

Instructions for Fluxx Post Award Next Steps



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Grantee Type: Fiscal Sponsor

If you are new fiscal sponsor, skip step 2.

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 corrections 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, please choose the option **Yes** for **As fiscal sponsor, I verify our nonprofit/charity status is valid and information/documents provided to WMF are complete and accurate.**
- Upload revised documents, if needed.

Fiscal Sponsor Section

Confirm Nonprofit/Charity Status

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

Yes

✓ **There are changes to disclose**

As fiscal sponsor, I verify our nonprofit/charity status is valid and information/documents provided to WMF are complete and accurate.

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



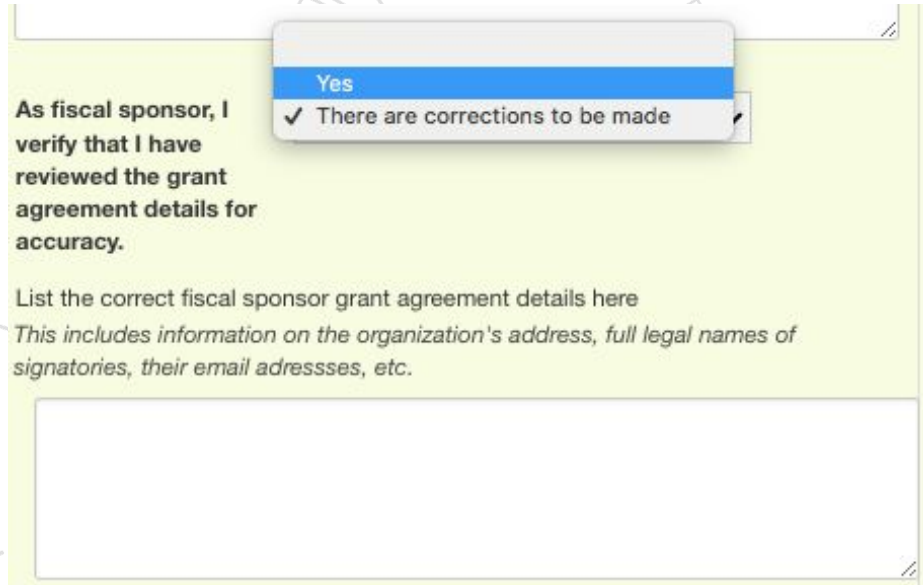
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Verify Grant Agreement Details

3

Go to the Fiscal Sponsor section. 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 **As fiscal sponsor, I have reviewed the grant agreement details for accuracy**.



As fiscal sponsor, I verify that I have reviewed the grant agreement details for accuracy.

✓ Yes
✓ There are corrections to be made ✓

List the correct fiscal sponsor grant agreement details here
This includes information on the organization's address, full legal names of signatories, their email addresses, etc.

Corrections In Bank 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 Bank Account Details

You are seeing this section because you have not answered the banking requirement question in the application form. It is repeated below.

If there are changes to disclose, please briefly describe them in the text box below and upload revised documents, if applicable.

I verify I have reviewed or added my banking information.

Let us know of any changes here


Briefly describe the changes to your bank details (including changes to account signatories)

If the changes require revised bank related documents, please upload:

- a new [bank information form](#)
- a current [document from your bank with a list of the account signatories](#)
- unexpired government-issued identification document/s for new bank account signatories

Upload Revised Documents

5

Click  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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