

## GETTING STARTED

charity: water's Fluxx partner portal is the hub for managing all your charity: water grant proposals and reports.

In the portal, you can:

- View details and documents for all concept notes/proposals and grants
- View report due dates for open grants and submit upcoming reports
- Exchange documents with your Water Programs Manager or Water Programs Associate

### LOG-IN INFORMATION

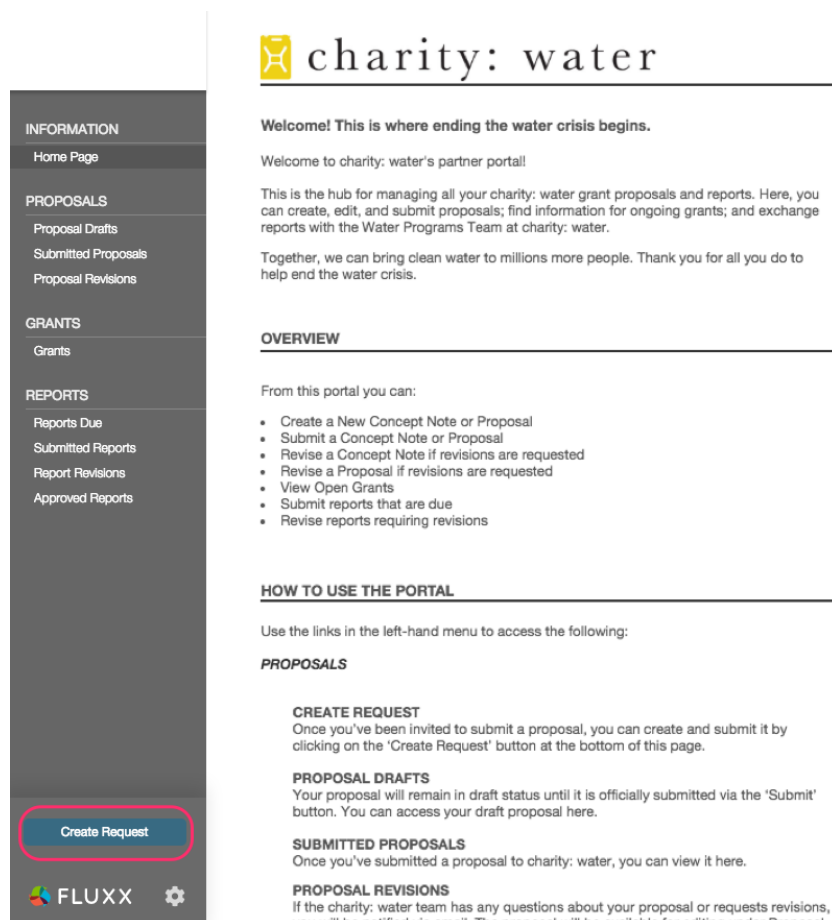
You can access Fluxx using the following link: <http://charitywater.fluxx.io>.

You will receive username and password instructions from your Water Programs Manager or Water Programs Associate via email.

Your password can be changed by clicking on the 'Reset or create password' link on the home screen.

## SUBMITTING A CONCEPT NOTE OR PROPOSAL

To submit a new Concept Note or Proposal to charity: water, click on the 'Create Request' button on the home page of the partner portal.



**charity: water**

Welcome! This is where ending the water crisis begins.

Welcome to charity: water's partner portal!

This is the hub for managing all your charity: water grant proposals and reports. Here, you can create, edit, and submit proposals; find information for ongoing grants; and exchange reports with the Water Programs Team at charity: water.

Together, we can bring clean water to millions more people. Thank you for all you do to help end the water crisis.

### OVERVIEW

From this portal you can:

- Create a New Concept Note or Proposal
- Submit a Concept Note or Proposal
- Revise a Concept Note if revisions are requested
- Revise a Proposal if revisions are requested
- View Open Grants
- Submit reports that are due
- Revise reports requiring revisions

### HOW TO USE THE PORTAL

Use the links in the left-hand menu to access the following:

#### PROPOSALS

**CREATE REQUEST**  
Once you've been invited to submit a proposal, you can create and submit it by clicking on the 'Create Request' button at the bottom of this page.


**PROPOSAL DRAFTS**  
Your proposal will remain in draft status until it is officially submitted via the 'Submit' button. You can access your draft proposal here.

