OFFICE OF ARTS & CULTURE
SEATTLE

City Wide Grants Management System (GMS)- ARTS

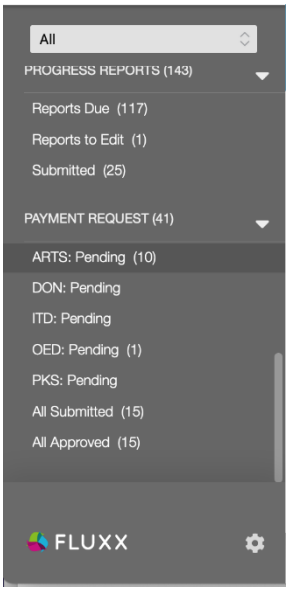
HOW DO I FILL OUT PAYMENT REQUEST AND FINAL REPORT?

Step 1 – Primary Contact opens web browser and enters **https://seattle.fluxx.io/user_sessions/new** and click enter.

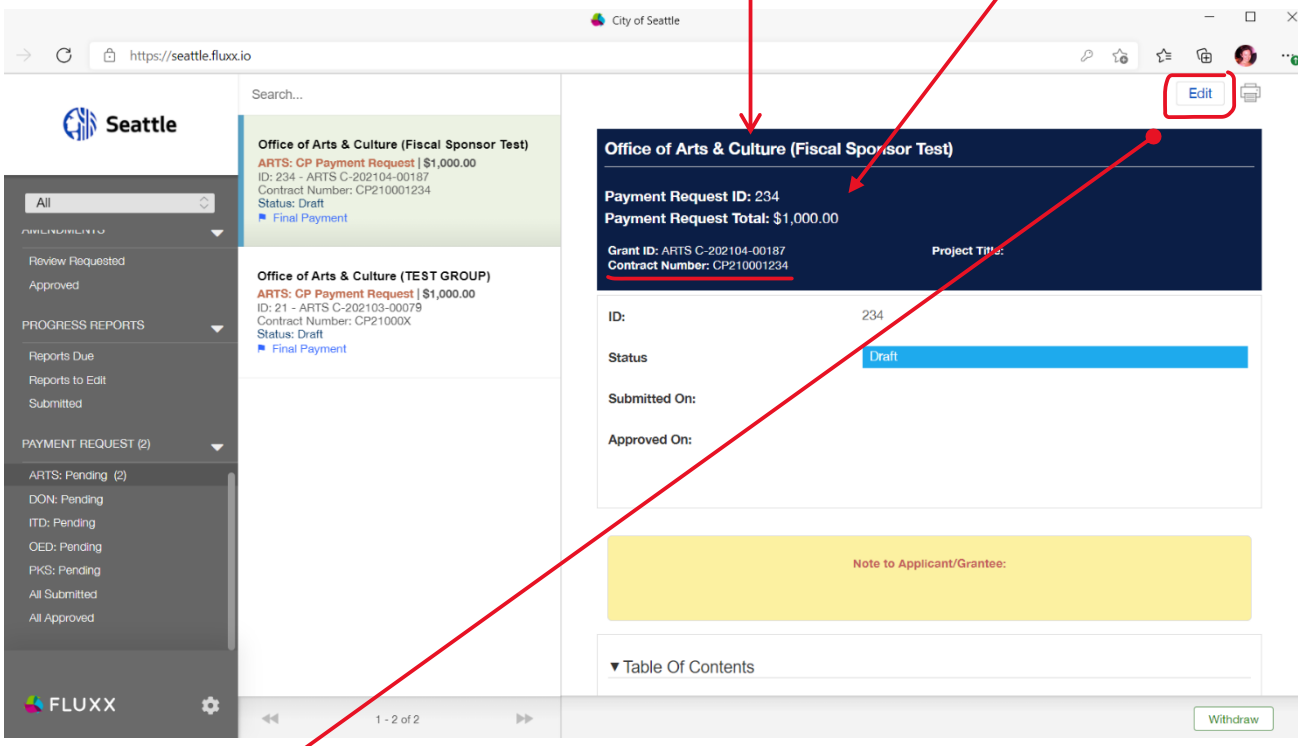
Step 2 – Enter your username and password. Click "**Sign In**" button.

Step 3 – In the grey vertical menu on the left side of the screen, scroll down to the "**Payment Request**" section.

