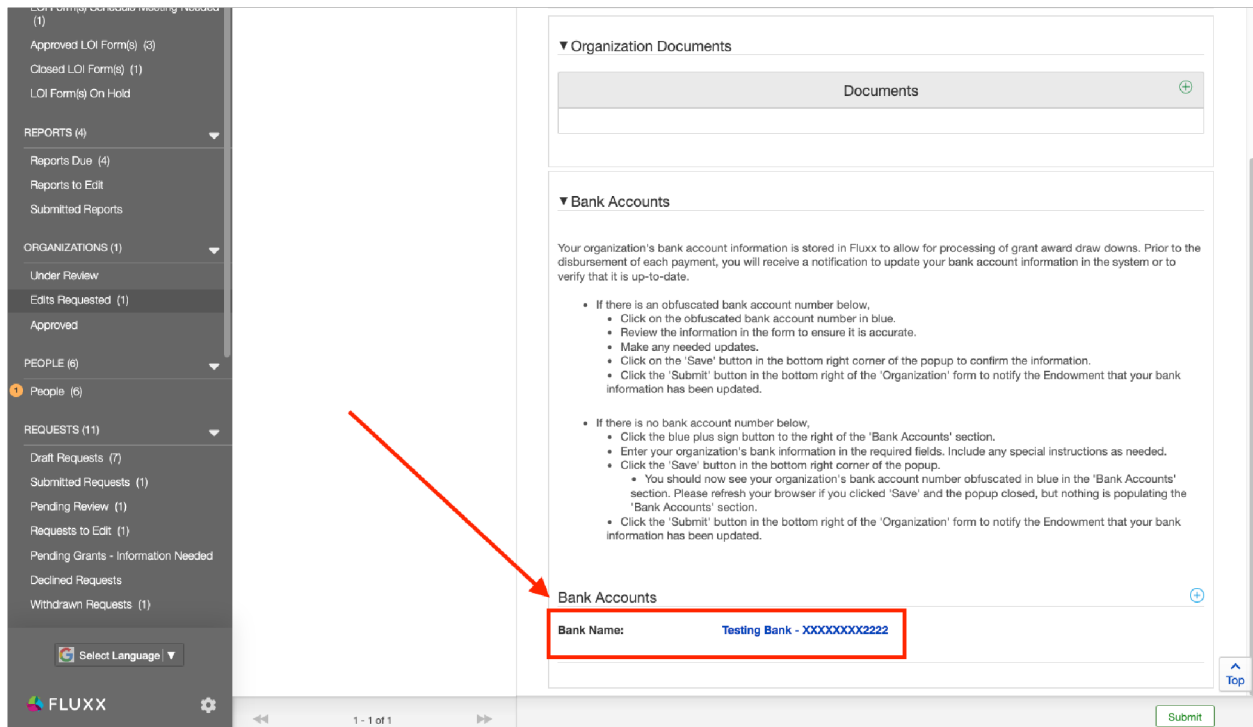
The "Special Instructions" section contains a text area with the placeholder text: "If applicable, enter any special instructions in this box." This area is highlighted with a red box and labeled **e.**

Below the "Special Instructions" section, there are three expandable sections: "Contact Person Information", "Intermediary", and "Documents". At the bottom of the form, there is a "Save" button and a small "ABC" icon.

