

Our application process

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**

190 Waenga Drive
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Cromwell, 9342

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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**.



Welcome to the Central Lakes Trust Grant Portal

Login Now:

[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](#)

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

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

Please note: 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 from 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.

Set up MFA

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.

The first time you sign in you will be prompted to set up Multi-Factor Authentication (MFA). Follow the prompts on the screen, or check out our easy guide for step-by-step instructions.

You will be asked for authentication each time you sign into Fluxx.



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!

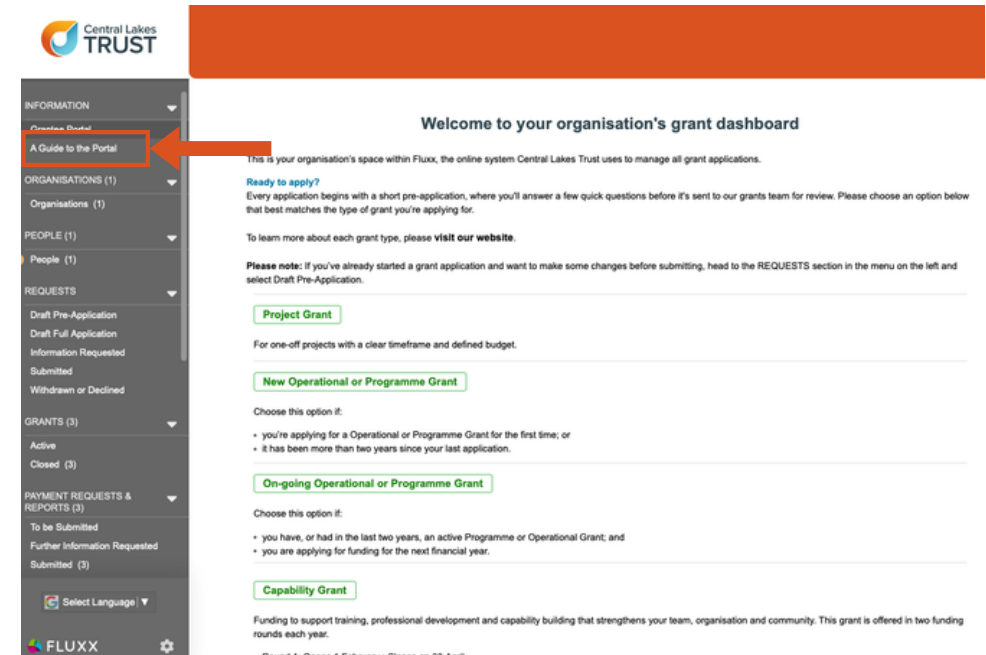
Your username format is
firstname_lastname

Stage two - Start your 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.



