

Funding Hub Guidance

Using Foundation North's Funding Hub in Fluxx



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Document naming convention



Getting started

The Funding Hub is Foundation North's Fluxx partner portal where you can manage all your organization's funding requests, grants, and reports.

In the Funding Hub you can:

- Create a new Quick Response, Community Grant request, or work on an existing draft
- Complete an Impact or other funding request
- View details and documents for all existing requests and grants
- View report due dates for open grants and submit upcoming reports

Funding Hub Dashboard

Kia ora Rebecca,

This dashboard provides a quick and easy way to stay on top of your tasks. Here, you can:

- Identify pending tasks
- Track the status of your applications
- Access key links to navigate the portal and
- [Apply](#) to funding opportunities.

If you are a new user or need a refresher, [click here](#) for more information about the portal.

For Reference

Quick Links and Info

- [View Pending Applications](#)
- [View Current Grants](#)
- [View Closed Grants](#)
- [Suggestions / feedback on portal experience?](#)

Pending Applications

You have no pending applications at this time.

Current Grants

You have no current grants at this time.

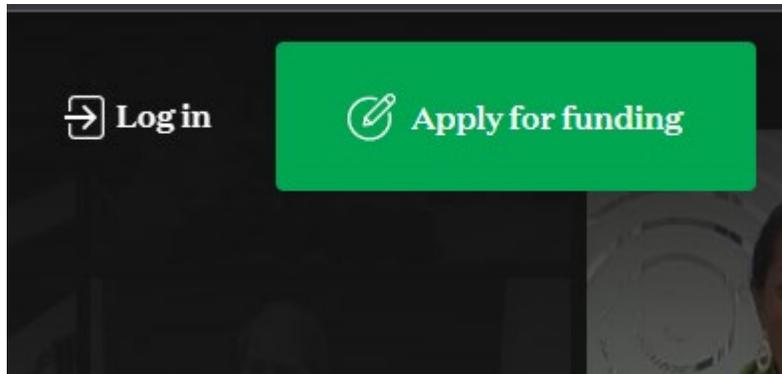
Like to talk with one of our team directly?

Call our Funding Support Team on: **0800 272 878**



Registration

You can register to the Funding Hub via the Foundation North website, by clicking the big green button at the top right-hand of the screen that says: ‘Apply for funding’.



Nau mai, haere mai

Welcome to the funding journey. Choose which option suits you best!



It is my organisation's first time applying to Foundation North

[Start my journey](#)



I am a returning user

[Funding Hub Login](#)



I would like to register a new user to an existing organisation*

[Register here](#)



I'm already registered on the Funding Hub, but am looking to register a new organisation

[Start my journey](#)

*Note: Even if your organisation is already registered with us, you must still complete the eligibility quiz and enter your organisation's details to create your new profile. This won't create a duplicate of the organisation's profile but will help us to connect your new profile to the organisation you represent.





Registration

If your organisation wants to request funding from Foundation North **for the first time**, we'll ask you to start your journey using [this form](#). The form will take around 30-45 minutes to fill in, and is where you can briefly explain about your organisation and what you want funding for. (This isn't the funding request.) Our team will use this information to see if there is a fit with our funding strategy. If so, you will get an email within 3 days inviting you to Stage 2 – Funding Request.



It is my organisation's first time applying to Foundation North

Start my journey [↗](#)



Nau mai, haere mai, welcome to the Foundation North Funding Hub.

Start Your Funding Journey

Stage 1 – Basic Information Form

This form will take around 30-45 minutes to fill in and is where you can briefly explain about your organisation and what you want funding for. (This isn't the funding request.)

Our team will use this information to see if there is a fit with our funding strategy. If so, you will get an email within 3 days inviting you to Stage 2 – Funding Request.

Stage 2 – Funding Request

If your project fits our funding strategy, we'll email you within 3 days to invite you to login to our online Funding Hub to complete the full funding request. We'll also offer a 20-minute call with a Funding Advisor who can help with your first-time funding request.



Registration

If your organisation has applied before, but you're new to the Funding Hub, please complete a user registration [here](#). We'll then give you a unique login and password, and connect you with the existing organisational profile in the Funding Hub. You'll then have access to all grant history, reports, and can create a new funding request on behalf of the organisation.

