

MFF Grant Portal Instructions

Safe Routes to School Mini Grant

<https://michiganfitness.fluxx.io>

Welcome to the MFF Grant Portal. These instructions are intended to help guide you through our new system. If at any point you have difficulties, please reach out to us for assistance; this is a new system for us, and it is our intent that you feel fully supported in applying for our mini grant.

1. Logging in:

- If you already have a contract with us, you will be receiving an email by January 27th containing your login credentials (user ID and temporary password). If you do not receive the email, contact our Director, Meg Thomas Ackerman at MTAckerman@michiganfitness.org or by calling 517-908-3814.
- If you are new, go to the portal website (<https://michiganfitness.fluxx.io>) and register. After you register you will get the same email mentioned above

2. Once you are in the system, this is the first screen you will see:

- Select the **SAFE ROUTES TO SCHOOL MINI-GRANT APPLICATION**

The screenshot displays the FLUXX portal interface. On the left is a dark sidebar with the FLUXX logo and a menu with categories: Information (Portal Instructions), Users (User Information), Organizations (Organization Information), and Requests (Draft Requests, Under Review, Requires Revision, Pending Award, Contract Pending, Declined Requests). The main content area has a 'Printable' button in the top right. Below it is the 'Available Funding Opportunities' section. The first button is 'SNAP-Ed RFP or Mini-Grant Application'. Below this is a paragraph about SNAP-Ed. The second button, 'Safe Routes to School Mini-Grant Application', is circled in red. Below this is a paragraph about Safe Routes to School (SRTS). At the bottom is a section titled 'HOW TO USE THE PORTAL' with a brief explanation of the 'cards' in the sidebar.

3. On the next screen, next to APPLICATION TYPE:

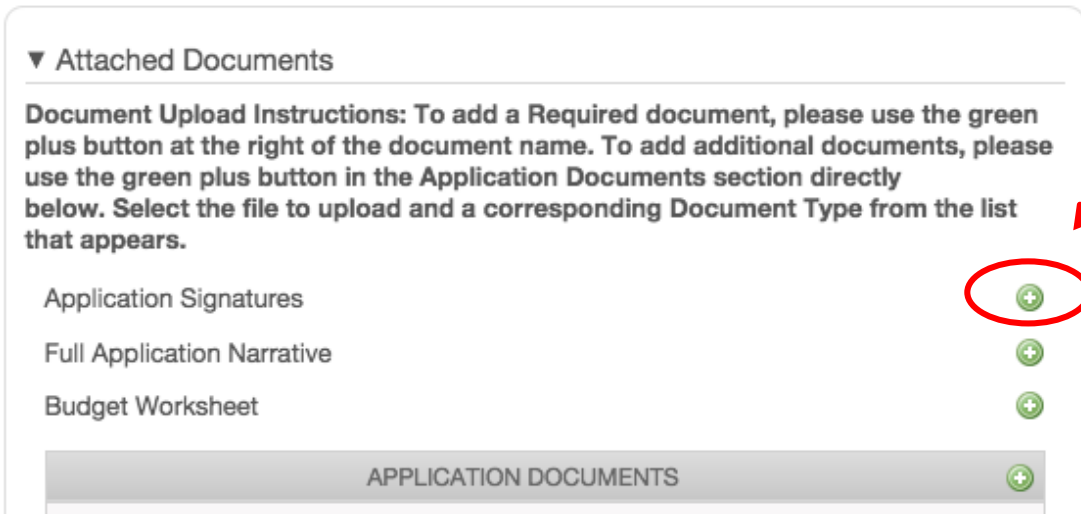
Select **SAFE ROUTES TO SCHOOL MINI-GRANT APPLICATION** then immediately click on **SAVE**

The screenshot shows the FLUXX application interface. On the left is a dark sidebar with the FLUXX logo and navigation links for 'Information' (Portal Instructions) and 'Users' (User Information). The main content area has a header with 'Cancel', 'Save', and 'ABC' buttons. Below the header, the 'Application Type' dropdown menu is open, showing 'Safe Routes to School Mini-Grant Application' as the selected option. Below the dropdown, there are two numbered instructions: '1. SAVE after selecting the application type.' and '2. Select "Edit" to continue working on application.' The 'Save' button in the top right is circled in red, and the dropdown menu is also circled in red.

