

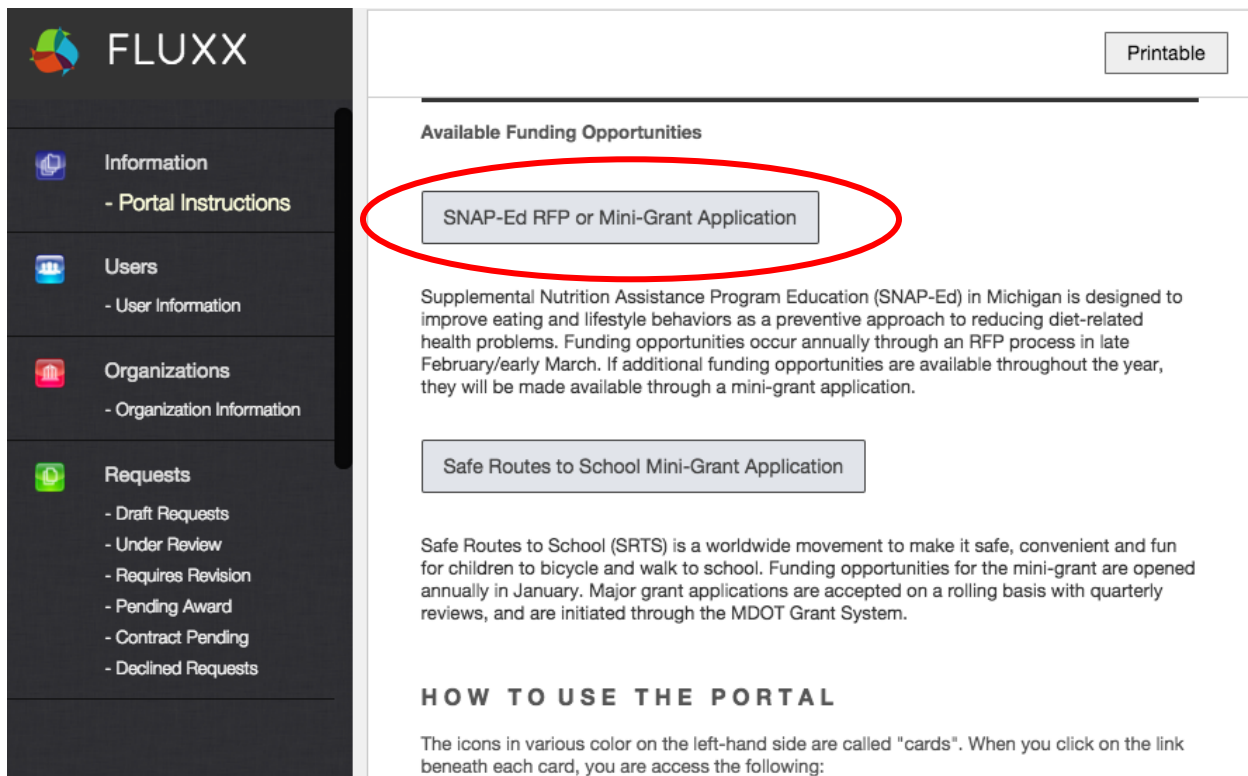
MFF Grant Portal Instructions

Uploading the Letter of Intent for the FY 2018 SNAP-Ed Request for Proposal (RFP)

