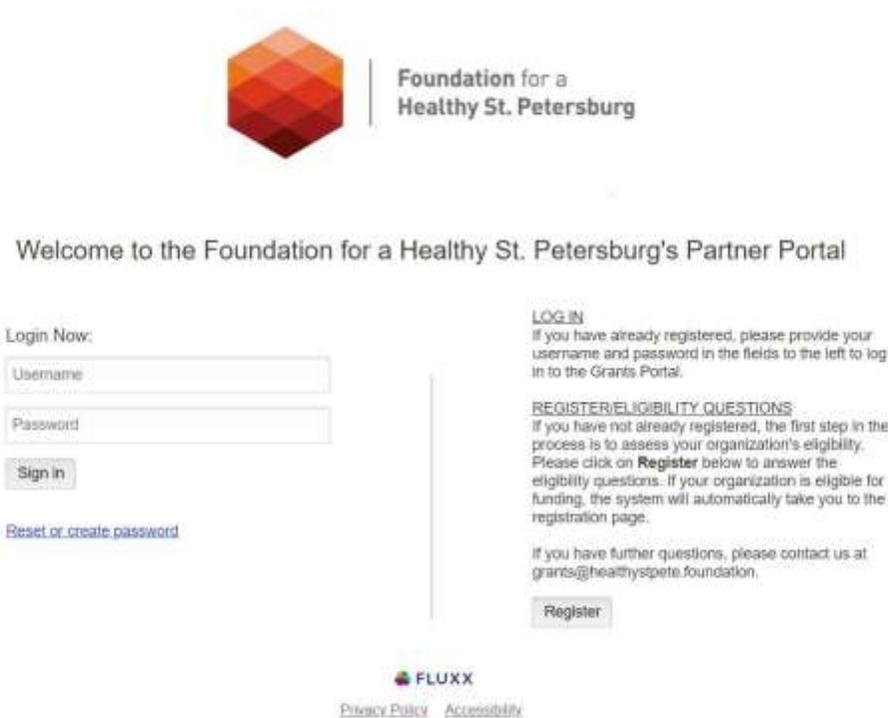


## Web Browser

For the most optimal experience, we recommend using [Google Chrome](#).

## Log In or Register

- Go to [healthystpete.fluxx.io](http://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](mailto:grants@healthystpete.foundation).



The screenshot shows the login and registration interface for the Foundation for a Healthy St. Petersburg Partner Portal. At the top left is the organization's logo, a hexagonal shape composed of smaller red and orange hexagons. To its right is the text "Foundation for a Healthy St. Petersburg". Below this is a heading: "Welcome to the Foundation for a Healthy St. Petersburg's Partner Portal".

On the left side, under the heading "Login Now:", there are two input fields: "Username" and "Password". Below these fields is a "Sign in" button. Underneath the "Sign in" button is a link: "Reset or create password".

On the right side, under the heading "LOG IN", there is a paragraph: "If you have already registered, please provide your username and password in the fields to the left to log in to the Grants Portal." Below this is another heading: "REGISTER/ELIGIBILITY QUESTIONS". Underneath is another paragraph: "If you have not already registered, the first step in the process is to assess your organization's eligibility. Please click on **Register** below to answer the eligibility questions. If your organization is eligible for funding, the system will automatically take you to the registration page." Below this paragraph is another paragraph: "If you have further questions, please contact us at [grants@healthystpete.foundation](mailto:grants@healthystpete.foundation)," followed by a "Register" button.

At the bottom center, there is the "FLUXX" logo and two links: "Privacy Policy" and "Accessibility".

*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@hsallthystpeterso.foundation](mailto:grants@hsallthystpeterso.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 Elux platform. [Click here to review our privacy policy in more detail.](#)

