



Introduction

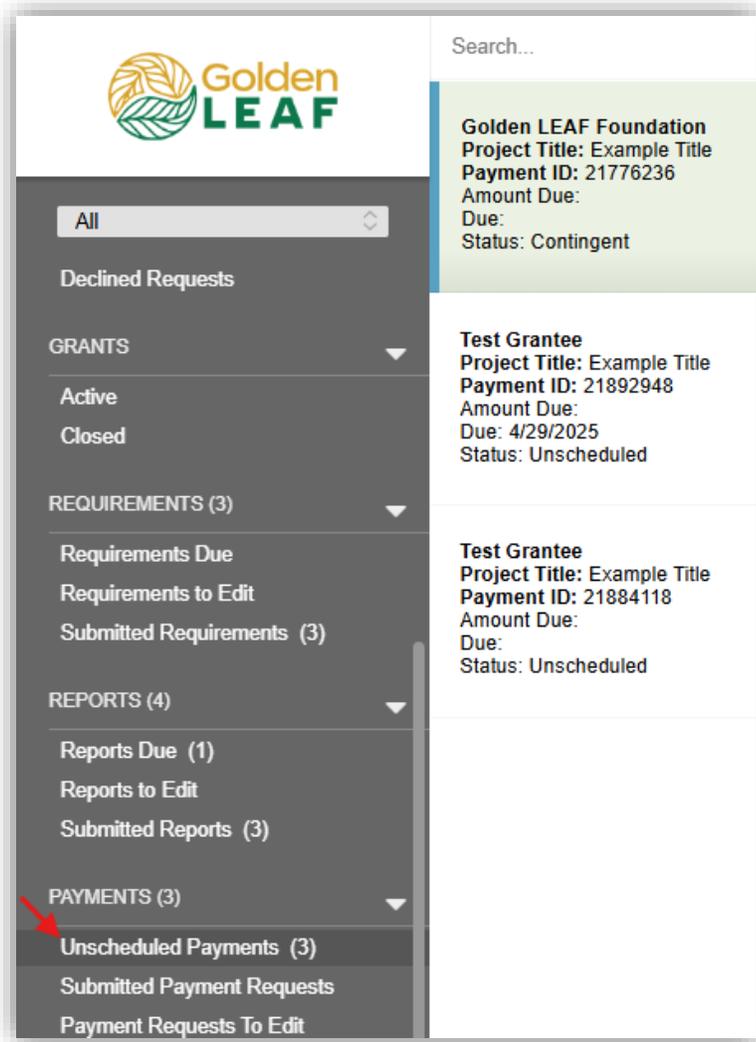
Before you, the grantee, can request payment, all prerequisites must be submitted to and approved by Golden LEAF. Prerequisites typically include evidence of sufficient funds to complete the project, Grant Management Workshop attendance verification, outcomes and activities sheet, project budget for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

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Steps to Submit a Payment Request

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



- Once all initial requirements have been approved, the payment will be in the **Unscheduled** state. Click **Edit** to complete a payment request.

Golden LEAF Foundation

Example Title

Payment ID: 21892948
Payment 3 of 3

Grant ID: R-202508-09622
Scheduled Amount:
Scheduled Date: April 29, 2025

Status: **Unscheduled**

- Enter the date that you're making the request. Enter the requested amount. Type in any explanatory comments, if needed.

- Upload required documents by clicking the + sign to the right of document type:
 - Signed Payment Request Form
 - Project Financial Workbook
 - Signed Certification Form

- Click **Save and Close**.

- Click **Submit**, then click **OK**.
- Confirm that status has changed to **Under Review**.

Golden LEAF Foundation

Example Title

Payment ID: 21892948
Payment 3 of 3

Grant ID: R-202508-09622
Scheduled Amount:
Scheduled Date: April 29, 2025

▼ Payment Request

Please fill out the fields below:

Payment Request Date: 3/26/2026

Payment Request Amount: 150000

Payment Request Comments

Example Text

▼ Documents

Payment Request Form (+)

Project Financial Workbook (+)

Signed Certification Form (+)

Supporting Invoice(s) (+)

Supporting Evidence of Payment (+)

Documents (+)

