

How to Apply Online

Our application process is completely online and managed through our granting portal - Fluxx. Through Fluxx, you can view your applications in progress, grants approved and payments made, and can complete the post grant accountability.

We recommend using [Google Chrome](#) to access Fluxx. Fluxx is optimised for use on a PC or Mac. While it is possible to access Fluxx on a tablet or smartphone, some of the formatting might not be as intuitive as on desktop.

If you have difficulties using Fluxx or have questions about our granting process, please contact us. We are always happy to help.

Contact details

Phone: 03 445 9958 | Email: info@clt.net.nz | Freephone: 0800 00 11 37

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Stage One - Organisation registration and user login

To access Fluxx, go to centrallakestrust.fluxx.io, or click on **Apply now/Login** at the top right of our website.

Before you can start an application, your organisation needs to be registered and you need a personal user login.

Most organisations in our region are already registered.

Please contact us if:

- You are unsure whether your organisation is already registered or not
- You don't have a user login.

If your organisation is not registered, click on **Organisation Registration**.

Complete the organisation eligibility quiz

Complete the quiz to confirm that your organisation meets one of our three eligibility criteria:

1. The relief of poverty
2. The advancement of education
3. Other purposes beneficial to the community.

CLT can only grant to **registered charities** within our region. If your organisation is not eligible, please visit our website to learn more of the other other organisations that may be able to help you: [Other Funders](#)



Welcome to the Central Lakes Trust Grant Portal

Login Now:

Username

Password

[Forgot Password?](#)

Existing Organisation:
If you believe that your organisation may have registered to apply online in the past and you do not have login details, please contact us on 0800 00 11 37 or 03 445 9958 or info@clt.net.nz

New Organisation:
In order to be considered for funding we need to know about your organisation and set up contact people, please complete an Organisation Registration by selecting the button below.

Fluxx is optimised for the Google Chrome Browser.

FLUXX

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



Welcome to the Central Lakes Trust Grant Portal

Eligibility

Is your organisation one of the following? Registered with Charities Services; A registered public/state learning provider; A regional or territorial authority.

Select Option

Note: System generated emails may be diverted to your Junk/Spam folder depending on your devices security settings. Therefore please check these folders first if you haven't received an email prior to contacting our office.

FLUXX

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

Complete the organisation registration form

The registration form needs to be completed in one session - you won't be able to save your progress to be completed later.

Please make sure you have all the [required documents](#) you need on hand before starting.

Once you have submitted your form you will receive an email acknowledging that we have received it.

Set your password

Once your registration is approved, you will receive an email with a username and a 'Set your password' link. You will be able to access the Grantee Portal and activate your account once your password has been reset.

Please allow up to three working days to receive your registration notification us.

PLEASE NOTE:

Your username and password is unique to you as an individual. If you need to add or replace a user for your organisation, please contact us.

You can change your own contact information (e.g. phone number or email address) in Fluxx under **PEOPLE** in the left-hand panel.

Once you have received your username and password link and activated your account you can login at <https://centrallakestrust.fluxx.io> or via the **Apply Now/ Login** button on our website.



Welcome to the Central Lakes Trust Grant Portal

Organisation Information

Before starting your registration, please [click here](#), for a list of the information you will need. Registration must be completed in one sitting and cannot be saved as you go - therefore please ensure you have all the information to hand.

**If you do not have all the information, we suggest that you exit now, and begin again later.*

Entity Type*

Registered Name*

Trading As*

This may be the same as your registered name, and will be the name your organisation is known by in this system.

Handy tip!