The screenshot shows the registration process on the Foundation North Funding Hub website. At the top, there is a navigation bar with links for 'Home', 'Stories', 'News & reports', and 'Contact us', a search bar, and a 'Login' button. A prominent green button labeled 'Apply for funding' is also visible. Below the navigation, a blue box contains the text 'I would like to register a new user to an existing organisation*' and a 'Register here' button. The main content area features the Māori greeting 'Nau mai, haere mai' and a welcome message: 'Welcome to our funding registration process. Before embarking on this process, make sure you have checked your [eligibility](#). If you feel like you're ready to proceed, let's get started!'. A note states: 'Note: Even if your organisation is already registered with us, you must still complete the eligibility quiz and enter your organisation's details to create your new profile. This won't create a duplicate of the organisation's profile but will help us to connect your new profile to the organisation you represent.' A progress indicator shows three steps: 1. Take our eligibility quiz (active), 2. Create your profile, and 3. Next steps. Below this, a section titled 'Let's see if you're eligible, in five steps:' asks 'Has your organisation been registered as one of the following?' and lists five options: Charitable Trust, Incorporated Society, Marae, Statutory Body, Branch of an organisation, Under an Umbrella organisation, and Act of Parliament under relevant legislation. A 'Log in' link is also present.



Registration

You'll then be asked to enter organisational details, followed by your own personal contact details.

A screenshot of a web form with a light grey background. At the top, there are three tabs: 'Registration' (underlined in green), 'Address & contacts', and 'User registration'. Below the tabs, there is a label 'Organisation Name (This is the full legal name of your organisation):' followed by a text input field. Below that is another label 'Other names your organisation may also be known as:' followed by another text input field.

Registration Address & contacts User registration

Organisation Name (This is the full legal name of your organisation):

Other names your organisation may also be known as:

If your organisation already exists in the Funding Hub, we'll still need you to input all the organisational details when you register for your individual login details. This is to help us ensure we match you with the correct organisation profile and keeps our contact information for your organisation up to date.



Registration

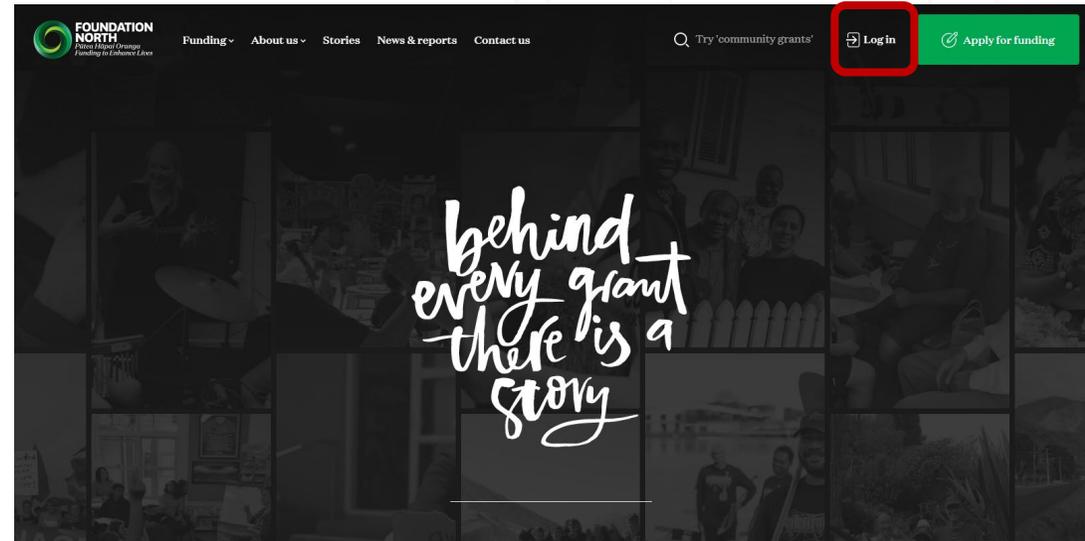
Once you've registered through the website, you'll receive an email with your username and password within 3-5 working days.

Each person from your organisation who wants to access the Funding Hub needs to register separately to have their own unique log in details.



Logging in

To log in to the Funding Hub, go to the Foundation North website, and click the button in the top right-hand corner that says: **‘Log in’**.





Logging in

Enter the username and password provided by email from Foundation North. Your username will be `firstname_lastname`.

You can reset your password with this link if you need to.

FOUNDATION NORTH
Pūtea Hāpai Oranga
Funding to Enhance Lives

Nau mai, haere mai, welcome to the Foundation North Funding Hub.

Login Now:

Username

Password

[Reset or create password](#)

New to the Funding Hub?

