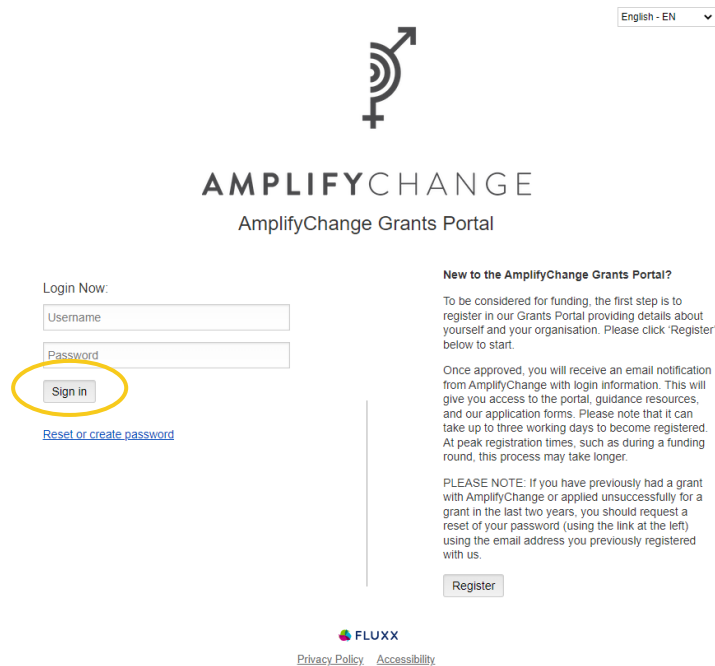


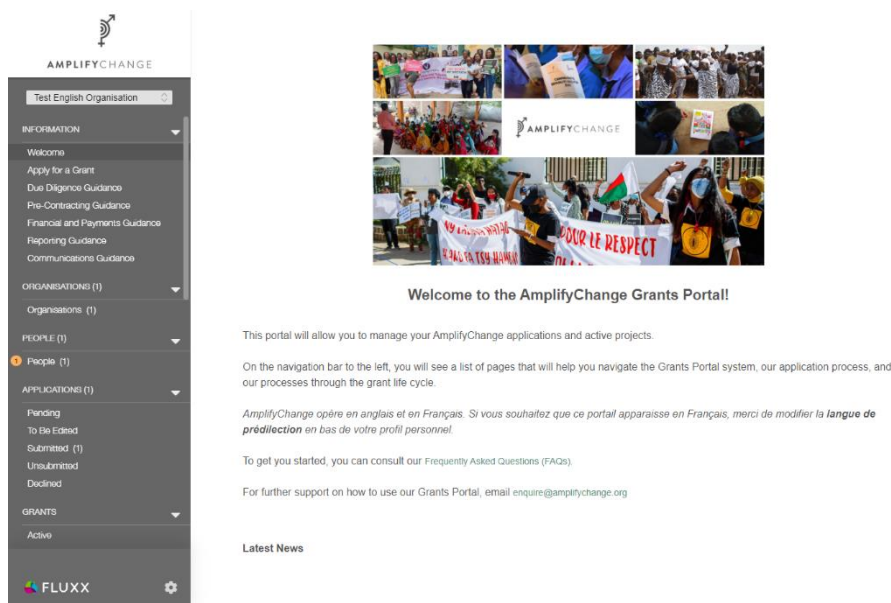
How to update a draft application in the Grants Portal

