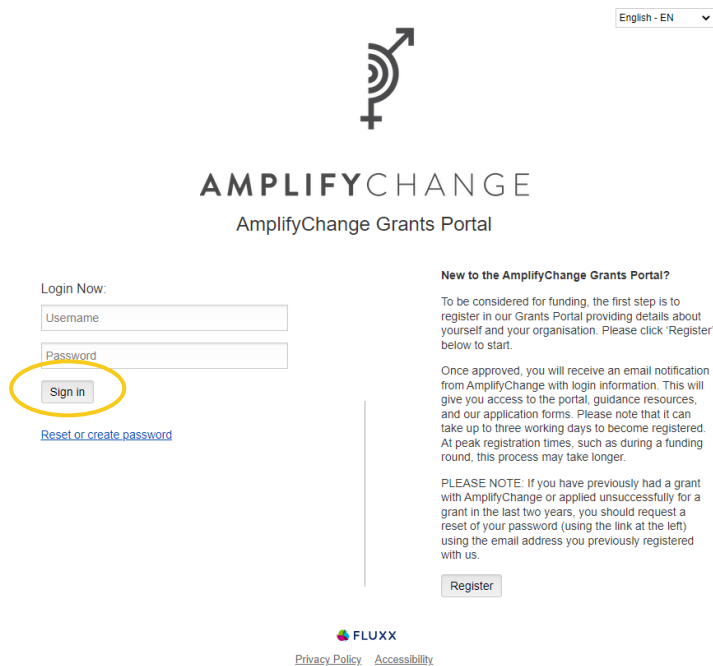


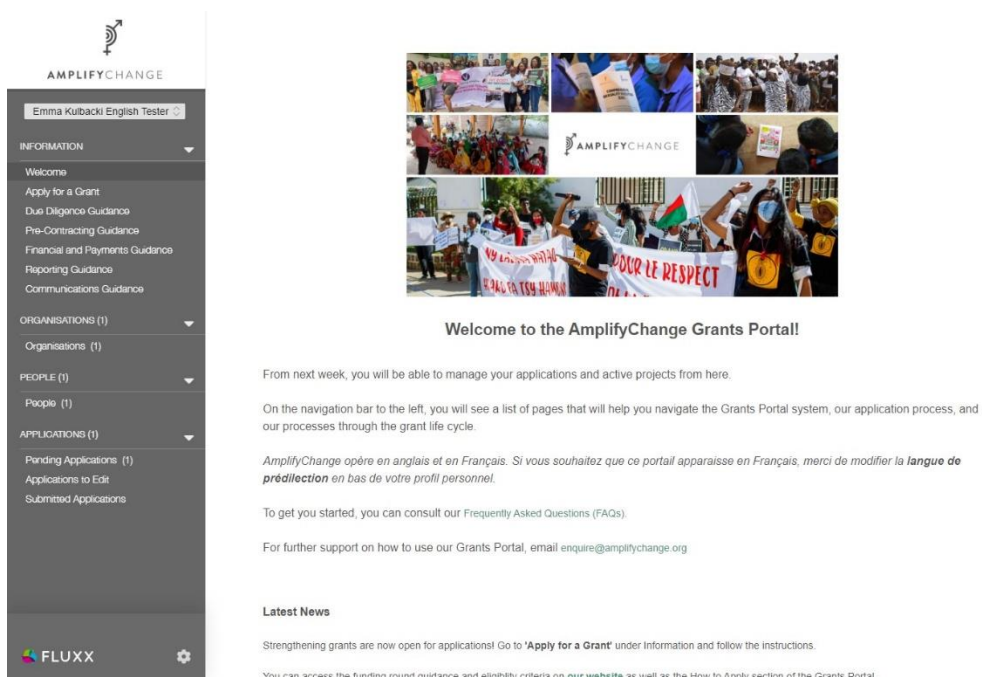


How to update a draft application in Fluxx (AmplifyChange Grants Portal)

1. Go to https://amplifychange.fluxx.io/user_sessions/new , enter your login email and password, and click Sign In

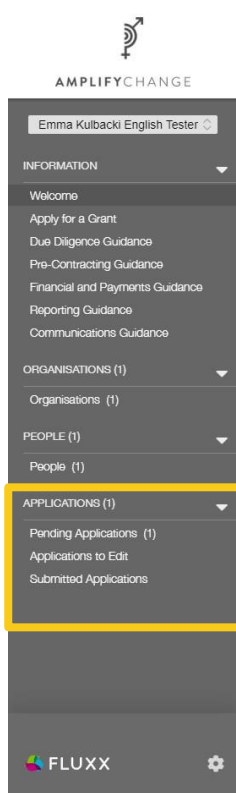


2. You will arrive at the Welcome page of the AmplifyChange Grants Portal.





- To make any edits or updates to your application, go to the 'Applications' section of the navigation bar on the left-hand side of the page. **Do NOT go to 'Apply for a Grant' and start a new application – this will mean that your updates will not be saved in one application form.**



Welcome to the AmplifyChange Grants Portal!

From next week, you will be able to manage your applications and active projects from here.

On the navigation bar to the left, you will see a list of pages that will help you navigate the Grants Portal system, our application process, and our processes through the grant life cycle.

Le portail est disponible en anglais et en Français. Si vous souhaitez que ce portail apparaisse en Français, merci de modifier la *langue* de votre profil personnel.

To get you started, you can consult our Frequently Asked Questions (FAQs).