If you don't yet have an account, you will need to register for one by completing our eligibility quiz.

[Take the eligibility quiz now](#)

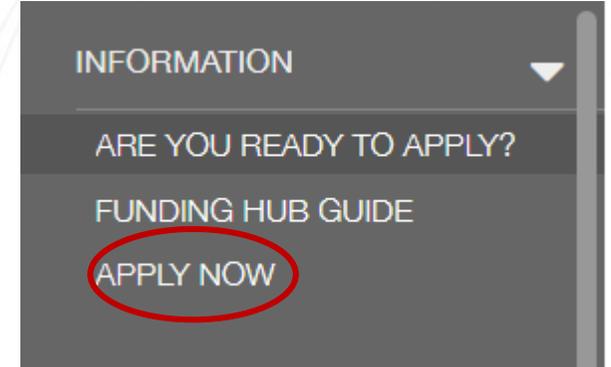
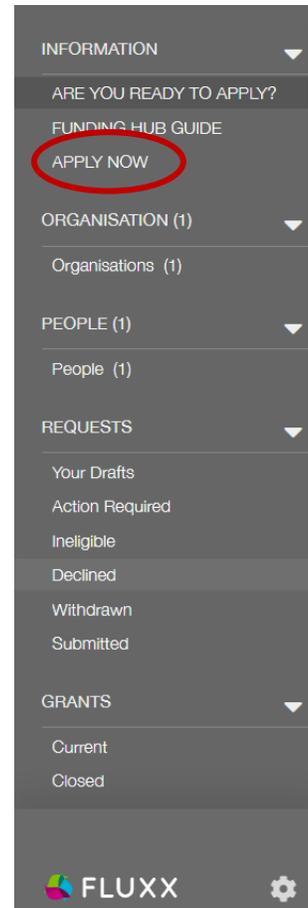
FLUXX

[Privacy Policy](#) [Accessibility](#)



Creating a request

To submit a new request to Foundation North, click on **'Apply Now'** in the left-hand grey column.





Creating a request

Select either the Quick Response Grant or Community Grant pathway. Make sure you are selecting the appropriate pathway for your request.

Quick Response Grants are for requests of **up to \$25,000** and have a decision turnaround time of eight weeks.

Community Grants are for requests **over \$25,000** and have a decision time of three to five months.

Due to the current COVID-19 crisis, please ensure your application has considered which alert level your activity is able to proceed.

Quick Response Grant - up to \$25,000

Timeframes

Quick Response Grants have streamlined processes that see grants working in communities as quickly as possible. Applications can be submitted at any time and we will endeavour to give a response within two months of receiving a completed application. We do not consider urgent or retrospective applications so for community event related requests, we recommend that you submit your request at least four months before you need the grant.

Alignment

To achieve our vision, we want our funding to have impact in four focus areas. To be considered for a Quick Response Grant, your application must align to at least one of the four focus areas. To read about our vision and the four focus areas [go here](#).

To check if your organisation can apply for a Quick Response Grant [go here](#).

[Apply - Quick Response Grant](#)

Community Grant - over \$25,000

Timeframes

Community Grants help community organisations with larger funding needs and can be multi-year grants.

Applications can be submitted at any time, and because we do not consider urgent or retrospective applications, we recommend that you submit your request at least five months before you need the grant. For Community Grants, we have six decision meetings a year.

Alignment

To achieve our vision, we want our funding to have impact in four focus areas. To be considered for a Community Grant, your application must align to at least one of the four focus areas. To read about our vision and the four focus areas [go here](#).

To check if your organisation can apply for a Community Grant [go here](#).

Applying for more than \$100,000

Please note: if you are applying for more than \$100,000 you must first speak to a Foundation North funding advisor - call (09) 360 0291 or 0800 272 878.

[Apply - Community Grant](#)



Creating a request

The Organisation and Location fields will auto-fill. Ensure that your organisation is correct, and that “[organisation name] – HQ” is listed as the location.

Select a Primary Contact (as well as a Second and Third Contact, if you wish). These people will receive any update emails about the request going forward.

Beneath, you will be asked to confirm your organisation’s legal status and how long you have been in operation. Secondary questions may appear if your answer is ‘No’ to either of these questions.

▼ Contact Information

Who shall we contact about this funding request?

Organisation

Location

Primary Contact for this Application

Secondary Contact

Additional Contact

Are you registered as a charitable trust, incorporated society, Marae, Statutory Body, registered under an Act of Parliament, registered under relevant legislation or a Company with charitable status?