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



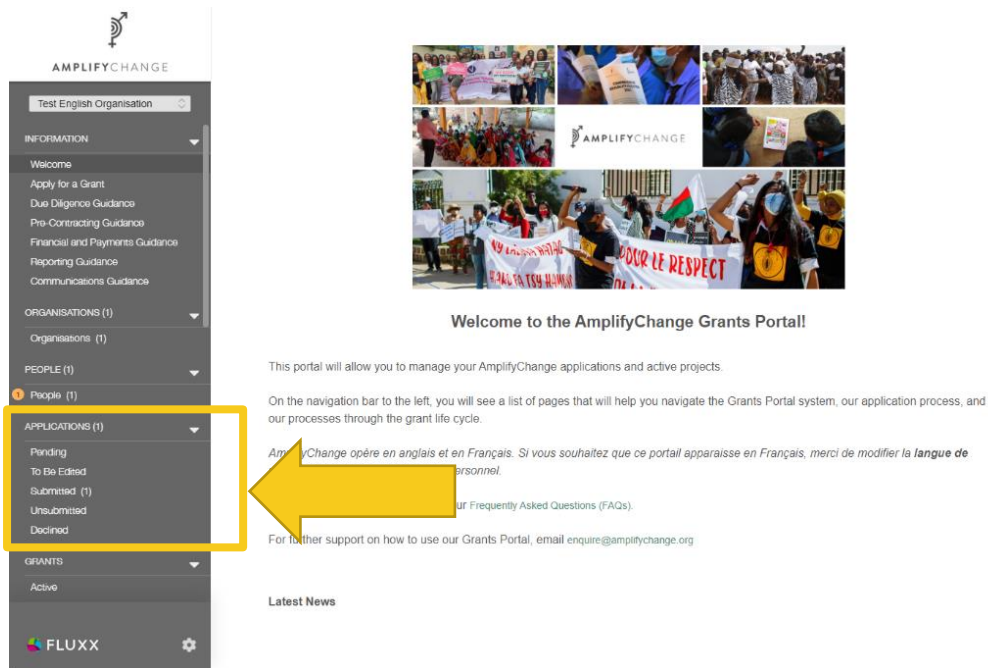
The screenshot shows the login page for the AmplifyChange Grants Portal. At the top right, there is a language dropdown menu set to "English - EN". The AmplifyChange logo is centered, with the text "AMPLIFYCHANGE" and "AmplifyChange Grants Portal" below it. On the left, under "Login Now:", there are input fields for "Username" and "Password", and a "Sign in" button which is circled in red. Below the password field is a link for "Reset or create password". On the right, there is a section titled "New to the AmplifyChange Grants Portal?" with instructions on how to register. At the bottom right, there is a "Register" button. At the bottom center, there is the FLUXX logo and links for "Privacy Policy" and "Accessibility".

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

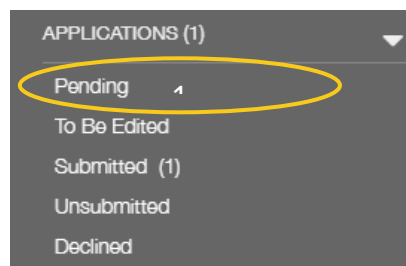


The screenshot shows the welcome page of the AmplifyChange Grants Portal. On the left, there is a dark sidebar navigation menu with the AmplifyChange logo at the top. The menu includes sections for "INFORMATION", "ORGANISATIONS (1)", "PEOPLE (1)", and "APPLICATIONS (1)". The "PEOPLE (1)" section is currently selected. The main content area features a large banner with a collage of photos showing diverse groups of people. Below the banner, the text reads "Welcome to the AmplifyChange Grants Portal!". Underneath, there is a paragraph explaining the portal's purpose: "This portal will allow you to manage your AmplifyChange applications and active projects." This is followed by a paragraph about the navigation bar and a note in French: "AmplifyChange opère en anglais et en Français. Si vous souhaitez que ce portail apparaisse en Français, merci de modifier la langue de prédilection en bas de votre profil personnel." Below this, there is a link to "Frequently Asked Questions (FAQs)" and an email address for support: "enquire@amplifychange.org". At the bottom, there is a section for "Latest News".

