

How to complete your BOOST Grant Summer Program Report in FLUXX

To submit your BOOST Report, complete the steps below:

- Visit the United Way grants portal – https://uwga.fluxx.io/user_sessions/new.
(Please note: Google Chrome is the preferred browser)
- Log-in to FLUXX - the United Way grants portal using your username & password

The screenshot shows a web browser window with the URL uwga.fluxx.io/dashboard/index. The page features the United Way of Greater Atlanta logo in the top left. A dark navigation sidebar on the left contains a search bar and several menu items: INFORMATION (Grantee Portal), ORGANIZATIONS (1) (Organizations (1)), PEOPLE (1) (People (1)), REQUESTS (1) (Drafts, Requests to Edit, Submitted Requests (1)), GRANTS (2) (Active (2), Closed), and REPORTS (2) (Reports Due (1), Reports to Edit, Submitted Reports (1)). The main content area is titled 'WELCOME TO THE PORTAL' and includes a section 'About this Portal' with a list of actions: Update user and organization profile, Fill out and submit an application, Track application status, Review grants and reports, Submit reports, and Respond to requests. An 'ACTION ITEM' box highlights that users should update their information in the Organization and People sections. Below this, a '2022 Request for Proposals' section provides details on grant opportunities, including 'Strong Learners', 'College and Career Ready', 'Economic Stability', 'Brighter Future', and 'COVID-19 Recovery'. It also notes that the Learning Loss grant opportunity will remain open until February 9, 2022. The page concludes with a recommendation to use Google Chrome and a list of tasks for applicants: update organization information, update person information, and complete application requests. Contact information for grantee support is provided at the bottom.

Step 1: On the left side of the screen, click Reports Due, under the Reports Section.

The screenshot shows a web browser window with the URL `uwga.fluxx.io/dashboard/index`. The page title is "WELCOME TO THE PORTAL". On the left side, there is a navigation menu with the following items: "All", "INFORMATION", "Grantee Portal", "ORGANIZATIONS (1)", "Organizations (1)", "PEOPLE (1)", "People (1)", "REQUESTS (34)", "Drafts (12)", "Requests to Edit", "Submitted Requests (22)", "GRANTS (10)", "Active (10)", "Closed", "REPORTS (26)", "Reports Due (17)", "Reports to Edit (3)", and "Submitted Reports (5)". The "Reports Due (17)" item is circled in red, and a red arrow points to it from the left. The main content area contains a "WELCOME TO THE PORTAL" header, an "About this Portal" section with a list of actions, an "ACTION ITEM" box, and a "2022 Request for Proposals" section with a list of grant opportunities.

Step 2: Select your Report and click the “EDIT” button at the top right of the screen to begin completing your BOOST Report.

The screenshot shows the FLUXX dashboard interface. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, GRANTS, and REPORTS. The main content area displays a 'Grantbook' card for Grant ID: G-202208-08229, due on September 30, 2022. An 'Edit' button is located at the top right of the card, with a red arrow pointing to it. A red box highlights the sidebar, containing text about report selection.

All reports that are due in your FLUXX account will be listed here.

You will find the Grant ID, Report Due Date and Status of your Report, listed under your Organization Name. Select the Report here first, before clicking the edit button.

Step 3: Complete each question in each section. Be sure to follow the “8 Helpful Tips” below while completing your BOOST Grant Report.

The screenshot shows the report editing interface. The report card now shows a due date of August 31, 2022. The main content area contains several sections: Table Of Contents, Program Application, Programming Overview, Sites, Youth Served - Summer Program, and County. A red box highlights the sidebar with text about saving and submitting the report. At the bottom right, the 'Submit' button is circled in red, with a red arrow pointing to it.

Once you have successfully completed each question in every section, click “Save and Close”. You are now ready to submit your BOOST Grant Report. Click “Submit” at the bottom of the screen.

Congratulations!

Please be advised that once click “submit” you will not be able to edit or update your BOOST Grant Report. Please be sure to review your report thoroughly before clicking the submit button.

Helpful Tip #1: Save Report

Click "Save" often, while you are completing your report.

Or

Click "Save and Close" before you log out, as FLUXX does not have an automatic save feature, so you will risk losing you data.

Grantbook

Grant ID: G-202208-08229 Due: August 31, 2022
Report Type: DOE (BOOST Summer) Report ID: 1763

▼ Table Of Contents

- Program Application
- Programming Overview
- Sites
- Youth Served - Summer Program
- Demographics - Race
- Demographics - Ethnicity
- Demographics - Gender
- County
- Demographics - Special Populations
- Dosage (Output)
- Youth satisfaction (Outcome)
- Program Outcomes
- Additional outcome #1
- Additional outcome #2
- Unplanned or Unexpected Outcomes
- STATEWIDE GRANTEES ONLY
- FINANCIALS
- OTHER NARRATIVE/QUALITATIVE QUESTIONS

Program Application

Cancel Save Save and Close

Once you click "Save" a message will appear on screen letting you know that your changes have been saved.