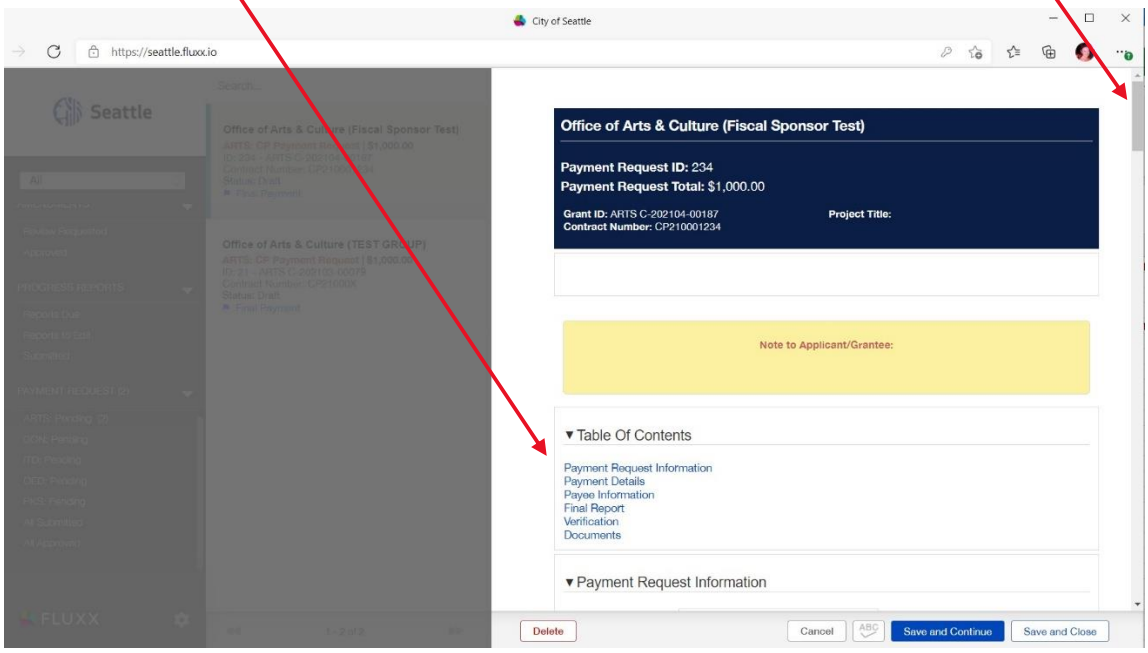
Step 4 - Click on "**ARTS: Pending**" (Note: If the primary contact's email address is linked to more than one org, all pending payment requests for all of the orgs the user is associated with will appear in this section.)



Step 5 - Select the payment request that has been started for your organization for your 2021 Programs and Services. It will appear to the right. (You can verify it's the correct one by the org name, contract #, amount).



