Grant Portal Basics
Request a Modification

Follow the instructions below to request an amendment.

- **Extension Request**: To request an extension of the grant term to MM/DD/YYYY.
- **Budget Modification Request**: Typically, to request reallocation of the Golden LEAF grant between Golden LEAF-approved budget line items.
- **Project Modification Request**: To request a deviation from the approved purpose of the grant or from the projected outcomes and/or activities.

Keep in mind that some modification requests may require the approval of the Golden LEAF Board of Directors. Communicate with your assigned program officer early if you anticipate the need for an amendment.

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

2) Review amendment (modification) information on the grantee portal home page.
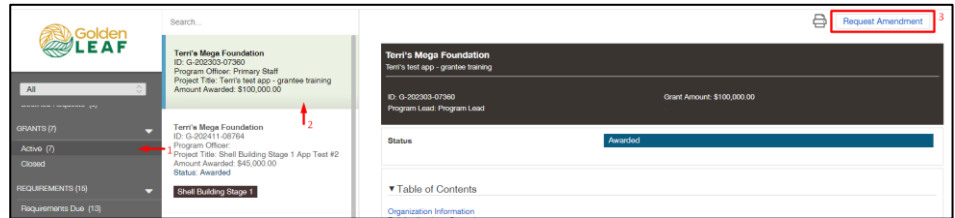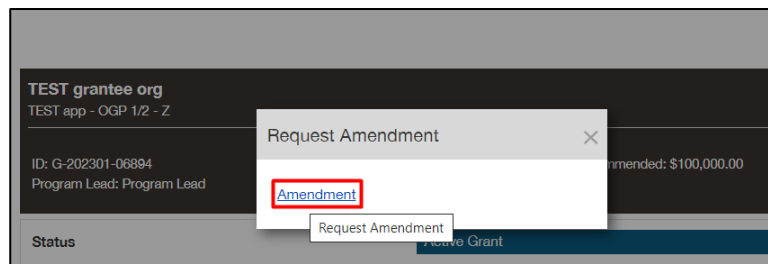
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3) In the menu on the left, scroll to the GRANTS section and click **Active** (1).

   Click the active grant for which you're requesting a modification (2).
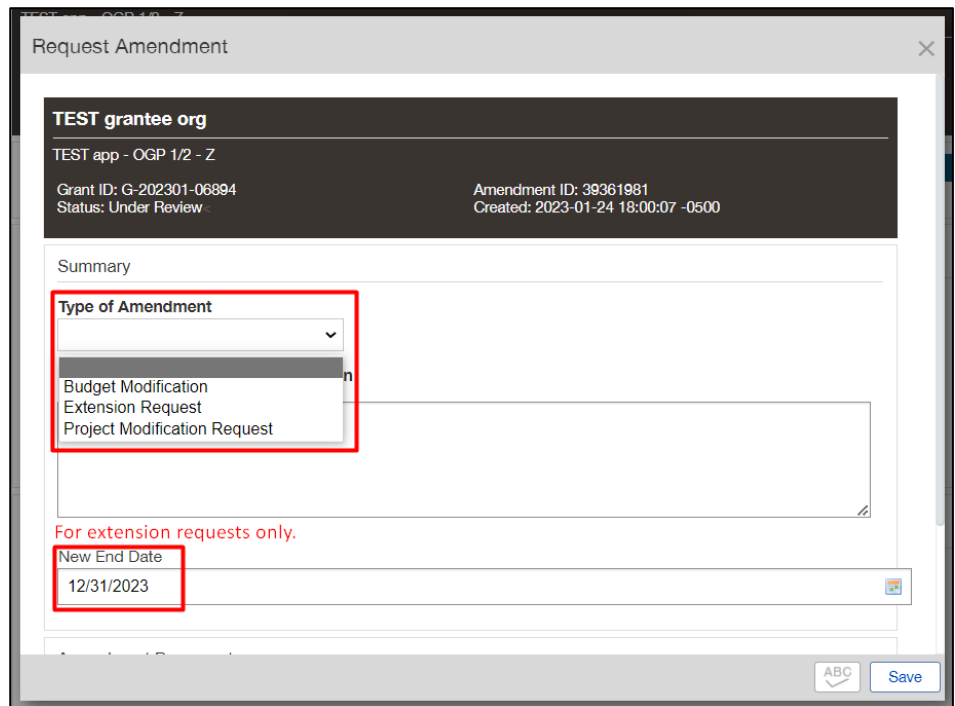
   Click **Request Amendment** (3).

4) Click **Amendment**.

5) Select, from the drop-down menu, the type of amendment you're requesting:
   - Budget modification,
   - Extension request, or
   - Project modification

   NOTE: Create and submit a separate request for each desired modification. Do not combine requests. You may submit multiple requests, each with its unique (online) amendment request submission form.

6) Describe the modification request, why it's needed, how it will affect project outcomes, etc.