<https://michiganfitness.fluxx.io>

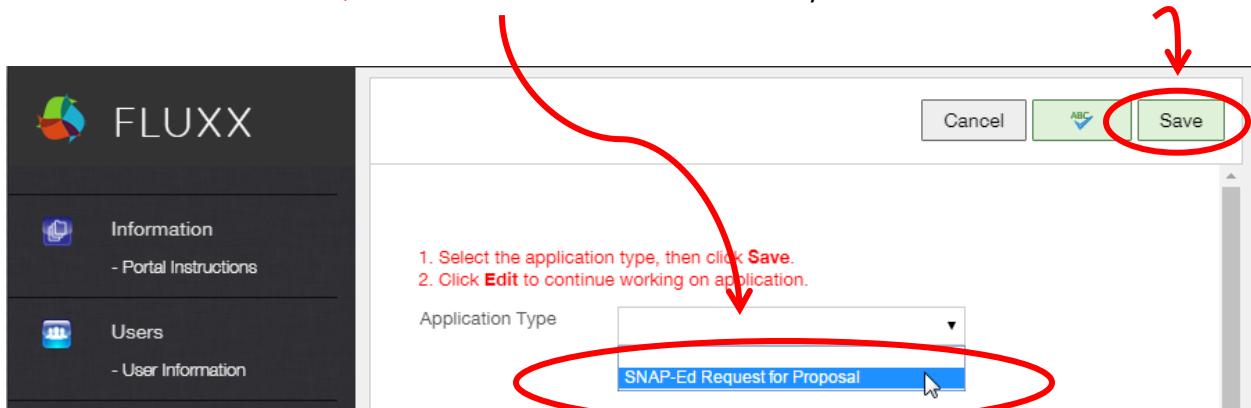
These instructions are intended to help guide you through uploading your Letter of Intent for the Fiscal Year 2018 SNAP-Ed Request for Proposal. If at any point you have difficulties, please contact FluxxTechnicalHelp@michiganfitness.org.

1. Logging in: Please follow the instructions provided in the “MFF Grant Portal Login Instructions” document available on the Michigan Nutrition Network website (<http://michigannutritionnetwork.org/how-to-apply/>).
2. Once you are logged in to the system, this is the first screen you will see. Select the **SNAP-ED RFP OR MINI-GRANT APPLICATION** button.