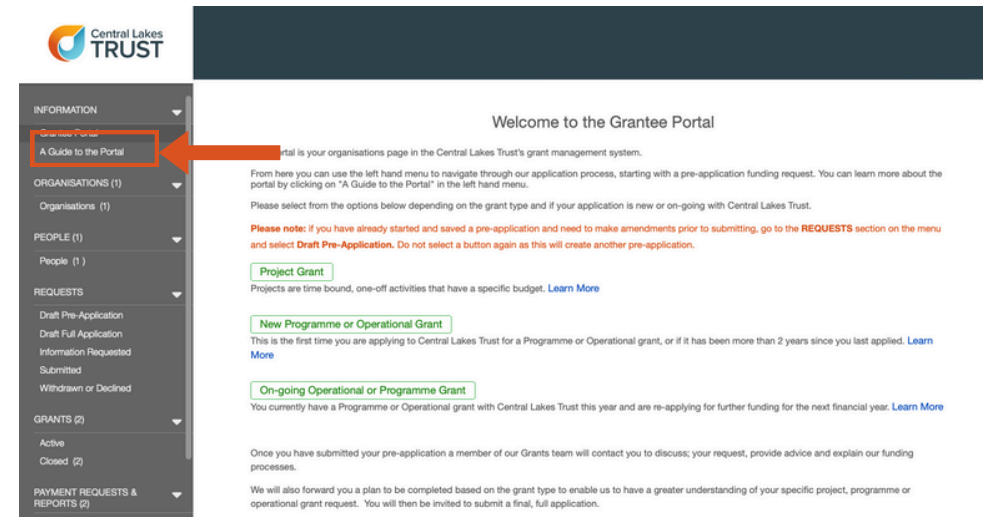
**Your username format is
firstname_lastname**

Stage Two - Start your full application

Our Grantee Portal - Fluxx

Once logged in you will land directly on our Grantee Portal page in Fluxx. Here you can create and submit applications and manage your grants.

If you are not familiar with Fluxx, it is a good idea to read **A Guide to the Portal** located under **INFORMATION** in the left-hand panel to familiarise before you begin using the system.



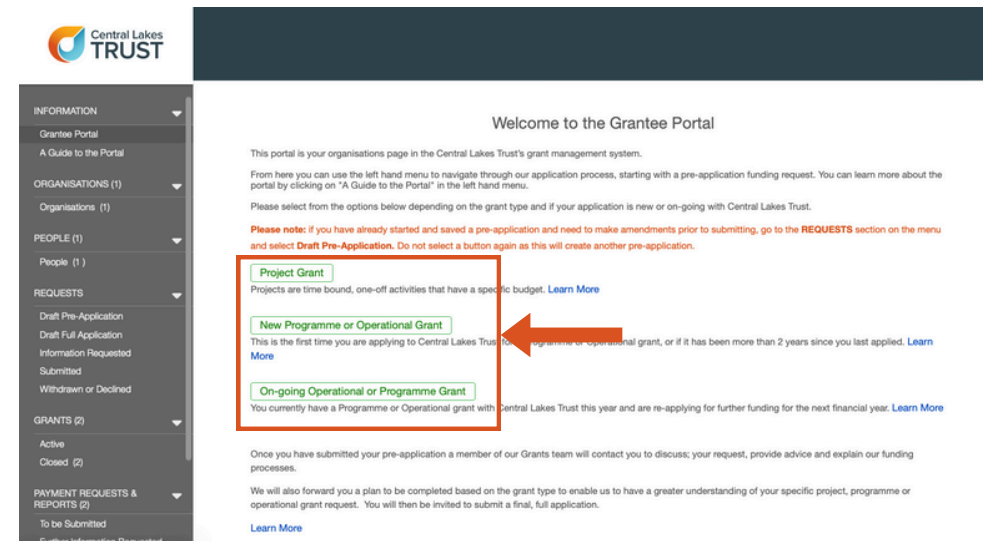
Beginning your application

To begin your application, please read the help text and consider carefully if your application will be a:

- Project Grant
- New Operational or Programme Grant, or
- an Ongoing Operational or Programme Grant

then select the appropriate **green button.**

If unsure, please contact us.



Pre-application form

The questions in this short pre-application form provide us with an expression of interest regarding your project or service.

