



**City of Seattle**

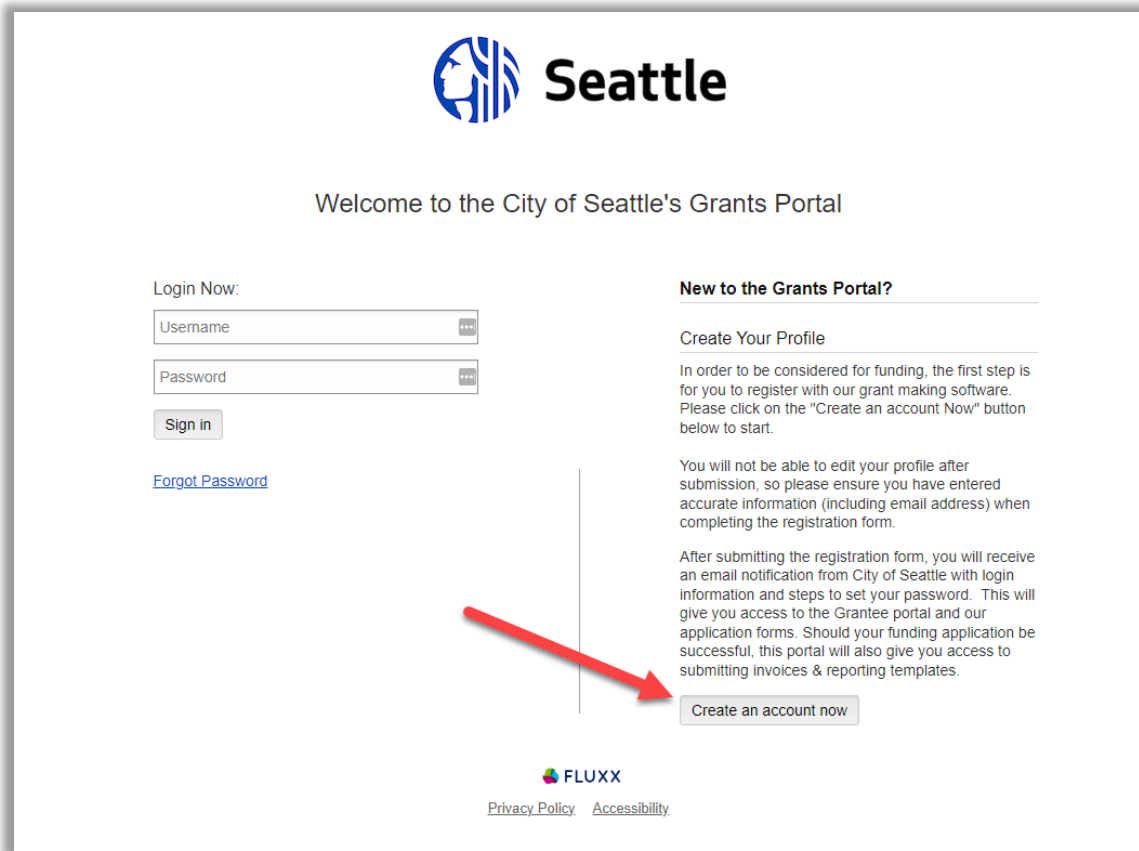


**FLUXX**

## Creating a Fluxx account and Applying for City Grant Funding


**The following are instructions for creating an account and navigating Fluxx Grantmaker.**

- 1) Go the City of Seattle Fluxx portal website at: <https://seattle.fluxx.io/>
- 2) Select the “Create an account now” button at the bottom right of your screen.



- 3) You will be asked to fill in your information and then select “Submit Request” at the bottom of the page. First name, last name, and email address are required fields.

Note: you will have the opportunity to add information about your organization later during the application process.



Welcome to the City of Seattle's Grants Portal

Items marked with \* and **bolded** are required for submission.

