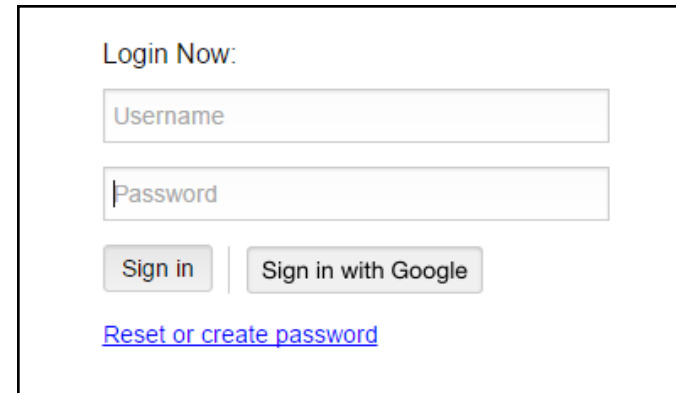


MINNESOTA HERITAGE PRESERVATION GRANTS PORTAL USER GUIDE

Logging In

1. Go to: <https://mnhs.fluxx.io>.
2. Enter your user name.
3. Enter your password. Note that the password is case sensitive.
4. Click Sign In.
5. If you would like to change your password, click the “Reset or create password” link. You will be required to enter your username. Once you do so, you will receive an email from MNHS with a link to reset your password. Passwords must be at least 8 characters.
6. Call the Grants Office at 651-259-3497 if you need assistance.

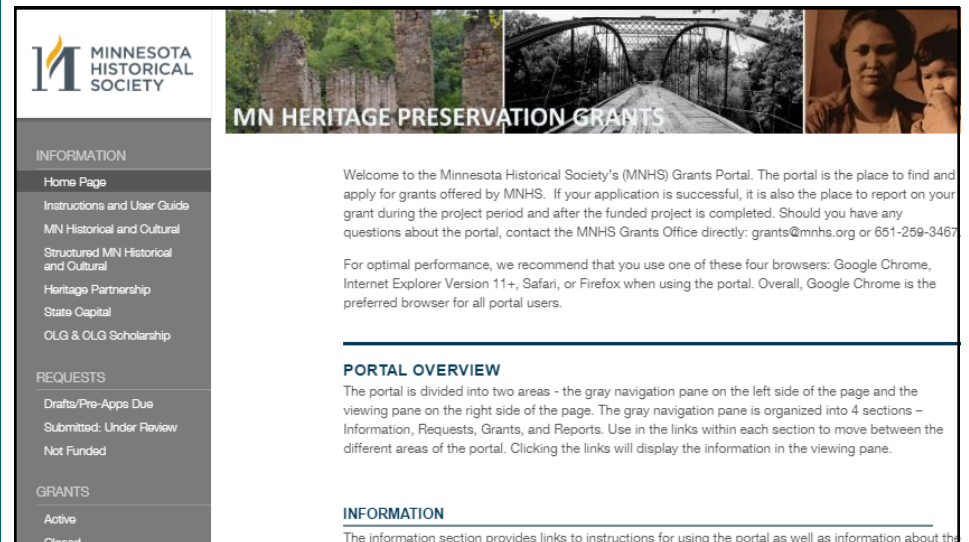


Portal Layout and Home Page

1. There is a gray navigation pane on the left side of the page. Use the links in the pane to move between the different areas of the portal.
2. Clicking the links will display the information in the viewing pane.
3. The homepage provides an overview about the portal. This page will always open when you first login.

1. Navigation Pane

2. Viewing Pane



NAVIGATION PANE

The Navigation Pane is organized into four sections: Information, Requests, Grants, and Reports. Within each section are sub-sections.

INFORMATION has seven sub-sections:

Home Page
Instructions and User Guide
MN Historical and Cultural,
Structured MN Historical and Cultural
Heritage Partnership
State Capital
CLG & CLG Scholarship

REQUESTS has three sub-sections:


Drafts/Pre Applications Due
Submitted Under Review
Not Funded

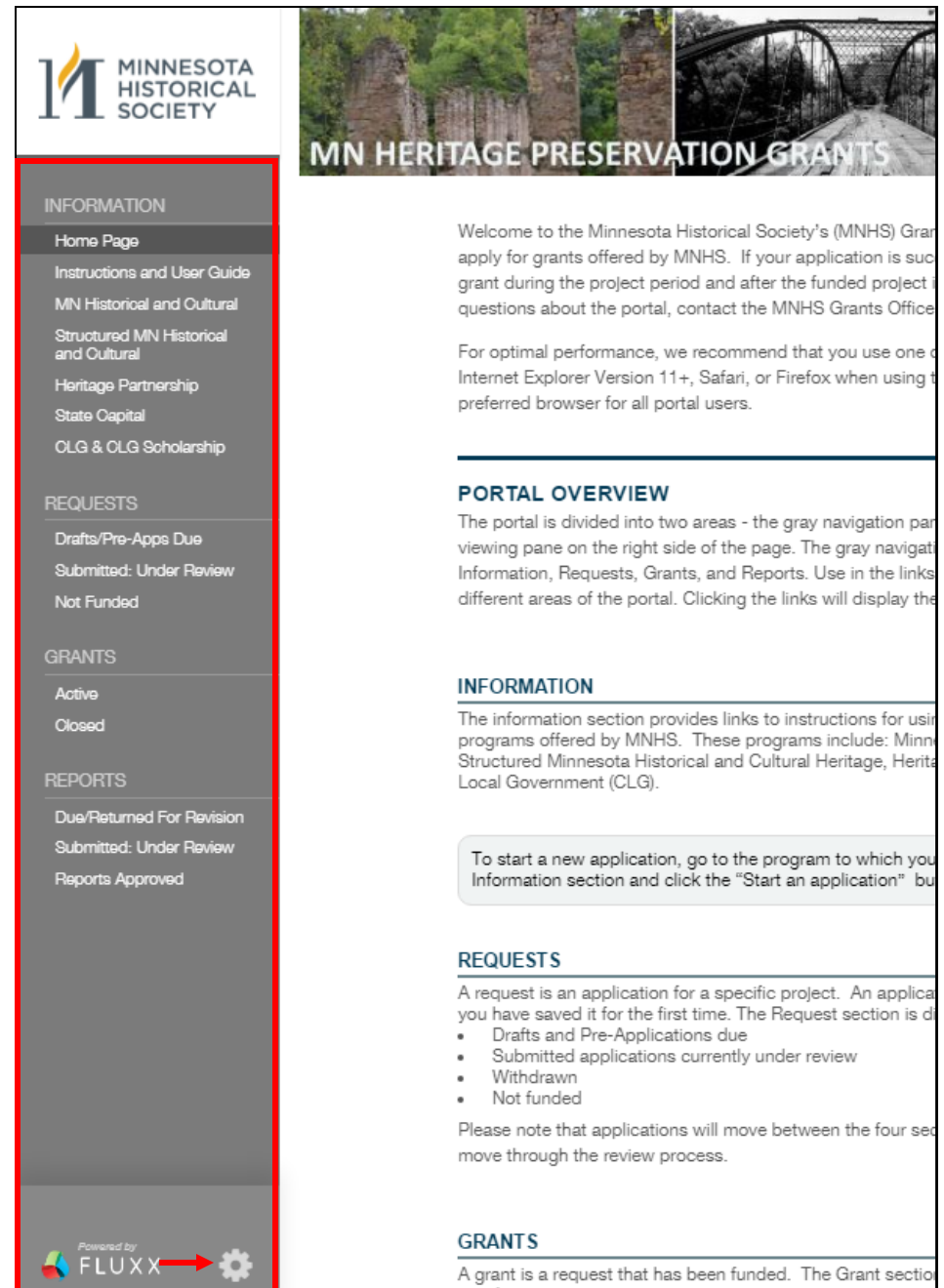
GRANTS has two sub-sections:

Active Grants
Closed Grants

REPORTS has four sub-sections:

Reports Due
Returned for Revision
Submitted Under Review
Reports Approved

There is a gear icon  at the bottom of the page. Clicking it will allow you log out of the portal or change your password.



MINNESOTA HISTORICAL SOCIETY

MN HERITAGE PRESERVATION GRANTS

Welcome to the Minnesota Historical Society's (MNHS) Grants Portal. If your application is successful, you will receive a grant during the project period and after the funded project is complete. If you have any questions about the portal, contact the MNHS Grants Office.

For optimal performance, we recommend that you use one of the following browsers: Internet Explorer Version 11+, Safari, or Firefox when using the portal.

PORTAL OVERVIEW

The portal is divided into two areas - the gray navigation pane on the left side of the page. The gray navigation pane contains links to Information, Requests, Grants, and Reports. Use the links in the different areas of the portal. Clicking the links will display the content of the selected section.

INFORMATION

The information section provides links to instructions for using the portal and information about the programs offered by MNHS. These programs include: Minnesota Historical and Cultural Heritage, Minnesota Structured Minnesota Historical and Cultural Heritage, Minnesota Local Government (CLG).

To start a new application, go to the program to which you wish to apply in the Information section and click the "Start an application" button.