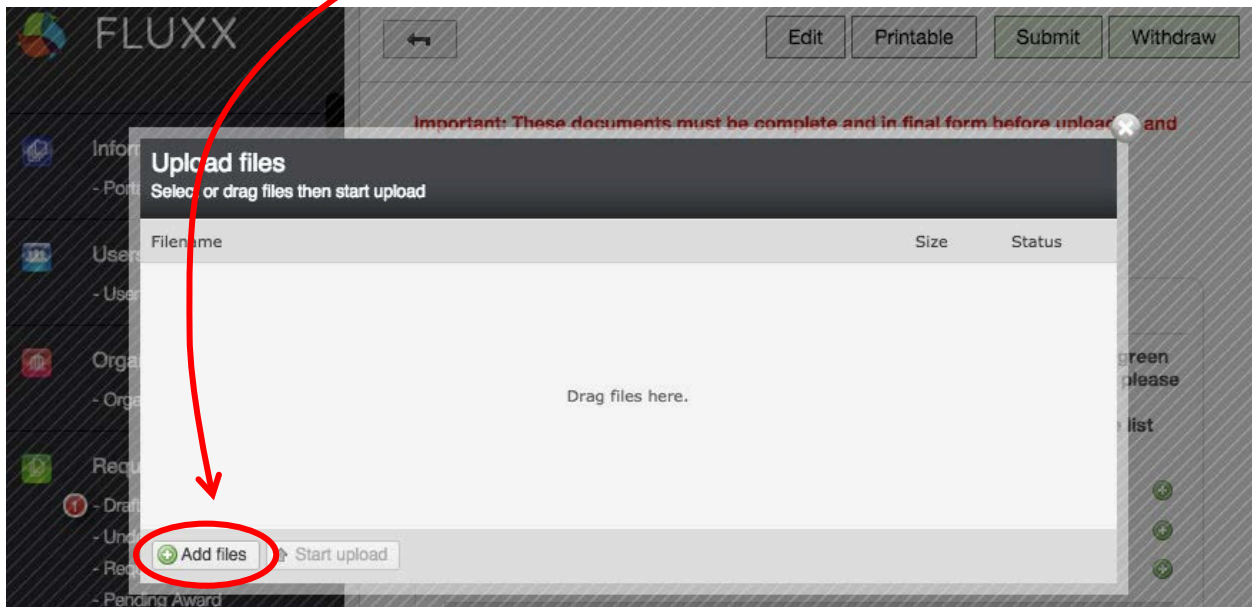
4. After you have saved your application, three downloadable forms will appear on your screen. **Download each**, complete, and save them on your computer in a known location. These forms are also available on our website.

The screenshot shows the application form after saving. At the top, there are buttons for 'Edit', 'Printable', 'Submit', and 'Withdraw', along with a back arrow button. Below the buttons, there is a red warning message: 'Important: These documents must be complete and in final form before uploaded and before proceeding. These documents are also available on MFF's website.' Below the warning, three document names are listed and circled in red: 'Application Signature(s)', 'Full Application Narrative', and 'Budget Worksheet'. Below these names is a section titled 'Attached Documents' with a dropdown arrow. Under this section, there are three rows, each with a document name and a green plus button: 'Application Signatures', 'Full Application Narrative', and 'Budget Worksheet'. At the bottom of this section, there is a grey bar labeled 'APPLICATION DOCUMENTS' with a green plus button.

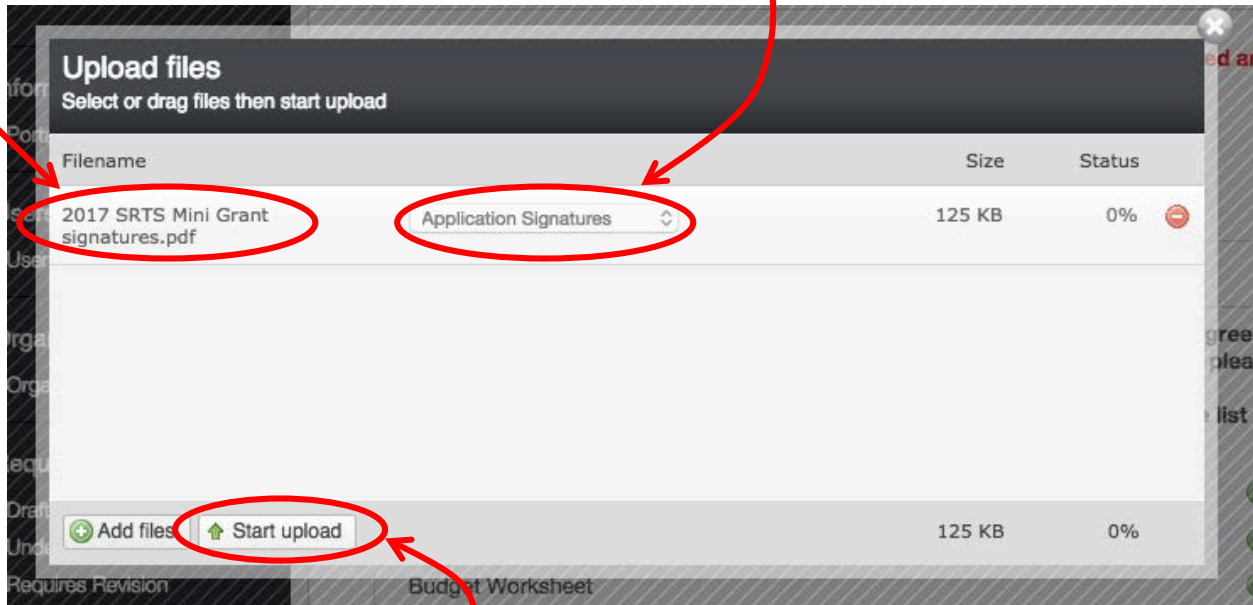
- Once you have completed each of the three downloaded documents (APPLICATION SIGNATURES, FULL APPLICATION NARRATIVE, and BUDGET WORKSHEET), you will be ready to upload them into the ATTACHED DOCUMENTS section of the portal. Click on the **green 'plus' sign** beside the name of the document you are ready to upload.



