



Central Lakes **TRUST**

How to Apply Online

Our application process is now online. This will provide greater visibility through the funding process. You will be able to view; applications in progress, grants approved, associated payments, and be able to complete the post grant accountability all in one area. If you require assistance using the portal, please contact the grants team on 0800 00 11 37, who are here to help.

Stage One: Check your Eligibility and Register for an Account

1. Organisation Registration

You are required to register your organisation if it has not been registered before, prior to completing an online application - go to our Apply Now page.

If your organisation is registered, and you are the new contact person please contact us to assist.

If you have applied before on behalf of another organisation, and now need to register a different organisation using the same email address, please contact us for assistance.



Welcome to the Central Lakes Trust Grant Portal

Login Now:

[Reset or create password](#)

In order to be considered for funding we require you to register with us by selecting the button below.

If your organisation is already registered and you would like to assign or change a contact, or discuss any other queries then please contact us for assistance.

03 445 9958 or 0800 00 11 37

This online system is optimised for the Google Chrome browser.

Organisation Registration

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

2. Complete the Eligibility Quiz

Complete the quiz by identifying if your organisation meets one of our three eligibility criteria.

Learn more about Eligibility [here](#)

← → ↻ <https://centrallakestrust.fluxx.io/lois/new?utf8=✓&commit=Organisation+Registration> ☆



Welcome to the Central Lakes Trust Grant Portal

Eligibility

Is your organisation one of the following? Registered with Charities Services; A registered public/state learning provider; A regional or territorial authority.

Yes

Cancel Submit

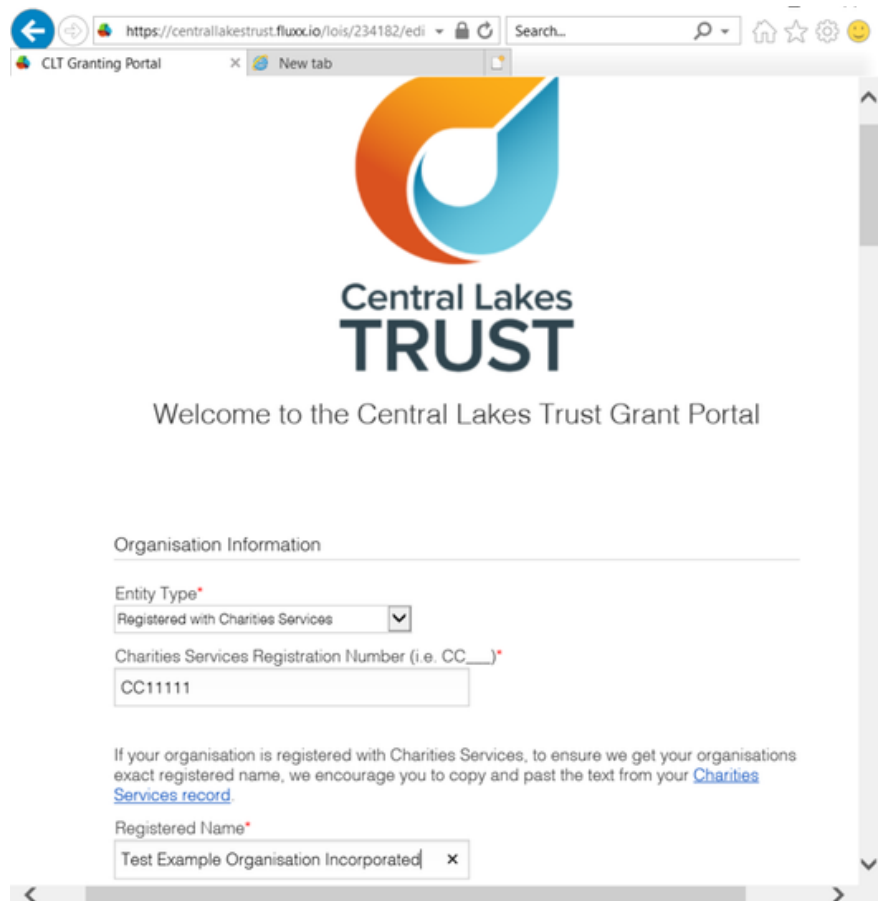


[Privacy Policy](#) [Accessibility](#)

3. Complete the Registration Form

Please complete the online registration form ensuring that your contact information and organisation details are entered correctly.

PLEASE NOTE: You are unable to save this form to be completed later, so please ensure you have the required documents you need to hand. Once you have submitted your form you will receive an email acknowledging that we have received it.



The screenshot shows a web browser window with the URL <https://centrallakestrust.fluxio.io/lois/234182/edi>. The page features the Central Lakes Trust logo, which consists of a stylized 'C' shape in orange and blue, with the text 'Central Lakes TRUST' below it. The heading reads 'Welcome to the Central Lakes Trust Grant Portal'. The form section is titled 'Organisation Information' and includes the following fields:

- Entity Type***: A dropdown menu with 'Registered with Charities Services' selected.
- Charities Services Registration Number (i.e. CC...)***: A text input field containing 'CC11111'.
- Registered Name***: A text input field containing 'Test Example Organisation Incorporated'.

Below the registration number field, there is a note: 'If your organisation is registered with Charities Services, to ensure we get your organisations exact registered name, we encourage you to copy and past the text from your [Charities Services record](#).' The browser's address bar and search bar are visible at the top, and the page has a clean, white background with blue and orange accents.

