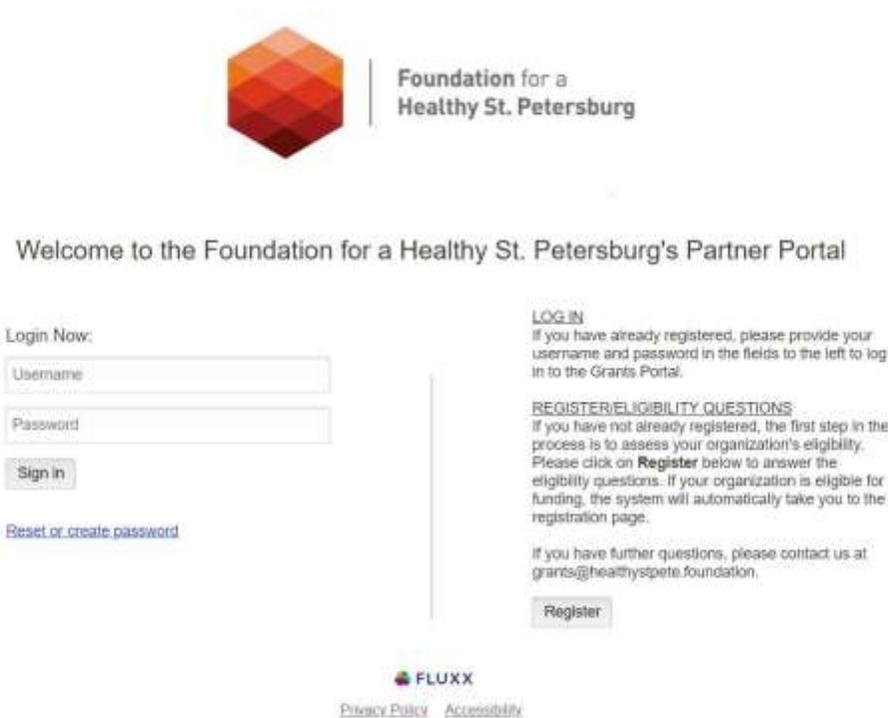# Web Browser

For the most optimal experience, we recommend using Google Chrome.

Log In or Register

- Go to healthystpete.fluxx.io to register or log in.
- If your organization has not previously registered, click on Register. If your organization has previously registered, click on Sign In after entering your username and password.
- Passwords may be reset by clicking on "Reset or create password", located under the Sign In button.
- If your organization has already been registered, but you would like to be added as a user, please email us at grants@healthystpete.foundation.

Click the above image to zoom in.

Registration

- While completing the registration, ensure all the necessary information for the organization and primary contact is included.
- A user name and password will be sent to applicants within 48 hours after submitting the registration, allowing organizations to proceed to the application(s). In order to receive this registration information, the primary email must be accurate and regularly checked. Be sure to check spam and/or junk folders as well.

Foundation for a
Healthy St. Petersburg

Welcome to the Foundation for a Healthy St. Petersburg's Partner Portal

Registration Instructions

Welcome to the Registration Process. Complete the following information as completely and accurately as possible. Fields in bold are required.

Contact us at grants@healthystpete.foundation at any time if you have any questions.

Individual Contact Information

First Name (Required)

Last Name (Required)

Please note: Registration confirmation will be sent to the primary email address listed below. Please ensure the email address is accurate and regularly checked.

Primary Email (Required)

Phone (Required)

It is the practice of the Foundation for a Healthy St. Petersburg to be a data driven organization. We collect demographic information on our community partners to guide our decision on resource allocation. This information is stored privately in our Constituent Relationship Manager system held on the Fluxx platform. Click here to review our privacy policy in more detail.