*Click the above image to zoom in.*

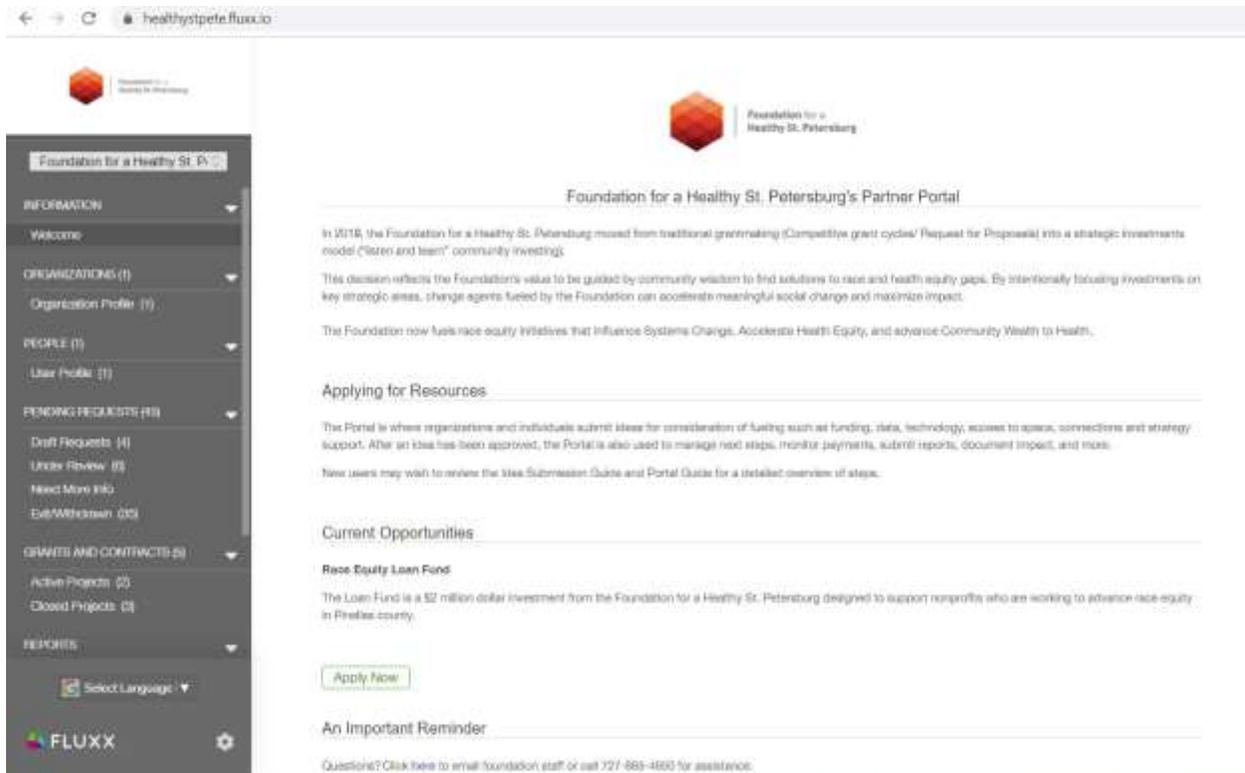
## Funded Partner Portal Welcome and Guide