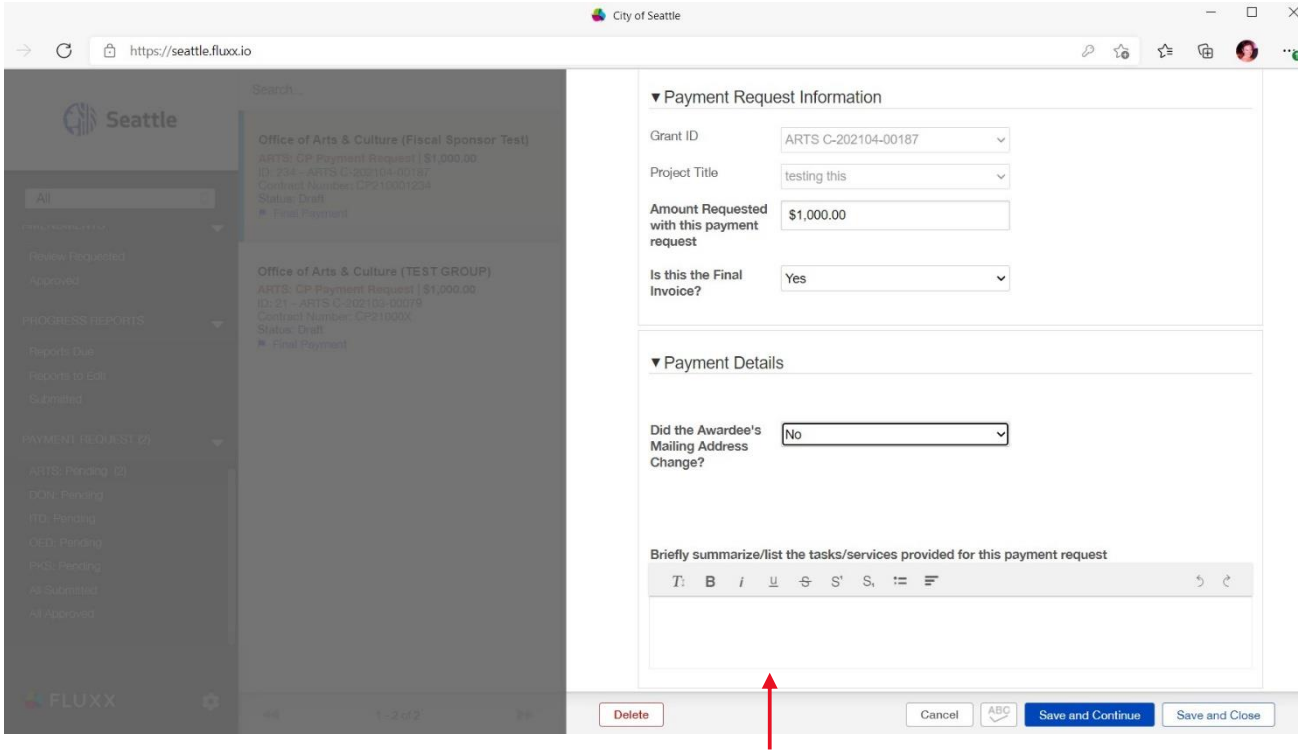
Step 6 - Click the "**Edit**" button in the upper right corner of the payment request record. The form will refresh (you'll know when it's ready when the "Edit" button you just clicked disappears). You can use the right-hand scroll bar or the "**Table of Contents**" hyperlinks to navigate through the form.



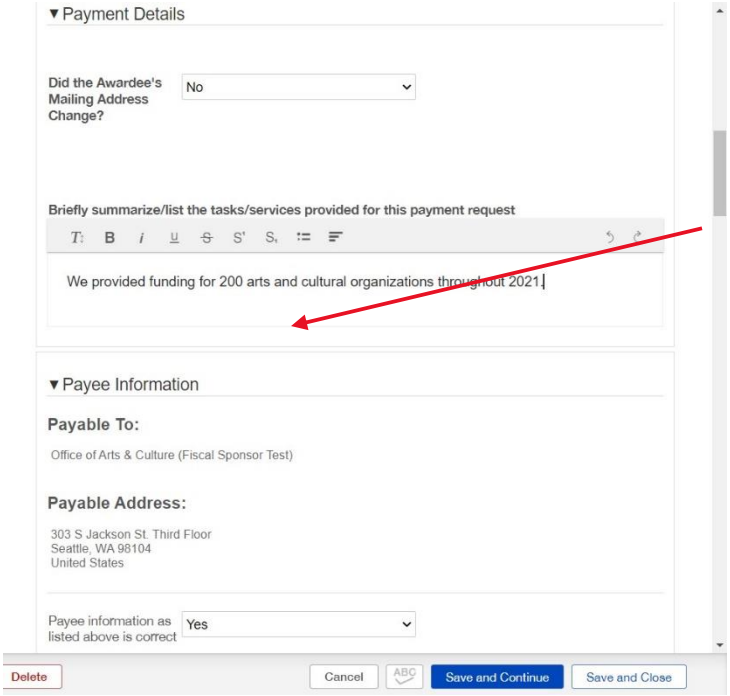
Step 7 – We have already completed the "**Payment Request Information**" section for you. If this doesn't match your records, email **Kathy.Hsieh@seattle.gov** . (We manually entered and proofed this info, but we are human.)

Step 8 – In the "**Payment Details**" section, if your mailing address:

- Is the same one you've had since April 2019, please select "No" in the drop-down menu.
- Has changed since April 2019, please select "Yes" in the drop-down menu and fill out your mailing address in the text boxes that open up.
- If you're not sure – please see the address listed in the "Payee Information" section as your reference.
- If the address listed in the "Payee Information" section is correct but you are using a different temporary mailing address, please select "No" under Payment Details and follow the instruction in Step 10 below.

