Amendment Request Guide

verdant®

Contents:

Overview

The Amendment Request process is how a grantee can request changing the terms of their current contract. Examples of terms that can be requested to change include: budget (change to a specific budget category exceeding the 10% change allowable by contract or total grant amount), outcomes, timeline (extending/abbreviating start or end date), and/or requesting to terminate/end contract.

Requests can be made at any point during the current contract term. Requests are reviewed at monthly Program Committee meetings with recommendations reviewed at monthly Board meetings. If approved, a new contract including the updated terms will be generated for signature and changes will be reflected within Fluxx. Because there is a multi-step review process, we recommend requesting changes to your contract at least 6 weeks prior to the end date.

Accessing the Request Renewal:

Log in to your Fluxx account using your email and the password you set up.

Once you sign in you will be taken to your portal homescreen.

Welcome to the Grantee Portal!

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Review your current grants and report due dates
- Request Year 2 and 3 Contract Renewals
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

The menu on the left hand side of the screen contains tabs. Each tab contains sections underneath it. Clicking on each section allows you to access the info outlined below.

Training videos are embedded for each tab, or you can view a compilation of all Verdant's Grant Portal videos here: Training Video Compilation

INFORMATION
Information Overview Video

- Grantee Portal
    Return to this landing page.

- Apply for Funding
    Create a new application for funding. Please note: Draft proposals will not auto-save. Use the buttons defined below to ensure your progress is not lost.

Button Clicked	Result
Save and Continue	Use often to routinely save your work and return to the proposal screen.
Save and Close	Use when you are done working on the proposal, either for the day or because you are ready to submit.
Submit	Use to submit your completed proposal to Verdant for review. You must click "Save and Close" for the "Submit" button to appear.

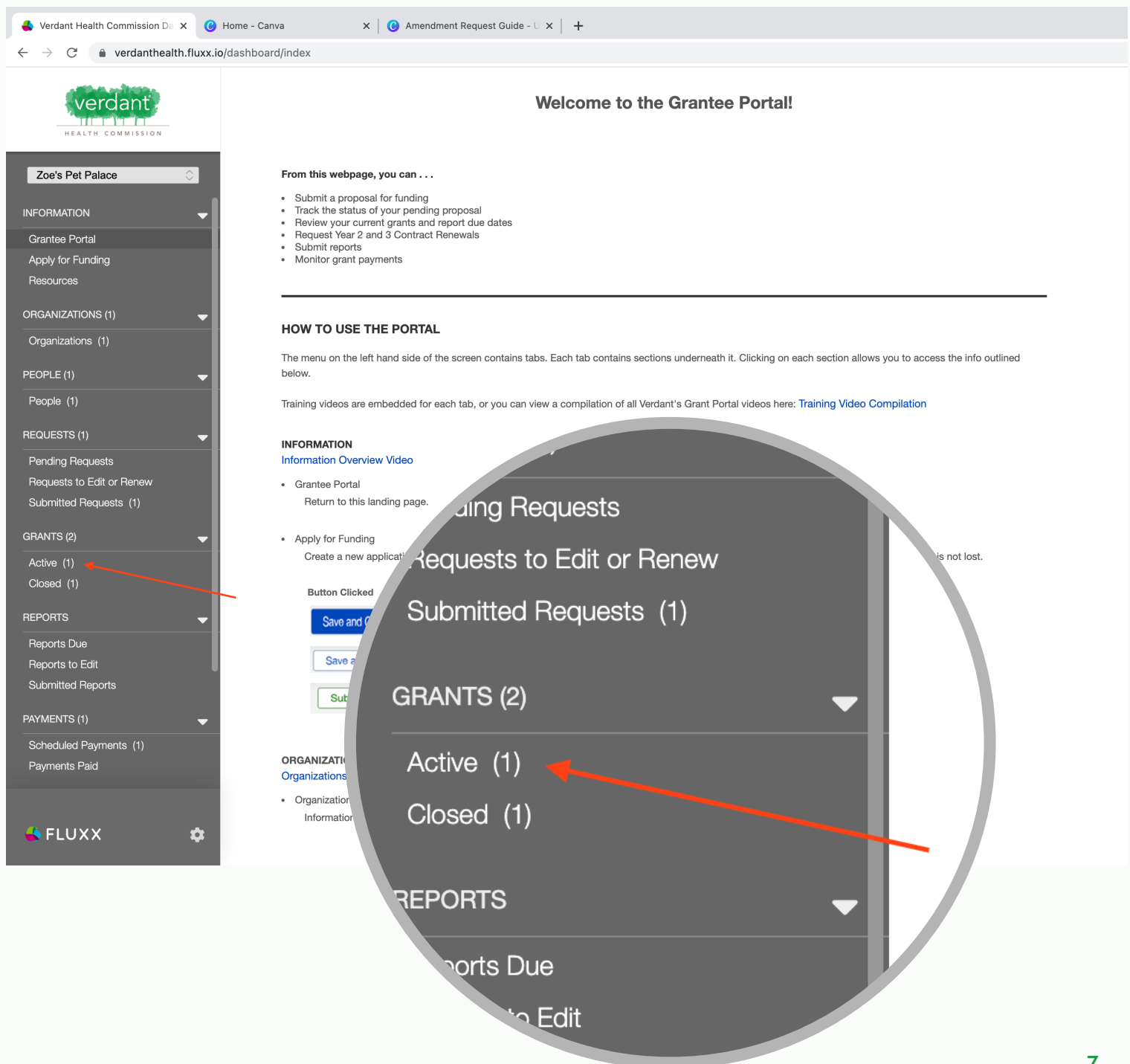**ORGANIZATIONS**
Organizations Overview Video