You can save the form and return later to finalise it later.

To return to an existing pre-application, go to **REQUESTS > Draft Pre-Application** in the left panel.

Once you are ready to send your pre-application, select **Submit**. Our grants team will then contact you to discuss the application in more depth, and provide you with the relevant project plan. We can also provide feedback and support to assist in preparing the full application.

PLEASE NOTE:
Saving: The portal does not autosave; therefore, you must click the **[Save]** button to ensure your data will not be lost. Saving the form does not mean it has been submitted to Central Lakes Trust.
Submitting: Please ensure you click **[Submit]** when you are ready to send the application to Central Lakes Trust.

Draft/Pre Application <1 day in current status | Draft Full Applic... | Assessment | Active Grant | Closed Grant

▼ Pre-Application Form

Organisation: [Redacted]
Location: [Redacted]
Primary Contact: [Dropdown]
Secondary Contact: [Dropdown]
Project Name/Title: [Text Box]

What is the primary purpose of the project?

Search... [Results: Test Organisation CLT-4890, Project Title test project, Status: Draft Full Application, Projects, Test Grants]

REQUESTS (9) (highlighted with red box and arrow)

- Draft Pre-Application
- Information Requested
- Submitted
- Withdrawn or Declined (1)

GRANTS

- Active
- Closed

PAYMENT REQUESTS & REPORTS

- To be Submitted
- Further Information Requested
- Submitted

What is the primary purpose of the project?
test project

Estimated Project Start and End Dates:
Provide an estimate of when the project is likely to start and end. We understand that this may change. As we cannot fund retrospectively, please only enter future dates.
Start Date: 20/3/2024
End Date: 28/3/2024

Location of Project: Alexandria

What is the approximate total cost of the project? \$100.00
What is the approximate amount to be requested from Central Lakes Trust? \$20.00

By default, your banking reference will be "CLT Funding." If you would like to customize this, please write in your preferred banking reference below.
Preferred Bank Reference: CLT Funding

Other Comments and Notes:

Remember to click **Submit?** to send your pre-application to us. A Notice box will open. You do not need to add anything additional in this section. Click OK to complete the submission.

Submit? (highlighted with red box and arrow) | Withdraw

Submitting your full application

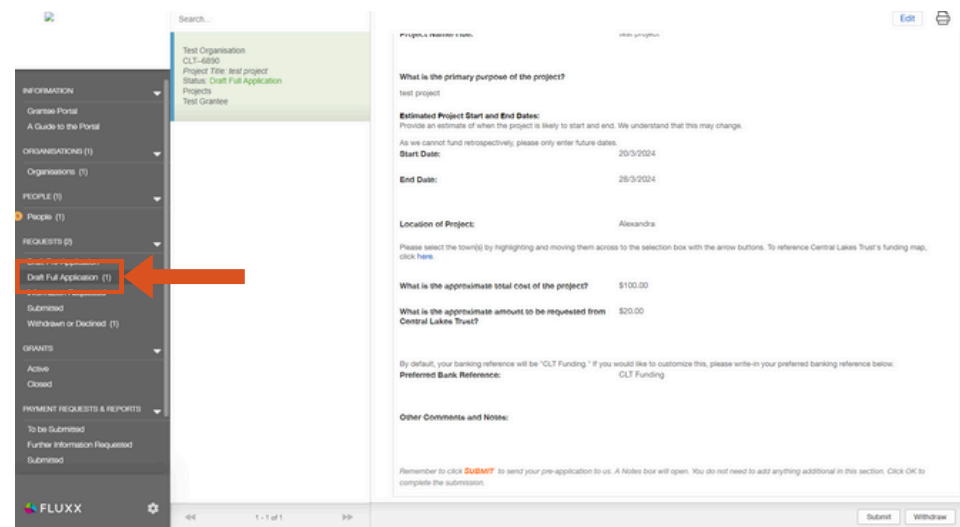
When your pre-application process is complete and has been accepted, the grants team will invite you via email to submit your full application.

