



BGV Gives Grant Website Manual

General Overview

Breckenridge Grand Vacations and BGV Gives are committed to supporting the nonprofit agencies that make Summit and Park Counties such wonderful places to live, work, and play.

Grants are provided to organizations that operate within one of BGV Gives' designated funding areas: Art & Culture, Education, Environment, Health, Human Services, and Sports & Recreation, with an emphasis on Health, Human Services and Education.

BGV Gives grant support is allocated annually through the Fall Grant Cycle, with a deadline on October 1st at 11:59 p.m. each year. Applicants will be notified of funding decisions by mid-December. Within the annual grant application, you can request any combination of:

- General Operating
- Capital Campaign
- Program
- Event Sponsorship
- In-Kind
- Volunteer Support

We will continue to accept some requests throughout the year, including:

- Sponsorship requests of \$2,500 or less
- In-kind goods and services
- Volunteer support
- Emergency grants

There are very brief forms to complete to request these types of support throughout the year. Requests will be reviewed biweekly. However, **we ask that you submit any anticipated requests through the annual grant application.**

Creating an Account

All nonprofit partners are required to create an account to request support from BGV Gives.

1. Navigate to <https://bgvgives.fluxx.io/>
2. Click Create Account

New to the Online Portal?

Create Your Organizational Profile

To be considered for funding, the first step is to introduce yourself and tell us about your organization. Please click the "Create Account" button below to start.

You will then receive an automated email notification with the login information granting you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

Create Account

3. Answer Eligibility Quiz questions.

These questions are designed to ensure that only eligible organizations apply for support from BGV Gives.



BGV Gives Grant Portal

Eligibility Quiz

Are you requesting support for an individual?

Are you requesting support for a religious or political purpose?

Is your organization based in the United States?

Are you requesting support on behalf of a nonprofit or public organization?

4. Wait for approval email, which will look like the email below.

BGV Gives staff will review and approve each new registration, so there may be up to a 2-business-day delay.

New User Information Inbox x



do-not-reply.grants07-us-east-1@fluxx.io

to me ▾

Dear _____,

Your registration has been approved!

You have been assigned the user name: _____ . These credentials allow you to login at <https://bgvgives.fluxx.io>.

Please use the link below to setup your password:

<https://bgvgives.fluxx.io/token/7fb1e3320e666fd7f82150645ca33c9d923036ac52c4fb8dab>

Thank you

5. Create your password and log in!

Grant Portal: General Navigation



Welcome and How To Use the Portal

Welcome

The owners of Breckenridge Grand Vacations realize they have an obligation to financially support the many nonprofit agencies that make Summit County such a wonderful place to live. To that end, Breckenridge Grand Vacations has established a Community Giving Program designed to make grants and funding available to the nonprofit agencies serving Summit and Park Counties.

Breckenridge Grand Vacations has been contributing to a wide array of community nonprofits and programs in Summit and Park Counties for many years. In an effort to support more local nonprofits and be more efficient with limited funds, an application process has been created. The application process is designed to be simple and efficient for busy nonprofit managers.

Breckenridge Grand Vacations invites grant and sponsorship applications each year on October 1. The application is available for completion each year in late August.

How to Use the Portal

Using the left-side menu, you will be able to access the following information:

ORGANIZATIONS

- **Organizations:** Manage your central organization profile, including contact and institutional information and relevant documents.

PEOPLE

- **Contact Information:** Update your contact information to ensure we can communicate effectively with you.

APPLICATIONS

- **Draft Applications** Update and submit draft applications for funding consideration.
- **Clarification Requested:** Applications that have been sent back for further clarification by your team before resubmitting.
- **Submitted Applications** Access previously submitted (not yet approved) applications.

GRANTS

- **Active:** Reference the read-only record of your approved grant, including all forms and documents.
- **Closed:** Once the grant is complete, with all payments and reports completed, you can reference the archived records here.

GRANTEE REPORTS

- **Reports Due:** Update and submit draft report forms for all grants. (Please note that you will receive reminders as the due date approaches).
- **Reports to Edit:** Reports that have been sent back for further clarification by your team before resubmitting.
- **Submitted Reports:** View read-only submitted reports for historical references.