- Organizations
    Information including your organization's address, phone number, tax ID, and more can be updated here.

Select "Active" under the "Grants" tab if you would like to submit an amendment.

Select the Grant Request which you are requesting an amendment.

Hit the "Request Amendment" button in the top right corner to begin your Amendment Request.
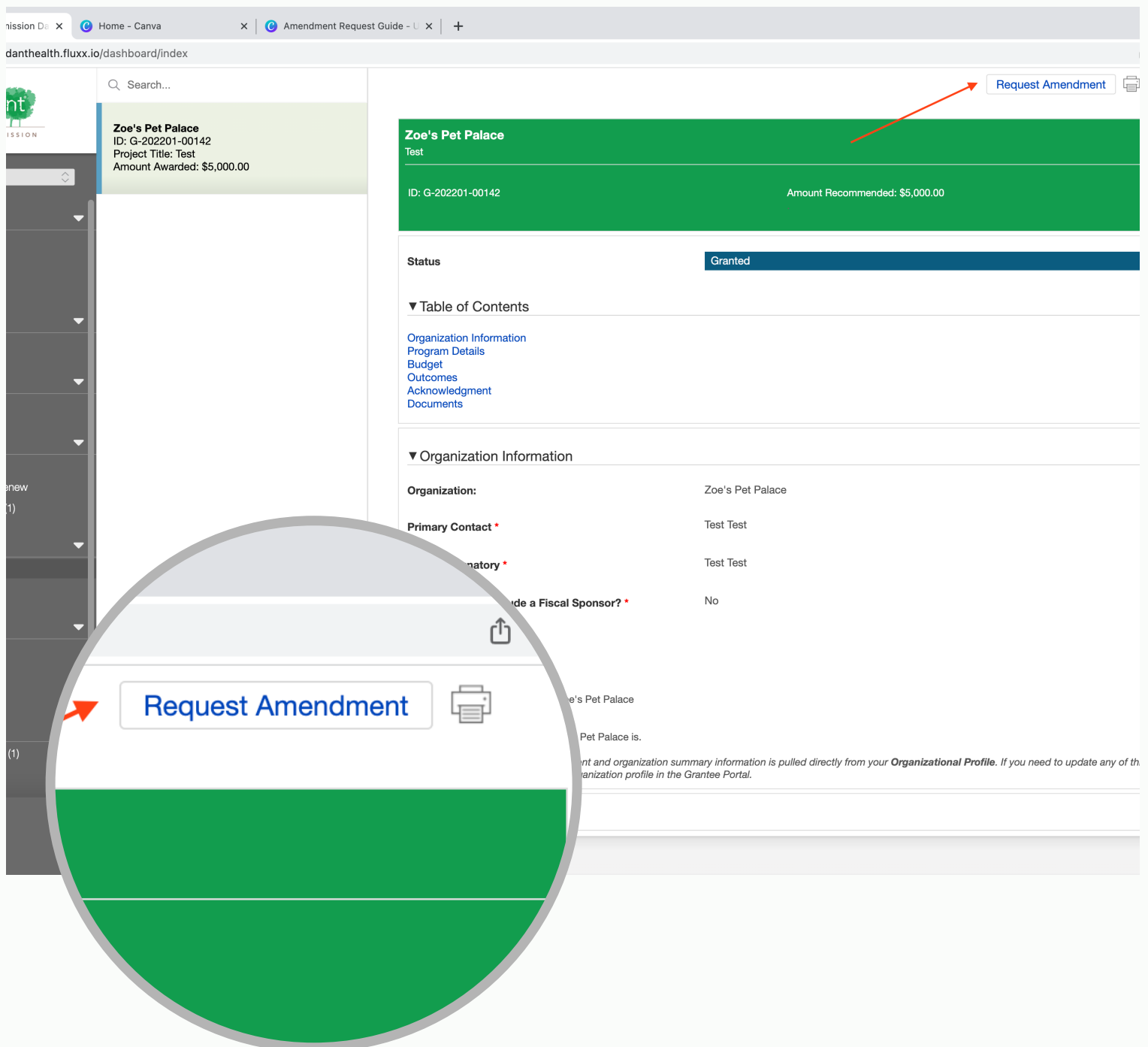
Select "Amendment" on the pop up.