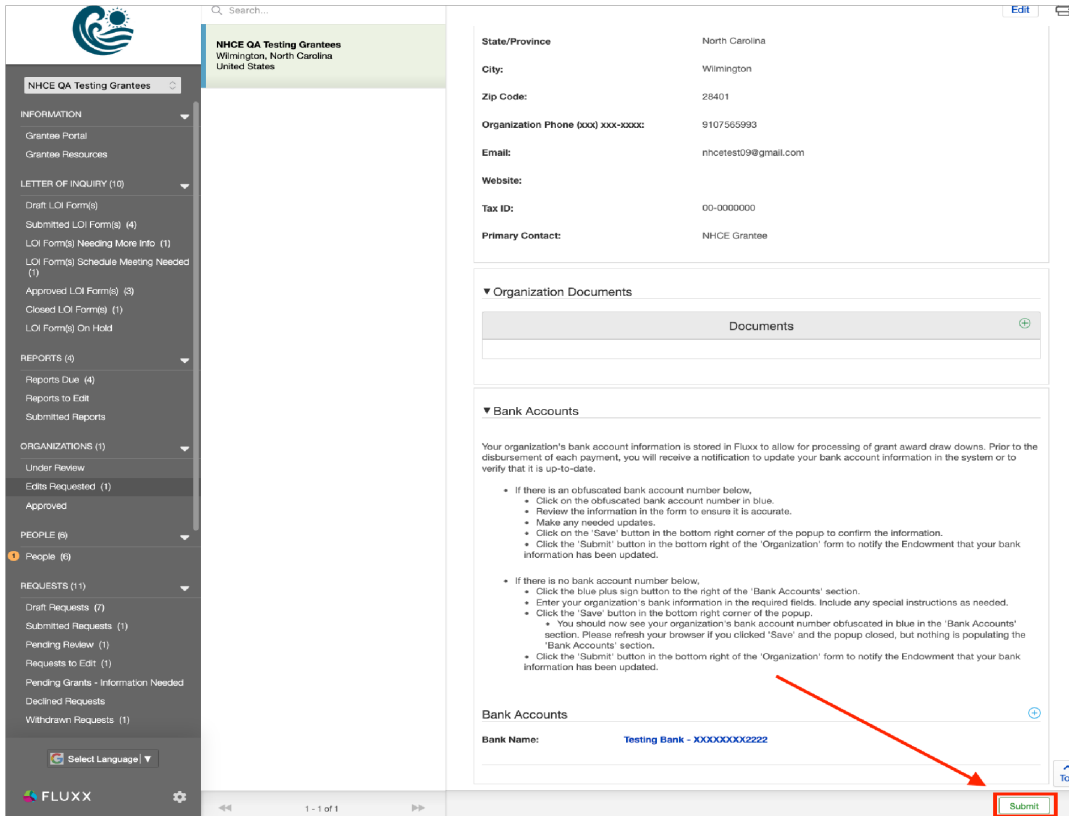
10. Once the form is complete, click the 'Save' button in the bottom right of the popup.



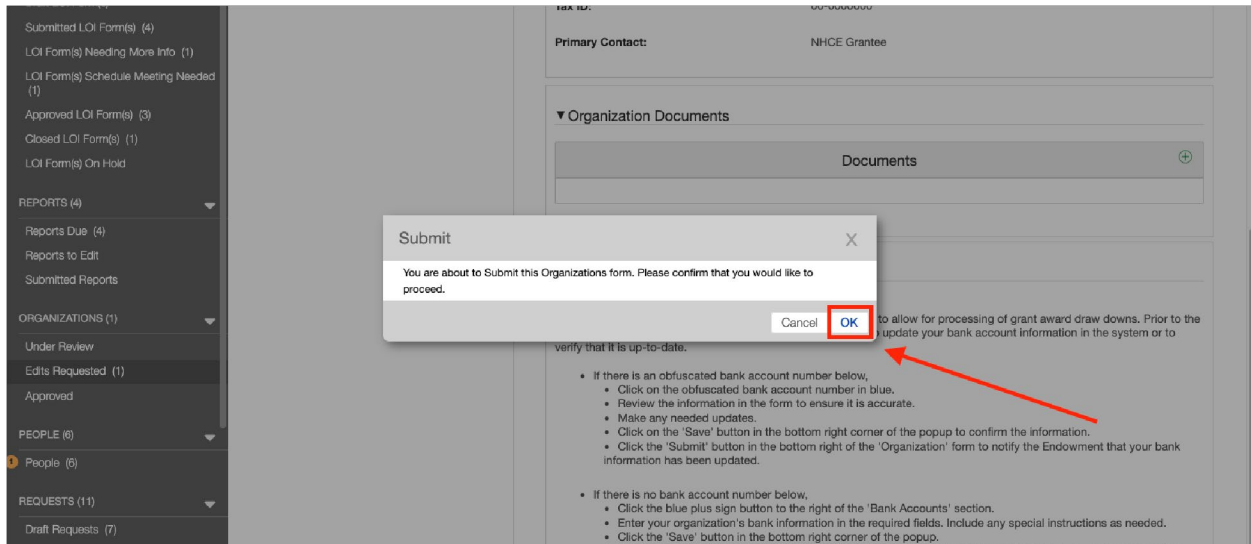
11. You will now see there is a bank account stored on the record.