Primary Contact Info

\* **First Name**

\* **Last Name**

\* **E-mail**

Mobile Phone Number

Mailing Address

Mailing Address 2

City


Country


United States

State/Province

Postal Code (Zip)

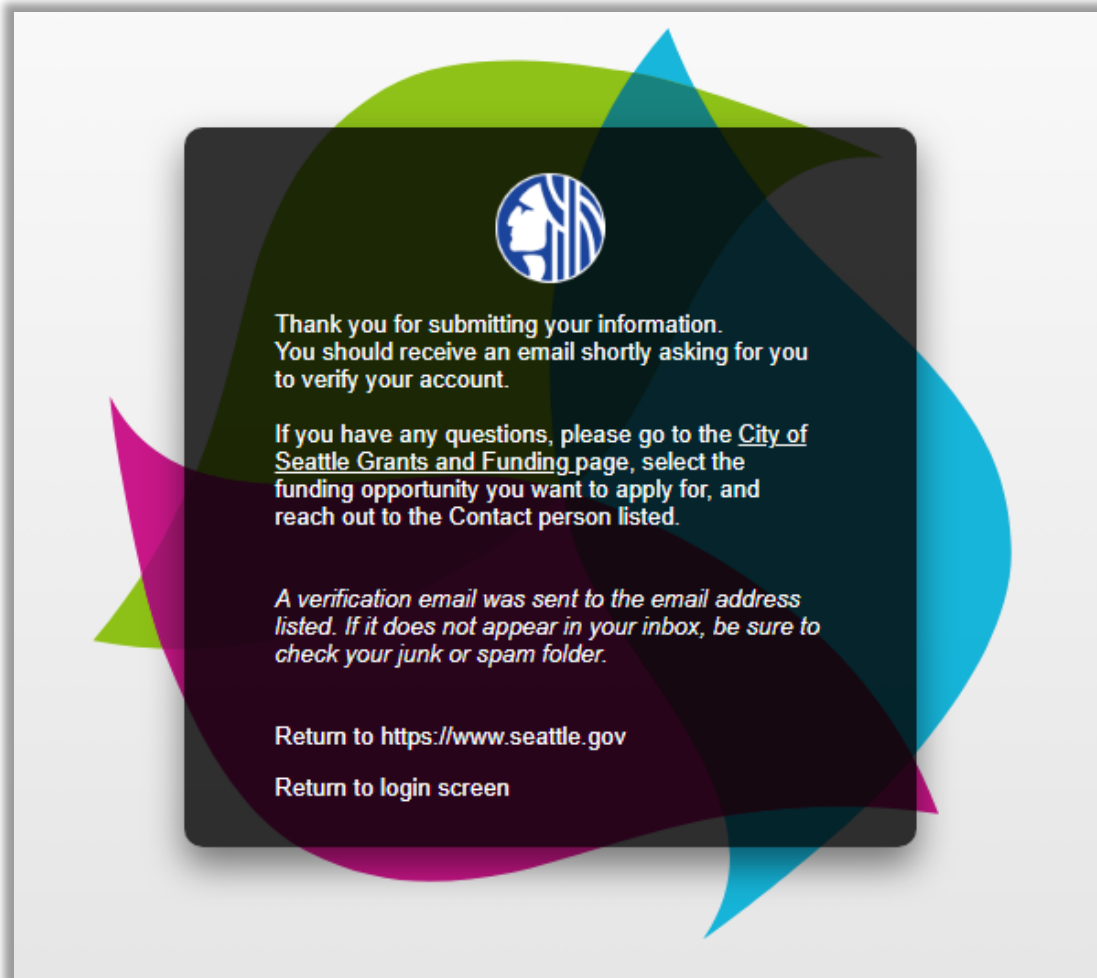
Cancel Submit Request



 FLUXX

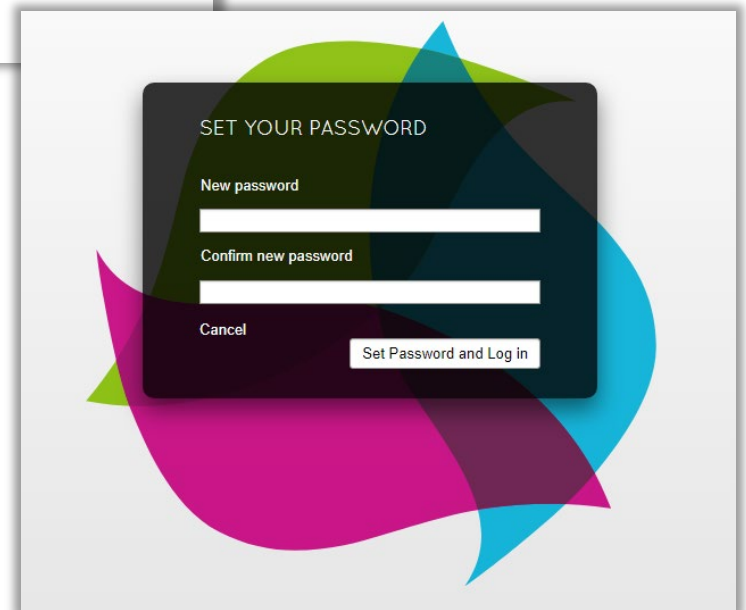
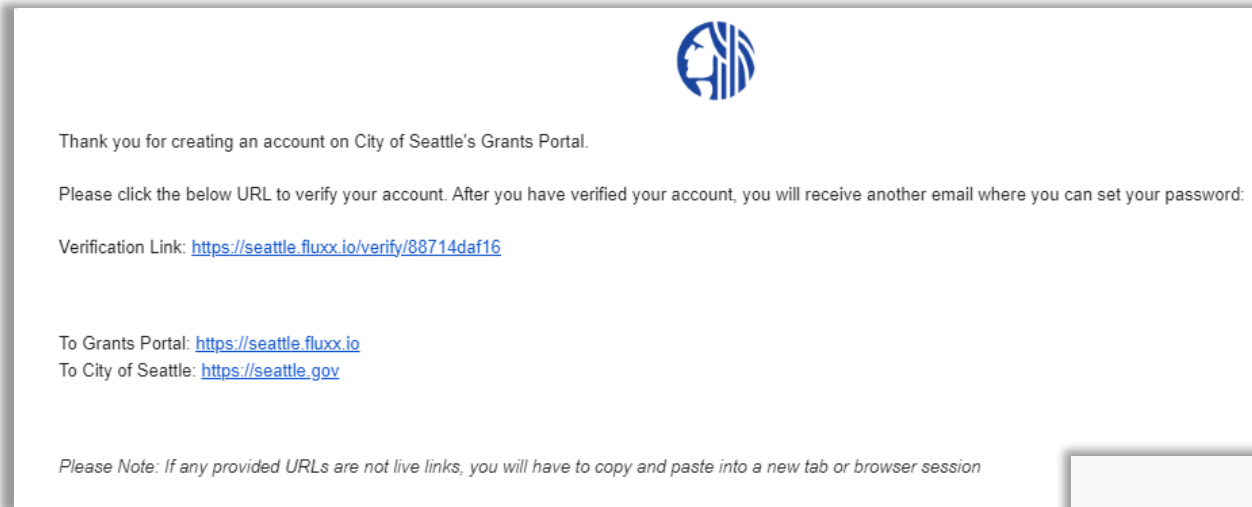
[Privacy Policy](#) [Accessibility](#)

- 4) You will receive an automated email from the City of Seattle with a verification link to finish setting up your account. You should receive this email within 5-10 minutes of submitting your request.



- 5) Once you've received the email, select the verification link in the body of the email. When you select the verification link you will be taken to a new page and asked to set your password that you will use to log in.

Note: if the page does not open, be sure your web browser is set to allow pop-ups from fluxx.io.



# Applying for Funding

Once you created an account, you can now apply for funding.

- 1) For the OIRA Legal Defense Network, first select the Office of Immigration and Refugee Affairs link in the left side navigation.

City of Seattle

INFORMATION

- Grantee Portal
- Department of Neighborhoods
- Office of Arts & Culture
- Office of Economic Development
- Office of Immigration and Refugee Affairs
- Seattle Department of Transportation
- Seattle Information Technology

ORGANIZATIONS / COMMUNITY GROUPS (1)

- My Account(s) (1)

PEOPLE (1)

- My Profile (1)

APPLICATIONS (10)

- Pending Requests (3)
- Requests to Edit
- Submitted Requests (6)
- Contract Revisions
- Unsubmitted (1)

GRANTS / CONTRACTS (2)

- Active (2)
- Closed

AMENDMENTS

- Review Requested
- Approved

PROGRESS REPORTS (4)

- Reports Due (4)
- Reports to Edit
- Submitted

PAYMENT REQUEST

## City of Seattle

The City of Seattle is committed to supporting residents and organizations to empower, educate, and better their community. The Grant Portal gives residents an easy site to review, submit, track, and manage grant opportunities within the City.

From this webpage, you can . . .