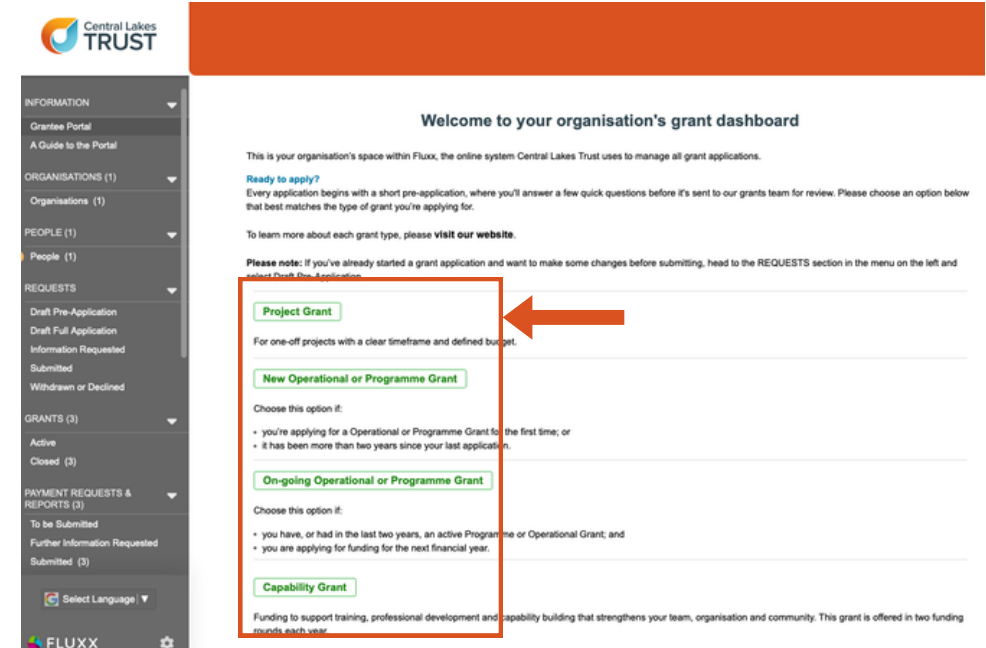
Starting your application

To start your application, please read the help text and consider your application type:

- Project Grant
- New Operational or Programme Grant
- Ongoing Operational or Programme Grant
- Capability 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: [REDACTED]
Secondary Contact: [REDACTED]
Project Name/Title: [REDACTED]

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: 20/5/2024
End Date: 28/5/2024

Location of Project: Alexandra

Please select the town(s) by highlighting and moving them across to the selection box with the arrow buttons. To reference Central Lakes Trust's funding map, click [here](#).

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 Notes box will open. You do not need to add anything additional in this section. Click OK to complete the submission.

Submit **Withdraw**

Submitting your full application

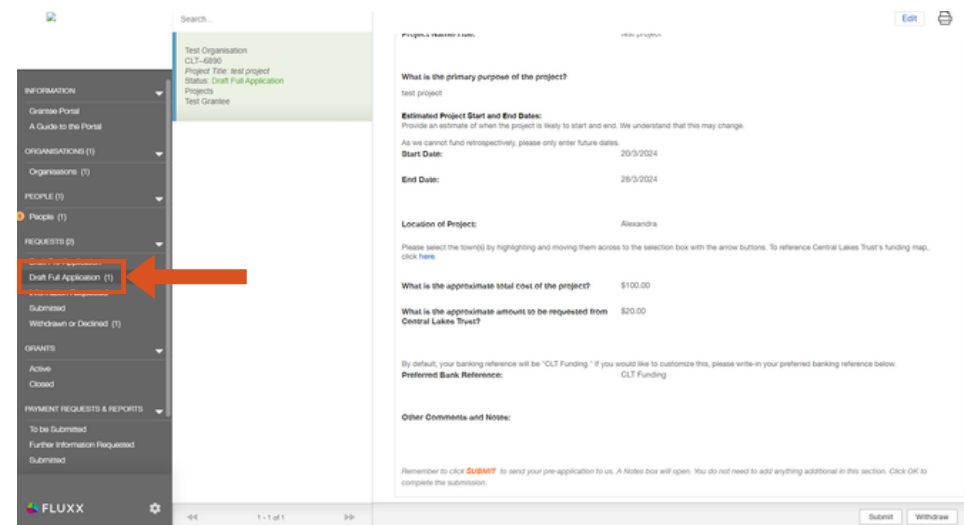
When your pre-application process is complete and has been accepted, the grants team will invite you via email to submit your full application.

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.