If you do not see this message, be sure to click "Save" again until the message appears.

- Learning acceleration: STEM
- Learning acceleration: college readiness
- Learning acceleration: job/career readiness
- Enrichment activities: visual and performing arts
- Enrichment activities: crafts
- Enrichment activities: career exploration
- Enrichment activities: financial literacy
- Healthy eating and physical activity: sports/recreation
- Healthy eating and physical activity: nutrition education
- Well-being and connectedness: mental health supports
- Well-being and connectedness: problem solving
- Well-being and connectedness: team building
- Well-being and connectedness: mentoring
- Well-being and connectedness: Social-Emotional Learning
- Well-being and connectedness: civic engagement
- Well-being and connectedness: community service and service learning
- Well-being and connectedness: family & parent activities

Which content/service areas did your program offer in Year 1 of your summer program?

Learning acceleration: college readiness

Learning acceleration: job/career readiness

Learning acceleration: STEM

Learning acceleration: visual and performing arts

▼ Sites

Use the space below to provide a narrative of your program. Be sure to highlight implementation successes and describe any challenges encountered (including any COVID-related challenges). You should also use this space to explain any changes to your approved implementation plan.

Changes saved successfully.

Cancel Save Save and Close

Helpful Tip #2: Table of Contents

The screenshot displays the Grantbook interface. On the left is a navigation sidebar with categories like Drafts, Requests to Edit, Submitted Requests, GRANTS, and REPORTS. The main content area shows a 'Grantbook' header with details: Grant ID: G-202208-08229, Due: September 30, 2022, Report ID: 1978, Status: New. Below this is a 'Table Of Contents' section with a list of report sections: Program Application, Programming Overview, Sites, Youth Served - Summer Program, Demographics - Race, Demographics - Ethnicity, Demographics - Gender, County, Demographics - Special Populations, Dosage (Output), Youth satisfaction (Outcome), Program Outcomes, Additional outcome #1, Additional outcome #2, Unplanned or Unexpected Outcomes, STATEWIDE GRANTEEES ONLY, FINANCIALS, and OTHER NARRATIVE/QUALITATIVE QUESTIONS. A red box highlights a tip: 'When you are ready to complete your report, or after you save your report it may be helpful to use the Table of Contents for ease of navigating to each section of the report.' A red arrow points from this tip to the Table of Contents list. At the bottom right, there is a 'Submit' button.

United Way United Way of Greater Atlanta

Search...

Grantbook
Grant ID: G-202208-08229
Due: September 30, 2022
Report ID: 1978
Status: New

Grantbook
Grant ID: G-202208-08229
Report Type: DOE (BOOST Summer)
Due: August 31, 2022
Report ID: 1763

▼ Table Of Contents

- Program Application
- Programming Overview
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▼ Program Application

From the Grant Application
Which purpose will your program be addressing?

Submit

When you are ready to complete your report, or after you save your report it may be helpful to use the Table of Contents for ease of navigating to each section of the report.

Helpful Tip #3: Collapse Report

It may be helpful to collapse your report for ease of navigation. Doing this will allow you to see each section of the report at a glance, which will help you to keep you from having to scroll from the top of the report to the bottom of the report in an attempt to complete each section.

Please keep in mind that FLUXX does not automatically collapse your report, you must do it manually.

Grantbook

Grant ID: G-202208-08229 Due: August 31, 2022
Report Type: DOE (BOOST Summer) Report ID: 1763

- ▶ Table Of Contents
- ▶ Program Application
- ▶ Programming Overview
- ▶ Sites
- ▶ Youth Served - Summer Program
- ▶ County
- ▶ Demographics - Special Populations
- ▶ Outputs & Outcomes
- ▶ STATEWIDE GRANTEES ONLY

Cancel Save Save and Close

uwga.fluxx.io/dashboard/index

Search...

Grantbook
Grant ID: G-202208-08229
Due: August 31, 2022
Report ID: 1763
Status: New

▼ Program Application

From the Grant Application
Which purpose will your program be addressing?
• Expanding access to serve more youth, with an emphasis on children who were most impacted by the pandemic.
• Reducing barriers, such as transportation and enrollment costs, to ensure access for all.
• Increasing programmatic quality and expanding or enhancing supports/services offered.

Please indicate which of the purposes of the BOOST Grants Program your organization used BOOST funding to address in Year 1 of your summer program?

From the Grant Application
Which content/service areas will your program be offering?
• Enrichment activities, such as the arts, career exploration, and service learning
• Healthy eating & physical activity
• Well-being and connectedness, such as mental health supports, problem solving, and team building
• Learning acceleration (required component)

Which content/service areas did your program offer in Year 1 of your summer program?