- Learn about funding opportunities
- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

Several departments are still in the process of transitioning their programs onto this platform. For more information about all City of Seattle funding opportunities, please visit the City of Seattle [Grants and Funding](#) website.

### HOW TO USE THE PORTAL

Save your application often using the button at the top to ensure you don't lose work. There is no auto-save.

Submit only when a form is complete. Once you click "Submit" you will not be able to edit your form.

#### TOP LEFT DROPDOWN

Top left there is a dropdown that lists all applying organizations or individual applicants that you are affiliated with that get funding from City of Seattle.

#### INFORMATION

Explore the funding opportunities offered by each participating City of Seattle department. Select the department name to view program descriptions, eligibility, and application guidelines.

#### ORGANIZATION / COMMUNITY GROUPS

View the organizations and community groups you belong to here. To add an organization, please follow these steps:

Step 1: Open a new application.  
Step 2: Click *Add New* next to the *Organization / Community Group* field.

Please note:

- An Organization has an official tax status. A Community Group will require a fiscal agent.
- If your organization has applied for or received funding since 2021, please reach out to the department contact to see if your organization has an account.
- If you have started an application without adding an organization and cannot view your application, please reach out to the department contact for assistance.

2) This page contains information on the Legal Defense Network program including eligibility criteria and the program timeline. To apply, scroll to the bottom of the page and select “Apply for Funding”.

The screenshot displays the Fluxx application portal interface. On the left is a dark sidebar with navigation options: INFORMATION (Grantee Portal, Department of Neighborhoods, Office of Arts & Culture, Office of Economic Development, Office of Immigration and Refugee Affairs, Seattle Department of Transportation, Seattle Information Technology), ORGANIZATIONS / COMMUNITY GROUPS (1) (My Account(s) (1)), PEOPLE (1) (My Profile (1)), and APPLICATIONS (10) (Pending Requests (3), Requests to Edit). The main content area includes:

- Submission Instructions:** Applications must be received by 5 pm September 22, 2023 through Fluxx. Applications received by other means or after the due date will not be accepted.
- RFP process timeline:**

Date	Event
August 1, 2023	OIRA distributes RFP.
August 7, 2023	OIRA provides one optional Q&A sessions for potential applicants.
August 28, 2023	Applicants may submit written questions until 5:00 PM.
September 22, 2023	Applications DUE by 5:00 PM.
October 30, 2023	OIRA announces funding decisions.
October 31- November 13, 2023	Appeal period.
November 14, 2023	OIRA conducts contract negotiation process with successful applicants.
January 1, 2024	Organizations begin contract period.
- Questions:** Please email [OIRARFP@seattle.gov](mailto:OIRARFP@seattle.gov) for any questions related to the application process.

At the bottom of the page, a green button labeled "Apply for Funding" is highlighted with a red arrow and a circled number 2. The Fluxx logo and a settings gear are visible in the bottom left corner of the sidebar.

You can now begin filling out your application. As you move through the application, take note of any **bolded** fields. These fields are required for submission and cannot be left blank.

City of Seattle

INFORMATION

- Grantee Portal
- Department of Neighborhoods
- Office of Arts & Culture
- Office of Economic Development
- Seattle Department of Transportation
- Seattle Information Technology

ORGANIZATIONS / COMMUNITY GROUPS (1)

- My Account(s) (1)

PEOPLE (1)

- My Profile (1)

APPLICATIONS (8)

- Pending Requests
- Requests to Edit
- Submitted Requests (6)
- Contract Revisions (1)
- Unsubmitted (1)

GRANTS / CONTRACTS (4)

- Active (3)
- Closed (1)

AMENDMENTS

- Review Requested
- Approved

PROGRESS REPORTS (4)

- Reports Due (4)
- Reports to Edit
- Submitted

PAYMENT REQUEST

- ARTS: Pending
- DON: Pending

FLUXX

City of Seattle

Office of Immigration and Refugee Affairs: Legal Defense Network Application

**Project Title:**

ID: R-202307-06712 **Project Manager:**

Reference Number: **Project District:**

**Amount Requested:**

Discipline:

**Please note:** The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

If you are unable to submit your application, please look for red highlighted section(s) to fix.