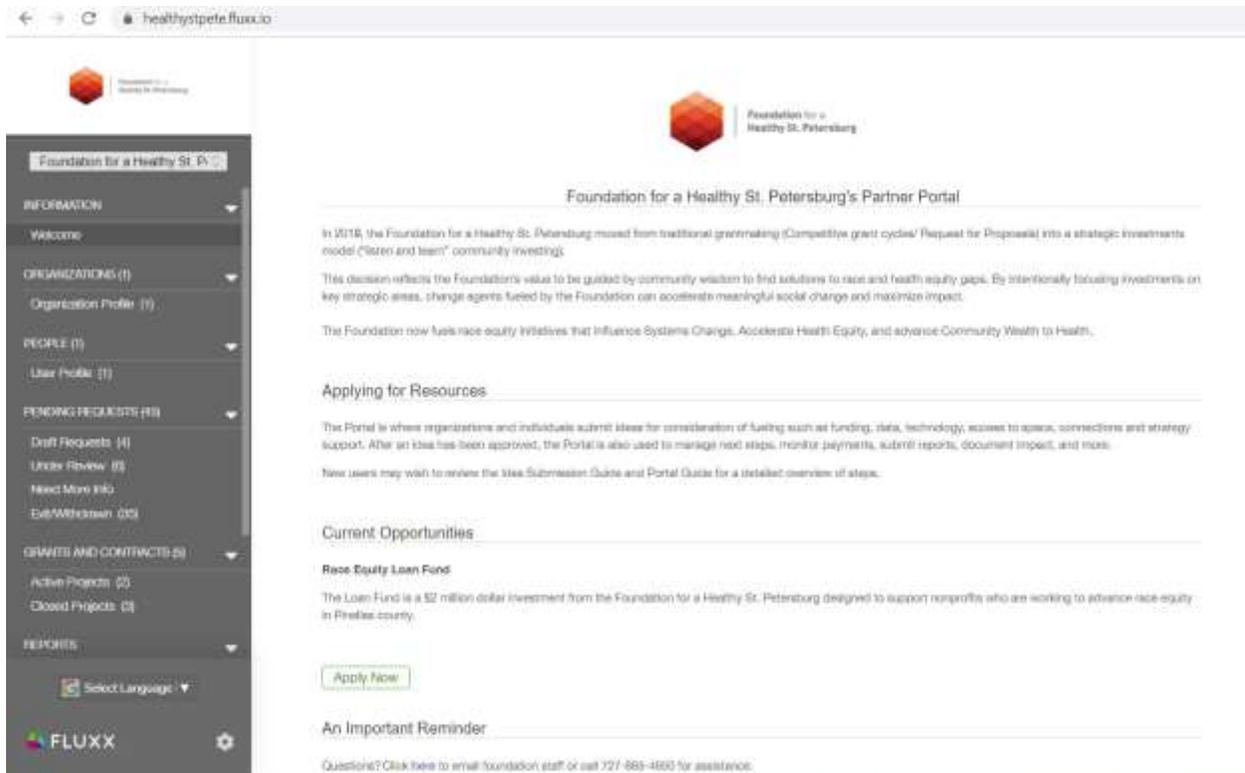*Click the above image to zoom in.*

Funded Partner Portal Welcome and Guide

Log into the Funded Partner Portal to view the Welcome page. Here you can find some shortcuts to the Foundation's website and the grants department email.

The Guide Panel provides access to:

- Grant applications through Apply Now, when available.
- Organization Information
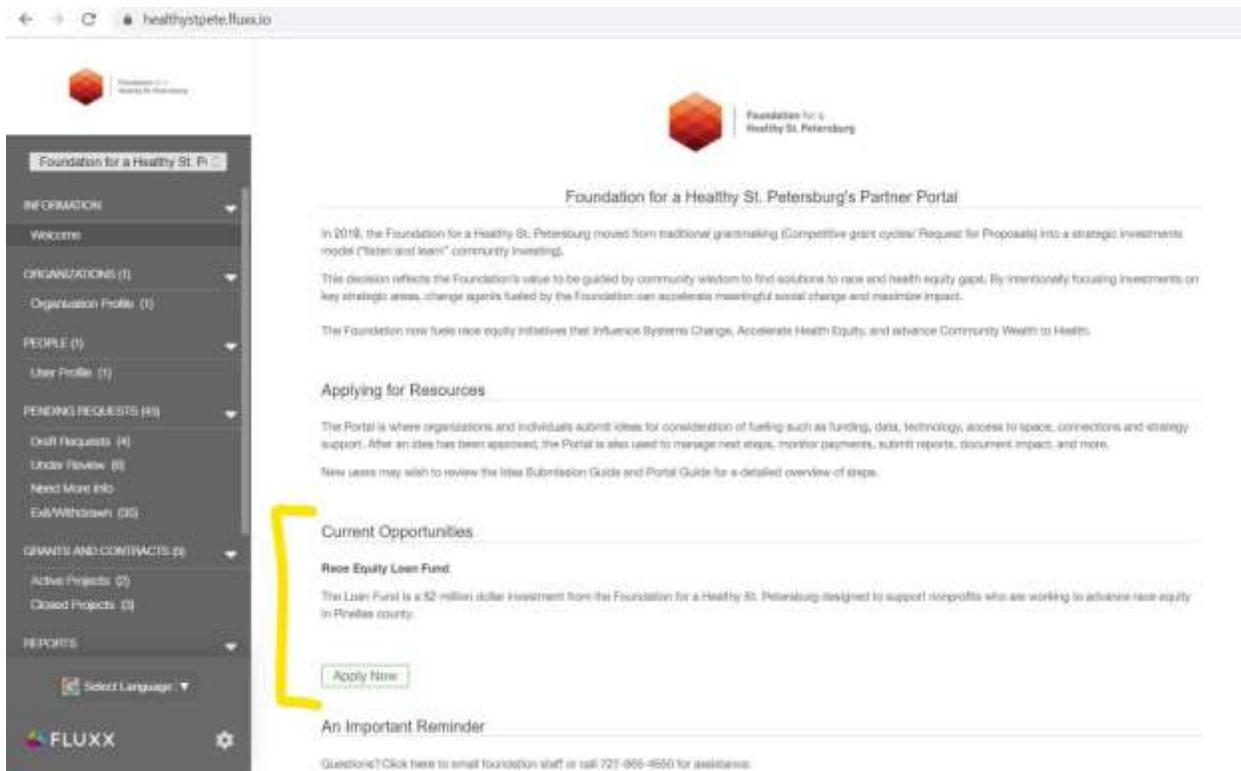- User Profile
- Draft Requests
- Submitted Requests
- Reports