To submit your full application, log in to FLUXX and select **REQUESTS > Draft Full Application** on the left panel. While completing your full application, you can save and return later as many times as you wish.

Please call us at any time if you have any questions.

Once you are ready to send it please select **Submit**.

You will receive an email acknowledging receipt of your application.



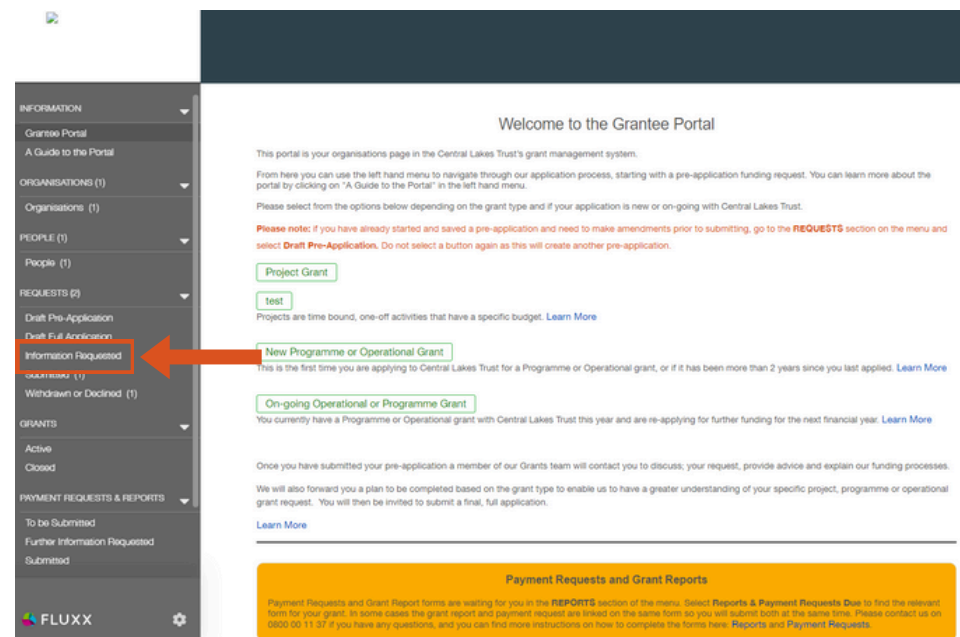
The screenshot shows the FLUXX application interface. On the left, a dark sidebar contains a menu with categories: INFORMATION, ORGANISATIONS (1), PEOPLE (1), REQUESTS (2), GRANTS, and PAYMENT REQUESTS & REPORTS. Under the REQUESTS (2) category, 'Draft Full Application (1)' is highlighted with a red box and a red arrow pointing to it. The main content area shows a search bar at the top with 'test' entered. Below the search bar, there is a 'Project Information' section with fields for 'What is the primary purpose of the project?' (test project), 'Estimated Project Start and End Dates' (Start Date: 20/3/2024, End Date: 26/3/2024), 'Location of Project:' (Alexandria), 'What is the approximate total cost of the project?' (\$100.00), and 'What is the approximate amount to be requested from Central Lakes Trust?' (\$20.00). There are also fields for 'Preferred Bank Reference:' (CLT Funding) and 'Other Comments and Notes:'. At the bottom right, there are 'Submit' and 'Withdraw' buttons.

Providing more information

If we have any queries regarding your pre- or full application, our grants team will give you a call and send you an email asking you to log in and make the requested additions and/or amendments. This request may include supplying extra documentation, revising any information or clarifying any questions.

To revise or supply new information, select **REQUESTS > Information Requested** on the left panel.

You will need to **re-submit** your application when completed to confirm any changes made.