Status: Application in Progress

Table of Contents

GENERAL INFORMATION

**GENERAL INFORMATION**

Organization  [Add New](#)

Location

Primary Contact

Primary Signatory

**Director / chief executive officer name**

**Email**

**Work Phone**

Name of Legal Defense Network project lead

Project lead title

Project lead email

Project lead phone

Cancel  Save Save and Close

3) If this is the first time your organization has applied for a City of Seattle grant using the Fluxx platform, you will need to select the “Add New” option next to the Organization field. This will open a new window where you will add the information for your organization.

**City of Seattle**  
Office of Immigration and Refugee Affairs: Legal Defense Network Application

**Project Title:**  
ID: R-202307-06716  
Reference Number:  
Project District:  
Discipline:

**Project Manager:**  
**Amount Requested:**

**Please note:** The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

If you are unable to submit your application, please look for red highlighted section(s) to fix.

Status: Application in Progress

▼ Table of Contents  
GENERAL INFORMATION

**GENERAL INFORMATION**

Organization:  Add New

Location:

Primary Contact:

Primary Signatory:

Director / chief executive officer name:

Email:

Work Phone:

Name of Legal Defense Network project lead:

Project lead title:

Project lead email:

Project lead phone:

Cancel  Save Save and Close

**City of Seattle**  
Office of Immigration and Refugee Affairs: Legal Defense Network Application

**Project Title:**  
ID: R-202307-06716  
Reference Number:  
Project District:  
Discipline:

**Please note:** The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

If you are unable to submit your application, please look for red highlighted section(s) to fix.

Status: Application in Progress

▼ Table of Contents  
GENERAL INFORMATION

**GENERAL INFORMATION**

Organization:  City of Seattle

Location:  City of Seattle - headquarters

Primary Contact:

Primary Signatory:

Director / chief executive officer name:

Email Address:

Work phone:

Position / Title:

Name of Legal Defense Network project lead:

Project lead title:

Project lead email:

Project lead phone:

Cancel  Save Save and Close

**Add New**

Washington United States Tax ID: N/A Website:

Primary Contact: Sean Sederstrom

Organization Legal Name\*

Table of Contents

Contact Information

Organization Type

Acronym

Tax Class

To select a value, click the item in the left column, and transfer to the right column.

**Please select any area(s) you may be interested in applying for funding.**

Arts and Culture  
Business Districts  
Digital Equity  
Economic Development

Mailing Address 1

Save

If you need to leave and return to your application, select the “Save” or “Save and Close” buttons at the bottom of the page.

**Note: The application DOES NOT automatically save. Be sure to save your application before leaving the page or your application will be lost.**

The screenshot displays the 'City of Seattle' application portal. The left-hand navigation menu includes sections for INFORMATION, ORGANIZATIONS / COMMUNITY GROUPS (1), PEOPLE (1), APPLICATIONS (8), GRANTS / CONTRACTS (4), AMENDMENTS, PROGRESS REPORTS (4), and PAYMENT REQUEST. The main content area shows the 'City of Seattle Office of Immigration and Refugee Affairs: Legal Defense Network Application' form. The form includes fields for Project Title, ID: R-202307-06712, Reference Number, Project District, Amount Requested, and Discipline. A red arrow points to the 'Save' button at the bottom right of the form. The 'Save' button is highlighted in blue, and a red arrow points to it from the right side of the page.

To Return to a saved application, select “Pending Requested” in the Applications section of the lefthand navigation.

Search...
Edit

**Example Organization**  
 ID: R-202307-06713  
 Reference Number:  
 Project Manager:  
 Amount Requested:  
OIRA-LDN Status: Application in Progress

**Example Organization**

Office of Immigration and Refugee Affairs: Legal Defense Network Application

---

**Project Title:**

ID: R-202307-06713 Project Manager:  
 Reference Number:  
 Project District: Amount Requested:  
 Discipline:

**Status** Application in Progress

▼ Table of Contents

[GENERAL INFORMATION](#)

**GENERAL INFORMATION**

**Director / chief executive officer name:** Example Person

**Email:**

**Work Phone:**

**Position / Title:**

**Name of Legal Defense Network project lead:** Example Project Lead

**Project lead title:** Project Manager

**Project lead email:** project.manager@test.org

**Project lead phone:** 206-123-4567

**THIS RFP IS BEING SUBMITTED ON BEHALF OF:**

This organization alone

**THIS RFP IS BEING SUBMITTED FOR THE FOLLOWING SERVICES (check all that apply):**

Legal immigration services for detained immigrant, Legal immigration services for non-detained immigrants in removal