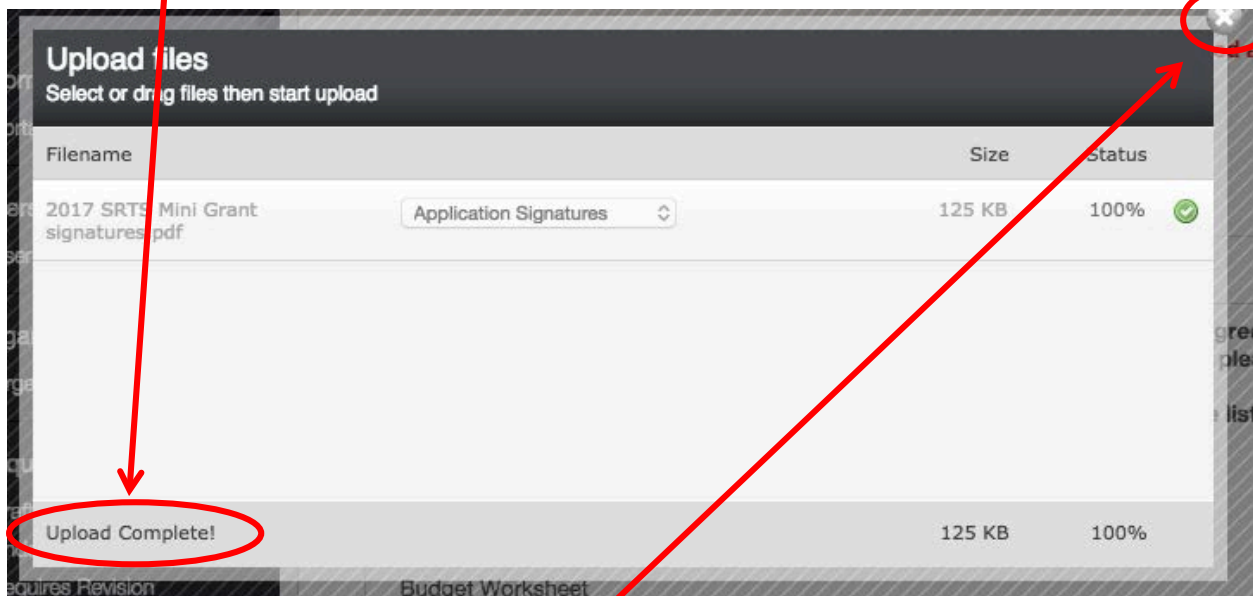
- A pop-up window will appear; select **ADD FILES** at the lower right corner of the pop-up window



7. A screen of your computer files will pop up so that you can find and click on the file you want to upload. Once you have selected the file, it will appear in the UPLOAD FILES pop-up box.
8. In the drop down menu beside your file name, select the **file type** (APPLICATION SIGNATURES, FULL APPLICATION NARRATIVE, or BUDGET WORKSHEET)