REQUESTS

A request is an application for a specific project. An application is saved for the first time. The Request section is divided into four sub-sections:

- Drafts and Pre-Applications due
- Submitted applications currently under review
- Withdrawn
- Not funded

Please note that applications will move between the four sections as they move through the review process.

GRANTS

A grant is a request that has been funded. The Grant section is divided into two sub-sections:

NAVIGATION PANE (Continued)

1. INFORMATION

The INFORMATION section provides links to instructions for using the portal as well as information about the grant programs offered by MNHS.

Each grant program has its own landing page that contains three sections:

- GENERAL INFORMATION
 - An overview about the program
 - Who is eligible to apply
 - When the program is available
 - What types of projects/programs are eligible
- FORMS
 - Provides links to forms necessary to apply for or report on funded projects.
- APPLY
 - There is a button at the bottom of each program landing page to start a new application for the particular program. Clicking the button will open a new application form.

MINNESOTA HISTORICAL SOCIETY

INFORMATION 1.

- Home Page
- Instructions and User Guide
- MIN Historical and Cultural Structured MIN Historical and Cultural
- Heritage Partnership**
- State Capital
- OLG & OLG Scholarship

REQUESTS 2.

- Drafts/Pre-Apps Due
- Submitted: Under Review
- Not Funded

GRANTS 3.

- Active
- Closed

REPORTS 4.

- Due/Returned For Revision
- Submitted: Under Review
- Reports Approved

MINNESOTA HISTORICAL SOCIETY

HERITAGE PARTNERSHIP PROGRAM

GENERAL INFORMATION

PURPOSE
To build the capacity of eligible applicants to preserve and enhance access to Minnesota's history and cultural resources by supporting the creation and development of sustainable, history-based partnerships throughout the state.

GRANT CYCLE
Annual (Winter Grants Cycle)

ELIGIBLE APPLICANTS
Minnesota nonprofit 501(c)(3) organizations, educational organizations and institutions, units of Minnesota state or local government, and tribes.

ELIGIBLE PROGRAMS
There are four eligible categories:

- Partnership Development and Planning
- Shared Workforce
- Shared Services
- Shared Resources

FORMS
There are several forms that may be required depending on the type of project. Click on the form below to download. Save the form to your computer before completing:

FORM REQUIRED AT THE TIME OF APPLICATION
[Legacy Project Partnership Form](#)
This form is required for each partner when two or more otherwise independent organizations are involved in a single project

FORM REQUIRED FOR PROJECT REPORTING (IF APPLICABLE)
[In-Kind and Donated Materials Match Form](#)
The In-Kind and Donated Materials Match Form is required with the final report if you claim in-kind and/or donated materials for match.

APPLY

[Apply for a Heritage Partnership Grant](#)

Powered by **FLUXX**

NAVIGATION PANE (continued)

2. REQUESTS

A request is an application for a specific project.

- **Drafts/Pre-Applications Due:** An application will appear here once you have saved it for the first time. It will also appear in this section once a pre-application review is complete and you have received the review comments. Applications in this section require action and are editable.
- **Submitted: Under Review Section:** An application will move here once you have submitted it. Applications in this section cannot be edited.
- **Not Funded:** An application will move here if it was not funded. Applications in this section cannot be edited.

3. GRANTS

A grant is a request that was funded. Grants cannot be edited.

- **Active:** Grants that are in progress appear here.
- **Closed:** Grants that have been completed appear here.

4. REPORTS

All grant reporting is done in the portal. There are three types of reports: *Milestone/Condition* (submitted to satisfy a milestone or condition in the grant agreement), *Amendment* (submitted when requesting a modification to the approved project scope or budget), and *Final* (completed after the project is completed).

- **Due/Returned for Revision:** Grants Office staff create reports for each project once a grant is made. These reports will appear here at the beginning of the project. Each grant has at least one final report. A report will also appear here if it was returned by Grants Office staff if it is incomplete or requires additional information. Reports in this section require action and are editable.
- **Submitted: Under Review:** A report will move here once you have submitted it. Reports in this section cannot be edited.
- **Reports Approved:** A report will move here once it has been approved. Reports in this section cannot be edited.



INFORMATION 1.

Home Page
Instructions and User Guide
MN Historical and Cultural
Structured MN Historical and Cultural
Heritage Partnership
State Capital
OLG & OLG Scholarship

REQUESTS 2.

Drafts/Pre-Apps Due
Submitted: Under Review
Not Funded

GRANTS 3.

Active
Closed

REPORTS 4.