PAYMENTS

- **Scheduled Payments:** View outstanding payments for active grants.
- **Payments Paid:** Reference records of remitted payments.

Callison Test

INFORMATION

- Grantee Portal
- Apply for Funding

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (1)

- People (1)

APPLICATIONS (3)

- Draft Applications (1)
- Invited to Apply
- Clarification Requested
- Submitted Applications (2)

GRANTS

- Active
- Closed

GRANTEE REPORTS

- Reports Due
- Reports to Edit
- Submitted Reports

PAYMENTS

- Scheduled Payments
- Payments Paid

AMENDMENTS

- New Amendments
- Approved Amendments

The BGV Gives grant portal will help you share information, apply for funding, and track your application through the process. Once logged in, you can find all this information on the information panel. Several sections are particularly important, and we'll highlight them here.

STEP ONE Update the Organizations Section

Before you begin an application, you must update the Organizations section. **If you do not complete this section prior to submitting a grant application, BGV Gives staff may ask you to complete this information prior to reviewing your application.**

1. Click Edit at the top of the screen.
2. Review and fill in missing information.
3. Optionally, you can connect your organization via Guidestar Profile Lookup or Candid Demographics. This step is **not required**.
4. You can add supporting documents, like your organization's annual report or anything else you'd like to share, to provide BGV Gives with a comprehensive understanding of your organization.
5. Click Save and Close to move to the next section.

STEP TWO Update the People Section

Update your details including name, job title, and contact information. This allows the BGV Gives staff to contact the appropriate person(s) regarding your application.

How to Apply: Annual Grant Application

1. Click Start Your Application.

[Start Your Application](#)

2. In the Organization Information section, please select Primary and Signatory Contacts.
 - a. **NOTE:** If you are the only representative from your organization working on the application, you can choose your own name for both contacts.
 - b. If you would like an Executive Director or another individual to edit and/or sign off on the application, please have that individual create their own Fluxx account. BGV Gives staff can link multiple people to an organization, which will allow grantees to collaborate on the same application.
3. Confirm that the Additional Organization Details section is accurate.
 - a. If you need to update this section, please make these changes in the Organizations tab after Saving and Closing the draft grant application.
4. Select your organization's focus area from the dropdown and select the type(s) of support you are requesting. Fill in a **short** description (2-10 words) of your request (e.g. "General operating and gala sponsorship").

Summary Information

Focus Area

Type of Request

- General Operating
- Program
- Event/Sponsorship
- Capital Campaign

Short description of your request.

Please total the full amount of the request.

Total Amount Requested

5. Input information relevant to your selected request type(s).

Event/Sponsorship Request

Event Name

Event Location

Amount Requested

Event Date

Brief Description of Event

Impact Data for Event Request +

6. **REQUIRED: INPUT IMPACT DATA FOR EACH REQUEST TYPE.** We want to know what you hope to achieve! Where you see the line that says, "Impact Data for ___ Request", click the green plus sign to complete this section.
- Please share your goals to the best of your ability, and you'll be asked to report on the results later. Take a moment to think through your output and outcome data. How many people do you hope to serve? How is your work improving the lives of others?
 - Please note: If you do not complete this section, BGV's Grant Committee cannot appropriately review your request. Staff will return your application to you with a request to complete missing information promptly.**

Event/Sponsorship Request

Event Name

Event Location

Amount Requested

Event Date

Brief Description of Event

We would like BGV Gives to be the premier sponsor of our annual gala.

Impact Data for Event Request +

Add a Impact Data for General Op... ×

General Operating Request: Organizational Impact

Target Number Served this Year

How will you measure success? What are your target numbers?

How will this grant impact your organization or the community?