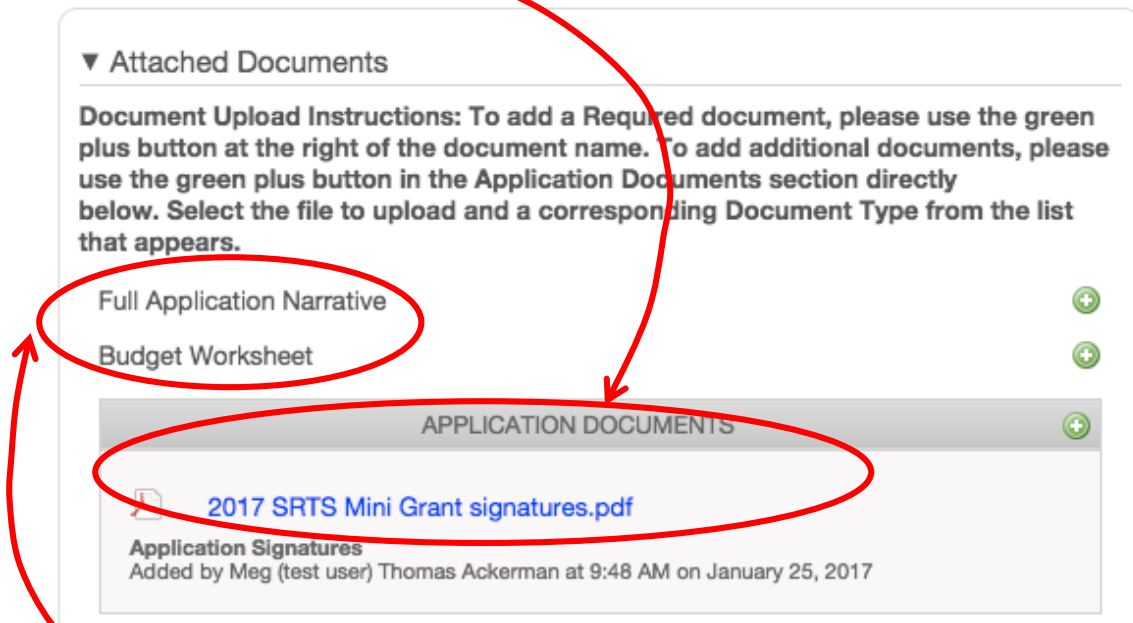


9. Next, click on the **START UPLOAD** button
10. If the document successfully uploads, the pop-up box will display the message **UPLOAD COMPLETE**. Do not close this window until you do see the UPLOAD COMPLETE message.



11. Close the pop-up window by clicking on the **X** in the upper right corner

12. After you have completed that step, the uploaded document will appear in blue in the **APPLICATION DOCUMENTS** window.



Any documents that you still need to upload will remain listed in **grey** in the ATTACHED DOCUMENTS window.

13. Be sure to **SAVE** regularly as you move through the steps of the application. After clicking on SAVE, you will need to select **EDIT** to continue working on your application.



Please Note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

14. To enter information about the school with which you are working, click on the **green 'plus' sign** in the SCHOOL INFORMATION box.