Yes

Have you been in operation for 12 months or more?

Yes



Saving a draft request

At any point in the process of working through your draft request, you can click **Save and Continue** or **Save and Close** to save your work. We recommend doing this often in order to avoid losing your work.

To continue working on the draft request, log into the Hub, find the request under **Drafts**, and click **Edit** in the top right-hand corner of the page, next to a printer icon.





Drafting your request

Work your way through the **Grant request** section, adding the Cost Items for your request by clicking the green +, and answering the questions below.

Ensure that you enter only full dollar amounts and no cents. Your Cost Item table total should add up to the figure input in **Total Requested from FN**.

▼ Grant request

Click on the plus symbol ⊕ below and add the details of what you are applying for.

Cost Items ⊕

Shortfall:

Total cost item(s) requested: \$0

Total Requested from Foundation North

The fields above must be equal: 'Total Cost items Requested' and 'Total Requested'
Please use whole numbers – no cents!
Please adjust these to match.

The difference between these fields is: \$0

Are you applying for event costs?

What do you want funding for? (Please describe the current or planned activity or project, timings, etc). ⓘ



Uploading documents

▼ Documents to upload

All of the following documents listed below are mandatory. Click on the plus symbol (+) to upload.

- Annual accounts (signed/audited) - no older than 16 months at the time of application
- Community support letter
- Detailed budget

Depending on the level and type of funding you are seeking, additional information may be required e.g quotes. Please see the "What to send" section of our website [here](#)

📄 Documents From Applicant

Upload files

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

Add files Start upload

To upload files, click on the green + next to each of the required documents. Then either drag the file to the grey window that appears or click **Add files** and choose the file you wish to upload.

If you have any other documents to upload, click the green + next to **Documents from Applicant**.

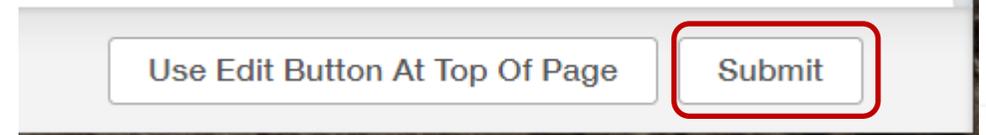
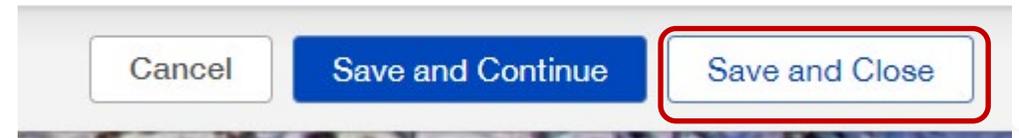
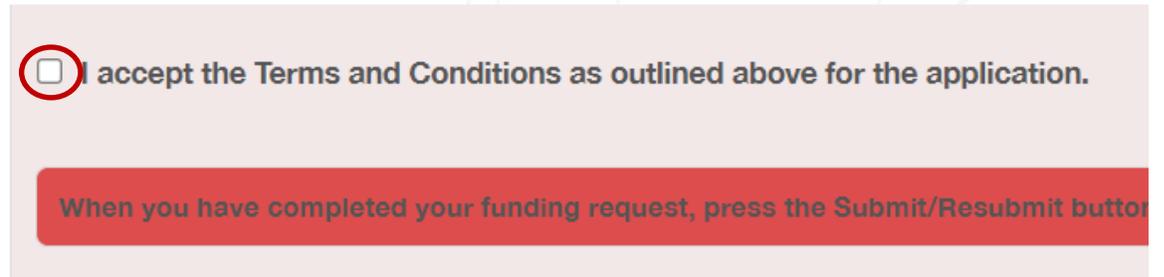


Submitting a request

Ensure that you've reviewed the T&Cs, and ticked the box to accept.

When you've finished entering all the request details and uploading documents, click **Save and Close** at the bottom of the page. This will take you to a saved version of the request.

When you've checked your request and are ready to submit, click the button at the bottom right-hand corner that says: **Submit Request**.