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

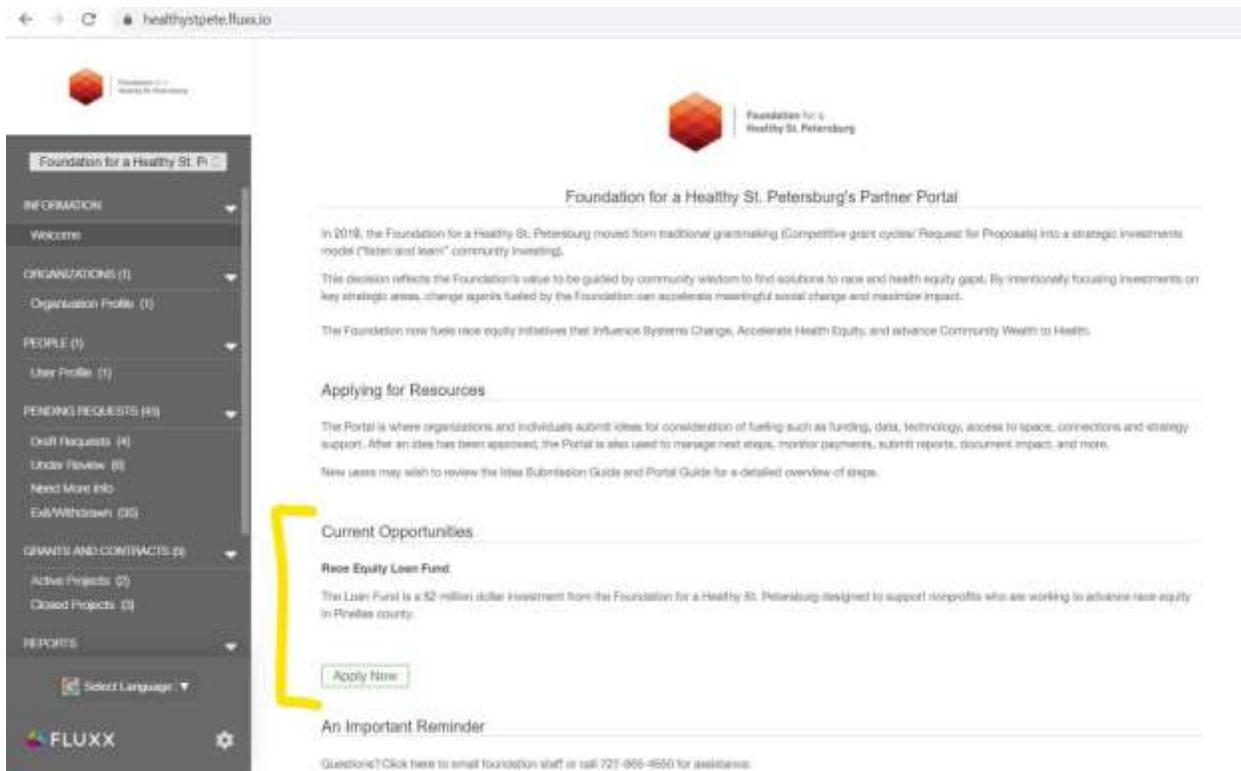
The text to the right of the Guide Panel provides more information about each section of the Guide Panel.



*Click the above image to zoom in.*

## Apply Now

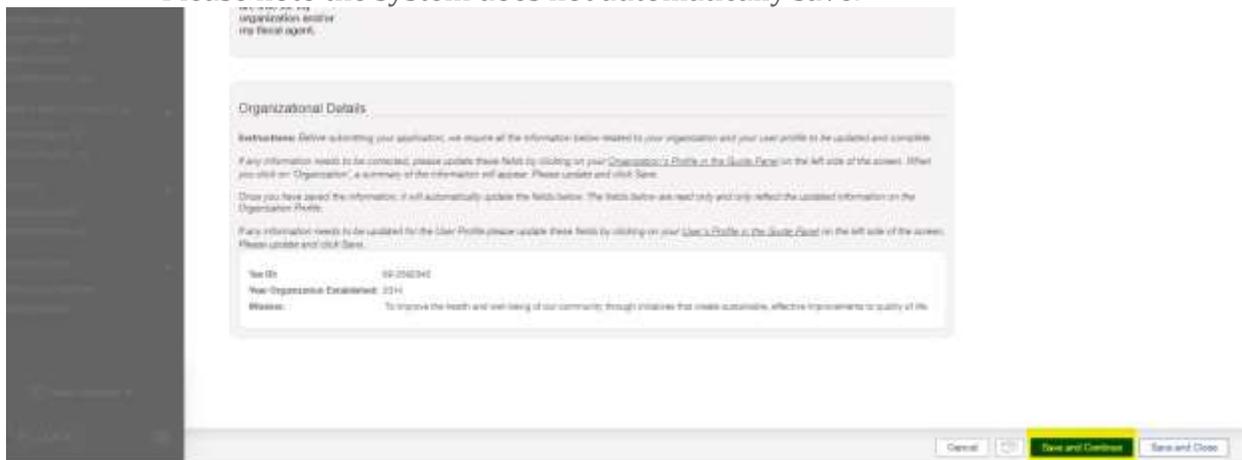
- To apply, click on Apply Now from the Guide Panel.
- Please note this button will only be available during the open application period for current initiatives or through an invitation from Foundation staff.



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.