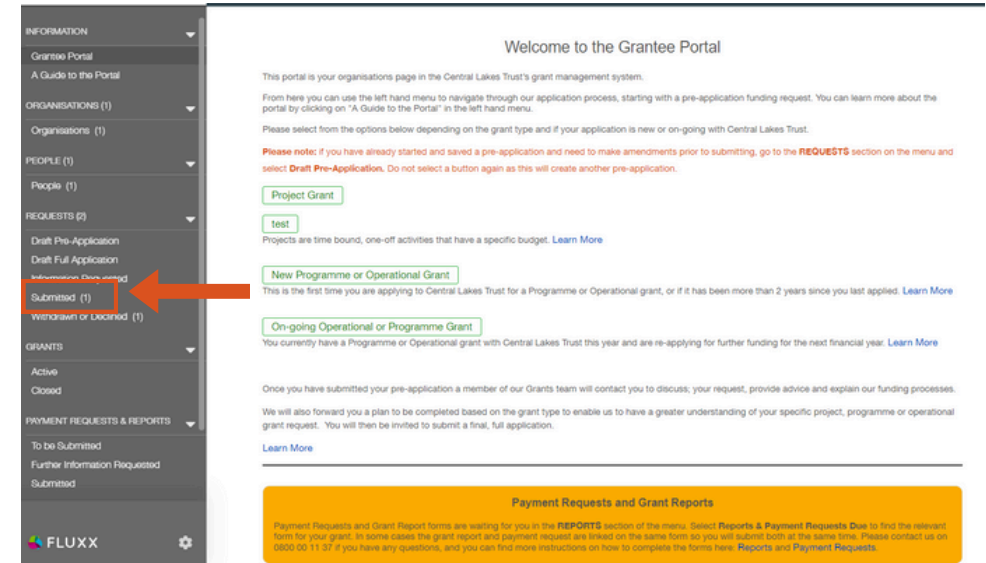


The screenshot shows the 'Welcome to the Grantee Portal' page. The left sidebar is the same as in the previous screenshot, but 'Information Requested' is highlighted with a red box and a red arrow pointing to it. The main content area has a dark header with the text 'Welcome to the Grantee Portal'. Below the header, there is a message: 'This portal is your organisations page in the Central Lakes Trust's grant management system. From here you can use the left hand menu to navigate through our application process, starting with a pre-application funding request. You can learn more about the portal by clicking on "A Guide to the Portal" in the left hand menu. Please select from the options below depending on the grant type and if your application is new or on-going with Central Lakes Trust. Please note: if you have already started and saved a pre-application and need to make amendments prior to submitting, go to the REQUESTS section on the menu and select Draft Pre-Application. Do not select a button again as this will create another pre-application.' There are three buttons: 'Project Grant', 'test', and 'New Programme or Operational Grant'. Below these buttons, there are sections for 'On-going Operational or Programme Grant' and 'Payment Requests and Grant Reports'. The 'Payment Requests and Grant Reports' section is highlighted with a yellow background and contains text: 'Payment Requests and Grant Report forms are waiting for you in the REPORTS section of the menu. Select Reports & Payment Requests Due to find the relevant form for your grant. In some cases the grant report and payment request are linked on the same form so you will submit both at the same time. Please contact us on 0800 05 11 07 if you have any questions, and you can find more instructions on how to complete the forms here: Reports and Payment Requests.'

Viewing submitted applications

To view your submitted applications, select **REQUESTS > Submitted** in the left panel. Once submitted, they are only available as read-only versions.

To find out more about what happens after an application has been submitted please read the [FAQ's](#) on our website.