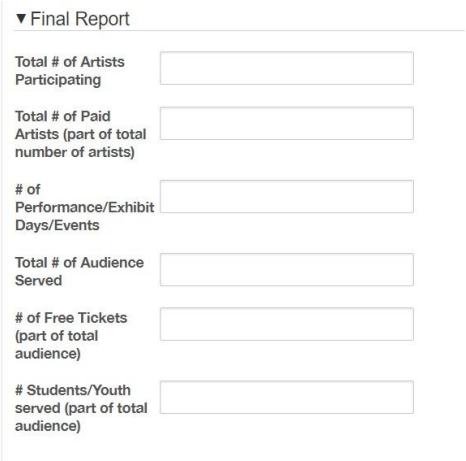


Step 9 – Please share a bulleted list or a sentence or two of an "elevator pitch" version of what program/service you are submitting an invoice/report for. There will be more room to share more details in another section.



Step 10 – In the "**Payee Information**" section, verify that the "**Payable To**" and "**Payable Address**" are correct. This is the address we have from your 2019 grant application and will be sending your check to. If the Payee Information is correct, please select "Yes." If the Payee Information is not correct, please answer "No" and let us know what needs to be updated. Please note that with the pandemic, some orgs may be using temporary payable addresses. If this is the case, please select "No" and explain in the box provided. (For **Step 8** above, be sure your long-term mailing address is listed there.)

Step 11 – Fill in the "**Final Report**" info to the best of your ability. Numbers only. Please <u>use actual rather than projected information</u>. (If you need to explain anything, please use Narrative text boxes below in **Step 12** to explain.)



<u>Artists</u> can include any creative, cultural worker.

This might also be # of distinct workshops or series of classes.

If your program was a workshop/class – audience # would be class participants.
Anyone who participated for free, whether it was or wasn't a ticketed program should be included.
If you were not able to track students/youth served and don't have a realistic estimate (it can be impossible to track for online events, for instance), please enter "0."

Step 12 – Read the instructions for and enter a response in each of the two "**Narrative**" text boxes.

NARRATIVE

Please provide a brief report on one or more of your public-facing programs, projects or services from this calendar year and how they benefitted the community. You do not need to respond to all the questions/bullet points below – they are meant to suggest things you might discuss. Be candid and as specific as possible. Include specifics or measurables if you have them and we love any anecdotes or quotes that personalize your report. This information helps us account for the impact of your work in community.

*(You may also choose to upload a narrative to the Documents section of this form. If you choose to do that, please type "**see attached narrative**" in both the Project Description and Audience & Public Benefit sections below and follow the instructions to upload your narrative at the bottom of this page under the Documents section.)*

PROJECT DESCRIPTION & IMPACT

- *Briefly describe your program, project or service (what took place).*
- *What did your organization learn or how did you grow/evolve in the process of doing this project, especially in your work towards becoming more anti-racist, more human-centered, more inclusive of people who are experiencing oppression because of their race, gender, disability, class, sexual orientation, citizenship, religion, age, or more?*
- *Evaluate your project in terms of your artistic, community impact, racial equity and any other goals.*
- *Which goals were met, and how?*
- *Were there any surprises? What would you do differently next time?*
- *Did this project have any particular impact(s) on your organization or the Seattle community? Did it create any unexpected opportunities? If so, what were they?*
- *Share a story or other indicator or recognition that may help us understand the impact of your project for your organization, your art form, your artists, your community, etc. (Quote from a participating artist or attendee, new work created, new processes that center the health and well-being of staff/artists/community, a unique service offered, etc.)*

Do periodically click on the blue "**Save and Continue**" button as you are working.