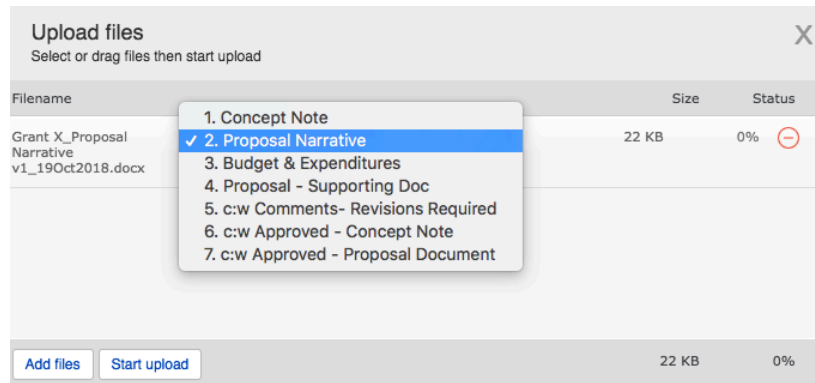
**SUBMITTED PROPOSALS**  
Once you've submitted a proposal to charity: water, you can view it here.

**PROPOSAL REVISIONS**  
If the charity: water team has any questions about your proposal or requests revisions, you will be notified via email. The proposal will be available for editing under Proposal

This will open a new request page where you will enter the necessary information about the concept note or proposal in the **Organization** and **Program Information** sections.

**UPLOADING PROPOSAL DOCUMENTS**

1. On the request page, click the  button next to the **Concept Note/Proposal Documents** section.
2. Click **'Add Files'** to browse for the corresponding documents.
3. Assign the appropriate **document type label** (i.e. Proposal Narrative, Budget & Expenditures) to every document using the drop-down menu.



4. Click **'Start Upload'**.
5. This document will now appear under the corresponding proposal.

**ENTERING INVENTORY**

1. On the request page, click the  button under the **Inventory Information** section.

**INFORMATION**

Home Page

**PROPOSALS**

Proposal Drafts

Submitted Proposals

Proposal Revisions

**GRANTS**

Grants

**REPORTS**

Reports Due

Submitted Reports

Report Revisions


Approved Reports

### INVENTORY INFORMATION

charity: water fundraises for partner programs by breaking down the full cost of a program into its individual inventory. For charity: water, inventory refers to the cost of the construction of water points and necessarily includes the hygiene, sanitation, support, mobilization and other costs imperative for their successful completion. When entering inventory into Fluxx, please use the appropriate intervention type (from the list provided) to inform the inventory group and associated costs of your water project.

Enter a separate group for each inventory type and choose either new or rehab.

**IMPORTANT:** This section and all associated inventory cards can only be edited by the partner and the Grant Officer / Water Program Associate.