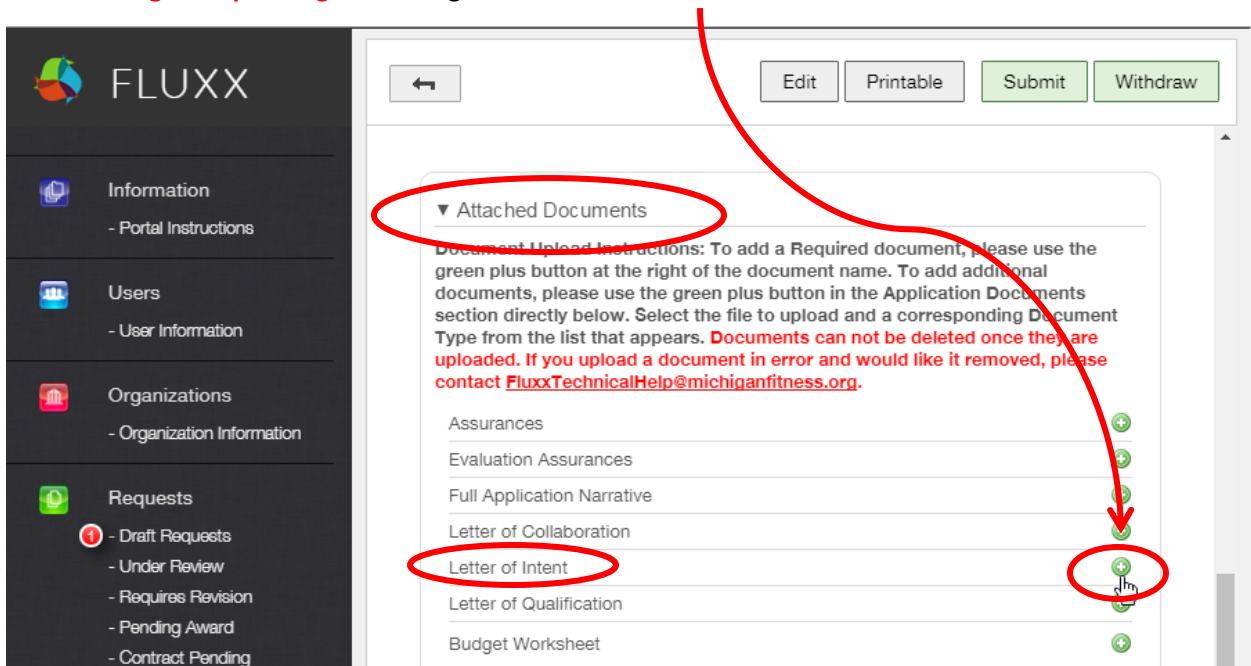


The screenshot displays the FLUXX portal interface. On the left is a dark sidebar with a navigation menu containing icons and text for 'Information - Portal Instructions', 'Users - User Information', 'Organizations - Organization Information', and 'Requests' (with sub-items: Draft Requests, Under Review, Requires Revision, Pending Award, Contract Pending, Declined Requests). The main content area has a 'Printable' button in the top right. Below it is the 'Available Funding Opportunities' section. A button labeled 'SNAP-Ed RFP or Mini-Grant Application' is circled in red. Below this button is a paragraph of text describing SNAP-Ed in Michigan. Further down is another button labeled 'Safe Routes to School Mini-Grant Application', followed by a paragraph of text describing SRTS. At the bottom of the main content area is the heading 'HOW TO USE THE PORTAL' and a short paragraph explaining the 'cards' in the sidebar.

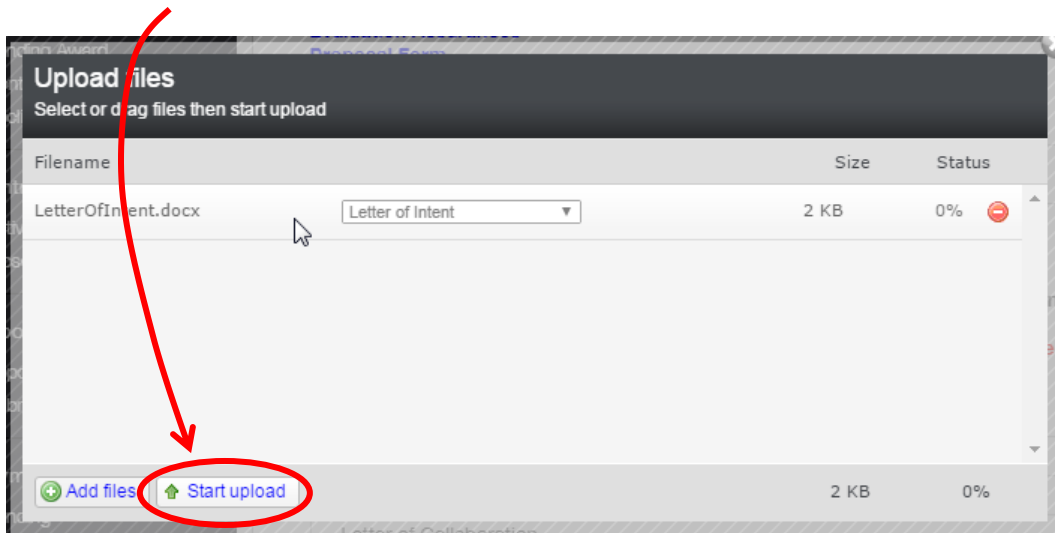
3. On the next screen, next to APPLICATION TYPE:
Select **SNAP-ED REQUEST FOR PROPOSAL** then immediately click **SAVE**.