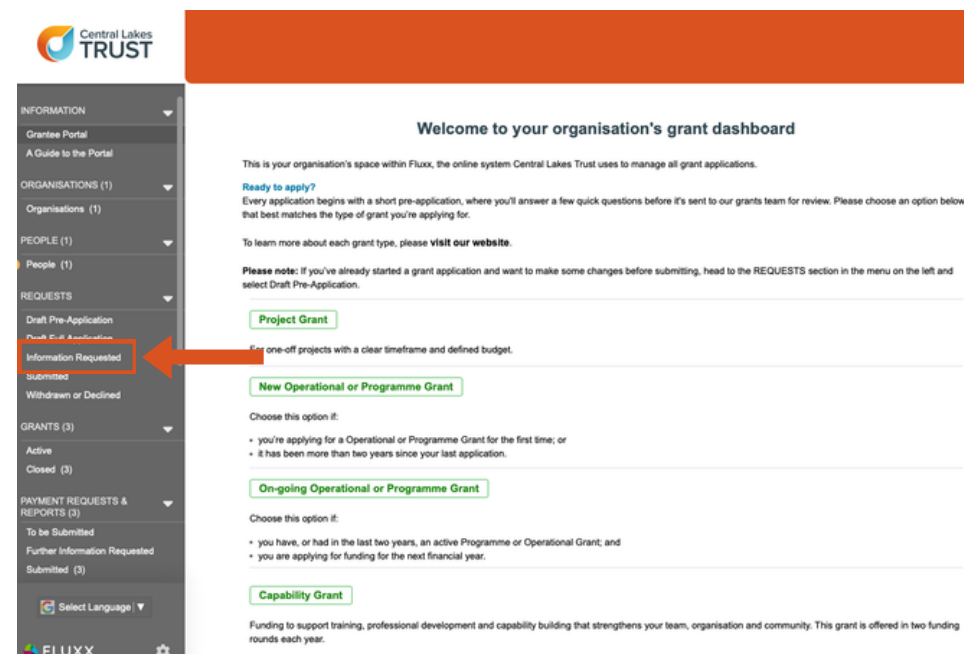
The screenshot shows the FLUXX application interface. On the left, a sidebar menu lists various sections: INFORMATION, Grants Portal, A Guide to the Portal, ORGANISATIONS (1), Organisations (1), PEOPLE (1), People (1), REQUESTS (2), Draft Full Application (1), Submitted, Withdrawn or Declined (1), GRANTS, Active, Closed, PAYMENT REQUESTS & REPORTS, To be Submitted, Further Information Requested, and Submitted. The 'Draft Full Application (1)' option is highlighted with a red box and an orange arrow. The main content area shows a form for a 'Test Organisation' with fields for 'What is the primary purpose of the project?', 'Estimated Project Start and End Dates', 'Location of Project', 'What is the approximate total cost of the project?', and 'What is the approximate amount to be requested from Central Lakes Trust?'. The 'Submit' button is visible at the bottom right.

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.

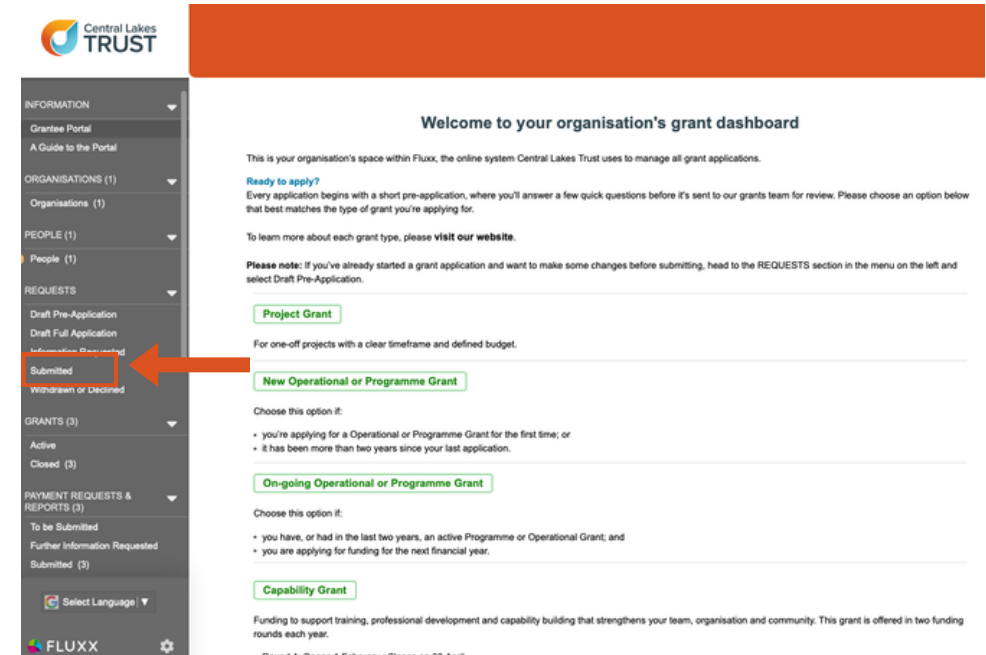
You will need to **re-submit** your application when completed to confirm any changes made.