1 - 4 of 4
Submit

- All
- INFORMATION
  - Grantee Portal
  - Department of Neighborhoods
  - Office of Arts & Culture
  - Office of Economic Development
  - Office of Immigration and Refugee Affairs
  - Seattle Department of Transportation
  - Seattle Information Technology
- ORGANIZATIONS / COMMUNITY GROUPS (2)
  - My Account(s) (2)
- PEOPLE (1)
  - My Profile (1)
- APPLICATIONS (11)
  - Pending Requests (4)
  - Requests to Edit
  - Submitted Requests (6)
  - Contract Revisions
  - Unsubmitted (1)
- GRANTS / CONTRACTS (2)
  - Active (2)
  - Closed
- AMENDMENTS
  - Review Requested
  - Approved
- PROGRESS REPORTS (4)
  - Reports Due (4)
  - Reports to Edit
  - Submitted
- PAYMENT REQUEST

Select the "Edit" button in the top right corner to continue your application.

The screenshot displays a web application interface for 'Example Organization'. On the left is a dark sidebar with a navigation menu. The main content area shows a project application form. A red arrow points to the 'Edit' button in the top right corner of the form area.

**Example Organization**  
Office of Immigration and Refugee Affairs: Legal Defense Network Application

**Project Title:**

**ID:** R-202307-06713 **Project Manager:**  
**Reference Number:**

**Project District:** **Amount Requested:**

**Discipline:**

**Status:** Application in Progress

▼ Table of Contents

GENERAL INFORMATION

**GENERAL INFORMATION**

**Director / chief executive officer name:** Example Person

**Email:**

**Work Phone:**

**Position / Title:**

**Name of Legal Defense Network project lead:** Example Project Lead

**Project lead title:** Project Manager

**Project lead email:** project.manager@test.org

**Project lead phone:** 206-123-4567

**THIS RFP IS BEING SUBMITTED ON BEHALF OF:**

This organization alone

**THIS RFP IS BEING SUBMITTED FOR THE FOLLOWING SERVICES (check all that apply):**

Legal immigration services for detained immigrant, Legal immigration services for non-detained immigrants in removal proceedings

**MINIMUM QUALIFICATIONS. This organization:**

Is a nonprofit organization with a 501(c)3 status, Has an office(s) located

**FLUXX**

**Edit**

**Submit**

Once you've completed your application, select the "Submit" button in the bottom right corner of the application.

The screenshot displays the FLUXX application interface. On the left is a dark sidebar with a navigation menu. The main content area is divided into a top header, a left sidebar for organization details, and a main content area for application details. A red arrow points to the 'Submit' button in the bottom right corner.

**FLUXX**

Search...

**Example Organization**  
ID: R-202307-06713  
Reference Number:  
Project Manager:  
Amount Requested:  
**OIRA-LDR** Status: Application in Progress

**Example Organization**  
Office of Immigration and Refugee Affairs: Legal Defense Network Application

**Project Title:**  
ID: R-202307-06713  
Reference Number: Project Manager:  
Project District: Amount Requested:  
Discipline:

Status: Application in Progress

▼ Table of Contents  
GENERAL INFORMATION

**GENERAL INFORMATION**

Director / chief executive officer name: Example Person

Email:

Work Phone:

Position / Title:

Name of Legal Defense Network project lead: Example Project Lead lead:

Project lead title: Project Manager

Project lead email: project.manager@test.org

Project lead phone: 206-123-4567

**THIS RFP IS BEING SUBMITTED ON BEHALF OF:**  
This organization alone

**THIS RFP IS BEING SUBMITTED FOR THE FOLLOWING SERVICES (check all that apply):**  
Legal immigration services for detained immigrant, Legal immigration services for non-detained immigrants in removal

Submit

You will have the option to add a note to your submission.

The screenshot displays a web application interface for a submission. At the top right, there are 'Edit' and print icons. The main content area is titled 'Example Organization' and contains the following information:

- Office of Immigration and Refugee Affairs: Legal Defense Network Application
- Project Title:**
- ID: R-202306-06693      Project Manager:
- Reference Number:
- Project District:      Amount Requested: \$700,000.00
- Discipline:

Below this information, the status is 'Application in Progress'. A 'Table of Contents' dropdown is visible, with 'GENERAL INFORMATION' selected. A modal dialog box titled 'Note for Submit' is open in the foreground, containing a text input field with the text 'Thank you for reviewing our application.' and 'Cancel' and 'OK' buttons.

