

Programs staff uploads the most recent approved files and other documents to your grant in **Request Documents** as "Foundation File to Grantee". These files include the updated Excel workbook that is uploaded to the grant portal after Golden LEAF approves each submission (initial requirement, progress report, payment request, etc.). Files uploaded by Golden LEAF may also include the *Grantee Acknowledgement and Agreement* or other documents or forms that you need.

- 1) Open your preferred New Tab × +browser and go to С https://goldenleaf.fluxx.io \rightarrow \bigcirc https://goldenleaf.fluxx.io. 0 https://goldenleaf.fluxx.io Log in. Q https://goldenleaf.fluxx.io - Google Search 2) Scroll to GRANTS on the 4 \rightarrow G **25** goldenleaf.fluxx.io/dashboard/index left side. Search Click Active. Golden EAF Terri's Mega Foundation Click to select the grant (if ID: G-202303-07360 you have more than one Program Officer: Primary Staff Project Title: Terri's test app - grantee training grant). All Amount Awarded: \$100,000.00 Requests to Edit (1) Submitted Requests (2) Terri's Mega Foundation ID: G-202411-08764 Declined Requests (3) Program Officer: Project Title: Shell Building Stage 1 App Test #2 Amount Awarded: \$45,000.00 GRANTS (7) Status: Awarded Active (7) Shell Building Stage 1 Closed 3) Click the **Documents** link or scroll down to
 - Request Documents.



Grant Portal Basics



Locate Files from the Foundation

 The Excel workbook, in this example, has been uploaded as "Foundation File to Grantee". Files uploaded as "Foundation file to Grantee" are from Golden LEAF to/for you.

> **Request Documents** is where the Grantee Agreement and other grant documents from the Foundation are located throughout grant implementation.

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īest #2	Request Documents 1 test workbook_approved_04162024.xlsx
	Foundation File to Grantee Added by Terri Adou-Dy at 12:09 PM on April 16, 2024 Example: Test workbook 1.xlsx Project budget Added by Gran Tee at 10:22 AM on March 10, 2023

Still have grant portal questions? Send your question(s) to <u>grantportalhelp@goldenleaf.org</u> or drop by virtual office hours (schedule posted <u>here</u>).