Filling Out Amendment Request:

The Amendment instructions are located in the green text box at the top of the form. Indicate the amendment(s) you are requesting by filling out the different sections of the form. You only need to fill out the sections for which you are requesting an amendment.

Request New Start Date:

To request a new start date, select the calendar icon in the text box under "Request New Start Date".

Using the drop downs, select the month and the year of your new start date.Then, select the day by clicking the number on the calendar.

Request New End Date:

To request a new end date, select the calendar icon in the text box under "Request New End Date". Then, repeat the instructions on page 13 to select your new end date.

Request New Award Total:

To request a new award total, enter the new award total into the text box under "Request New Award Total". Total budget amount change requests are typically requests to reduce the overall award and associated monthly payments.

Budget Reallocation Request:

For a budget reallocation request, describe in the text box below "Budget Reallocation Request" how your remaining budget will be relocated between application budget line items.

Outcomes Adjustment Request:

For an Outcomes Adjustment Request, describe in the text box below "Outcomes Adjustment Request" the changes to your outcomes.

Request to Terminate Contract:

To request a termination of the contract, check the box to the right of "Request to Terminate Contract".

Outcome Adjustment Request

Request to Terminate Contract ✅

Amendment Request Justification

Save

Once all your requested amendments have been identified, use the text box beneath "Amendment Request Justification" to explain why you are requesting the amendment(s).

Request Amendment   ✕

Outcome Adjustment Request

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Request to Terminate Contract

Amendment Request Justification

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▼ Amendment Documents

DOCUMENTS   ⊕

Save

Upload any documents associated with your amendment request by selecting the green plus icon under "amendment documents".

Request Amendment

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Amendment Request Justification

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Amendment Request Justification

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▼ Amendment Documents

DOCUMENTS ⊕

▶ Old Information

Save

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Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Note: Please note the mission statement and organization summary information is pulled directly from your **Organizational Profile.** If you need to update any of t