The screenshot shows the FLUXX dashboard for a 'Central Lakes TRUST' organization. The left sidebar menu is similar to the previous one, but the 'Information Requested' option under the 'REQUESTS' section is highlighted with a red box and an orange arrow. The main content area displays a 'Welcome to your organisation's grant dashboard' message, followed by a 'Ready to apply?' section with instructions and a list of grant types: 'Project Grant', 'New Operational or Programme Grant', 'On-going Operational or Programme Grant', and 'Capability Grant'. Each grant type has a brief description and a 'Choose this option if:' section.

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.

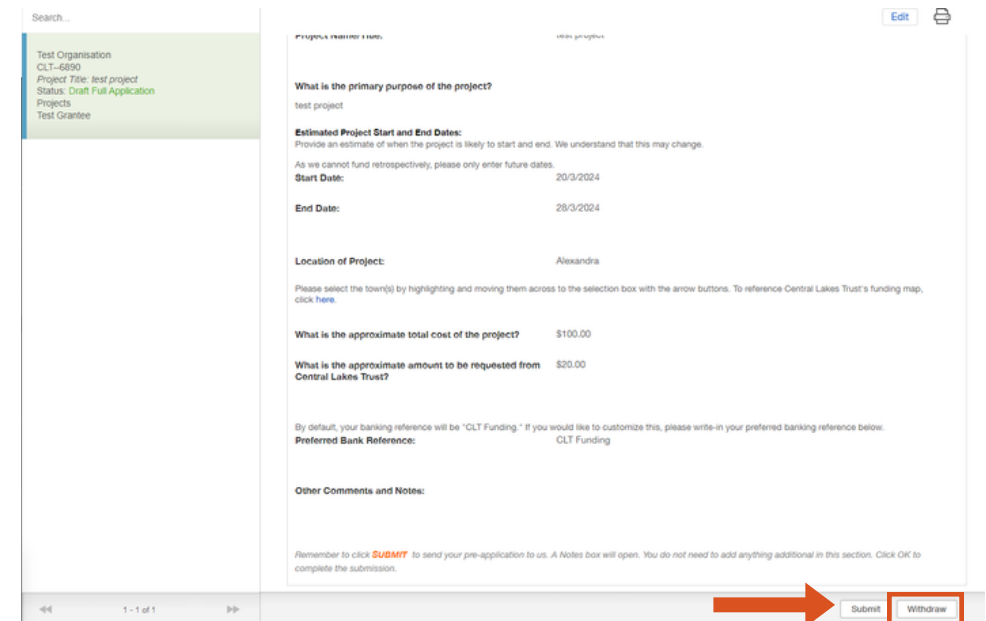


Withdrawn and declined applications

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.