Due/Returned For Revision
Submitted: Under Review
Reports Approved



Welcome to the Minnesota Historical Society's (MNHS) Grants Portal. The portal is used to apply for grants offered by MNHS. If your application is successful, it is also used to track the progress of the project during the project period and after the funded project is completed. Should you have questions about the portal, contact the MNHS Grants Office directly: grants@mnhs.org

For optimal performance, we recommend that you use one of these four browsers: Internet Explorer Version 11+, Safari, or Firefox when using the portal. Overall, these are the preferred browsers for all portal users.

PORTAL OVERVIEW

The portal is divided into two areas - the gray navigation pane on the left side and the viewing pane on the right side of the page. The gray navigation pane is organized into four sections: Information, Requests, Grants, and Reports. Use the links within each section to navigate to the different areas of the portal. Clicking the links will display the information in the viewing pane.

INFORMATION

The information section provides links to instructions for using the portal as well as information about the programs offered by MNHS. These programs include: Minnesota Historical Society, Structured Minnesota Historical and Cultural Heritage, Heritage Partnership, and Local Government (CLG).

To start a new application, go to the program to which you are interested in and click the "Start an application" button at the bottom of the page.

REQUESTS

A request is an application for a specific project. An application will appear in the portal once you have saved it for the first time. The Request section is divided into four sections:

- Drafts and Pre-Applications due
- Submitted applications currently under review
- Withdrawn
- Not funded

Please note that applications will move between the four sections as they move through the review process.

GRANTS

A grant is a request that has been funded. The Grant section is organized into two sections:

Starting a New Application

1. Go to the program in the Information section for which you would like to apply and click on the green “Apply for...Program” at the bottom of the page. A new application for that specific program will appear.
2. Each application has at least five sections: *Applicant Information*, *Project Information*, *Budget*, *Application Narratives*, and *Application Attachments and Required Documentation*.
3. The name and main mailing address of your organization will automatically appear in the application. The mailing address is called “headquarters.”
4. In order to save and have access to your draft application, you must do three things:
 - Complete two required fields— Brief Project Summary and Amount Requested which are approximately halfway down the application and are highlighted in yellow.
 - Choose yourself as one of the three project personnel (Project Director, Authorized Officer, or Additional Project Staff). Only the three people identified in these fields on the application will be able to view and edit the application.
 - If the name of a person who should be one of the three project personnel does not appear in the list, contact the Grants Office at grants@mnhs.org with the contact information for the person to be added including full name, title, telephone and email address.
 - Click the blue Save button at the bottom of the page.

The screenshot shows the 'HERITAGE PARTNERSHIP PROGRAM' application form for 'Acme Historical Society'. The left sidebar contains navigation links under 'INFORMATION', 'REQUESTS', 'GRANTS', and 'REPORTS'. The main content area includes instructions, a note about Minnesota Government Data Practices Act, and the 'APPLICANT INFORMATION' section with dropdown menus for Applicant, Mailing Address, Project Director, Authorized Officer, and Additional Project Staff. It also includes fields for Applicant County and Applicant Organization Type, and a 'Governance/Board Members' section. At the bottom right are 'Cancel', 'ABC', and 'Save' buttons.

MINNESOTA HISTORICAL SOCIETY

HERITAGE PARTNERSHIP PROGRAM

Acme Historical Society
| Heritage Partnership

The two yellow highlighted fields marked with an * (Brief Project Summary and Amount Requested) must be completed in order to save your application for the first time. The save button is at the bottom of the application. Be sure to complete the entire application before submitting. Incomplete applications will not be considered.

Submissions to the Grants Office may be subject to Minnesota Government Data Practices Act (Statute 13). All user-written material may be modified by the Minnesota Historical Society for clarity and promotional purposes.

APPLICANT INFORMATION

Applicant: Acme Historical Society

Mailing Address: Acme Historical Society - headquarters ▼

Project Director: ▼

Authorized Officer: ▼

Additional Project Staff: ▼

Note that only the three people listed above will be able to view and edit this request in the portal. If a name of a person does not appear in the list, contact the grants office at grants@mnhs.org with the contact information for the person to be added including full name, title, telephone, and email address.