12. Click 'Submit' in the bottom right of the screen.

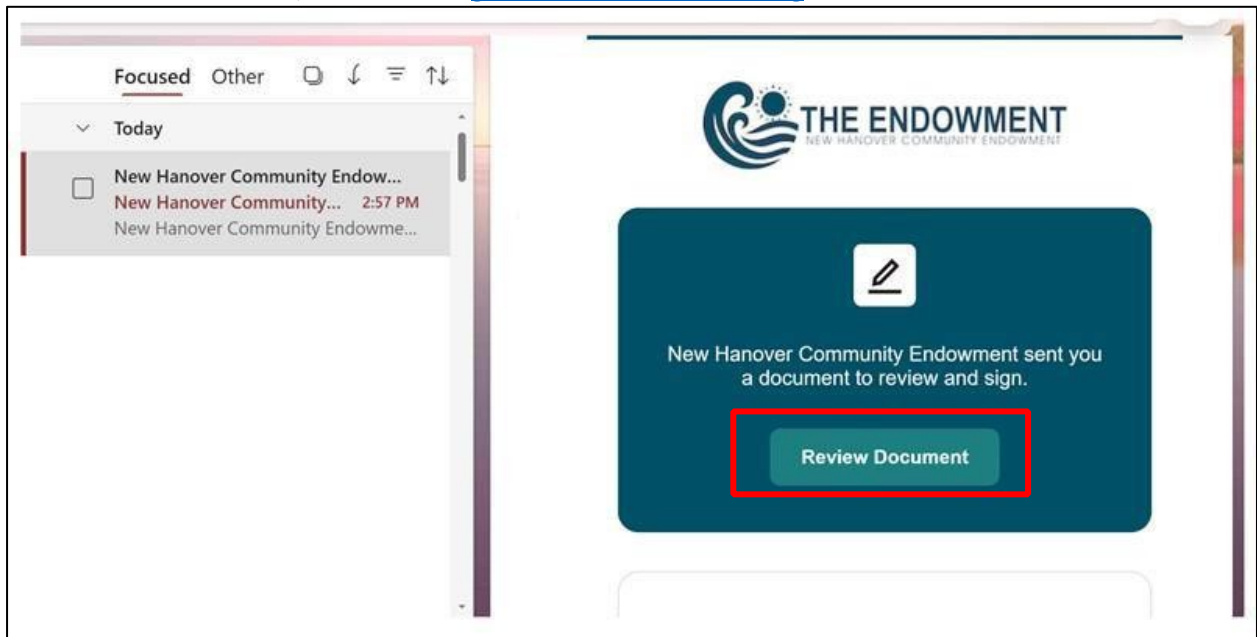


13. Click 'Okay' in the popup to complete the submission of the bank account information.

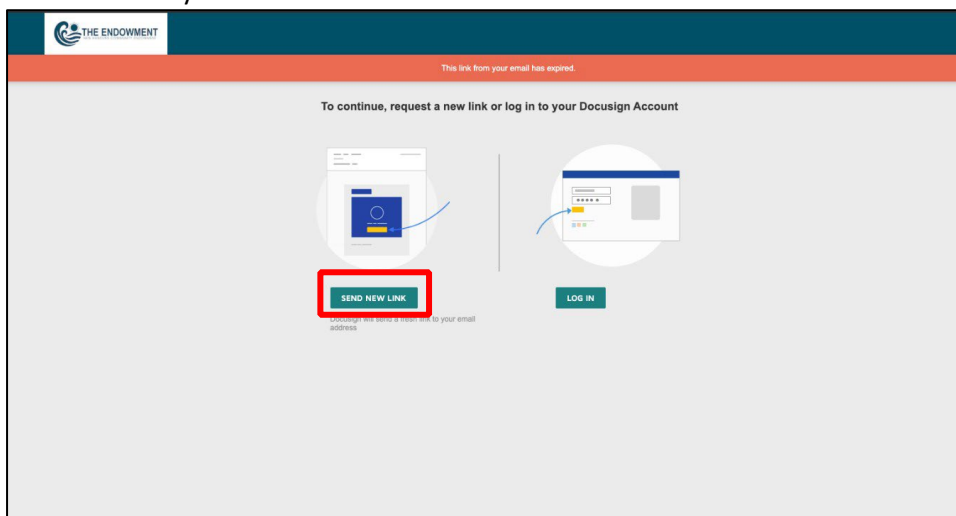


## SIGNING YOUR GRANT AGREEMENT:

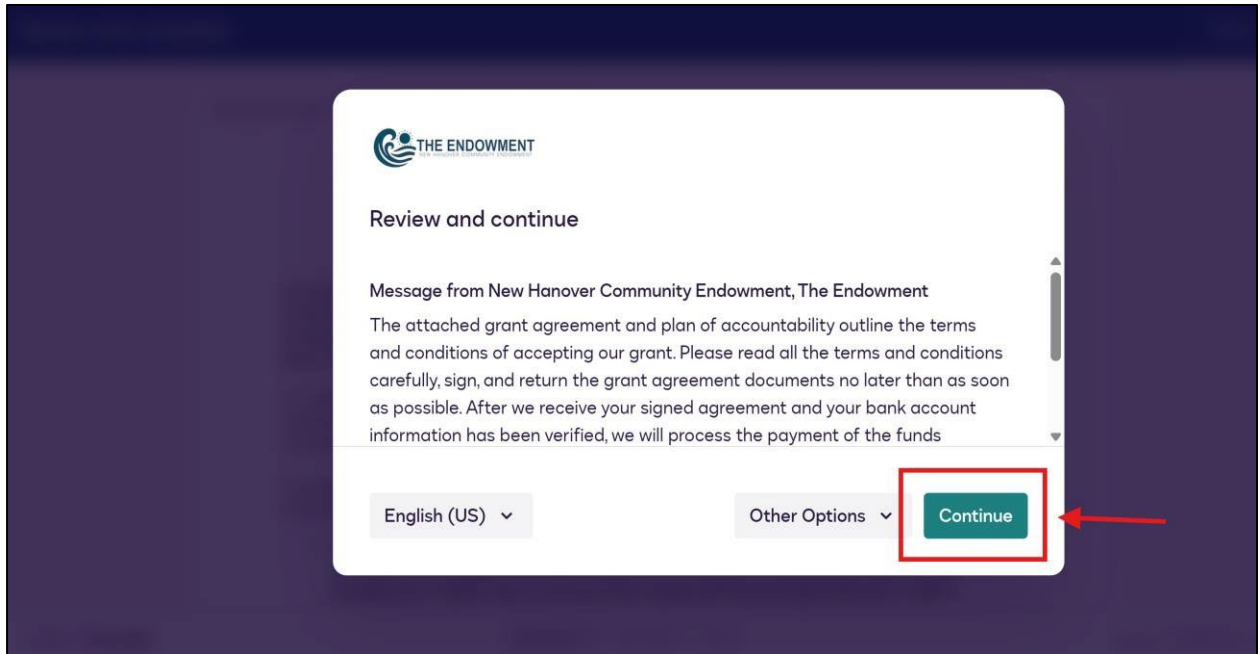
1. To sign your grant agreement, the personnel you have assigned as the 'Primary Signatory' in Fluxx when completing your grant application will receive an email from Docusign indicating they have a document to sign.
  - a. If you applied under a fiscal sponsor, the grant agreement will be sent to the applicant/grantee first to read over and initial, then sent to the fiscal sponsor to sign.
2. Once you open the email, click 'Review Document'.
  - a. If you have not received an email link from Docusign within a couple of days from receiving notification that you have been awarded, look in your spam inbox. If you still do not see it, contact us at [grants@theendowment.org](mailto:grants@theendowment.org)