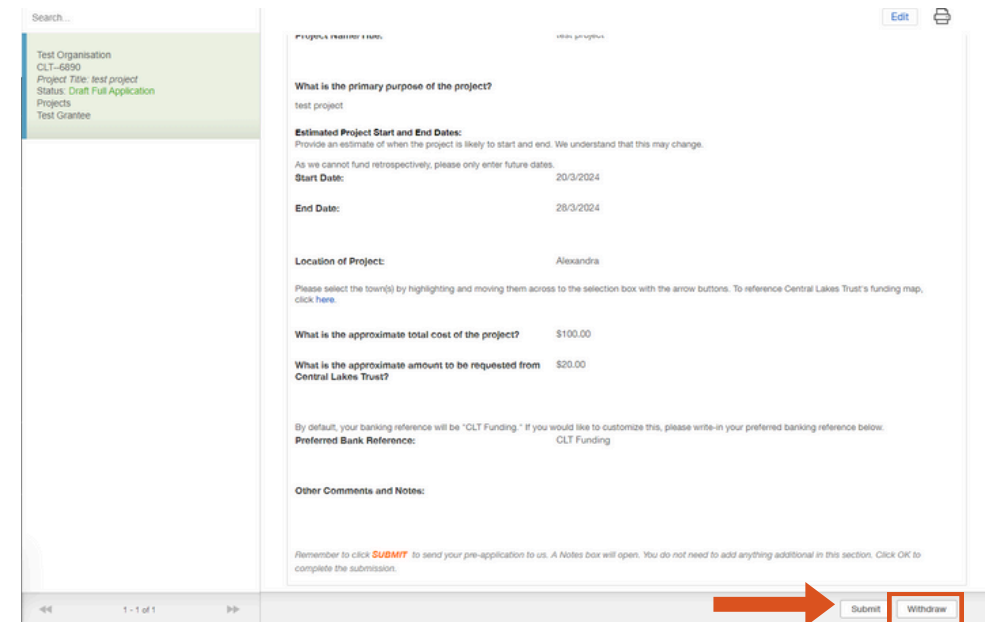


Withdrawn and declined applications

If you decide to withdraw an application, you can do so while it is in draft (i.e. not submitted) by selecting the **Withdraw** button on the bottom right of your screen. You will receive an email confirming your application withdrawal.

If the application has been declined by CLT, we will contact you to discuss our decision before sending an email notification.

To view withdrawn and declined applications, select **REQUESTS > Withdrawn or Declined** in the left-hand panel.



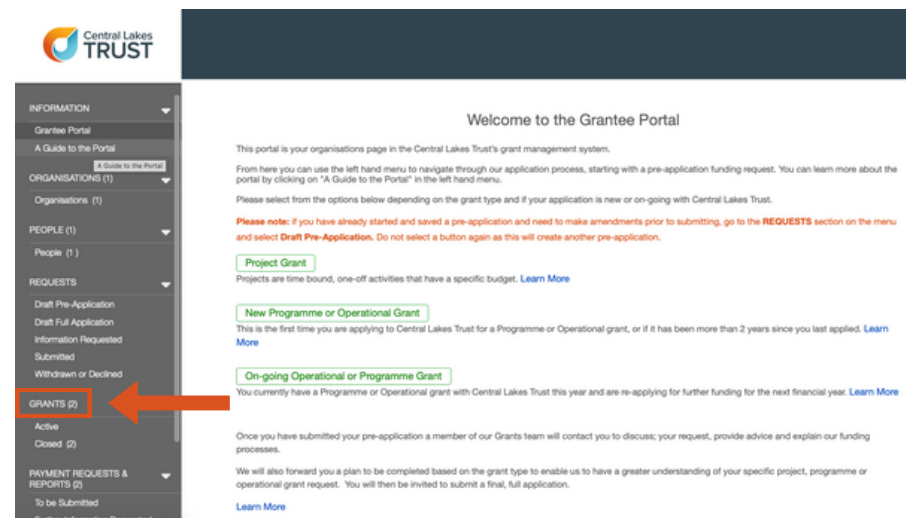
Stage Three: Managing your grant

Viewing active and closed grants

Once we have made our decision on your application, you will be advised by phone and email from the grants team.