The text to the right of the Guide Panel provides more information about each section of the Guide Panel.
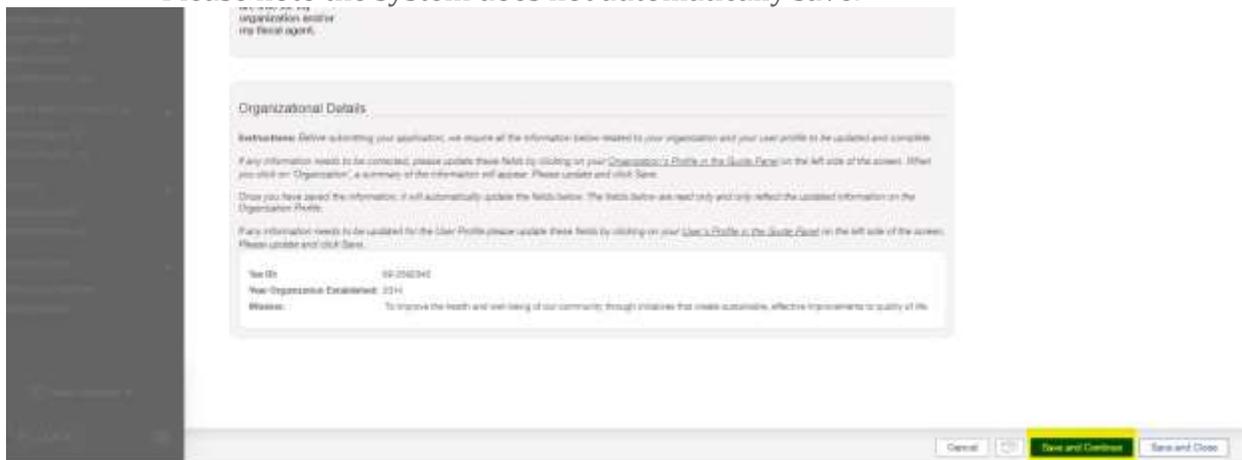
Click the above image to zoom in.

Apply Now

- To apply, click on Apply Now from the Guide Panel.
- Please note this button will only be available during the open application period for current initiatives or through an invitation from Foundation staff.

Click the above image to zoom in.

Complete the Application

- Complete the application questions and **Save often**.
- Please note the system does not automatically save.

Click the above image to zoom in.

Accessing Saved Requests

- Saved applications can be found under draft requests in the Guide Panel.
- Applicants may save and return to their application at any time.

- In order to print the application, please save first and then the printer icon will show in the upper right corner.

Click the above image to zoom in.

Organization Information

- Please note, when completing the grant request, the organization information in the request is read-only.
- To update the organization information, click on **Organizations** located in the Guide Panel.
- Click on your organization's name to review and make edits.
- When you save your organization's information it will automatically appear in the related section of the request.

Click the above image to zoom in.

Left Navigation Menu

Foundation for a Healthy St. P...