An "Upload Files" pop up will appear. Select add files. You will then select the file you wish to add in your computer and double click on it to upload it to Fluxx.
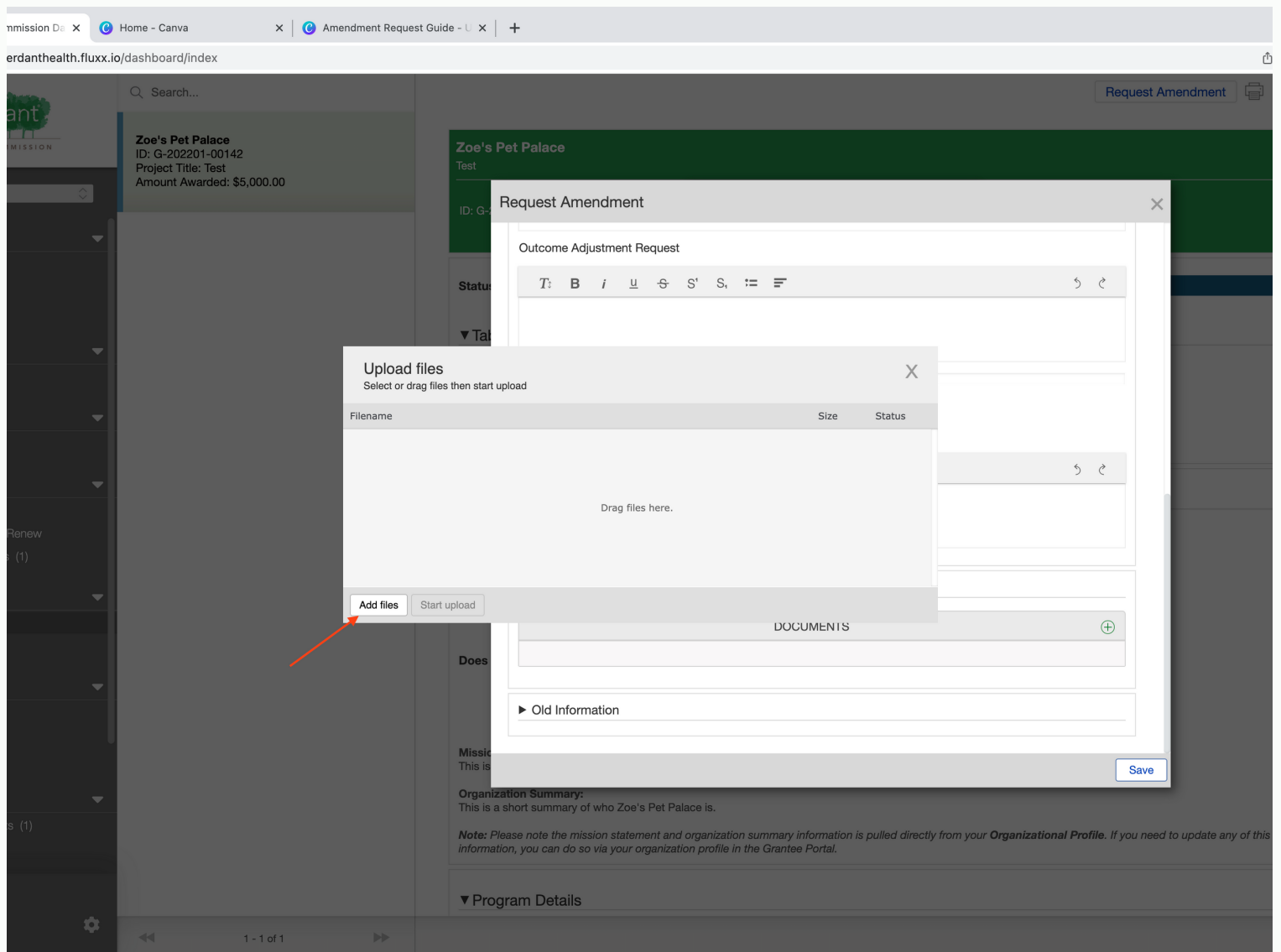
Hit "Start Upload" and wait for your file to be completely uploaded by watching for the "Upload Complete" in the bottom left corner.

Outcome Adjustment Request

Upload files
Select or drag files then start upload

Filename	Size	Status
Cover Letter.docx	13 KB	0% ⊖
	13 KB	0%

Add files | Start upload

DOCUMENTS

▶ Old Information

Upload files
Select or drag files then start upload

Filename	Size	Status
Cover Letter.docx	13 KB	100% ✓
	13 KB	100%

Upload Complete!

DOCUMENTS

Hit the "X" in the top left hand corner. The pop up will close and your document will appear under "Amendment Documents".

Submitting:

If you are finished filling out your Amendment Request, hit "Save"
Your request has now been submitted.