You will find the details of the decision in **GRANTS > Active** in the left panel, where a PDF copy of the decision letter will be available in the grant documents section. This letter highlights your grant conditions as well as the payment and reporting process.

Similarly, all your organisation's previous grants that have been fully paid and all requirements have been met are available as read-only versions in the **Closed** section.



The screenshot shows the Central Lakes TRUST Grantee Portal. The left-hand menu is expanded to show the 'GRANTS' section, which is highlighted with a red box and an orange arrow. The 'GRANTS' section includes sub-items: Active (2) and Closed (2). The main content area displays a 'Welcome to the Grantee Portal' message with instructions on how to use the portal and options for different grant types: Project Grant, New Programme or Operational Grant, and On-going Operational or Programme Grant. A 'Learn More' link is provided for each option.

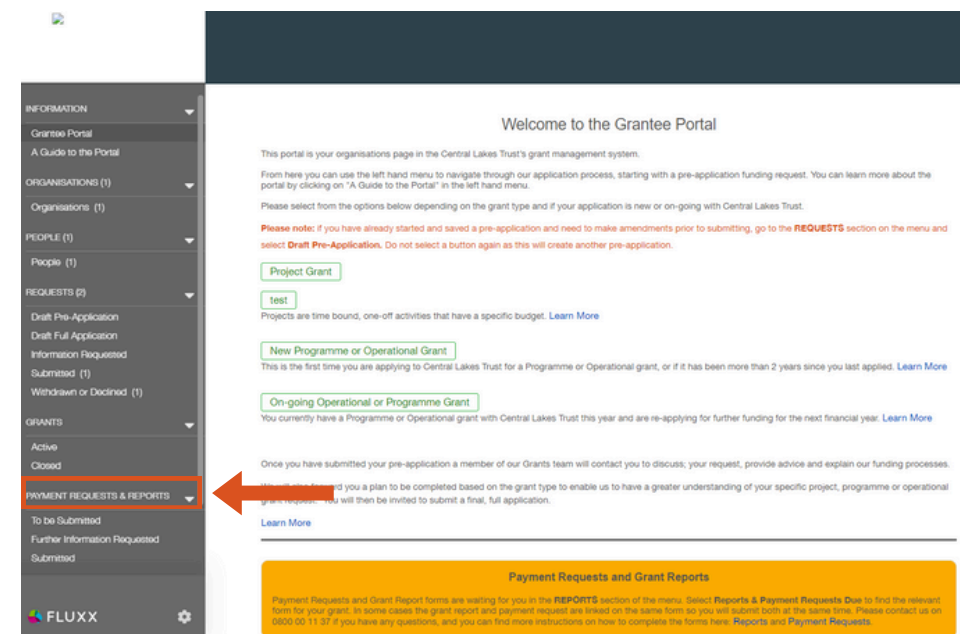
Submitting reports

You will be asked to complete reports as required by our Grant Terms and Conditions. You will receive an email notification when reports are due.

To submit a report select **REPORTS > Reports & Payment Requests Due** in the left-hand panel. There you will find cards linking to all the report and payment request forms associated with your grant.

Each report and payment request has a due date which is noted on the card as well as the form itself. We recommend calendaring these dates.

You can view your submitted reports by selecting **REPORTS > Submitted** in the left-hand panel.



The screenshot shows the Central Lakes TRUST Grantee Portal. The left-hand menu is expanded to show the 'PAYMENT REQUESTS & REPORTS' section, which is highlighted with a red box and an orange arrow. The main content area displays a 'Welcome to the Grantee Portal' message with instructions on how to use the portal and options for different grant types: Project Grant, New Programme or Operational Grant, and On-going Operational or Programme Grant. A 'Learn More' link is provided for each option. At the bottom of the page, there is a yellow banner titled 'Payment Requests and Grant Reports' with text explaining that payment requests and grant report forms are waiting for you in the 'REPORTS' section of the menu.