Save

Add a Impact Data for Event Request ×

Event Name

Anticipated Number of Attendees

Fundraising Goal

Anticipated Event Hard Costs

Save

7. **One time only:** Previous Grant Impact Report: For this year only, you'll complete your impact report within the grant application. If you received a grant for which you have not yet completed a final report, please indicate "yes" and submit a brief synopsis of the results of your last grant.
8. Documents: Please upload the documents listed in the "Organization Documents" section, including your:
 - Organization's annual budget (current year)
 - Current year-to-date actuals to budget
 - BGV funding history
 - Most recent year-end financial statements (including balance sheet and statement of activities)
 - W9 (for first time applicants)
9. Click Save and Close
10. Click Submit
11. Once your application has been submitted, you will receive an email confirming the submission. This email (and all emails from the site) will arrive from a Do Not Reply Email. Please be sure to reach out to grants@breckgv.com with any questions.
12. You can also find your submitted application in the "Submitted Applications" section of the grant website.

Confirmation of Application Receipt Inbox x

do-not-reply.grants07-us-east-1@fluxx.io

to me ▾

Dear Captain,

We have received your submission. The ID number is R-2024-29167. We appreciate the opportunity to consider your request. If you have questions, don't hesitate to contact us by referencing the ID number above.

Thank you,

BGV Gives



Reporting

Reports Due (1)

If you have received grant approval, you'll be asked to submit a single Grantee Report sharing the results of your efforts. The Grantee Report will be due the following year on October 1st.

1. When your final report becomes available, you will receive an email. You can also find available reports in the Reports Due section in your information panel.
2. To complete your report, begin by clicking Edit at the top of your screen.
3. On the next screen, you will see your previous year's grant requests, and the impact data that you added. Please share the results of your work **for any grants received**, including outputs (activities, achievements) and outcomes (changes made as a result of the outputs).
4. Please answer two final requests regarding barriers faced, and any additional information you'd like to share.
5. Click Save and Close at the bottom of your screen



6. Click Submit at the bottom of your screen



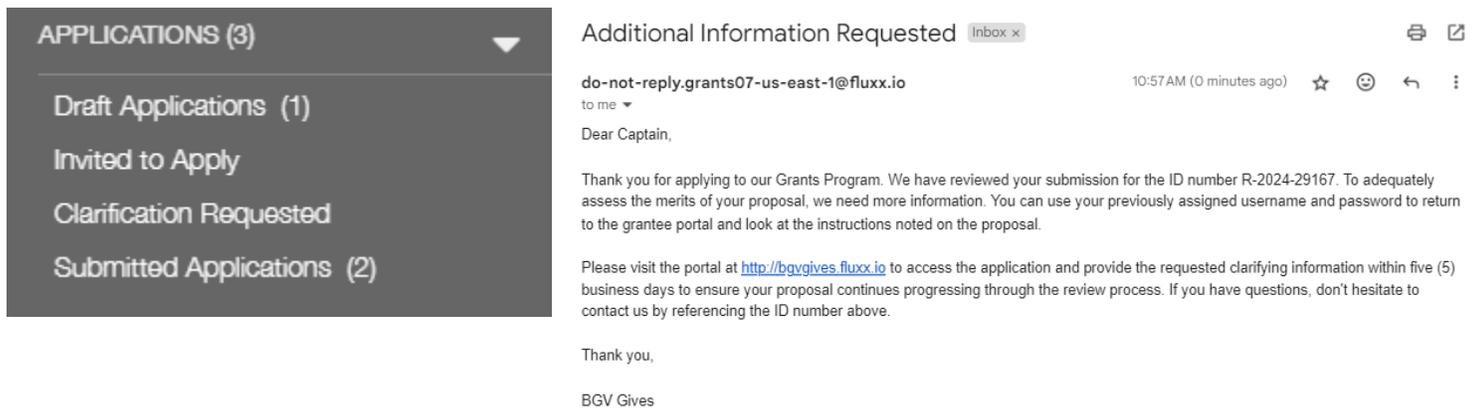
Applications

You can use this section to access all your organization's applications. To help, refer to the information below.