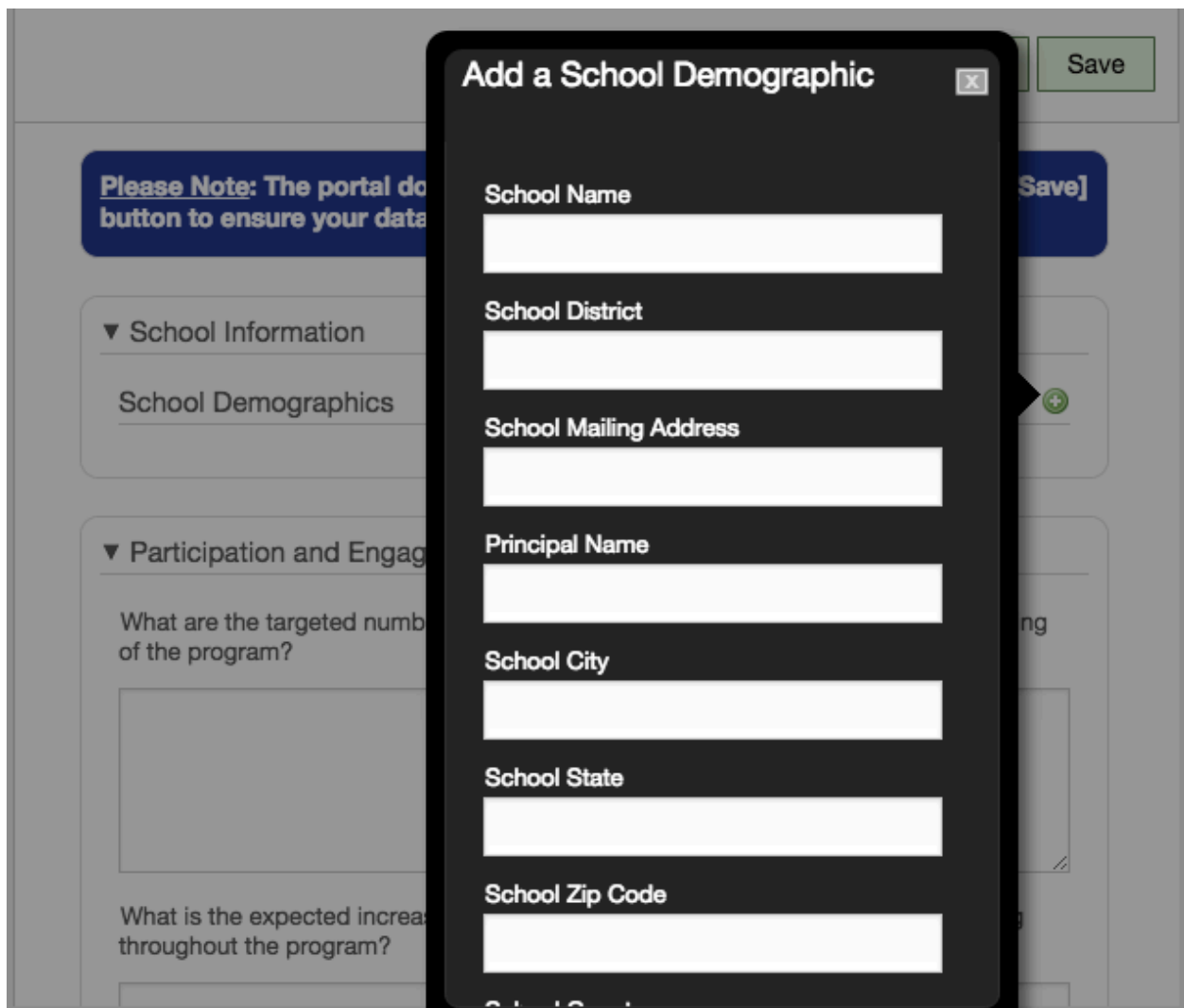


▼ School Information

School Demographics

A red circle highlights a green plus sign button in the bottom right corner of the 'School Demographics' section. A red arrow points from the text in step 14 to this button.

15. The ADD A SCHOOL DEMOGRAPHIC pop-up box will appear. Complete and save.



Add a School Demographic [X]

Save

Please Note: The portal do
button to ensure your data

Save]

▼ School Information

School Demographics

▼ Participation and Engag

What are the targeted numb
of the program?

What is the expected increa
throughout the program?

School Name

School District

School Mailing Address

Principal Name

School City

School State

School Zip Code

The 'Add a School Demographic' pop-up form is displayed over a blurred background of the main application interface. The form contains seven text input fields, each with a label above it. A green plus sign button is visible on the right side of the pop-up, corresponding to the button highlighted in step 14.

16. Continue with the PARTICIPATION AND ENGAGEMENT section (remember to click on EDIT if you have saved recently).

▼ Participation and Engagement

What are the targeted numbers of students and parents participating at the beginning of the program?

What is the expected increase in the numbers of students and parents participating throughout the program?

17. Continue with ACTIVE TRANSPORTATION TEAM MEMBERS SECTION.

▼ Active Transportation Program Team Members

Program Coordinator Name

Program Coordinator Title/Role

Other Team Member Name(s) and Role(s)

18. Continue with the BUDGET WORKSHEET section.

Note that **SPACE/MISCELLANEOUS/ADMINISTRATIVE** are **NOT ELIGIBLE** in the SRTS mini-grant program.

▼ Budget Worksheet	
Total for Salary and Benefits	\$3,000.00
Total for Postage and Shipping	\$0.00
Total for Supplies Materials and Curriculum / Equipment < \$5k	\$2,000.00
Total for Travel	\$0.00
Total for Space / Miscellaneous / Administrative	\$0.00
Total Direct Expenditures:	\$5,000.00
Total Grant Award:	\$5,000.00

19. For fields in which you are not requesting funds, you **MUST** enter '0'; otherwise, the system will give you an error message.

20. Complete the APPLICATION DETAILS section, entering the **total amount you are requesting**. This amount should match the Total Grant Award in step 18.

▼ Application Details

Project Title

Project Description

Please update this section after completing the full application narrative.

Please enter the total award amount requested in the field below.

Award Amount Requested

21. When you are finished and ready to send, click on **SUBMIT**

Congratulations! You're finished!