Applicant County: ▼

Applicant Organization Type: ▼

Governance/Board Members

Cancel ABC Save

Accessing Saved Application in the Requests Section

- Once you save your application for the first time it will appear in the Drafts/Pre-Applications Due section in the Requests section. A gold square with the number one inside will appear next to the Drafts/Pre-Applications Due section showing that the draft was saved.
- Click on the Drafts/Pre-applications Due section to access your draft.
- Two additional columns will appear. The first is a listing of all your applications in the Drafts/Pre-Applications Due section (List View). The second is your application. (Detail View)
 - List View:** You will notice that there is a gold banner that says "1 update available" at the top of the column. This message will appear any time there is an update in the system. In this case, it is notifying you that you saved your application. Clicking the banner will refresh the column, bringing the updated record to the top.
 - Detail View:** The Edit button is on the top right and the Save button is in the bottom right. Click the edit button to enable editing of your application.
 - You will notice that the two columns on the left will be grayed out when you are editing the application.
 - Be sure to save your application when you are done making changes. **There is no auto save function in the portal. Be sure to save frequently.**
 - Once you have completed your application, submit it by clicking the Submit button at the bottom right.
 - Once you submit the application, it will move to the Submitted Under Review section and can no longer be edited.

1. List View

2. Detail View

The screenshot displays the Minnesota Historical Society Grants Portal. On the left is a navigation menu with sections: INFORMATION, REQUESTS, GRANTS, and REPORTS. A red arrow points to the 'Active' link under the GRANTS section. The main content area shows a list of grants, with the second entry highlighted in a red box: 'Acme Historical Society', '\$89,541 | 2014 | Fall', 'G-CAP-1511-11070', and 'Building Restoration'. Below this list, the 'STATE CAPITAL PROGRAM' details are shown for the same grant, including the status 'Granted' in a blue box and applicant information: 'Applicant County: Cottonwood', 'Project Director: George Anderson', and 'Authorized Officer: George Anderson'. A printer icon is in the top right corner.

Grants Section

1. Once an application is approved, it will move from the Requests section to the Grants section.
2. The Grants section is divided into two sections: Active and Closed.
3. View an approved grant by clicking on it in the Grant List column. A horizontal blue line will appear next to the grant you are viewing.
4. Print your application by clicking the printer icon on the top right of the page. You can no longer edit your application once it becomes a grant.
5. Search for a specific application by entering its name into the search bar at the top of the page. Clear the search bar to return to the full list of grants.

Reports Section

1. Grants Office staff will set up reports for your project once a grant is awarded. Each grant will have at least one report, a final report that is submitted at the end of the project. Other reports include Milestone/Condition and Amendment reports.
2. Reports will appear in the Due/Returned for Revision section when they are first set up. The reports are sorted by the due date of the report. The reports with the earliest due dates will appear at the top of the list.
 - Editing and submitting a report works identically to starting and submitting an application. Click the report you want to submit. Open the report by clicking the Edit button at the top right of the page. Complete and save the report. Once saved, click the Submit Now button at the bottom right. Keep in mind that you can save the report multiple times and do not have to submit it until you are ready.
 - Once you submit the application, it will move to the Submitted Under Review section and can no longer be edited.
 - If a submitted report is incomplete or needs attention, Grants Office staff will send it back for revision. If this happens, the project director will receive an email notification of the returned report, and the report will move back to the Due/Returned for Revision section so it can be revised and resubmitted.
 - Reports move to the Reports Approved section when approved by Grants Office staff. Reports in this section can no longer be edited.

General Tips and Information

- For optimal performance, we recommend that you use one of these four browsers: Google Chrome, Internet Explorer Version 11+, Safari, or Firefox when using the portal. Overall, Google Chrome is the preferred browser for all portal users.
- The portal will resize to fit the browser's window size.
- There is no auto save function in the portal. **Be sure to save frequently.**
- Keep in mind that applications (requests), grants, and reports will move to different sections of the portal as they are reviewed.
- While editing a record, the sidebar will become gray and options cannot be selected until Save or Cancel is clicked. This ensures that you cannot click away and lose your work before saving.
- The portal is designed so that you can edit and save your application and/or report as many times as you wish before submitting it.
- Be sure to click the Submit button after you have saved your application or report if it is complete and ready to be submitted. If the application or report is not submitted, the Grants Office will assume you are still working on it.
- Only the three people named in an application will have access to the record in the portal. Be sure that those who need access are named in the application.
- Be sure to keep the contacts for your organization current, especially if they are one of the three people named on the application. You should let the Grants Office know when someone leaves your organization so we can remove his/her access to the portal.
- The project director identified in the application is the main contact with the Grants Office once your project is funded.
- Each person in your organization should have his/her own log in credentials. Do not share your log in credentials with other people from your organization.
- The Grants Office will create an account with log in credentials only for people affiliated with your organization either as a staff person, board member, or volunteer. The Grants Office will not create an account with log in credentials for consultants working with your organization.
- Check with the Grants Manual for the grant program for which you are applying to make sure you have included all required attachments.
- Call that Grants Office at 651-259-3497 if you need assistance.