

Instructions for Fluxx Post Award Next Steps



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Grantee Type: NonProfit

Getting Started

Edit



1 Click **Edit** at the top right corner of your application.

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

All questions in **bold** are required.

Non Profit Confirmation

2

Go to the **Confirm Nonprofit/Charity Status** section. [Have there been changes to your nonprofit or legal status?](#)

- If yes, choose **There are changes to disclose** from the drop down menu.
- A text box will appear under the statement **Briefly describe the changes to your nonprofit and/or legal status** where you can add the required information.
- If no changes, choose **Yes** for **I verify our nonprofit/charity status is valid and documents provided to WMF are complete and accurate.**
- Upload revised documents, if needed.

Confirm Nonprofit/Charity Status

In this section, we request that you confirm your organization's nonprofit/charity status and review that the documents we have on record for your organization are complete and accurate.

Have there been any changes to your organization's nonprofit, charity or legal status since you last received a grant from the Wikimedia Foundation?

I verify our nonprofit/charity status is valid and documents provided to WMF are complete and accurate.

There are changes to disclose

Briefly describe the changes to your nonprofit and/or legal status

Verify Grant Agreement

3 Go to the **Confirm Grant Agreement Details**.

Is the information accurate?

- If not, choose **There are corrections to be made** from the drop down menu and let us know what the grant agreement details should be in the text box.
- If the information is accurate, choose **Yes** for **I verify that I have reviewed or made corrections to the information required for drafting the agreement.**

Confirm Grant Agreement Details

In this section, we need for you to confirm that the information to be listed in your grant agreement is accurate.

1. **Agreement Signer/s:** *(check the Eligibility section above)*
2. **Email Address/s:** *(confirm for all agreement signer/s)*
3. **Grant Start Date:** 1 February 2022
4. **Grant End Date:** 9 February 2022
5. **Complete Address:** *(check "My User Info" on the left navigation menu)*
6. **Grant Amount:** US\$1.00
(if the grant payment will not be wired in USD, choose "There are corrections to be made" in the dropdown menu below to let us know.)

I verify that I have reviewed or made corrections to the information required for drafting the agreement.

There are corrections to be made

List the correct information for the grant agreement

Verify Bank Account Details

*Please note that you will see this section if the bank requirements question was not answered.

4

Go to the **Confirm Bank Account Details**. [Is your bank information on record accurate?](#)

- If not, let us know the changes in the **Briefly describe the changes to your bank account** text box.
- If the information is accurate, confirm by checking the box for **I verify I have reviewed or added my banking information**.

Confirm Grantee Bank Account Details

You are seeing this section because you have not answered question 29 in the application form. It is repeated below. If there are changes to disclose, please briefly describe them in the text box below upload revised documents, if applicable.


29. I verify I have reviewed or added my banking information.

Briefly describe the changes to your bank account




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Upload Revised Documents

5 Click  sign to upload revised documents if applicable. If you have a new bank account or have not yet provided one (for new grantees) that will receive your grant funds, please:

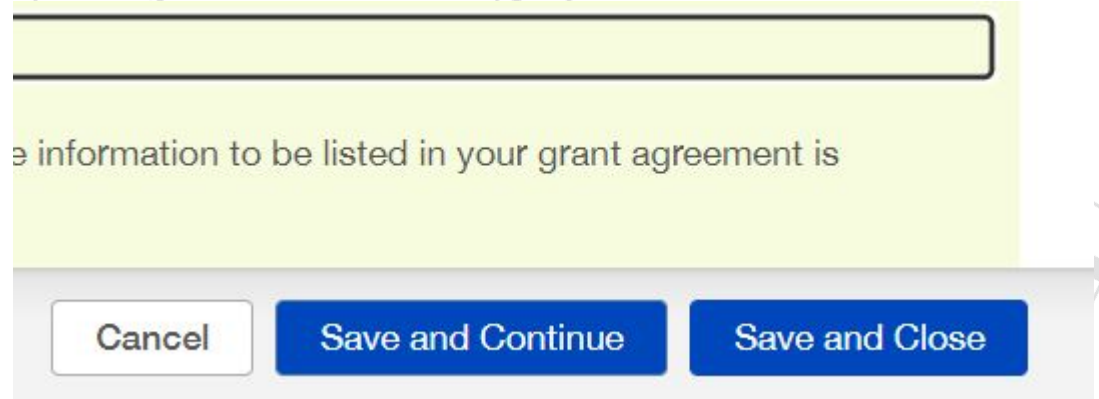
- complete a [bank information form](#) and upload here after filling out.
- provide an updated [document from your bank listing the current account signatories](#).
- unexpired government issued IDs with birth dates, if there are additional individuals who have access to your bank account.

Upload Revised Bank Docs (Including IDs For Account Signatories) 

Save and Close

6

When done with edits, click **Save and Close** in the bottom right corner of the application to save the changes you made in the application.



Submit

7

You are nearly there! Last and the most important step to do, **click Submit Requirements.**

Submit Requirements

Withdraw



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Refresh

8

Refresh your browser.

Your application will now be moved from **Proposals Needing Attention** to **Under Review** so the Grants Administration team is notified to move forward with the next step in processing your grant.

REQUESTS

New Requests

Proposals Need Attention

Under Review (1)

Pending Agreement
Signature

Not Funded

Contact Us

In case you need help to share the required documents or information, refer to the [documentation here](#). Email **grantsadmin@wikimedia.org** if you need help completing this section.



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