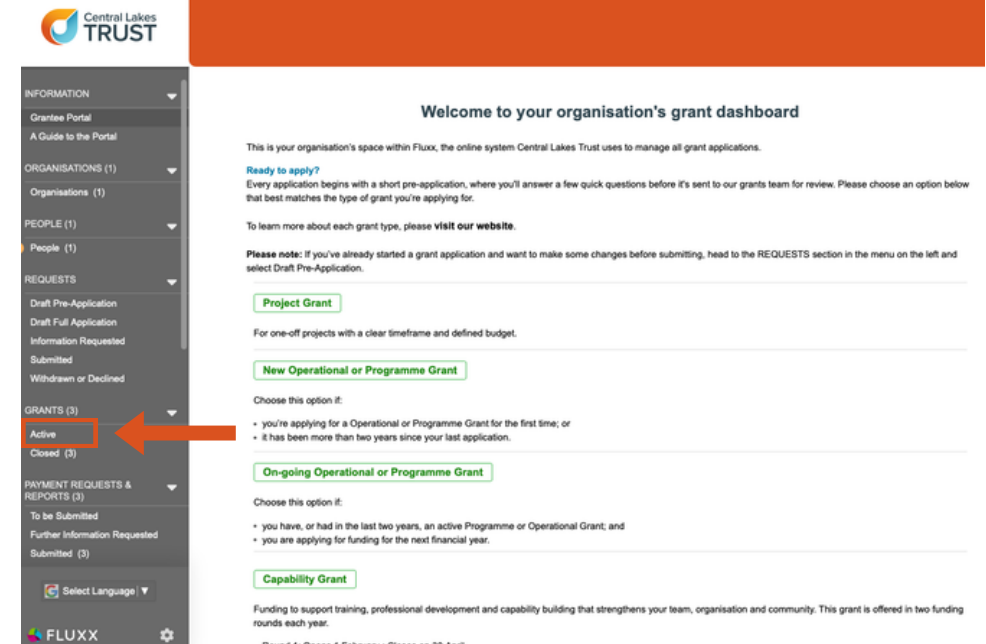
Stage three: Managing your grant

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.



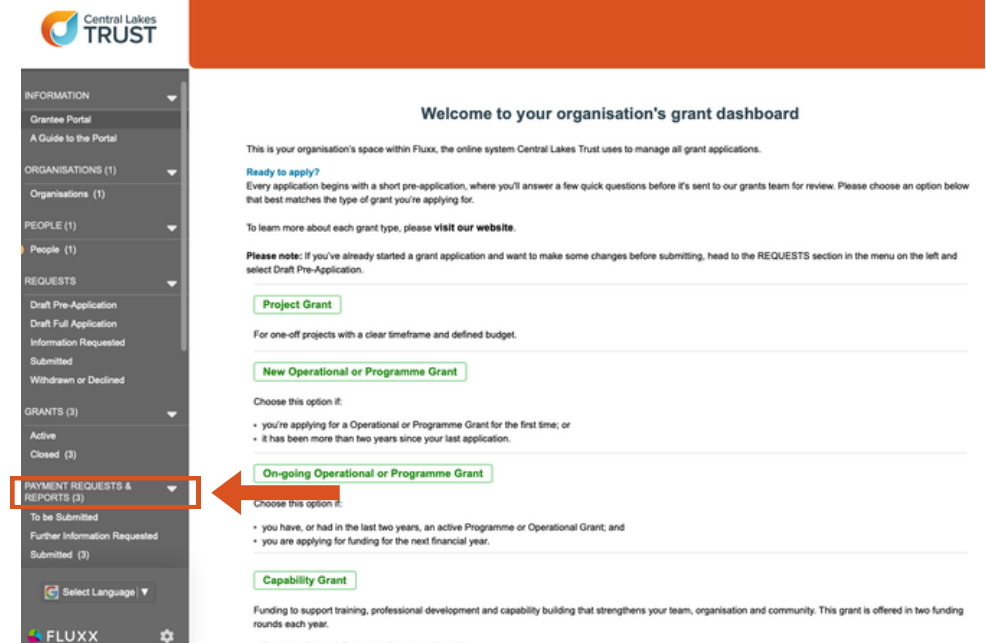
Submitting reports

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.



