

# Grant Portal Basics

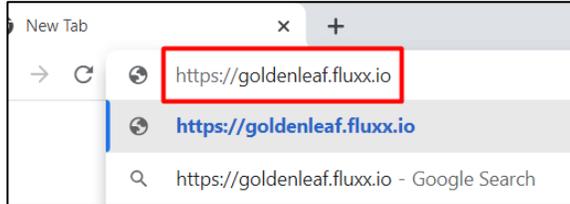
## Locate Files from the Foundation



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 browser and go to <https://goldenleaf.fluxx.io>.

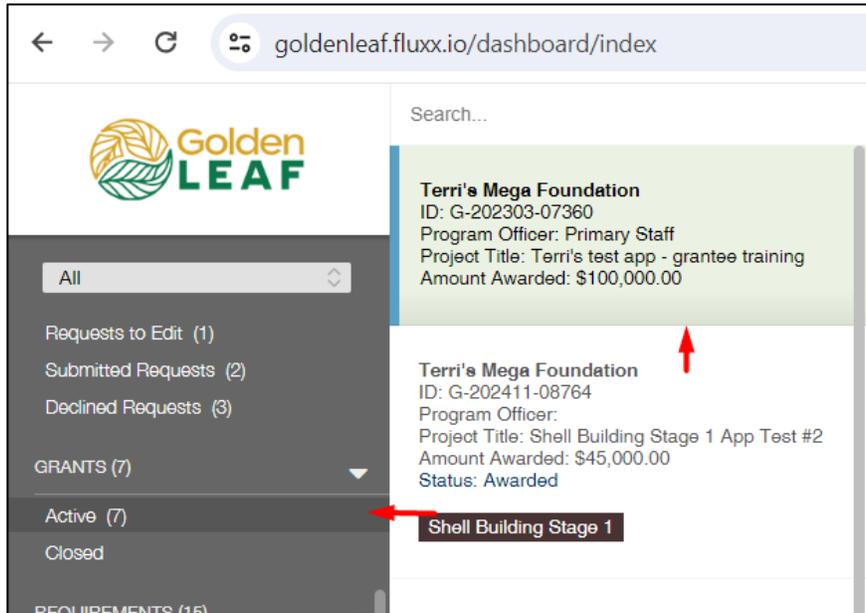
Log in.



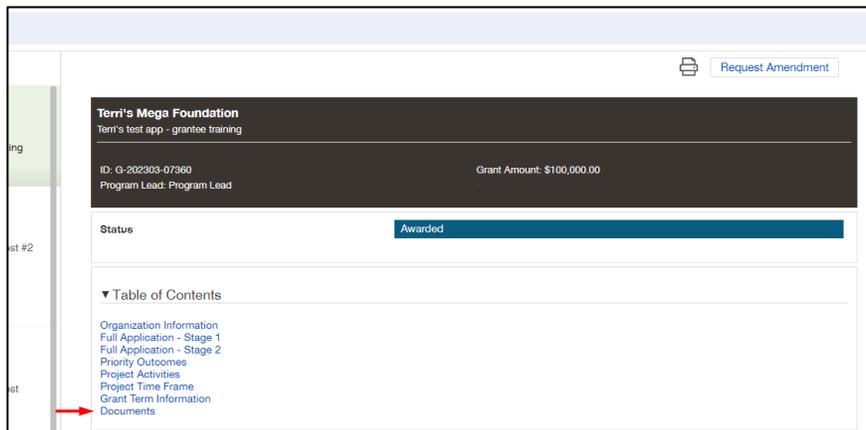
- 2) Scroll to GRANTS on the left side.

Click **Active**.

Click to select the grant (if you have more than one grant).



- 3) Click the **Documents** link or scroll down to **Request Documents**.



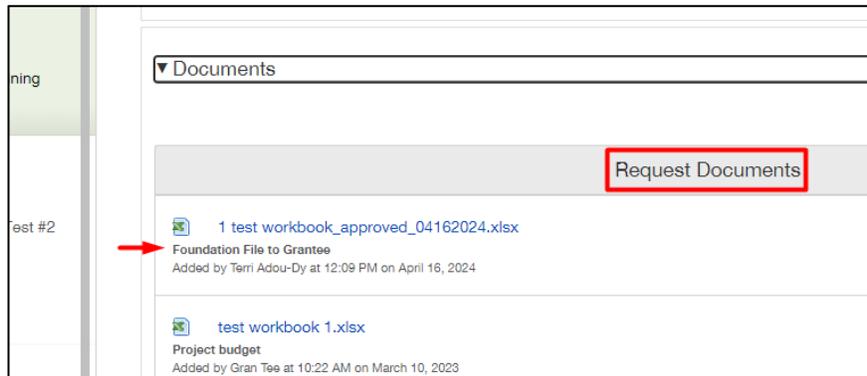
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- 4) The Excel workbook, in this example, has been uploaded as "Foundation File to Grantee". Files uploaded as "Foundation file to Grantee" are from Golden LEAF to/for you.

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



Still have grant portal questions? Send your question(s) to [grantportalhelp@goldenleaf.org](mailto:grantportalhelp@goldenleaf.org) or drop by virtual office hours (schedule posted [here](#)).