How do I log in to the submission portal?

- 1. Click the submission portal link from the landing page.
- 2. Register by filling out the contact information requested. *Note: your email will become your username to log in and an email will be sent to this address to verify your account.*

If you already have a Paul G. Allen Family Foundation Fluxx login, please go to pgaff.fluxx.io to access your account.

If you are to <u>new</u> to the Paul G. Allen Family Foundation grant programs, you will need to create an account to begin an application.

Primary Contact Info
First Name
Last Name
Job Title
Institution
Career Stage
Email
Work Phone
If U.S.: (xxx)xxx-xxxx, include country code if international Work Phone Extension
N
Administratore Assistant
Admin Email
Cancel Submit Request

3. Click "Submit Request" and the below message will pop up



4. You will receive an email from "The Paul G. Allen Family Foundation" to verify your account.

- 5. Click the verification link within the email.
- 6. Set your password, and log in.
 - a. Note, passwords must be at least 10 characters in length
- 7. To log in after setting your password, go to

How do I submit my Letter of Intent?

1. Once logged in, you will see the below screen. Under programs, please click on the Environment button as shown here.

PAUL G. ALLEN FAMILY FOUNDATION				
Welcome				
This portal is the go-to resource for managing information re assistance with the portal, contact fluxchelp@pgafamilyfor	elating to your organization or proposals. The navigatio undation.org.	n menu on the left contains further information. For		
About the Foundation				
enhance the human experience of arts & culture, serve unde global portfolio of nonprofit partners working across sciences also funds the Paul G. Allen Frontiers Group, which works to	ir-served populations, and mobilize young people to m and technology solutions to protect wildlife, preserve advance cutting-edge research in all areas of bioscie	ake an impact. In addition, the foundation supports a ocean health, and create lasting change. The foundation nce.		
Programs				
Programs Arts & Culture	Bioscience	Communities		
Programs Arts & Culture Environment	Bioscience Youth Development	Communities		
Programs Arts & Culture Environment Grants Portal Overview	Bioscience Youth Development	Communities		
Programs Arts & Culture Environment Grants Portal Overview Organization	Bioscience Youth Development People	Communities		
Programs Arts & Culture Environment Grants Portal Overview Organization Grants	Bioscience Youth Development People Payments	Communities Requests Reports		
Programs Arts & Culture Environment Grants Portal Overview Organization Grants Resources	Bioscience Youth Development People Payments	Communities Requests Reports		

2. On the next page, click the button shown here:

Natural Climate Solutions in the Pacific Northwest

- 3. The application form will now appear.
- 4. Select what influenced you to submit an LOI from the drop-down.
- 5. Select "Natural Climate Solutions in the Pacific Northwest" in the Request for Proposal Topic drop-down.
- 6. In the Letter of Interest Section, follow the provided prompts and type in responses for each section:
 - Project Title
 - Proposed Team/Collaborating Organizations
 - Number of Project Partners
 - Problem/Relevance

- Solution / Activities
- Success / Impact
- Geographical Area Served
- Project Start Date
- Duration
- Amount Requested
- Co-funding
- Total Project Budget
- a. Attach any additional supporting documents you'd like to include
- 7. As you continue to draft your Letter of Interest, click the blue "save" button to save your work.



- 8. If you need finalize your Letter of Interest at a later date, go to https://pgaff.fluxx.io/ and log in with the credentials used to create your account.
- 9. Once in the system, look at Drafts under the Requests section on the left side to find your in-progress draft.



10. Select edit in the top right corner to begin editing the form



11. When you are ready to submit your LOI, click the submit button on the bottom right. Note – once submitted, you will not be able to edit your LOI unless staff from the Foundation sends it back to you requesting changes or additional information.

sed nmiert	
	Submit

- 12. Your LOI has been submitted and you will receive an email from the stating that you have successfully submitted.
- 13. Should your LOI be invited to proposal, you will receive an email from the Paul G. Allen Family Foundation with information on next steps.