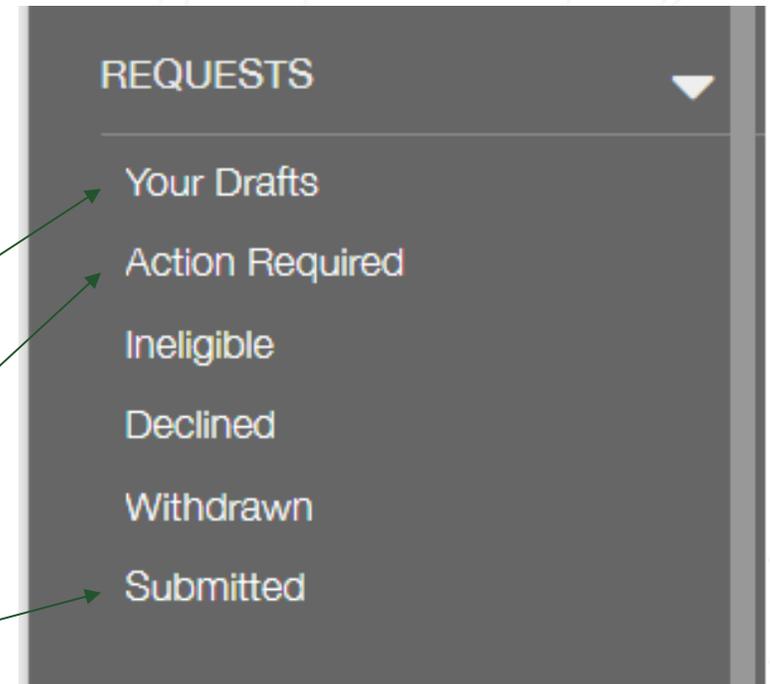
Navigating requests

If you want to check up on a request and see how it is progressing, you can navigate through the **Requests** section of the Funding Hub.

Active drafts will appear next to **Your Drafts**.

Any requests that have been sent back for further information will appear next to **Action Required**.

Requests that are currently under assessment will appear next to **Submitted**.



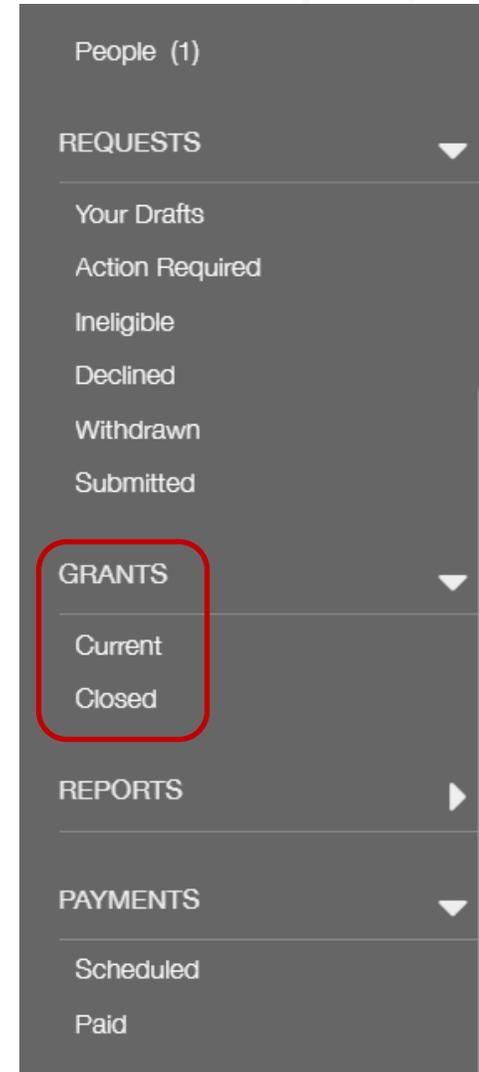


Grants

All open and closed Foundation North grants can be found under the **Grants** section in the menu.

You can click on each grant to view all the details, documents, and reports associated with each grant.

If a request has been declined or withdrawn, it will appear under the Requests section under either **Declined** or **Withdrawn**.