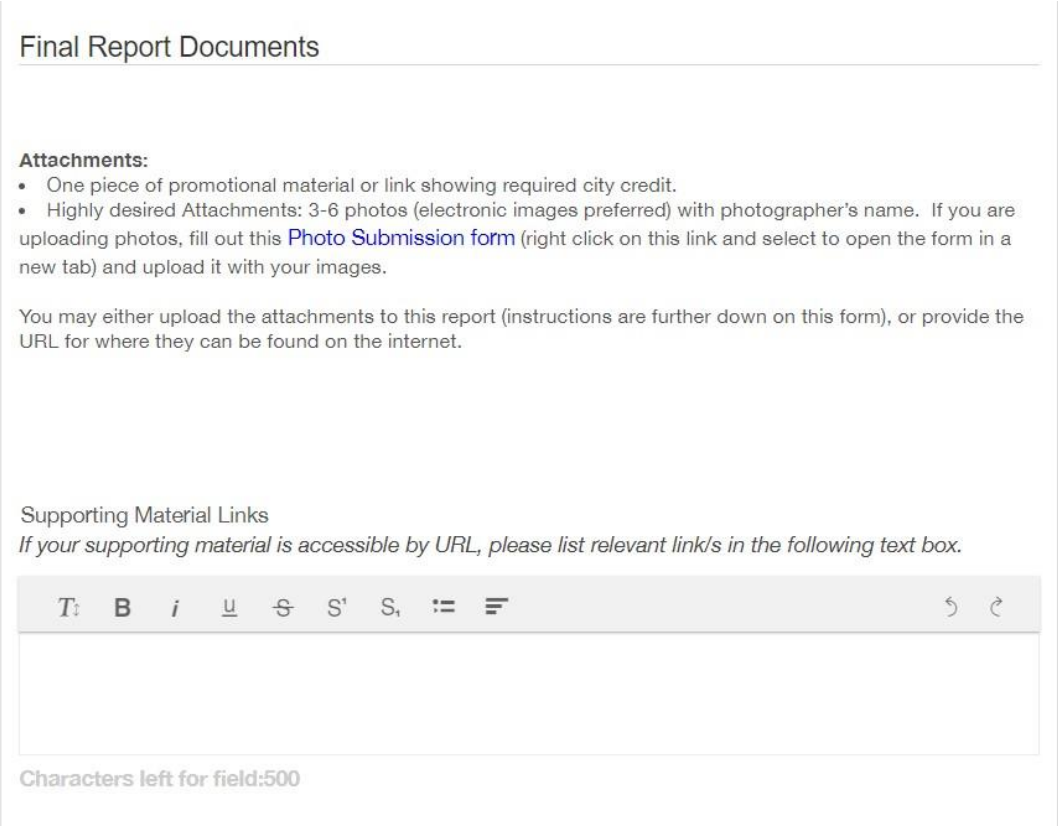
lete | Cancel | ABC | Save and Continue | Save and Close

AUDIENCE & PUBLIC BENEFIT

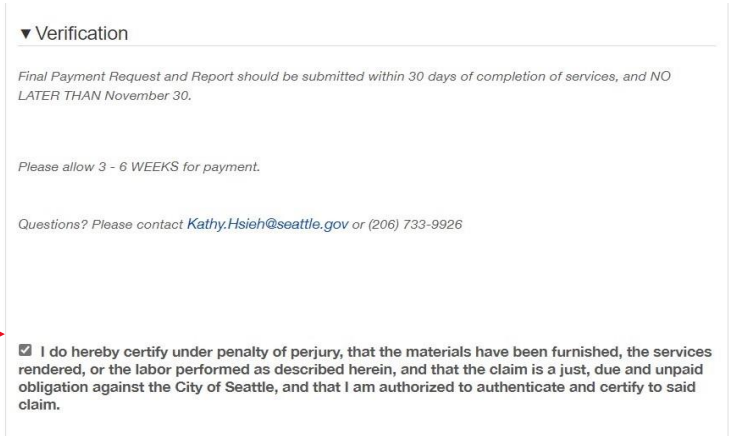
- *Please describe as specifically as possible the audience or artists served. Note communities included. Any who are new to you? Did you include any at a decision-making level or in ways that shared power?*
- *Describe any actions that created more access or other public benefits built into the project – Pay What You Can, educational services, outreach efforts, community partnerships.*
- *Share a story or something that stands out to you as demonstrating the audience, educational, community, and/or intersectional racial equity impacts of your project - increased opportunities for those who are the most oppressed by systemic racism, greater access for people with disabilities, inclusion and safety for transgender artists/community, engagement of youth/elders, etc.*