Amendment Request and Justification

7) Upload required attachments (signed budget or project modification form, financial workbook, supporting documents, etc.)

Click **Save**.

▼ Amendment Documents

DOCUMENTS   ⊕

ABC   Save

Golden LEAF Staff Follow-Up

If your program officer requires additional information or documents, the person listed as "Primary Contact" for the grant will receive an email notification explaining what is needed and requesting login to the grant portal to respond.

1) In the menu on the left, scroll to and click **Amendments to Edit**, then select the amendment that has been returned to you.

AMENDMENTS (4)   ▼

Under Review

Amendments To Edit (1)

Approved (3)

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.)

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

Click **Edit**.

Terri's Mega Foundation

Terri's test app - grantee training

Grant ID: G-202303-07360   Amendment ID: 39390165
Status: Sent Back to Grantee   Created: 2024-04-17 15:27:04 -0400

Note from the Foundation:
Please upload the contract, change order, or letter from the engineer that explains the work to drill through the granite.

Note to Foundation:

Status   Sent Back to Grantee

3) Type your narrative response in the **Note to Foundation** field.

4) Click **+** to upload additional or revised documents.

   Click **Save and Close**.

5) Click **Resubmit**, then click **OK**.
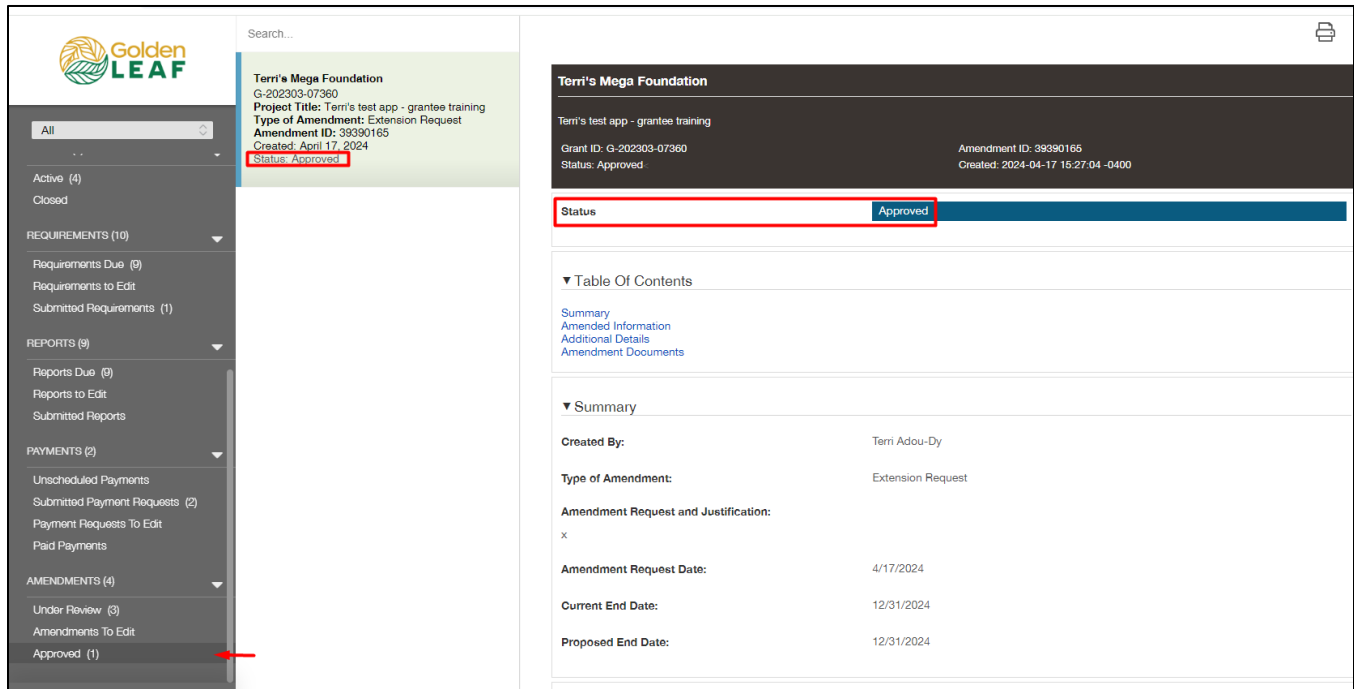
6) Confirm that status has changed to **Under Review**.

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Checking Modification Status

You can find amendments that have been submitted in **Under Review** in the **AMENDMENTS** section of the grant portal menu. If amendments have been returned to you for additional information, you can find them in **Amendments to Edit**. And finally, once an amendment has been approved, you can find it in **Approved** in the **AMENDMENTS** section of the grant portal menu.

Approved amendments remain in the **Approved** folder, in view-only status—uploaded documents can no longer be modified or removed by you. Previously uploaded documents 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).