Reports

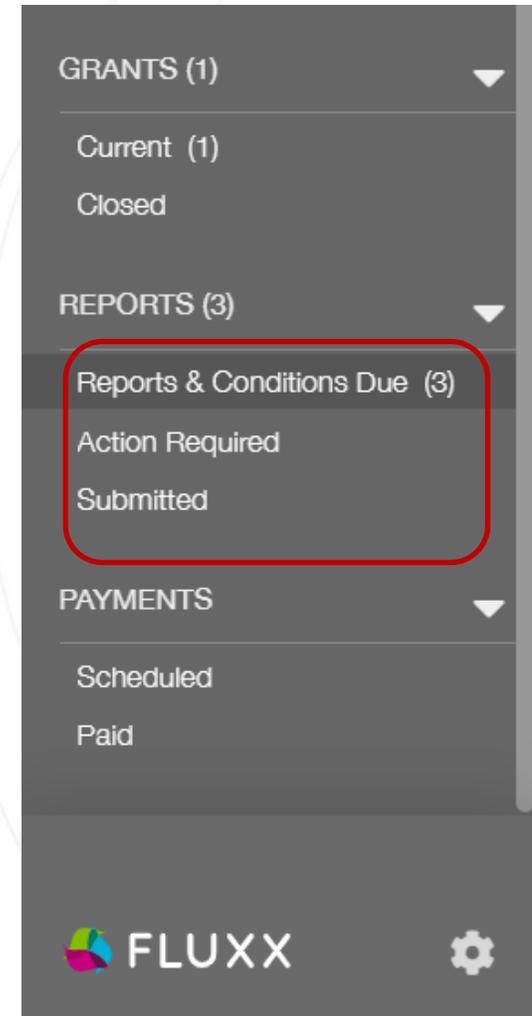
All associated reports for each of your organisation's grants can be found in the **Reports** section in the left side menu. A report is created when we need your organisation to provide something pertaining to your grant.

You can navigate through the **Reports** section of the Hub using the menu on the left-hand side of the page.

Reports & Conditions Due – All upcoming reports associated with an open grant are found here.

Action Required – Any outstanding grants that need to be completed can be found here.

Submitted – All submitted reports can be found here.





Reports

There are different types of reports, including:

Impact Reports (completed at the end of a grant)

Progress Reports (completed partway through a grant, often to release a second tranche of funding)

Balance of funds (providing evidence that a project has received sufficient funding from other sources to proceed)

Audited accounts (providing up to date accounts if these were not available in the originally submitted request)

The screenshot displays the Foundation North Funding Hub interface. At the top center is a green circular logo. On the left is a dark grey sidebar menu with a search bar at the top. The menu categories are: People (1), REQUESTS (with a dropdown arrow), GRANTS (1) (with a dropdown arrow), and REPORTS (3) (with a dropdown arrow). Under REQUESTS are: Your Drafts, Action Required, Ineligible, Declined, Withdrawn, Submitted. Under GRANTS (1) are: Current (1), Closed. Under REPORTS (3) are: Reports & Conditions Due (3), Action Required, Submitted. The main content area on the right has a search bar and a list of reports. The first report is a Bank deposit slip (digital copy) with status New / Pending Submission, due date 13/6/2022, and updated at 13/5/2022. The second report is a Balance of Funds with status New / Pending Submission, due date 13/6/2022, advisor Simon Vincent, and updated at 13/5/2022. The third report is an Impact Report with status New / Pending Submission, due date 13 May 2023, and updated at 13/5/2022.



Navigating reports

To edit a report, click on the subheading showing a number next to it to see all reports outstanding.

Then, click on the report you wish to work on and click **Edit** in the top right-hand corner. Complete the prompts and upload any documents that are necessary. When you're finished, make sure you **Save and Close**, then **Submit** (lower right-hand corner).

The screenshot displays the Foundation North Funding Hub interface. On the left, a search bar is at the top, followed by a list of reports. The first report is 'Bank deposit slip (digital copy)' with status 'New / Pending Submission', due date '13/6/2022', and updated at '13/5/2022'. The second report, 'Balance of Funds', is highlighted in green and has a blue box with the number '1' next to it. Its status is 'New / Pending Submission', due date is '13/6/2022', advisor is 'Simon Vincent', and updated at '13/5/2022'. The third report is 'Impact Report' with status 'New / Pending Submission', due date '13 May 2023', and updated at '13/5/2022'. At the bottom of the list is a pagination bar showing '1 - 3 of 3'.

The right-hand side shows the detailed view of the 'Balance of Funds' report. At the top right, there is an 'Edit' button and a printer icon. Below the report title, the following information is displayed: 'Grant Id: [redacted]', 'Grant Amount: \$15,000', and 'Due Date: 13/6/2022'. The 'Documents' section has a heading and a sub-heading 'Balance of Funds' with a plus sign. Below this is a 'Documents' section with a plus sign and a text input field. At the bottom of the page, there is a 'Submit' button.



Questions?

If you come across any technical issues or questions while navigating through the Funding Hub, you can contact our Funding Support team for assistance at **info@foundationnorth.org.nz** or **09 360 0291**.

Ngā mihi nui from the Foundation North whānau