INFORMATION

Welcome

ORGANIZATIONS (1)

Organization Profile (1)

PEOPLE (1)

User Profile (1)

PENDING REQUESTS (45)

Draft Requests (4)
Under Review (6)
Need More Info
Exit/Withdrawn (35)

GRANTS AND CONTRACTS (5)

Active Projects (2)
Closed Projects (3)

REPORTS

Reports Due/Edit
Submitted Reports

TRANSACTIONS

Scheduled Payments
Paid Payments

Select Language | ▼

FLUXX

Main Content

Foundation for a He...

In 2019, the Foundation for a Healthy St. Petersburg moved from traditiona model ("listen and learn" community investing).

This decision reflects the Foundation's value to be guided by community w key strategic areas, change agents fueled by the Foundation can accelerat

The Foundation now fuels race equity initiatives that Influence Systems Ch

Applying for Resources

The Portal is where organizations and individuals submit ideas for consider support. After an idea has been approved, the Portal is also used to manag

New users may wish to review the Idea Submission Guide and Portal Guide

Current Opportunities

Race Equity Loan Fund

The Loan Fund is a $2 million dollar investment from the Foundation for a H in Pinellas county.

[Apply Now]

An Important Reminder

Questions? Click here to email foundation staff or call 727-865-4650 for as

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Why does the portal look different?

If you are an existing funded partner with a proposal that was approved pri this page are intended to increase clarity and usability of the site, and to co

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Please remember to save your application often as the system does not au

To Save, click on the Save button located on the top right corner of the scr your application directly to the Foundation. Once you have clicked submit,
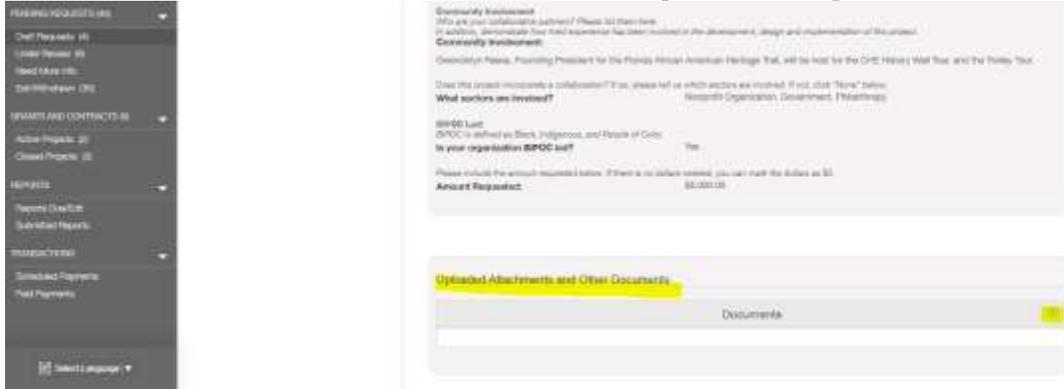
Portal Guide

HOW TO USE THE PORTAL

In this Portal, you can access the following information:

Upload Required Documents

- Upload required documents (forms may vary by application), in the Attachments section of the application.
- For required attachments, click on the plus sign next to each document to upload.
- For other documents not required, scroll down to the Documents section of the application and click on the plus sign.
- Click on Add files, select the document to upload, and click on Start upload.
- When the Status reflects 100%, the upload is complete.

Click the above image to zoom in.

Submit the Application

- When you are certain your application is complete, click on Save.
- Then click on Submit.