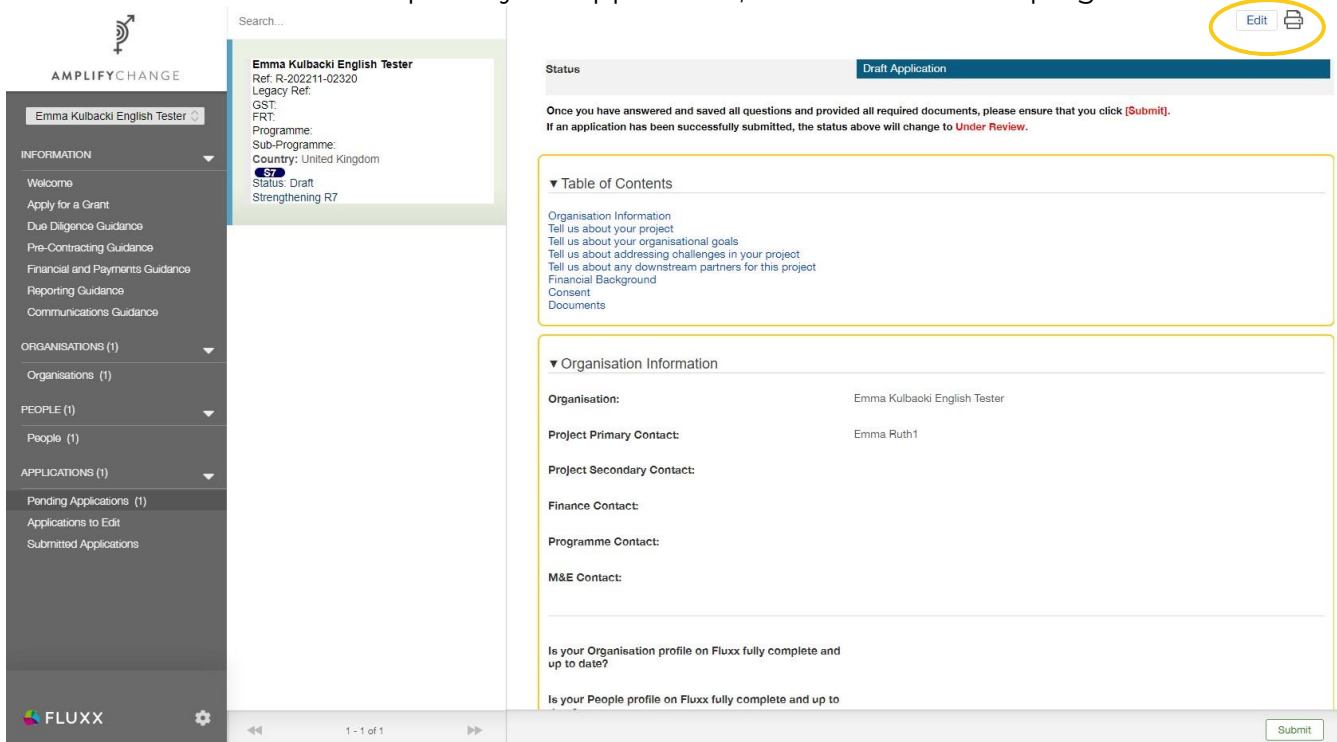
- To make any edits or updates to your application, go to the 'Applications' section of the navigation bar on the left-hand side of the page. **Do NOT go to 'Apply for a Grant' and start a new application – this will mean that your updates will not be saved in one application form.**



- 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.