- ▶ Programming Overview
- ▶ Sites
- ▶ Youth Served - Summer Program
- ▼ County

Submit

To collapse your report, simply click on the inverted triangle located to the left of each section header Title.

Once you click the inverted triangle next to each Section Title Header, the triangle will then point to the Section Title Header as seen in the screenshot above.

Helpful Tip #4: Completing the narrative for each purpose

When choosing your BOOST Grant Program Purpose(s), a new section of questions will be added to your report, that you will be required to answer. Please note, each new section will also be added to the Table of Contents.

The following BOOST Grant Purposes are:

- Expanding access to serve more youth with an emphasis on children who were most impacted by the pandemic.
- Reducing barriers such as transportation and enrollment costs to ensure access for all.
- Increasing programmatic quality and expanding or enhancing supports/services offered.

The screenshot shows a web browser window with the URL `uwga.fluxio.io/dashboard/index`. The page displays a form for selecting BOOST Grant purposes. A blue box highlights the selection area, which includes three checked options: "Expanding access to serve more youth with an emphasis on children who were most impacted by the pandemic.", "Reducing barriers such as transportation and enrollment costs to ensure access for all.", and "Increasing programmatic quality and expanding or enhancing supports/services offered." Below the selection, there are three text input fields, each with a 600-character limit. The first field is for the purpose "Expanding access to serve more youth, with an emphasis on youth who were most impacted by the pandemic." The second field is for "Reducing barriers, such as transportation and enrollment costs, to ensure access for all." The third field is for "Increasing programmatic quality and expanding or enhancing supports/services offered." At the bottom right, there are buttons for "Cancel", "Save", and "Save and Close".

Helpful Tip #5: Content/Service Area

When selecting your content/service area, use the scroll bar to see the entire list. Please note there are 20 content/service area options to choose from.

1. Learning acceleration (required)
2. Learning acceleration: literacy/reading skills
3. Learning acceleration: academic remediation/credit recovery
4. Learning acceleration: STEM
5. Learning acceleration: college readiness
6. Learning acceleration: job/career readiness
7. Enrichment activities: visual and performing arts
8. Enrichment activities: crafts
9. Enrichment activities: career exploration
10. Enrichment activities: financial literacy
11. Healthy eating and physical activity: sports/recreation
12. Healthy eating and physical activity: nutrition education
13. Well-being and connectedness: mental health supports
14. Well-being and connectedness: problem solving
15. Well-being and connectedness: team building
16. Well-being and connectedness: mentoring
17. Well-being and connectedness: Social-Emotional Learning
18. Well-being and connectedness: civic engagement
19. Well-being and connectedness: community service and service learning
20. Well-being and connectedness: family & parent activities

Which content/service areas did your program offer in Year 1 of your summer program?

- Learning acceleration (required)
- Learning acceleration: literacy/reading skills
- Learning acceleration: academic remediation/credit recovery
- Learning acceleration: STEM

► Sites

► Youth Served - Summer Program

► County

► Demographics - Special Populations

► Outputs & Outcomes

► STATEWIDE GRANTEES ONLY

► FINANCIALS

► OTHER NARRATIVE/QUALITATIVE QUESTIONS

Cancel Save Save and Close

Helpful Tip #7: Demographics

The breakdown of demographics section **totals must equal the same number as the participants served.**

After you click save, the totals will be automatically added up for you. However, if your totals do not match, you will still be able to save your report.

Youth Served - Summer Program

From the Grant Application
How many unduplicated youth received your services?: 6

What is the total number of unduplicated youth served in your Year 1 summer program?

Demographics - Age

From the Grant Application
K-5th grade: 7
Middle School (6th-8th): 8
High School (9th-12th): 9

Please indicate the number of unduplicated youth served in your Year 1 summer program by grade band. Note that this total should match the unduplicated total number of youth served reported above.

Elementary (K-5th students)	<input type="text" value="1"/>
Middle School (6th-8th)	<input type="text" value="2"/>
High School (9th-12th)	<input type="text" value="3"/>
Totals:	<input type="text" value="6"/>

Demographics - Race

From the Grant Application

Buttons: Cancel Save Save and Close

Helpful Tip #8: Statewide Agencies Question

Each question in the BOOST Grant Report is required. There is a question in this report for State Wide Agencies only.

If this question does not apply to your agency, please type in "N/A" for each question in this section, as seen in the screenshot located here.

STATEWIDE GRANTEEES ONLY

Use the space below to describe unplanned or unexpected outcomes you would like share as well as any additional data that are being collected regularly that haven't been reported so far.

fsctds

Characters left for field: 1997

How did you ensure contractors were meeting the purpose(s) of the grant? Please describe any changes to your proposed process and any challenges or successes experienced.

dfs

Characters left for field: 1997

How did you collect data and compile reporting from all contractors? Please describe any changes to your proposed process and any challenges or successes experienced.

dsf

Characters left for field: 1997

FINANCIALS

Buttons: Cancel Save Save and Close