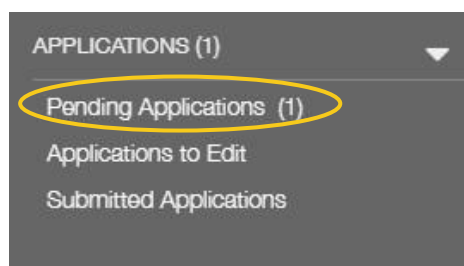
For further support on how to use our Grants Portal, email enquire@amplifychange.org

Latest News

Strengthening grants are now open for applications! Go to 'Apply for a Grant' under Information and follow the instructions.

You can access the funding round guidance and eligibility criteria on [our website](#) as well as the How to Apply section of the Grants Portal.

- You will see your drafts and submitted applications here, as well as any applications that have been sent back during review. Click on 'Pending Applications' to access your open draft application form.





- You will then arrive at your draft application. This is where you will make any new additions or updates to your project proposal. To add new information or update your application, click 'Edit' in the top right-hand corner of the page.

The screenshot shows the AmplifyChange application interface. On the left is a dark sidebar with a navigation menu including 'Welcome', 'Apply for a Grant', 'Due Diligence Guidance', 'Pre-Contracting Guidance', 'Financial and Payments Guidance', 'Reporting Guidance', 'Communications Guidance', 'ORGANISATIONS (1)', 'PEOPLE (1)', and 'APPLICATIONS (1)'. The main content area shows a search bar, a header for 'Emma Kulbacki English Tester' with details like 'Ref: R-202211-02320', 'Legacy Ref:', 'GST:', 'FRT:', 'Programme:', 'Sub-Programme:', 'Country: United Kingdom', and 'Status: Draft Strengthening R7'. A top right button labeled 'Edit' is circled in yellow. Below the header is a 'Status' bar indicating 'Draft Application'. A red warning message states: 'Once you have answered and saved all questions and provided all required documents, please ensure that you click [Submit]. If an application has been successfully submitted, the status above will change to Under Review.' A 'Table of Contents' section lists: 'Organisation Information', 'Tell us about your project', 'Tell us about your organisational goals', 'Tell us about addressing challenges in your project', 'Tell us about any downstream partners for this project', 'Financial Background', 'Consent', and 'Documents'. The 'Organisation Information' section contains fields for 'Organisation:' (Emma Kulbacki English Tester), 'Project Primary Contact:' (Emma Ruth1), 'Project Secondary Contact:', 'Finance Contact:', 'Programme Contact:', and 'M&E Contact:'. At the bottom, there are two questions: 'Is your Organisation profile on Fluxx fully complete and up to date?' and 'Is your People profile on Fluxx fully complete and up to date?'. A 'Submit' button is located at the bottom right.

- Make your edits and updates. Remember to click 'Save' as you go along, as any lost information due to not saving the form will be lost and not recoverable. If you are finished updating, but not ready to submit, you can click 'Save and Close'.

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

This section provides a detailed view of the application form. It starts with a 'Table of Contents' section listing: 'Grant Eligibility', 'Organisation Information', 'Tell us about your project', 'Tell us about your organisational goals', 'Tell us about addressing challenges in your project', 'Tell us about any downstream partners for this project', 'Financial Background', 'Consent', and 'Documents'. The 'Grant Eligibility' section contains the text: 'Only applications that meet our eligibility criteria for a Strengthening Grant will be considered for funding. Before continuing with your application, you should ensure that your organisation and proposed project fulfils the full criteria. This includes (but is not limited to) the following requirements:' followed by a bulleted list: 'Your organisation is a civil society organisation from the Global South.', 'Your organisation must be registered and implementing a project in one of AmplifyChange eligible countries for a Strengthening Grant.', 'Your organisation is a small to medium sized organisation with an average annual expenditure over the past 2 years of less than £500,000 per year.', 'Your organisation has a bank account.', 'Your proposed project will be between 24 and 36 months in duration.', and 'The budget for your proposed project is for a maximum of £200,000.'. The 'Organisation Information' section includes the text: 'This section is your opportunity to tell us about the key contacts within your organisation and to ensure that you have provided us with fully up to date information about your organisation.' and 'Please ensure that all contact fields are completed. The same name may be provided for different roles, as we recognise that the same person may perform different roles if you are a small organisation. The contacts can be updated in future if your application is successful. Please note that the location field will be completed automatically and should not be changed.' Below this are three dropdown menus: 'Organisation' (Emma Kulbacki English Tester), 'Location' (Emma Kulbacki English Tester - hear), and 'Who is the Primary Contact for this project?' (Emma Ruth1). At the bottom right, there are three buttons: 'Cancel', 'Save' (circled in yellow), and 'Save and Close'.



- You will be able to keep returning to the application to add and edit information and content. Once you are ready to submit, make sure to click 'Submit' at the bottom right hand corner of the page.

The screenshot shows the AmplifyChange application form interface. On the left is a sidebar menu with categories: INFORMATION, ORGANISATIONS (1), PEOPLE (1), and APPLICATIONS (1). The search bar at the top left shows results for 'Emma Kulbacki English Tester' with details like Ref: R-202211-02320, Legacy Ref, GST, FRT, Programme, Sub-Programme, Country: United Kingdom, and Status: Draft. The main content area shows the application status as 'Draft Application' and includes a 'Table of Contents' with sections like Organisation Information, Project Primary Contact, Project Secondary Contact, Finance Contact, Programme Contact, and M&E Contact. A 'Submit' button is circled in yellow at the bottom right corner of the form area.