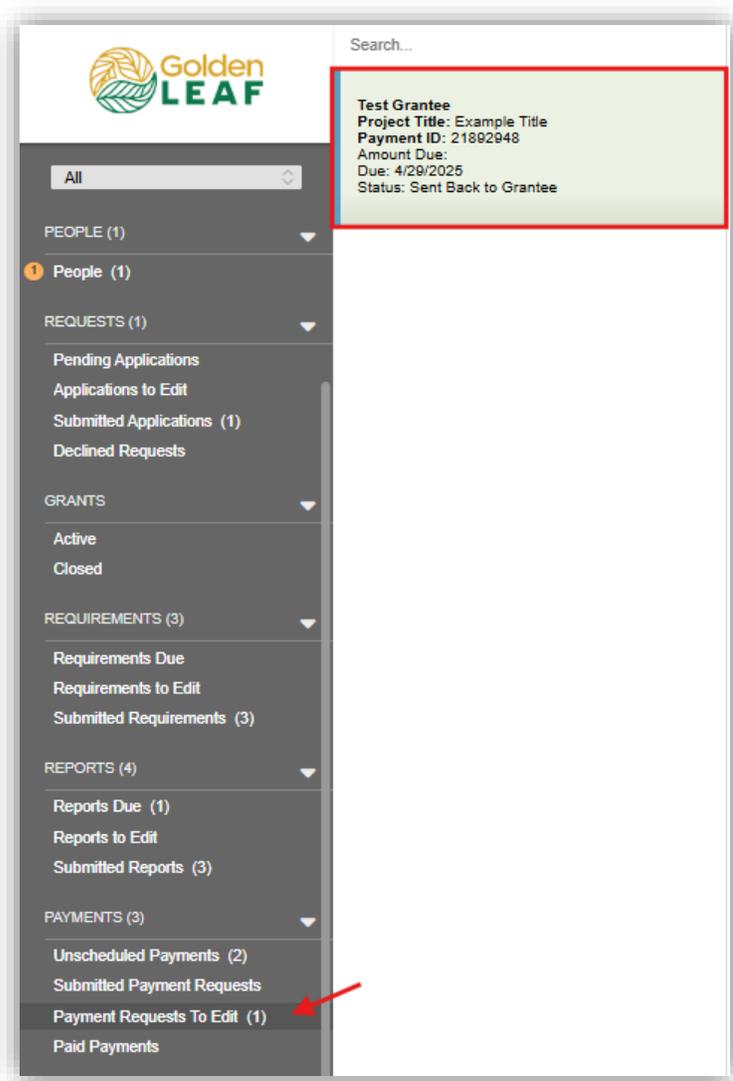
Cancel Save **Save and Close**

Test Grantee
Project Title: Example Title
Payment ID: 21892948
Amount Due:
Due: 4/29/2025
Status: Under Review

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. The person listed as "Primary Contact" for the grant will receive an email notification explaining what is needed.

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**.



- Instructions from the Foundation will be highlighted in yellow at the top of the requirement. (These are the same instructions that were in the notification email.) Click **Edit**.
- Type your narrative response, if applicable, in the **Note to Foundation** field.

Golden LEAF Foundation

Example Title

Payment ID: 21892948 Grant ID: R-202508-09622
Payment 3 of 3 Scheduled Amount:
Scheduled Date: April 29, 2025

Note from the Foundation:

Please provide additional documentation on XYZ.

Note to Foundation

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- Click **+** to upload requested documents. Click **Save and Close**.

▼ Documents

Supporting Invoice(s) +

Supporting Evidence of Payment +

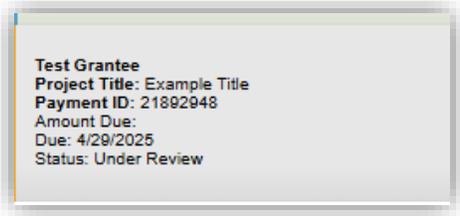
Documents +

Test.xlsx Signed Certification Form Added by GOLDEN LEAF TEST GRANTEE at 9:32 AM on March 17, 2026	+ 🔍 -
Test.xlsx Project Financial Workbook Added by GOLDEN LEAF TEST GRANTEE at 9:32 AM on March 17, 2026	+ 🔍 -
Test.xlsx Payment Request Form Added by GOLDEN LEAF TEST GRANTEE at 9:32 AM on March 17, 2026	+ 🔍 -

Cancel ABC Save **Save and Close**

- Click **Resubmit**, then click **OK**.

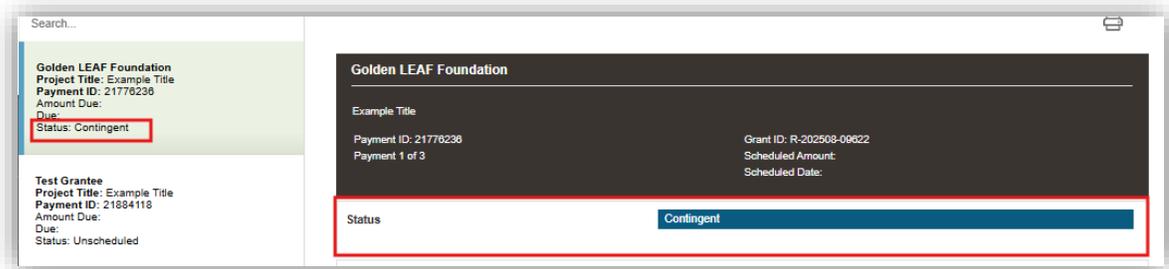
6. Confirm that status has changed to **Under Review**.



Checking Payment Status

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

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.



Contact Information

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