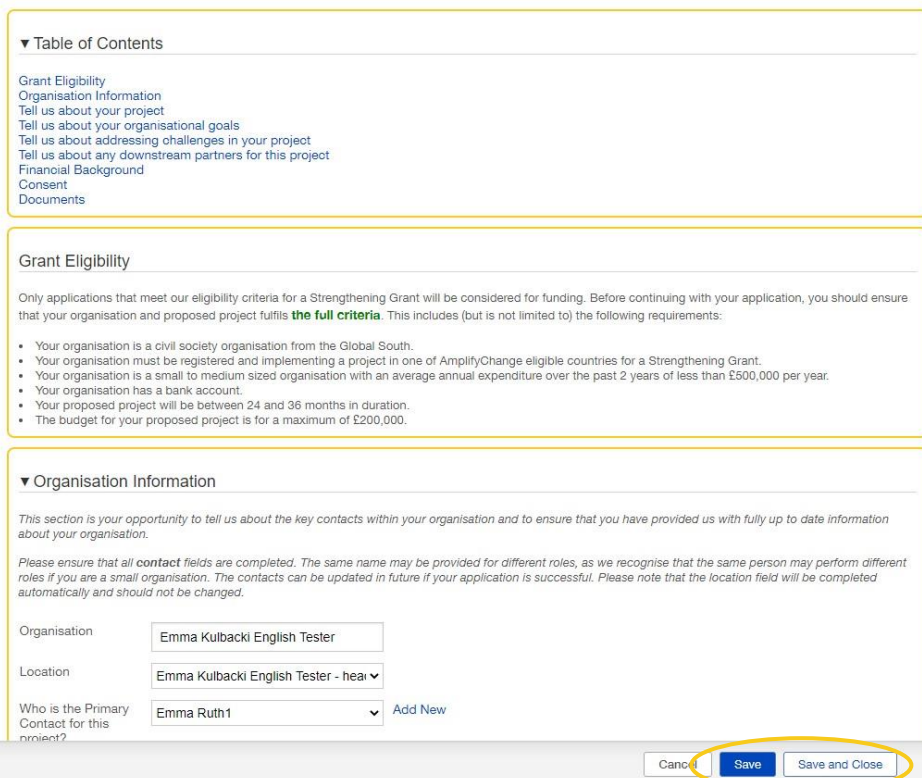
5. You will then arrive at your draft application. This is where you will make any new additions or updates to your project proposal. To add new information or update your application, click 'Edit' in the top right-hand



The screenshot shows the 'Draft Application' page for 'Emma Kulbacki English Tester'. The status is 'Draft Application'. A navigation menu on the left includes sections like INFORMATION, ORGANISATIONS (1), PEOPLE (1), and APPLICATIONS (1). The main content area shows a 'Table of Contents' and 'Organisation Information' section. The 'Organisation Information' section includes fields for Organisation (Emma Kulbacki English Tester), Project Primary Contact (Emma Ruth1), Project Secondary Contact, Finance Contact, Programme Contact, and M&E Contact. There are also checkboxes for '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?'. An 'Edit' button is circled in the top right corner.

