

Grant Portal Basics

Request a Payment



Before you, the grantee, can request payment, all prerequisites must be submitted to and approved by Golden LEAF. Prerequisites typically include evidence of sufficient funds to complete the project, Grant Management Workshop attendance verification, outcomes and activities sheet, project budget for approval, and signed grantee acknowledgment and agreement.

Other special conditions of the grants may be required prior to release of funds.

Some requirements may be waived, e.g., evidence of sufficient funds to complete the project may be waived if the Golden LEAF grant is the only funding source for the project.

1. Log in to your account at <https://goldenleaf.fluxx.io>.

Login Now:

Username

Password

Sign in

2. Click **Unscheduled Payments** in the menu.

The first payment will be in **Contingent** status and can't be edited or submitted for processing until all initial requirements have been submitted to and approved by Golden LEAF.

Golden LEAF

Terris Mega Foundation
Project Title: Terris's last app - grantee training
Payment ID: 21524046
Amount Due: \$0.00
Status: Contingent

Terris Mega Foundation
Terris's last app - grantee training
Payment ID: 21524046
Grant ID: G-202303-07360
Scheduled Amount:
Payment 1 of 1
Scheduled Date:

Status: Contingent

Payment Request

Please fill out the fields below.

Payment Request Date:

Payment Request Amount: \$0.00

Payment Request Comments:

No EDIT button

3. Once all initial requirements have been approved, the payment will be in the **Unscheduled** state.

Click **Edit** to complete a payment request.

Golden LEAF

Terris Mega Foundation
Project Title: Terris's last app - grantee training
Payment ID: 21524046
Amount Due: \$0.00
Status: Unscheduled

Terris Mega Foundation
Terris's last app - grantee training
Payment ID: 21524046
Grant ID: G-202303-07360
Scheduled Amount:
Payment 1 of 1
Scheduled Date:

Status: Unscheduled

Payment Request

Please fill out the fields below.

Payment Request Date:

Payment Request Amount: \$0.00

Payment Request Comments:

Edit

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4. Enter the date that you're making the request.

Enter the requested amount.

Type in any explanatory comments, if needed.

▼ Payment Request

Please fill out the fields below.

Payment Request Date

Payment Request Amount

Payment Request Comments

5. Upload required documents:

- Signed disbursement request form
- Financial workbook
- Signed certification form

▼ Documents

Disbursement Request Form	+
GLF Project Financial Report Workbook	+
Signed Certification Form	+
Supporting Invoice(s)	+
Supporting Evidence of Payment	+

Documents +

6. Click **Save and Close**

▼ Documents

Supporting Invoice(s) +

Supporting Evidence of Payment +

Documents +

- 2 Test.pdf.pdf
Signed Certification Form
Added by TEST Wib Gulley at 4:28 PM on April 12, 2024
- 1 test workbook.xlsx
GLF Project Financial Report Workbook
Added by TEST Wib Gulley at 4:28 PM on April 12, 2024
- 1 Test.pdf.pdf
Disbursement Request Form
Added by TEST Wib Gulley at 4:24 PM on April 12, 2024

Cancel ABC Save **Save and Close**

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7. Click **Submit**, then **OK**.

Terri's Mega Foundation

Terri's test app - grantee training

Payment ID: 21524046
Payment 1 of 1

Grant ID: G-202303-07360
Scheduled Amount:
Scheduled Date:

Status: **Unscheduled**

▼ Payment Request

Please fill out the fields below.

Payment Request Date: 4/12/2024

Payment Request Amount: \$25,776.21

Payment Request Comments:

▼ Summary Information

Due at:

Amount Due:

Organization Payee: Terri's Mega Foundation

▼ Payment Details

stencil=true

Submit

Submit

You are about to Submit this Payments form. Please confirm that you would like to proceed.

Cancel **OK**

8. Confirm that status has changed to **Under Review**.

Terri's Mega Foundation

Terri's test app - grantee training

Payment ID: 21524046
Payment 1 of 1

Grant ID: G-202303-07360
Scheduled Amount:
Scheduled Date:

Status: **Under Review**

▼ Payment Request

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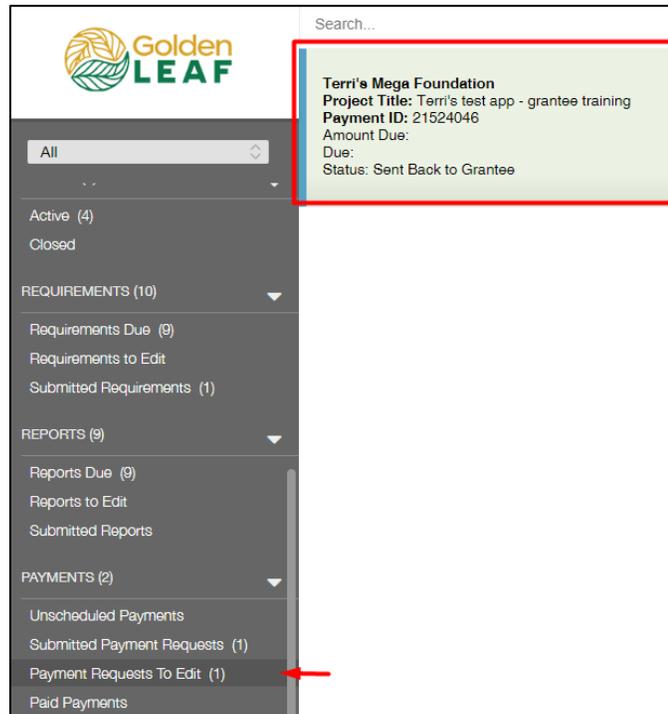


Golden LEAF Staff Follow-Up

If you've recorded expenditures allocated to the Golden LEAF grant on the *Golden LEAF Expense Tracking* sheet of the financial workbook, your program officer will select a sample of entries and request that you upload invoice copies and possibly evidence of payment for those transactions. The person listed as "Primary Contact" for the grant will receive an email notification explaining what is needed and requesting that you log in to the grant portal to respond.

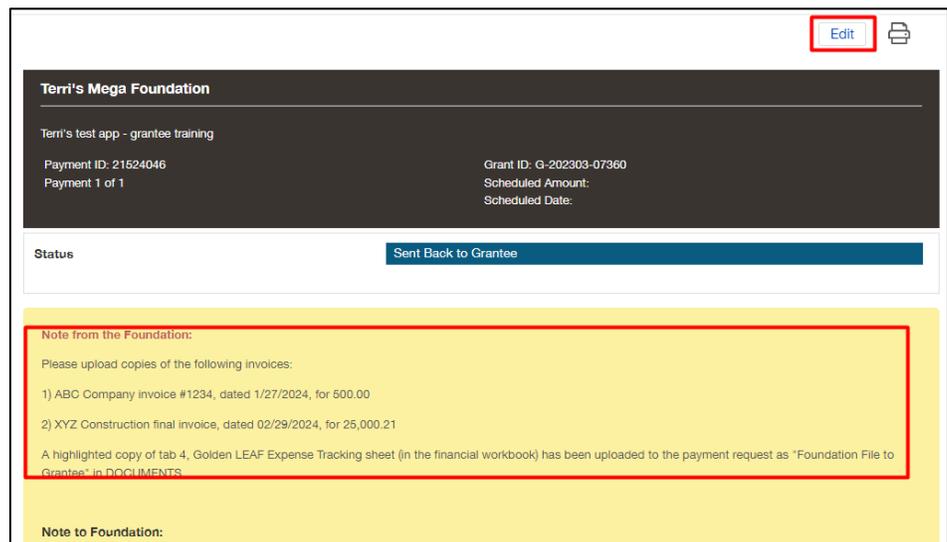
- 1) In the menu on the left, scroll to and click **Payment Requests to Edit**, then select the payment that has been returned to you.

Note: The status has changed to **Sent Back to Grantee**.



- 2) Instructions from the Foundation will be highlighted in yellow at the top of requirement. (These are the same instructions that were in the notification email.)

Click **Edit**.



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- 3) Type your narrative response, if applicable, in the **Note to Foundation** field.

Note to Foundation

T B I U S S

- 4) Click **+** to upload requested documents.

Click **Save and Close**.

▼ Documents

Supporting invoice(s)

Supporting Evidence of Payment

Documents

1 test workbook_highlighted_04172024.xlsx
Foundation File to Grantee
Added by Terri Adou-Dy at 4:06 PM on April 17, 2024

Cancel Save Save and Close

- 5) Click **Send Supporting Info**, then click **OK**.

▼ Documents

Supporting Evidence of Payment

Documents

Invoices - in order.pdf
Supporting invoice(s)
Added by TEST Wib Gullely at 4:38 PM on April 17, 2024

1 test workbook_highlighted_04172024.xlsx
Foundation File to Grantee
Added by Terri Adou-Dy at 4:06 PM on April 17, 2024

Resubmit

Resubmit

You are about to Resubmit this Payments form. Please confirm that you would like to proceed.