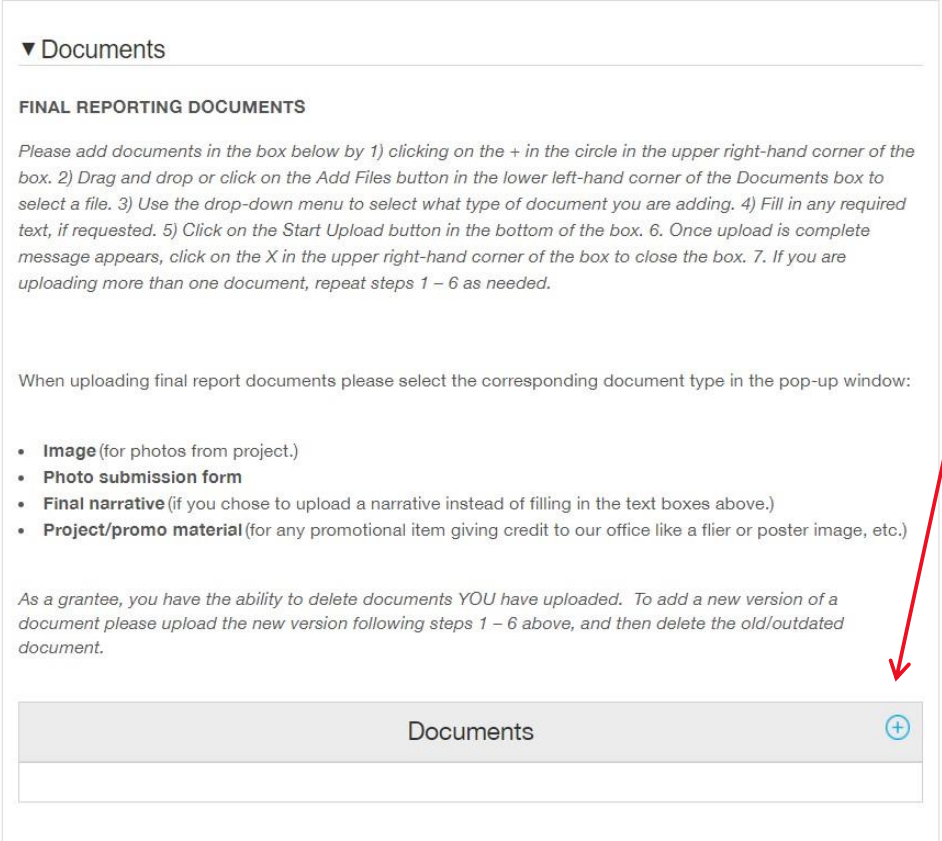
Step 13 – For the "**Final Report Documents**" you can either use the "**Supporting Material Links**" text box to share a link showing the required credit to the **Seattle Office of Arts & Culture** and/or our logo (**http://www.seattle.gov/arts/about-us/download-our-logo**) for a specific project or for your organization as a whole. Or you may upload a document that shows the required credit following the instructions in **Steps 15-18** below.

IF you are submitting photos, we do prefer that you follow instructions in **Steps 15-18** and upload them in the "**Documents**" section below. Be sure to click on the "**Photo Submission**" link, download it, fill-it out, and then upload the form with your photos.



Step 14 – Check the box next to the text in the **"Verification"** section.

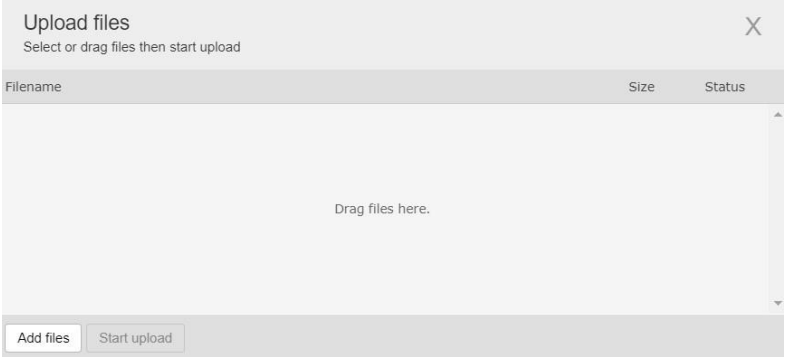




Step 15 – To upload any final report materials, scroll to the bottom of the form to the "**Documents**" section. Click on the blue **+** ("**Add Document**") icon in the upper right corner of the "**Documents**" upload section.