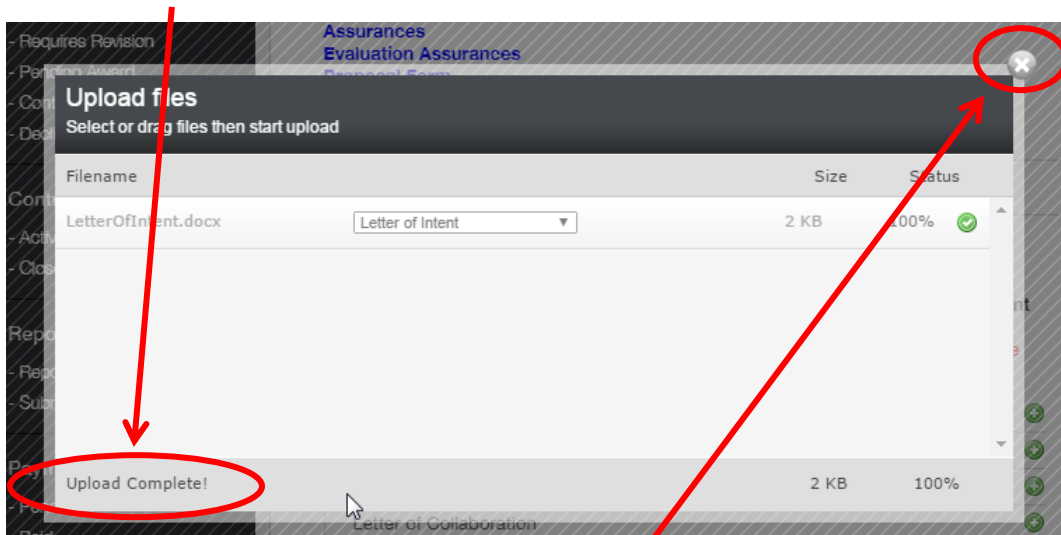
4. After you have saved your application, scroll to the **ATTACHED DOCUMENTS** section and click the **green 'plus' sign** to the right of the **"LETTER OF INTENT"** item in the list.



5. A pop-up window will appear. Select or drag your Letter of Intent file to the window, then click **START UPLOAD**.



If the document successfully uploads, the pop-up box will display the message **UPLOAD COMPLETE**. Do not close this window until you do see the **UPLOAD COMPLETE** message.



6. Close the pop-up window by clicking on the **X** in the upper-right corner.


7. After uploading your letter, the system will update your application. You will briefly see the message “the application was successfully updated”. To verify your Letter of Intent is uploaded, look in the **Attached Documents** section. You should the file you uploaded listed there.

▼ Attached Documents

Document Upload Instructions: To add a Required document, please use the green plus button at the right of the document name. To add additional documents, please use the green plus button in the Application Documents section directly below. Select the file to upload and a corresponding Document Type from the list that appears. **Documents can not be deleted once they are uploaded. If you upload a document in error and would like it removed, please contact FluxxTechnicalHelp@michiganfitness.org.**

| | |
|----------------------------|---|
| Assurances | + |
| Evaluation Assurances | + |
| Full Application Narrative | + |
| Letter of Collaboration | + |
| Letter of Qualification | + |
| Budget Worksheet | + |

APPLICATION DOCUMENTS +

 [LetterOfIntent.docx](#)

Letter of Intent
Added by rfp user at 1:18 PM on March 20, 2017

8. Nothing further is needed to upload the Letter of Intent. Note: You **do not** need to click **SUBMIT**.

9. Your draft proposal with your attached letter will be in the **“DRAFT REQUESTS”** section of the MFF Grant Portal. Use this draft when completing the remainder of the proposal.

The screenshot displays the FLUXX MFF Grant Portal interface. On the left is a dark sidebar with the FLUXX logo and navigation menu. The menu items are: Information (- Portal Instructions), Users (- User Information), Organizations (- Organization Information), and Requests. Under the Requests section, 'Draft Requests' is circled in red. The main content area features a search bar, a '1 Entry' indicator, and a list item for 'test organization' with a sub-item 'SNAP-Ed Request for Proposal |'. A red arrow points from the 'Draft Requests' sidebar item to the 'test organization' entry.