**Inventory** 

R--1810-01361 has **0 Inventory**.  
Total Inventory amount: \$0.00

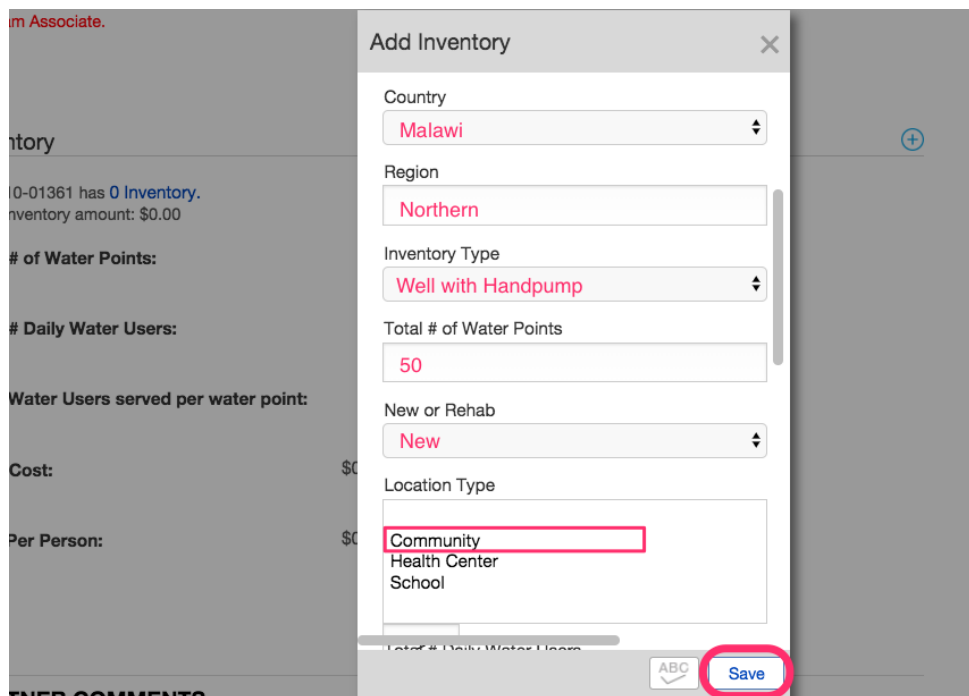
**Total # of Water Points:**

**Total # Daily Water Users:**

**Daily Water Users served per water point:**

<b>Total Cost:</b>	\$0.00
<b>Cost Per Person:</b>	\$0.00

2. Create an inventory group and fill in the necessary fields for each separate inventory type included in the Proposal Budget Detail and Water Points List tabs.
  - Note that “New” and “Rehab” of each technology should be entered as separate inventory types.



3. Click ‘**Save**’ and repeat for each inventory type.

Please note that partners are responsible for entering inventory directly into Fluxx with the first submission of a proposal. In subsequent rounds of revisions, charity: water will make any updates to inventory as needed.

### SUBMITTING THE PROPOSAL

When you’ve finished entering your proposal details and have uploaded the necessary documents, click the ‘**Save**’ button at the bottom of the page and Fluxx will take you to a saved version of the request. Click the green ‘**Submit Request**’ button at the bottom to fully submit the request to your charity: water Water Programs Manager.

### NAVIGATING FLUXX

You can navigate through the sections of the portal using the menu on the left side of the home page.

### PROPOSALS

Proposals or concept notes that have been saved but not yet submitted are listed under **Proposal Drafts**. Proposals or concept notes that have been submitted to charity: water are listed under **Submitted Proposals**. Proposals or concept notes that have been submitted, reviewed by charity: water, and require revisions from your team are listed under **Proposal Revisions**.




For each proposal listed, you will see the charity: water Grant ID, country of implementation, amount requested, cost per daily water user, and granting time period. You can click into each proposal listed to view program information, inventory, and proposal documents.

## GRANTS

All open and closed charity: water grants can be found under the **Grants** section in the left-side menu. You can click into each grant to view the details for that grant. For each grant listed, you will find the charity: water Grant ID, country where the grant was implemented, the grant amount, cost per daily water user, and granting time period. You can find a read-only version of the grant's proposal documents by clicking into each grant.

## REPORTS


All associated reports for each of your organization's grants can be found in the **Reports** section in the left-side menu. For each report listed, you will find the charity: water Grant ID, type of report, and report due date. There are five types of reports, which are associated with different color icons when viewed in list form:

1. Grant Agreements 
2. Progress Reports 
3. Completion Reports 
4. Amendments 
5. Supplemental Reports 

All upcoming reports associated with an open grant are listed under **Reports Due** and will remain in the **'Due'** state until fully submitted. Reports are listed in descending order with the next report due at the bottom of the list.

Reports that have been submitted to charity: water are listed under **Submitted Reports**. Reports that have been submitted, reviewed by charity: water, and require revisions from your team will be listed under **Report Revisions**. Reports that have been submitted, reviewed, and approved by charity: water will be listed under **Approved Reports**.

## UPLOADING REPORT DOCUMENTS

1. On the report card, click the green  button next to the Report Documents section.
2. Click **'Add Files'** to browse for the corresponding documents.
3. Assign an appropriate **document type label** (i.e. Progress Report Narrative, Progress Report Budget & Expenditures) to every attachment using the drop-down menu.
4. Click **'Start Upload'**.
5. This document will now appear under the corresponding report.

## SUBMITTING REPORTS

When you're ready to submit your report, click the **'Save'** button at the bottom of the page and Fluxx will take you to a saved version of the report. You must click the green **'Submit Report'** button at the bottom of the page to fully submit the report to your charity: water Water Programs Manager.

## QUESTIONS?

If you come across any technical issues or questions while navigating through Fluxx, be sure to contact your Water Programs Manager or Water Programs Associate for assistance.