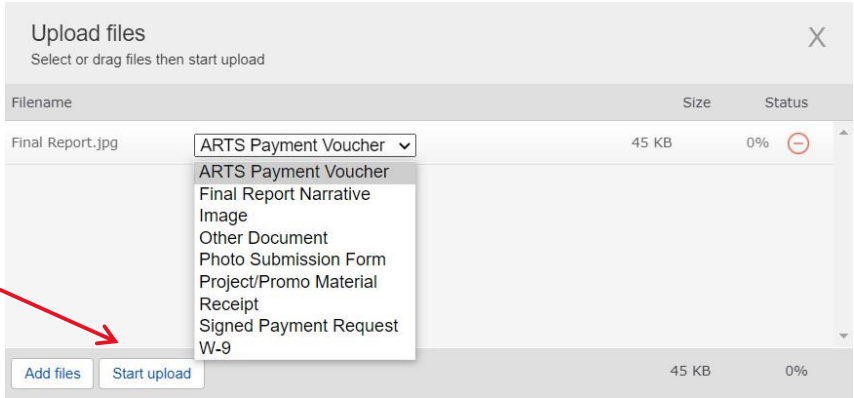
Step 16 – When the "**Upload files**" pop-up window appears, click on "**Add files**" button in the lower left corner of the window.

Select the file you want to upload from your computer.



Step 17 – Then select the corresponding document description from the drop-down menu for the type of file you're uploading.

If you are just uploading one document, click on the "**Start upload**" button.



When upload is complete, the "**Status**" column will show "100%."

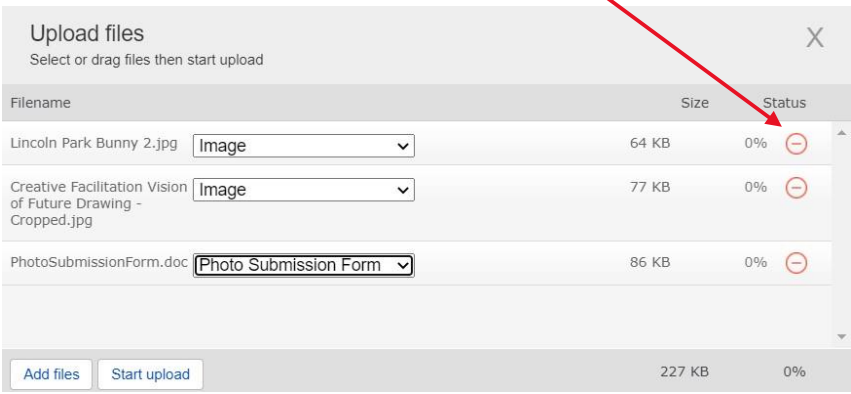
If you want to delete a file, click on the red circle with a – symbol on the far right of the document you want to delete.

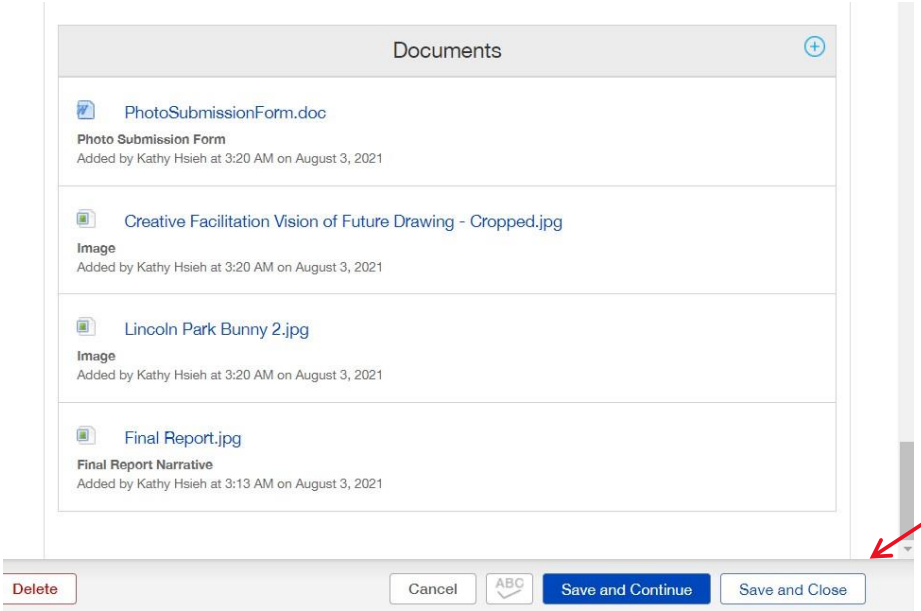
Click on the "**X**" in the upper right-hand corner to close the "**Upload files**" window.

Step 18 – If you are uploading multiple files, repeat adding files and selecting file type for each of the ones you want to add to your report.

When all files have been added, click the "**Start upload**" button on the lower left of the window.