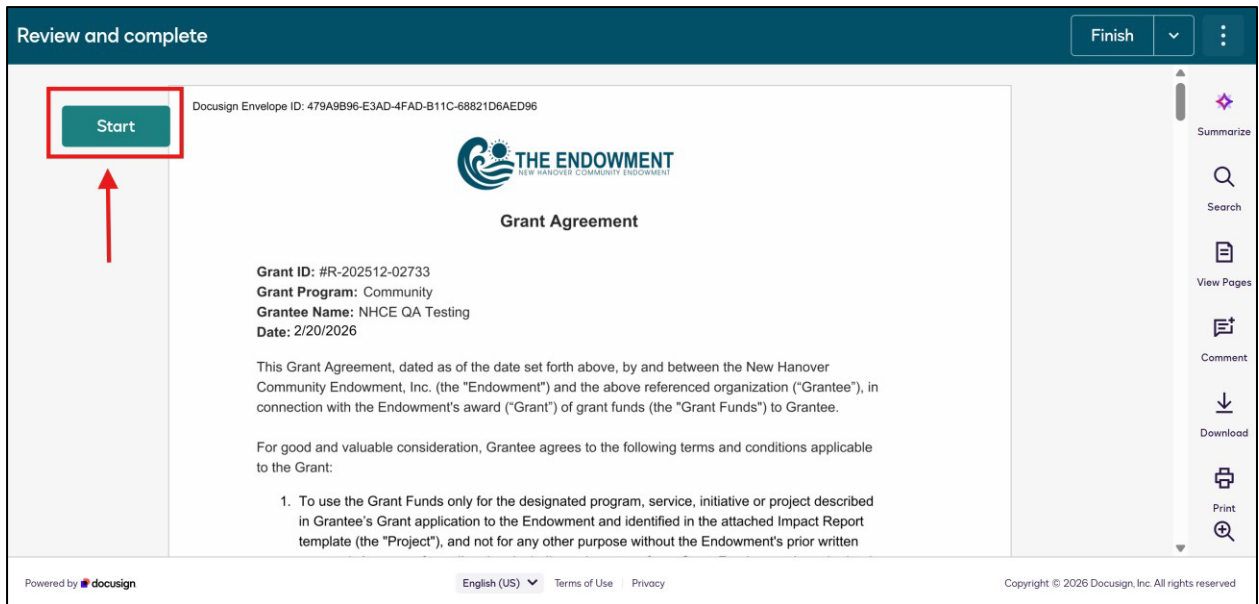
3. Email links from Docusign expire after ~48 hours. If you are attempting to sign your grant agreement past this point, you will need to click 'Send New Link' to receive a new email to access your document.



4. Once you get into the document, click 'Continue'.



5. This will open up your grant agreement, where you can view all the terms and conditions associated with your Community Grant. Click 'Start' in the top left to navigate to the signature section.



6. When you are ready to sign, Click 'Sign' and then insert your Title in the box below.

Review and complete

terms and conditions of this Grant; (b) to protect the purpose and objectives of the Grant or any other charitable activities of the Endowment; or (c) to comply with the requirements of any law, regulation, or condition applicable to the Grantee, the Endowment, or this Grant.

**NHCE QA Testing**

Required - Sign Here

Sign

Name: Shannon Wick

Title:

2/20/2026

New Hanover Community Endowment, Inc.