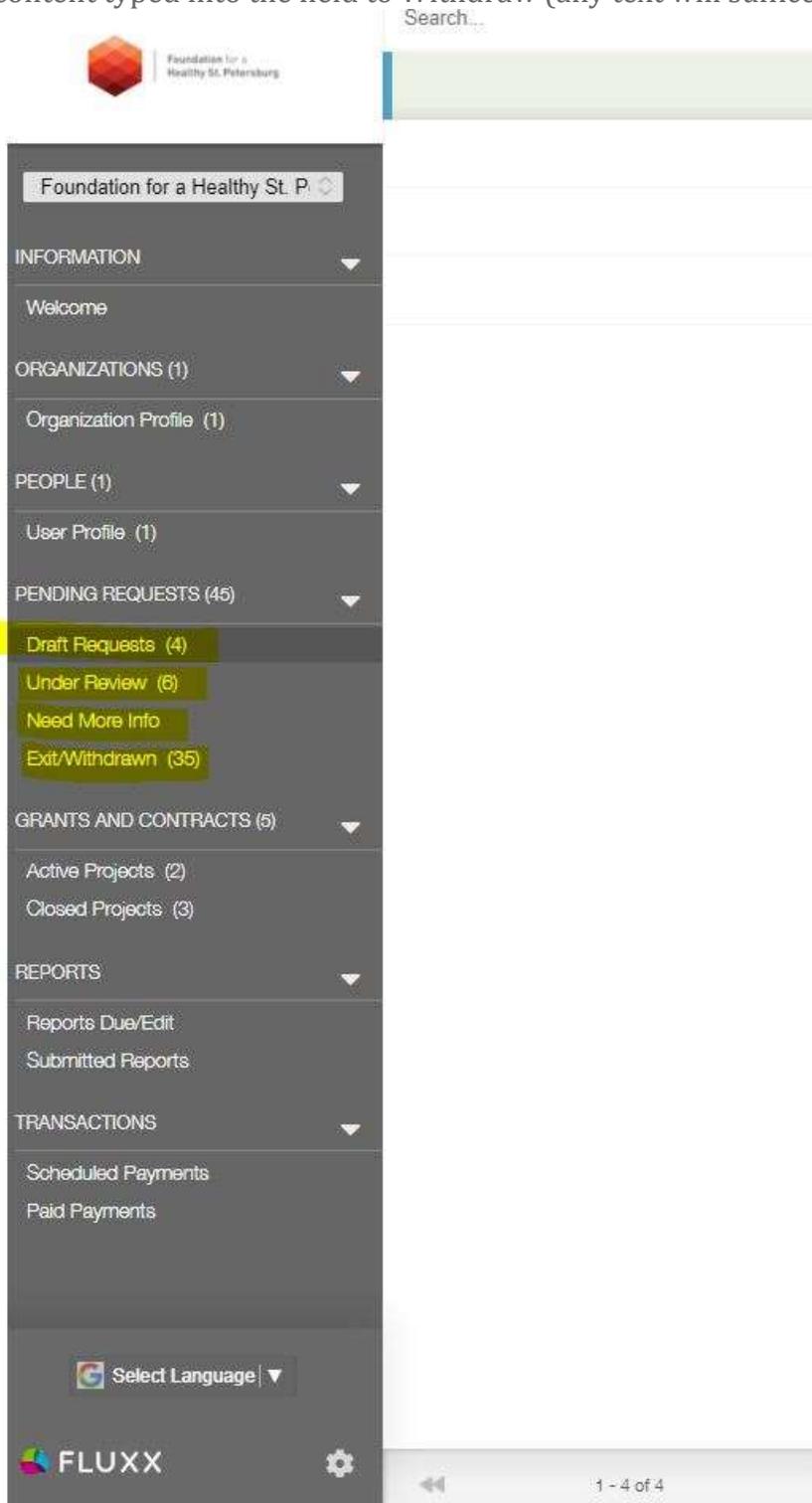*Click the above image to zoom in.*

Requests

Draft Requests: Applicants may save and return to their application at any time by clicking on Draft Requests in the Guide Panel.

Submitted Requests: Successfully submitted applications will appear in the Submitted Requests area of the Guide Panel.

Requests to Edit: If your application is incomplete or your organization profile was not updated, your request will be returned to you and can be found in this section. You will receive an email alert if the application is sent back to you.

Denied/Withdrawn/Incomplete Requests: If you voluntarily withdraw your application, it will be available for you to view in read-only format in this section. If you did not submit

the application by the deadline, it will automatically be moved to this section and will be in a read only format. Requests that have been submitted by your organization but were denied funding are also listed here. Please note that almost all fields require some text content typed into the field to Withdraw (any text will suffice).

Click the above image to zoom in.

Active Projects

If your grant is approved by the Foundation, you can find a copy of the application under Active Projects. You can print the application or download related attachments at any time.

Click the above image to zoom in.

Reports

Reports Due/Edit: Reports for all active grants and projects appear in this section until you have submitted them. You will receive reminders as the due date approaches. If Foundation staff have any questions about your report or would like a revision, you will receive an email alert to login. You can find the report in this section and it will be available for editing.

Submitted Reports: Once you have submitted a report, you can find a read-only version in this section.

Click the above image to zoom in.

Transactions

Scheduled: Scheduled payments or transactions for all of your active grants appear in this area until they are paid.

Paid: Once a payment has been made, the record of the payment appears in this section.

Click the above image to zoom in.

Tips

- Contact grants@healthystpete.foundation or call 727-865-4650 with questions.