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 and Capability 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 receive 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 displays the Central Lakes Trust portal interface. On the left, a navigation menu lists various sections: ORGANISATIONS (1), PEOPLE (1), REQUESTS (1), GRANTS (6), and PAYMENT REQUESTS & REPORTS (7). The 'PAYMENT REQUESTS & REPORTS (7)' section is expanded, showing 'To be Submitted (3)', 'Submitted (4)', 'Scheduled (2)', and 'Payment Advice (6)'. A red box highlights 'To be Submitted (3)', and a red arrow points to it. The main content area shows the 'Multi-Year Payment Request' form. The form includes a search bar, a 'Search...' button, and a 'Multi-Year Payment Request' title. Below the title, there is a 'Payment Request' section with fields for 'Bank Account Number', 'GST Number', 'Grant Balance', 'Payment Request Type', and 'Payment Request Amount' (currently \$0.00). There is also a 'Required Documents' section with a 'Next Year Budget' section. The bottom of the page shows a 'FLUXX' logo and a 'Submit' button.

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 shows the FLUXX interface for Central Lakes Trust. On the left, the navigation menu includes 'ORGANISATIONS (1)', 'PEOPLE (1)', 'REQUESTS (1)', 'GRANTS (8)', and 'PAYMENT REQUESTS & REPORTS (7)'. Under 'PAYMENT REQUESTS & REPORTS (7)', 'Further Information Requested' and 'Scheduled (2)' are highlighted with red boxes and arrows. The main content area displays a 'Multi-Year Payment Request' form for an 'Ongoing Operational or Programme' due on 31 May 2024. The form includes fields for 'Bank Account Number', 'GST Number', 'Grant Balance', and 'Payment Request Type'. The 'Payment Request Amount' is shown as \$0.00. There is a section for 'Required Documents' with instructions to attach a copy of the (draft) budget for the up-coming financial year. A 'Next Year Budget' link is also visible. At the bottom right, there is a 'Submit' button.

This screenshot shows the same FLUXX interface, but the left-hand navigation menu now has 'Payments Advice (8)' highlighted with a red box and an arrow. The main content area remains the 'Multi-Year Payment Request' form, which is identical to the one in the previous screenshot, showing details for a payment request due on 31 May 2024 with a \$0.00 amount and a 'Submit' button at the bottom right.

How to set up MFA on Fluxx

Multi-Factor Authentication (MFA) adds a second layer of security to your Fluxx account. This quick guide will take you through the easy steps to set it up.

1. Sign into your account



Go to
centrallakestrust.fluxx.io

Log in with your username
and password.

2. Choose your verification method

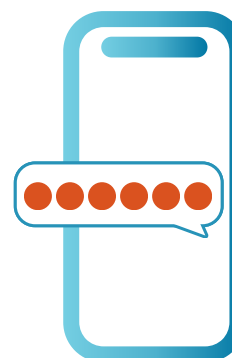
Smartphone app



Select "iOS/Android" to download
Google Authenticator
OR
open any authenticator app you already
have installed on your device.

Click "Scan QR Code" and scan with
your authenticator app to get your
6-digit **MFA token**.

SMS/text



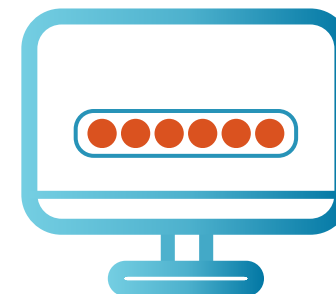
Select "SMS" and enter your mobile
phone number.

➔ **Change the prefix to +64**

Click "Send SMS".

You will get a text message/SMS with a
6-digit **MFA token**.

3. Verify and complete



Enter your 6-digit
MFA token.

Click "Log In" to finish the
setup.

Need help?

If you need any support in setting
up your MFA, please get in touch!

Lost access?

If you lose access to your authenticator device, please let us know
as soon as possible so we can help you reset your password.

Contact us

info@clt.net.nz | 0800 00 11 37
www.clt.net.nz