When upload is complete (the "**Status**" column will say "100%" for each item), click on the X in the upper right-hand corner to close the "**Upload files**" window.

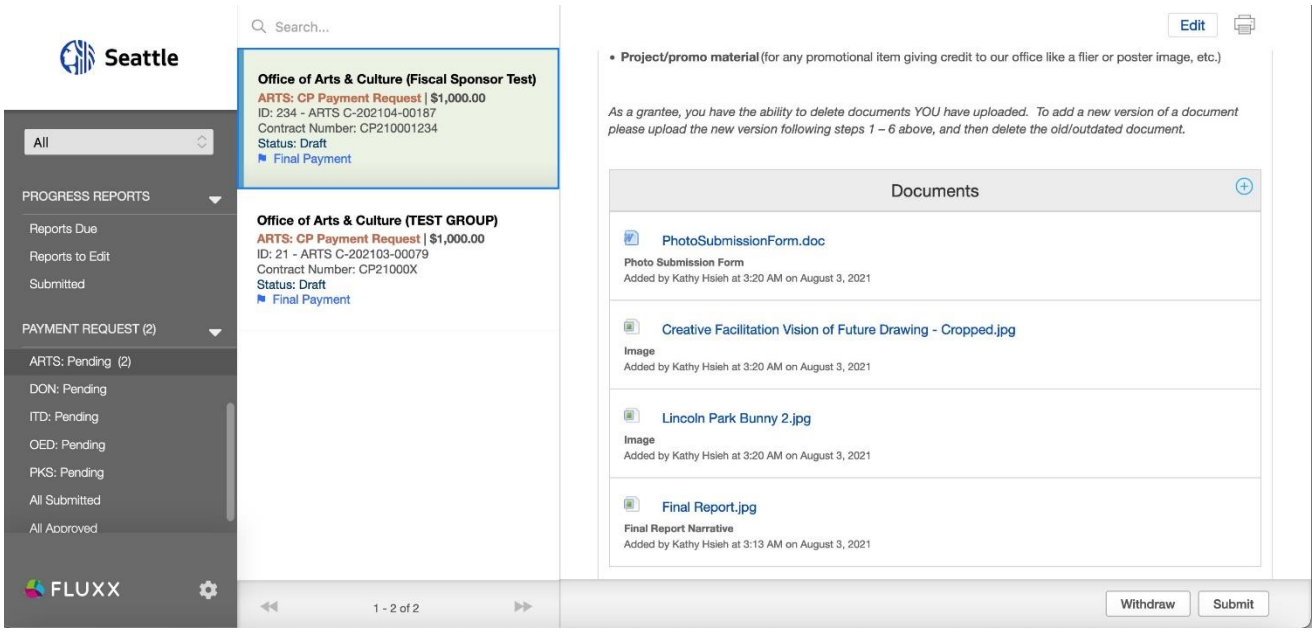




Step 19 – After the "**Upload files**" window closes. Confirm that all of your uploaded documents appear in the "**Documents**" window. You can repeat the steps above to add any additional documents.

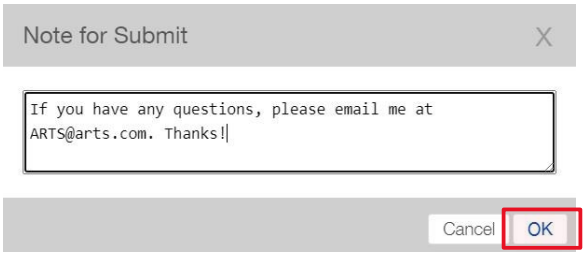
Step 20 – You can scroll through the entire form to make sure everything is complete. When you are ready to submit, or if you want to wait and work on the form later, click on the "**Save and Close**" button in the lower right-hand corner.

Step 21 – When you are ready to submit your Payment Request, click on the "**Submit**" button in the lower right-hand corner.



Step 22 – A "**Note for Submit**" pop-up window will open, where you can fill-in an optional note to your project manager. Click on "**OK**" in the lower right of the pop-up to officially submit.

The Fluxx pinwheel logo will spin while the form is submitting. When the form is submitted, a "successfully uploaded" message will show briefly.



Step 23 – For this first year in the system, we do encourage you to send your project manager Kathy.Hsieh@seattle.gov a quick email letting her know that you submitted your Payment Request online. Thanks!

Step 24 – **Celebrate** finishing your online paperwork for the grant for the year!