Cancel OK

- 6) Confirm that status has changed to **Under Review**.

Terri's Mega Foundation

Terri's test app - grantee training

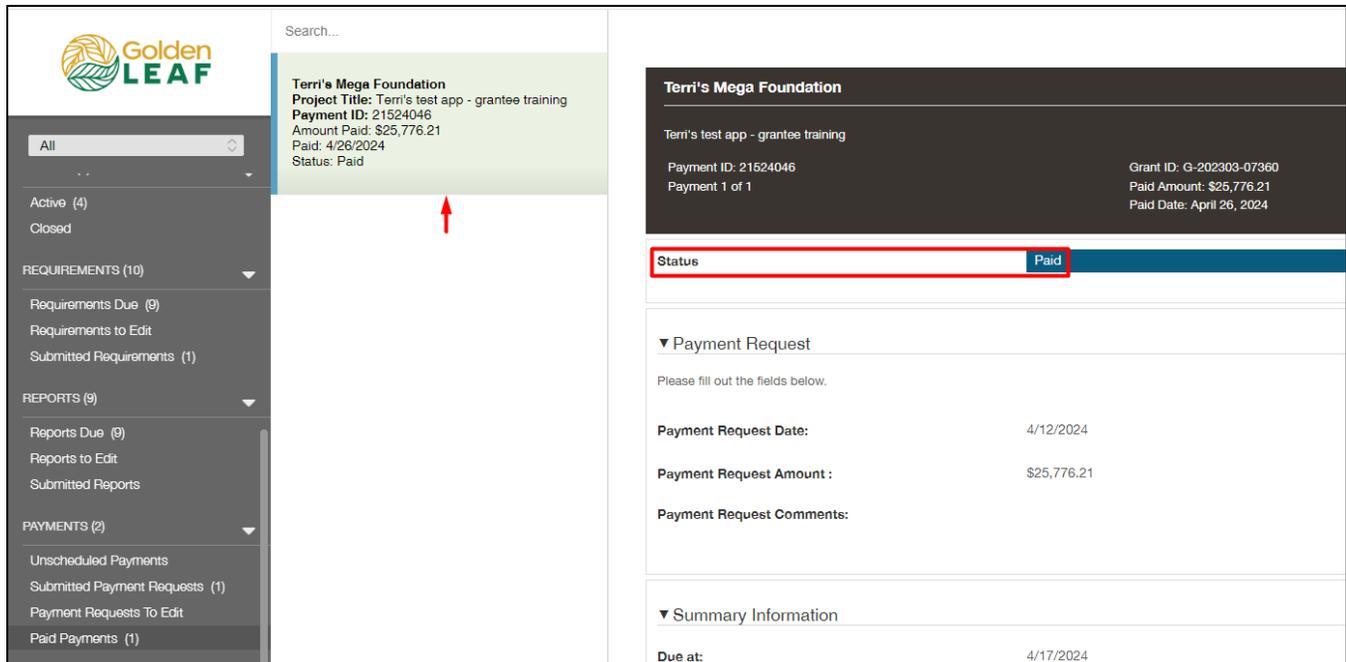
Payment ID: 21524046
Payment 1 of 1

Grant ID: G-202303-07360
Scheduled Amount:
Scheduled Date:

Status Under Review

Checking Requirement Status

You can find payment that have *not* been submitted in **Unscheduled Payments** in the PAYMENTS section of the menu in the grant portal. Once submitted to the Foundation, you can check the status in the **Submitted Payment Requests**. If payment requests have been returned to you for additional information, you can find them in **Payment Requests to Edit**.



The screenshot displays the Golden LEAF Grant Portal interface. On the left is a navigation menu with categories: All, Active (4), Closed, REQUIREMENTS (10), REPORTS (9), and PAYMENTS (2). The 'PAYMENTS (2)' section is expanded, showing 'Unscheduled Payments', 'Submitted Payment Requests (1)', 'Payment Requests To Edit', and 'Paid Payments (1)'. The main content area shows a search bar and a list of payment requests. One request is highlighted in green, with a red arrow pointing to it. The details for this request are: Project Title: Terri's test app - grantee training, Payment ID: 21524046, Amount Paid: \$25,776.21, Paid: 4/26/2024, Status: Paid. To the right, a detailed view of this payment request is shown, including the status 'Paid' in a blue box, the payment request date (4/12/2024), and the amount (\$25,776.21).

Approved requirements remain in the **Paid Payment** folder, in view-only status—uploaded documents can no longer be modified or removed by you. They can only be previewed.

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