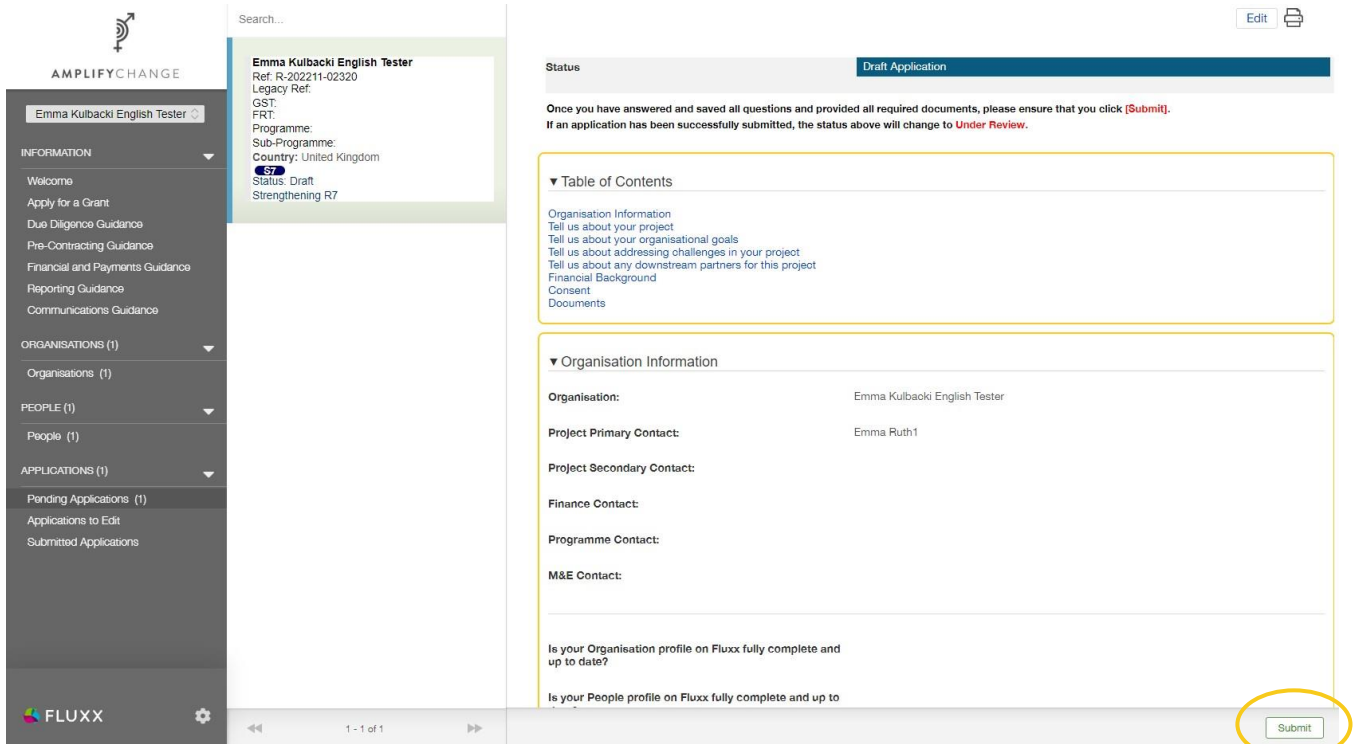
6. Make your edits and updates. Remember to click 'Save' as you go along, as any lost information due to not saving the form will be lost and not recoverable. If you are finished updating, but not ready to submit, you can click 'Save and Close'.

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



The screenshot shows the 'Grant Eligibility' and 'Organisation Information' sections of the application form. The 'Grant Eligibility' section includes a list of requirements for funding. The 'Organisation Information' section includes a description of the section and a list of contact fields. The 'Organisation' field is filled with 'Emma Kulbacki English Tester'. The 'Location' field is filled with 'Emma Kulbacki English Tester - here'. The 'Who is the Primary Contact for this project?' field is filled with 'Emma Ruth1'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save and Close'. The 'Save' and 'Save and Close' buttons are circled in yellow.

- 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.



AMPLIFYCHANGE

Emma Kulbaoki English Tester

INFORMATION

- Welcome
- Apply for a Grant
- Due Diligence Guidance
- Pre-Contracting Guidance
- Financial and Payments Guidance
- Reporting Guidance
- Communications Guidance

ORGANISATIONS (1)

- Organisations (1)

PEOPLE (1)

- People (1)

APPLICATIONS (1)

- Pending Applications (1)
- Applications to Edit
- Submitted Applications

FLUXX

Search...

Emma Kulbaoki English Tester
Ref: R-202211-02320
Legacy Ref:
GST:
FRT:
Programme:
Sub-Programme:
Country: United Kingdom
S7
Status: Draft
Strengthening R7

Status: Draft Application

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**.

Table of Contents

- 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
- Documents

Organisation Information

Organisation: Emma Kulbaoki English Tester

Project Primary Contact: Emma Ruth1

Project Secondary Contact:

Finance Contact:

Programme Contact:

M&E Contact:

Is your Organisation profile on Fluxx fully complete and up to date?

Is your People profile on Fluxx fully complete and up to date?

Submit