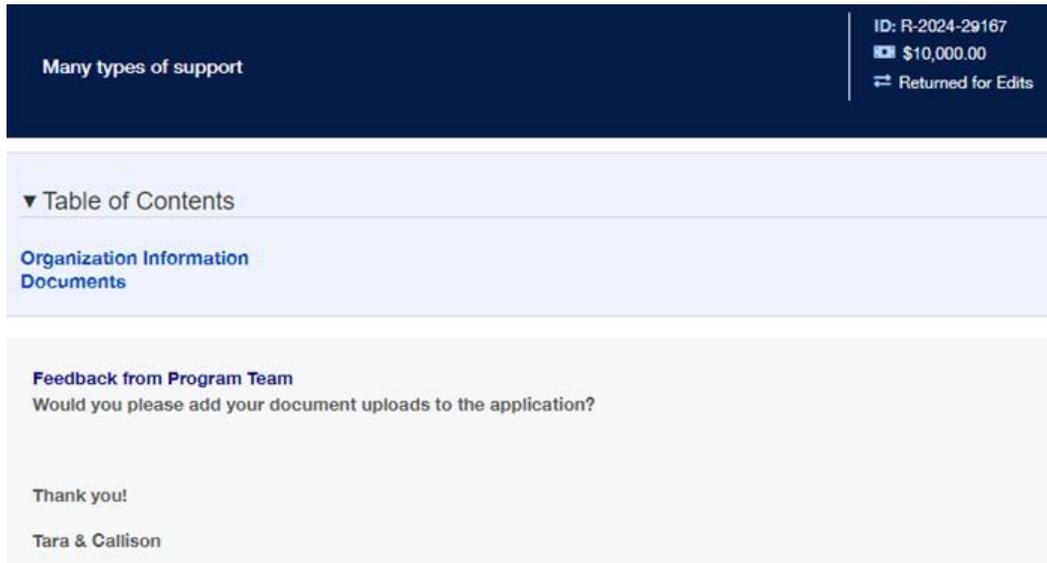
(1): A number next to a heading is an indicator that you have an application with that status.

Draft Applications: If you save an application and return to the site, you will find your saved application here. Please return to a started application rather than beginning a new one.

Clarification Requested: BGV Gives staff may ask for clarification on part(s) of your application. Once you enter the portal and navigate to the Clarification Request tab, you'll see the details of the clarification request. You will also receive an email notifying you of the request for additional information.



The screenshot shows an email interface. On the left is a sidebar with a dark background and white text. The top of the sidebar says 'APPLICATIONS (3)' with a downward arrow. Below it are four categories: 'Draft Applications (1)', 'Invited to Apply', 'Clarification Requested', and 'Submitted Applications (2)'. The main content area is white. At the top, it says 'Additional Information Requested' with a grey 'Inbox x' tag on the right. Below that is the sender 'do-not-reply.grants07-us-east-1@fluxx.io' and the recipient 'to me'. The time is '10:57 AM (0 minutes ago)'. The email body starts with 'Dear Captain,' followed by a paragraph: 'Thank you for applying to our Grants Program. We have reviewed your submission for the ID number R-2024-29167. To adequately assess the merits of your proposal, we need more information. You can use your previously assigned username and password to return to the grantee portal and look at the instructions noted on the proposal.' The next paragraph says: 'Please visit the portal at <http://bgvgives.fluxx.io> to access the application and provide the requested clarifying information within five (5) business days to ensure your proposal continues progressing through the review process. If you have questions, don't hesitate to contact us by referencing the ID number above.' The email ends with 'Thank you,' and 'BGV Gives'.



The screenshot shows a dark blue header with white text. On the left, it says 'Many types of support'. On the right, there are three items: 'ID: R-2024-29167', '\$10,000.00', and 'Returned for Edits'. Below the header is a light blue section with a 'Table of Contents' dropdown. Underneath, there are two sections: 'Organization Information Documents' and 'Feedback from Program Team'. The 'Feedback from Program Team' section contains the text: 'Would you please add your document uploads to the application?' followed by 'Thank you!' and 'Tara & Callison'.

Amendments

If you have received funding for a grant and determine during the year that you will not be able to execute the grant as funded, you can use the Amendments section to request a change, either in timeline or how you plan to spend granted funds. For BGV staff, it is very helpful to learn about and discuss changes as they arrive instead of at the time of the final report.

Payments

We are piloting how to best communicate payment schedules and sources! Grant recipients will be notified of payment schedule and processes in their award letters.