Submitting a payment request

To uplift your approved grant, you will need to submit a payment request in line with our Grant Terms and Conditions.

Project Grants

A Payment Request form will be scheduled for you to complete when you are ready. Only one payment request can be processed at a time. Once one payment has been made to you, you will revise an email alert advising you to submit your next payment request when you are ready.

Operational or Programme Grants

Our grants team will advise you on your organisation's specific requirements in line with the Grant Decision Letter.

To make a payment request, or to submit a report, select **REPORTS > Reports & Payment Requests Due** in the left-hand panel. There you will find cards linking to all the report and payment request forms associated with your grant.

Each report and payment request has a due date which is noted on the card as well as the form itself. We recommend calendaring these dates.

Please ensure that you select the form with the appropriate date as there may be several.

Complete the questions and upload documents as required. Once you have submitted the **Payment Request** or **Report**, it will be available to view in the **Submitted** section.

The screenshot shows the FLUX system interface for Central Lakes Trust. On the left, a navigation menu lists various sections: ORGANISATIONS (1), PEOPLE (1), REQUESTS (1), GRANTS (8), and PAYMENT REQUESTS & REPORTS (7). The 'PAYMENT REQUESTS & REPORTS (7)' section is expanded, showing sub-sections: 'To be Submitted (3)', 'Submitted (4)', 'PAYMENTS (11)', 'Scheduled (2)', and 'Payment Advice (8)'. An orange arrow points to the 'To be Submitted (3)' link. The main content area displays a 'Multi-Year Payment Request' form. The form includes a search bar at the top, a 'Search...' button, and a 'Submit' button at the bottom right. The form content includes: 'Operational Grant: Jul 2023 - Jun 2026', 'Multi-Year Payment Request', 'Status: Report Due', '(Due on: 31/5/2024)', 'Due On: 31 May 2024', 'Payment Request' section with instructions to review banking details, 'Bank Account Number', 'GST Number', 'Grant Balance', 'Payment Request Type', and 'Payment Request Amount' (set to \$0.00), 'Required Documents' section with instructions to attach a copy of the draft budget and regional/local budgets, and a 'Next Year Budget' link. A 'Report Attachments' section is also visible at the bottom of the form.

Payment requests scheduled to be paid

Scheduled payment requests are located under **PAYMENTS > Scheduled** in the left-hand panel until they are paid.

Providing additional information

If we have any queries regarding your reports or payment requests, our grants team will give you a call to discuss any required amendments. You will also receive an email alert to log in and make the requested amendments. This request may include supplying extra documentation, revising any information or clarifying any questions.

Select **REPORTS > Information Requested** in the left hand panel.

You will need to **re-submit** your report when completed.

Payments Completed

When a payment has been made, you will be able to view this record by selecting **PAYMENTS > Payments Advice** in the left-hand menu.

The screenshot displays the FLUXX interface for a 'Multi-Year Payment Request'. On the left, a navigation menu lists various categories: ORGANISATIONS (1), PEOPLE (1), REQUESTS (1), GRANTS (8), PAYMENT REQUESTS & REPORTS (7), and PAYMENTS (11). Two red arrows point to 'Further Information Requested' and 'Scheduled' under the 'PAYMENT REQUESTS & REPORTS' section. The main content area shows a 'Multi-Year Payment Request' form with fields for 'Bank Account Number', 'GST Number', 'Grant Balance', and 'Payment Request Type'. The 'Payment Request Amount' is listed as \$0.00. Below the form, there is a 'Required Documents' section with instructions to attach a copy of the (draft) budget for the up-coming financial year. A 'Report Attachments' section is also visible at the bottom of the form.

This screenshot is similar to the one above, showing the 'Multi-Year Payment Request' form in the FLUXX system. In this view, a red arrow points to 'Payment Advice' in the 'PAYMENTS (11)' section of the left-hand navigation menu. The main content area remains the same, displaying the payment request details and the 'Required Documents' section.