*Joel T. Beeson*

Name: Joel Beeson

Title: Chief Financial Officer

2/20/2026

Powered by **docuSign**

English (US) Terms of Use Privacy

Copyright © 2026 DocuSign, Inc. All rights reserved

7. When you are finished, click 'Finish' in the top right hand corner.

Review and complete

DocuSign Envelope ID: 479A9B96-E3AD-4FAD-B11C-68821D6AED96

**Appendix A**

**New Hanover Community Endowment Plan of Accountability and Impact Report Template**

**Community Grants**

**Organization Name:**  
NHCE QA Testing is the fiscal sponsor for NHCE QA Testing

**Grant Amount Received:**  
\$10,000.00

**Grant Term:** All funds must be spent by December 31, 2026, or returned to the Endowment. This Impact Report is due to the Endowment no later than January 31, 2027.

**Project Summary:** project supports a summer program for youth development and fits within the desired timeline of grant period, aligns with CS and ED pillar and has track of previous outcomes and benefits, with the intention of expanding services in NHC. due to this, recommend full funding.

**1. How the Grant Funds Were Spent**

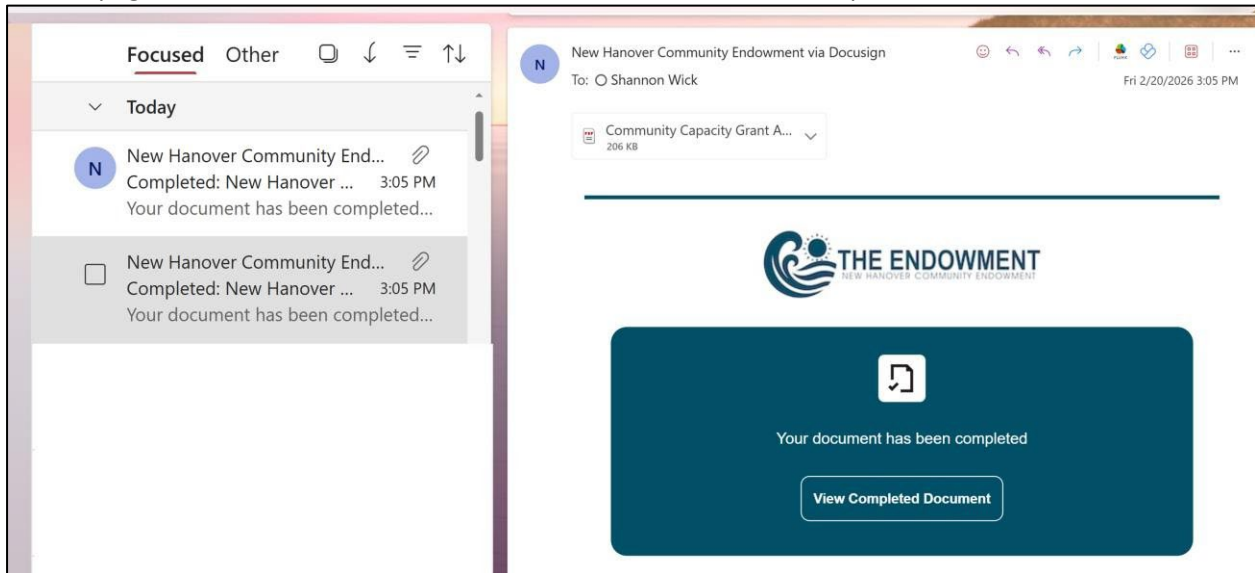
Please provide a brief breakdown of how the grant funds were used. Please include the specific programs, activities, services, or projects supported by the grant. Example:

Powered by **docuSign**

English (US) Terms of Use Privacy

Copyright © 2026 DocuSign, Inc. All rights reserved

- Should see a green check mark appear in the corner and be redirected to a completed signing page. You should also receive a 'Your Document Has Been Completed' email.



- Once you have completed your bank account submission/verification and signed you grant agreement, you are ready to receive funding!
- You will receive an email notification once your payment has been sent. Once you receive this email, you should receive payments within ~2 business days. If you have not yet received payment, please contact us at [grants@theendowment.org](mailto:grants@theendowment.org).