Below the dialog, the form continues with the following fields:

- Name of Legal Defense Network project lead: Test Person
- Project lead title: Director
- Project lead email: exmple@test.org
- Project lead phone: 206-123-4567

Below these fields, there are two sections:

- THIS RFP IS BEING SUBMITTED ON BEHALF OF:** This organization alone
- THIS RFP IS BEING SUBMITTED FOR THE FOLLOWING SERVICES (check all that apply):** Legal immigration services for non-detained immigrants in removal proceedings, Legal immigration services for unaccompanied minors

At the bottom right, there is a 'Submit' button.

If there are any errors or missing required fields, you will receive a message at the top of the page. You can select “Jump to the next error” to automatically be taken to the field that requires your attention.

**City of Seattle**  
Office of Immigration and Refugee Affairs: Legal Defense Network Application

**Project Title:**  
ID: R-202306-06693  
Reference Number:  
Project District:  
Discipline:

**Project Manager:**  
Amount Requested: \$700,000.00

**Please note:** The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

If you are unable to submit your application, please look for red highlighted section(s) to fix.

Status: Application in Progress

Table of Contents

[GENERAL INFORMATION](#)

**GENERAL INFORMATION**

Organization: Example Organization [Add New](#)

Location: Example Organization - headquarter

Primary Contact: Example Person [Add New](#)

Primary Signatory: Example Person [Add New](#)

Director / chief executive officer name: Test Person

Email Address:

Work phone: 206-123-4567

Position / Title: Example position

Name of Legal Defense Network project lead: Test Person

Project lead title: Director

Project lead email: exmple@test.org

Project lead phone: 206-123-4567

Buttons: Cancel, Save, Save and Close

Fields with errors or required fields that have been left blank will be highlighted in red.

Unable to promote. These error messages were found: Administrative cost description: can't be blank.  
[Jump to previous error](#) :: [Jump to next error](#)

Cost per FTE (direct compensation): \$40,000.00

Fringe benefits cost per FTE: \$10,000.00

Note: the benefits cost per FTE should include all benefits such as medical, dental, retirement, workers compensation, unemployment, etc.

**Support Staff Total:** \$150,000.00

**Support Staff Description:**  
*Describe (for example, paralegal or intake specialist)*

Example support staff description

**Total number of FTE:** 8

**Total Personnel Cost:** \$650,000.00

**Administrative Costs- up to 20% of budget ask**

**Administrative Costs**

Administrative Costs: \$50,000.00

**Administrative Cost Description:**  
*(Example: rent, supplies, telephone, etc.)*

can't be blank

**Total Budget:** \$700,000.00

Amount Requested: \$700,000.00

Cancel ABC Save Save and Close

Top

Once you've submitted your application, you can view it in "Submitted Requests" under the Applications section of the lefthand navigation.

The screenshot displays the FLUXX application management interface. On the left is a dark sidebar navigation menu with the following sections:

- INFORMATION
  - Grantee Portal
  - Department of Neighborhoods
  - Office of Arts & Culture
  - Office of Economic Development
  - Office of Immigration and Refugee Affairs
  - Seattle Department of Transportation
  - Seattle Information Technology
- ORGANIZATIONS / COMMUNITY GROUPS (2)
  - My Account(s) (2)
- PEOPLE (1)
  - My Profile (1)
- APPLICATIONS (11)
  - Pending Requests (3)
  - Requests to Edit
  - Submitted Requests (7)** (highlighted with a red arrow)
  - Contract Revisions
  - Unsubmitted (1)
- GRANTS / CONTRACTS (2)
  - Active (2)
  - Closed
- AMENDMENTS
  - Review Requested
  - Approved
- PROGRESS REPORTS (4)
  - Reports Due (4)
  - Reports to Edit
  - Submitted

The main content area is titled "Example Organization" and shows the following details:

- Example Organization**  
ID: R-202306-06693  
Reference Number:  
Project Manager:  
Amount Requested: \$700,000.00  
**GRANTED** Status: Application in Review  
700000

The application details section includes:

- Example Organization**  
Office of Immigration and Refugee Affairs: Legal Defense Network Application
- Project Title:**
- ID:** R-202306-06693  
**Reference Number:**  
**Project District:**  
**Discipline:**
- Project Manager:**  
**Amount Requested:** \$700,000.00
- Status:** Application in Review
- Table of Contents:**
  - GENERAL INFORMATION
- GENERAL INFORMATION**
  - Director / chief executive officer name:** Test Person
  - Email Address:**
  - Work phone:** 206-123-4567
  - Position / Title:** Example position
  - Name of Legal Defense Network project lead:** Test Person
  - Project lead title:** Director
  - Project lead email:** exmple@test.org
  - Project lead phone:** 206-123-4567
- THIS RFP IS BEING SUBMITTED ON BEHALF OF:**
  - This organization alone
- THIS RFP IS BEING SUBMITTED FOR THE FOLLOWING SERVICES (check all that apply):**
  - Legal immigration services for non-detained immigrants in removal proceedings, Legal immigration services for unaccompanied minors

The footer of the interface includes the FLUXX logo, a settings gear icon, a page indicator "1 - 7 of 7", and a "Withdraw" button.

After submission, if at any time you no longer wish for your application to be considered, you can withdraw your application by selecting the “Withdraw” button in the bottom right corner.

The screenshot displays the FLUXX application management interface. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS / COMMUNITY GROUPS, PEOPLE, APPLICATIONS, GRANTS / CONTRACTS, AMENDMENTS, and PROGRESS REPORTS. The main content area shows details for an application titled "Example Organization".

**Example Organization**  
ID: R-202306-06693  
Reference Number:  
Project Manager:  
Amount Requested: \$700,000.00  
**CIRALDN** Status: Application in Review  
700000

**Example Organization**  
Office of Immigration and Refugee Affairs: Legal Defense Network Application

**Project Title:**  
ID: R-202306-06693  
Reference Number:  
Project District:  
Discipline:

**Project Manager:**  
Amount Requested: \$700,000.00

**Status:** Application in Review

▼ Table of Contents  
[GENERAL INFORMATION](#)

**GENERAL INFORMATION**

**Director / chief executive officer name:** Test Person

**Email Address:**

**Work phone:** 206-123-4567

**Position / Title:** Example position

**Name of Legal Defense Network project lead:** Test Person

**Project lead title:** Director

**Project lead email:** example@test.org

**Project lead phone:** 206-123-4567

**THIS RFP IS BEING SUBMITTED ON BEHALF OF:**

This organization alone

**THIS RFP IS BEING SUBMITTED FOR THE FOLLOWING SERVICES (check all that apply):**

Legal immigration services for non-detained immigrants in removal proceedings, Legal immigration services for unaccompanied minors

**MINIMUM QUALIFICATIONS**

**Withdraw**

You may also re-open and resubmit a withdrawn application by selecting the “Re-Open” button in the bottom right corner.

The screenshot displays the FLUXX application management interface. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS / COMMUNITY GROUPS (2), PEOPLE (1), APPLICATIONS (11), GRANTS / CONTRACTS (2), AMENDMENTS, and PROGRESS REPORTS (4). The main content area shows details for an application with ID R-202306-06693, Reference Number 700000, and Status Withdrawn. A dark blue header section contains project details: Office of Immigration and Refugee Affairs: Legal Defense Network Application, Project Title, ID: R-202306-06693, Reference Number, Project District, Discipline, Project Manager, and Amount Requested: \$700,000.00. Below this, the Status is shown as Withdrawn. A 'Table of Contents' section includes a link for GENERAL INFORMATION. The GENERAL INFORMATION section lists fields such as Director / chief executive officer name (Test Person), Email Address, Work phone (206-123-4567), Position / Title (Example position), Name of Legal Defense Network project lead (Test Person), Project lead title (Director), Project lead email (example@test.org), and Project lead phone (206-123-4567). Below this, there are sections for 'THIS RFP IS BEING SUBMITTED ON BEHALF OF:' (This organization alone) and 'THIS RFP IS BEING SUBMITTED FOR THE FOLLOWING SERVICES (check all that apply):' (Legal immigration services for non-detained immigrants in removal proceedings, Legal immigration services for unaccompanied minors). At the bottom right, a 'Re-Open' button is highlighted with a red arrow. The footer includes the FLUXX logo, a settings gear, and page navigation (1 - 7 of 7).