The screenshot shows the website interface for the Foundation for a Healthy St. Petersburg. On the left is a dark navigation menu with the following categories and counts:

- INFORMATION (1)
- ORGANIZATIONS (1)
- PEOPLE (1)
- PENDING REQUESTS (45)
  - Draft Requests (4)** (highlighted in yellow)
  - 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

The main content area on the right is titled "Foundation for a Healthy St. Petersburg" and contains the following sections:

- Introduction:** "In 2019, the Foundation for a Healthy St. Petersburg moved from traditional grantmaking (Competitive model ("listen and learn" community investing)). This decision reflects the Foundation's value to be guided by community wisdom to find solutions to n key strategic areas, change agents fueled by the Foundation can accelerate meaningful social change. The Foundation now fuels race equity initiatives that Influence Systems Change, Accelerate Health Eq
- Applying for Resources:** "The Portal is where organizations and individuals submit ideas for consideration of fueling such as fun support. After an idea has been approved, the Portal is also used to manage next steps, monitor payn. New users may wish to review the Idea Submission Guide and Portal Guide for a detailed overview of
- Current Opportunities:**
  - Race Equity Loan Fund:** "The Loan Fund is a \$2 million dollar investment from the Foundation for a Healthy St. Petersburg desig in Pinellas county." Below this text is a green "Apply Now" button.
- An Important Reminder:** "Questions? Click [here](#) to email foundation staff or call 727-865-4650 for assistance. --- Why does the portal look different? If you are an existing funded partner with a proposal that was approved prior to 2021, your scope of w this page are intended to increase clarity and usability of the site, and to communicate how ideas will l

*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.



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

## Foundation for a He

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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 Chi

### 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 cc

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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

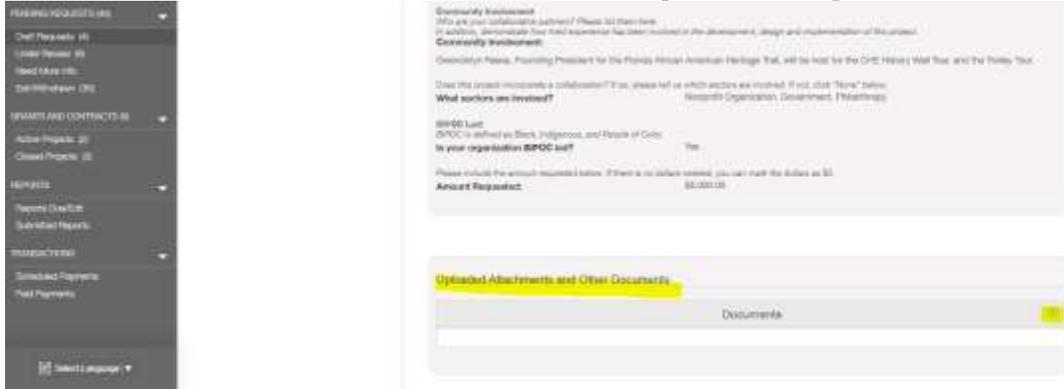
#### HOW TO USE THE PORTAL

In this Portal, you can access the following information:

*Click the above image to zoom in.*

## 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

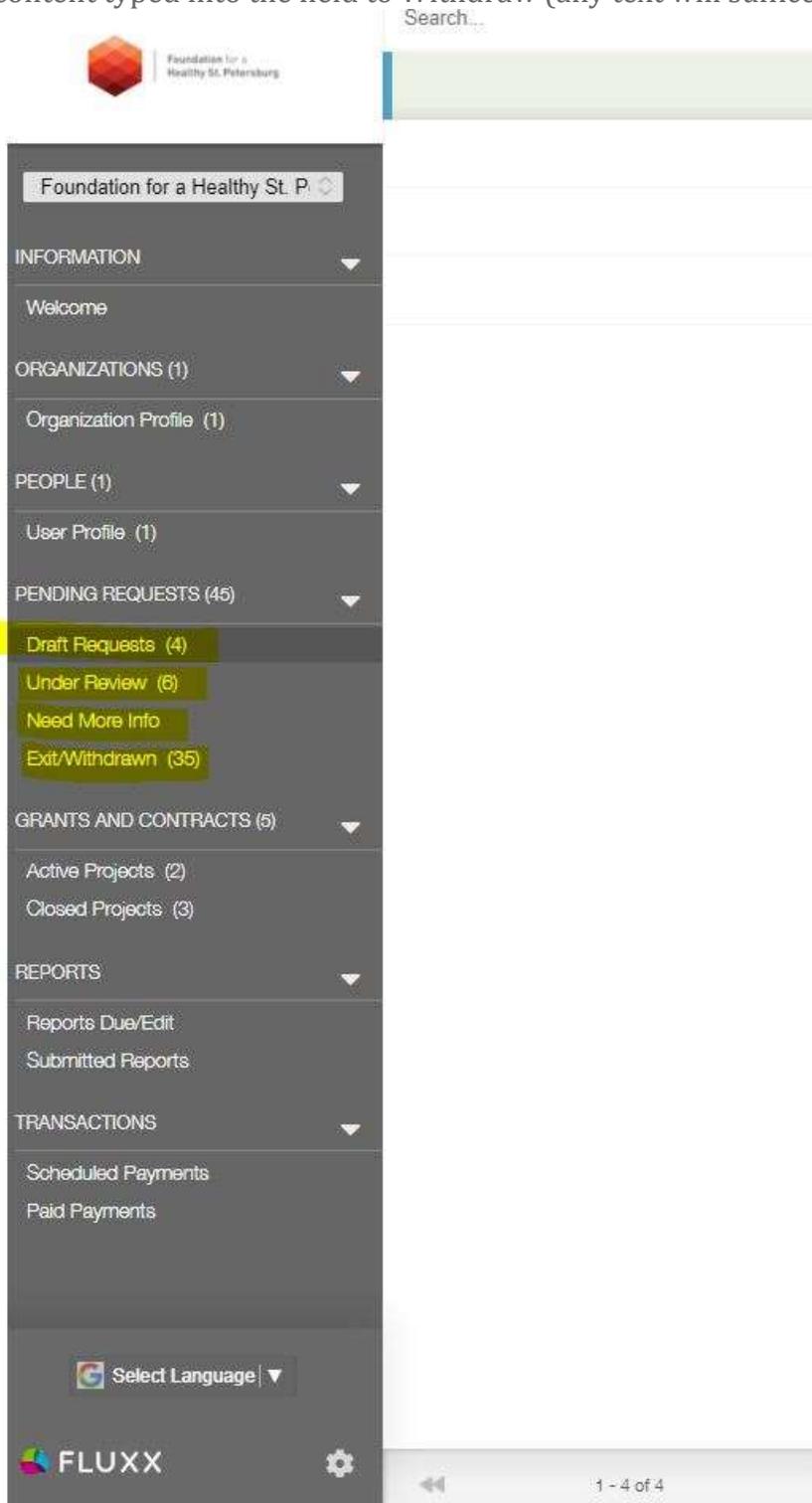
**Draft Requests:** Applicants may save and return to their application at any time by clicking on Draft Requests in the Guide Panel.

**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.

The screenshot shows the website interface for the Foundation for a Healthy St. Petersburg. On the left is a dark navigation sidebar with the following items: 'Foundation for a Healthy St. P.' (with a dropdown arrow), 'User Profile (1)', 'PENDING REQUESTS (45)' (with a dropdown arrow), 'Draft Requests (4)', 'Under Review (6)', 'Need More Info', 'Exit/Withdrawn (35)', 'GRANTS AND CONTRACTS (5)' (with a dropdown arrow), 'Active Projects (2)' (highlighted in yellow), 'Closed Projects (3)', 'REPORTS' (with a dropdown arrow), 'Reports Due/Edit', 'Submitted Reports', 'TRANSACTIONS' (with a dropdown arrow), 'Scheduled Payments', and 'Paid Payments'. The main content area is mostly blank, with a light green header bar at the top. On the right side, there is a vertical list of project titles, including 'educati', 'Does th', 'Race E', 'The All', 'To Hea', 'Reques', 'Please j', 'be done', 'Reque:', 'Funds', 'Comm', 'Who are', 'In addit', 'Comm', 'Gwend', 'Does th', 'What s', 'BIPOC', 'BIPOC', 'Is your', 'Please i', and 'Amour'.

*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.

Search...

Foundation for a Healthy St. Petersburg

Foundation for a Healthy St. Petersburg

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

1 - 4 of 4

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Click the above image to zoom in.

## Tips

- Contact [grants@healthystpete.foundation](mailto:grants@healthystpete.foundation) or call 727-865-4650 with questions.