4. Confirmation of Registration

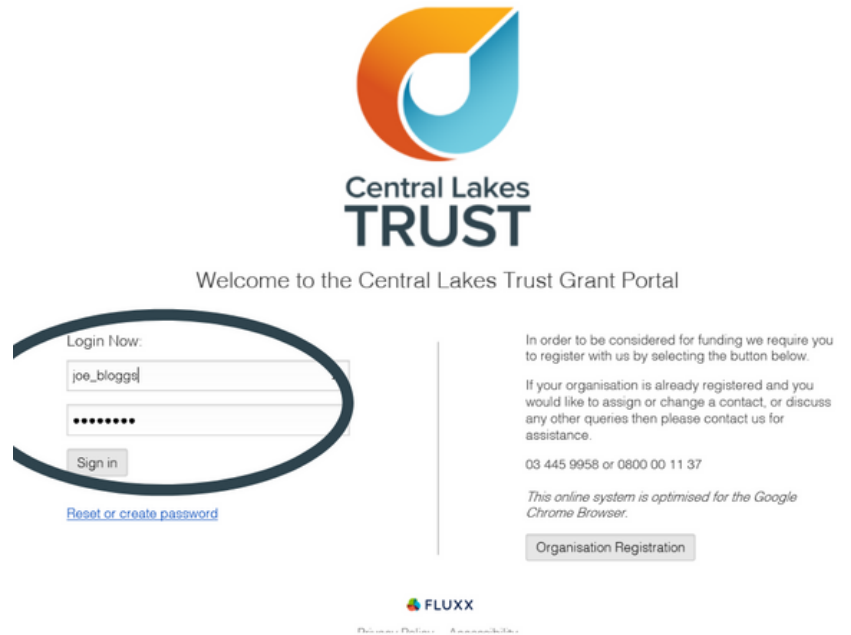
Once your registration is approved, you will receive an email with a username and a 'Set your password' link for you to select. Once your password has been reset you can access the Grants Portal to login and activate your account. Your username will be in the following format: `firstname_lastname`.

Please allow up to three working days to receive your registration notification from the Trust.

PLEASE NOTE: Your username and password is unique to you and the email address you registered. If you need to update the primary contact person for the organisation please contact us. To change your contact information e.g. phone number or email address, you can edit your details in the Grantee Portal under People.

5. Login to your account

Once you have received your username and password link and activated your account you can login at <https://centrallakestrust.fluxx.io> or via the 'Apply Now' button on the website.



Central Lakes TRUST

Welcome to the Central Lakes Trust Grant Portal

Login Now:

[Reset or create password](#)

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03 445 9958 or 0800 00 11 37

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Privacy Policy Accessibility

Stage Two: Starting your Application

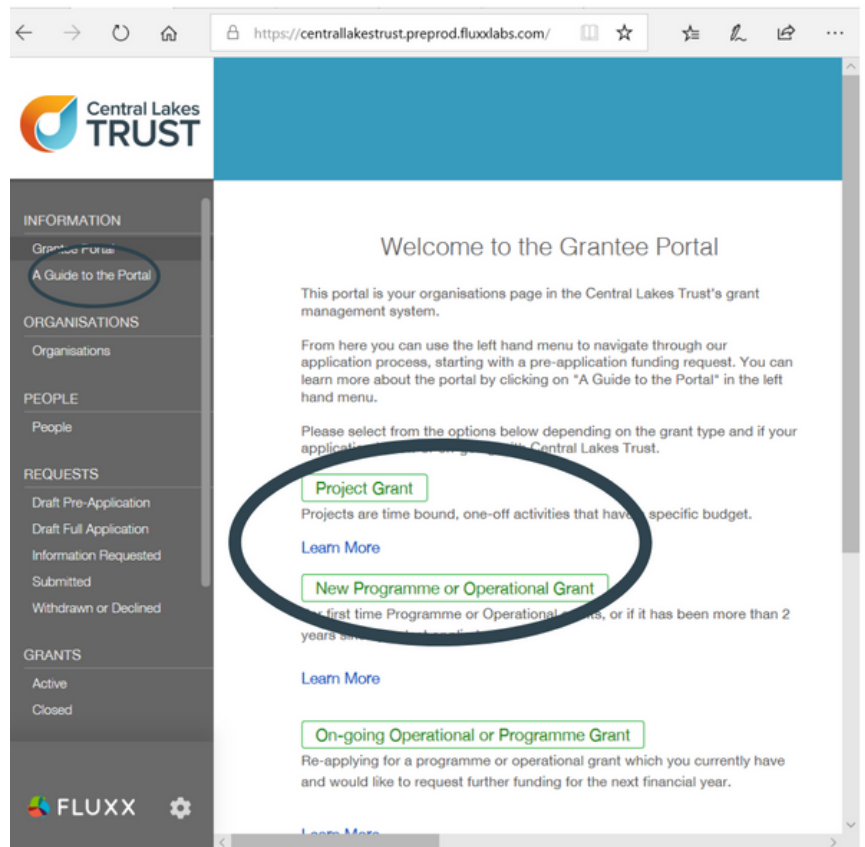
1. Your Grantee Portal

Once logged in you will land directly on the Grantee Portal page. This is where you can create and submit applications and manage your grants.

We recommend you read 'A Guide to the Portal' in the Information section for more detailed guidelines before you begin using the system.

2. Beginning your application

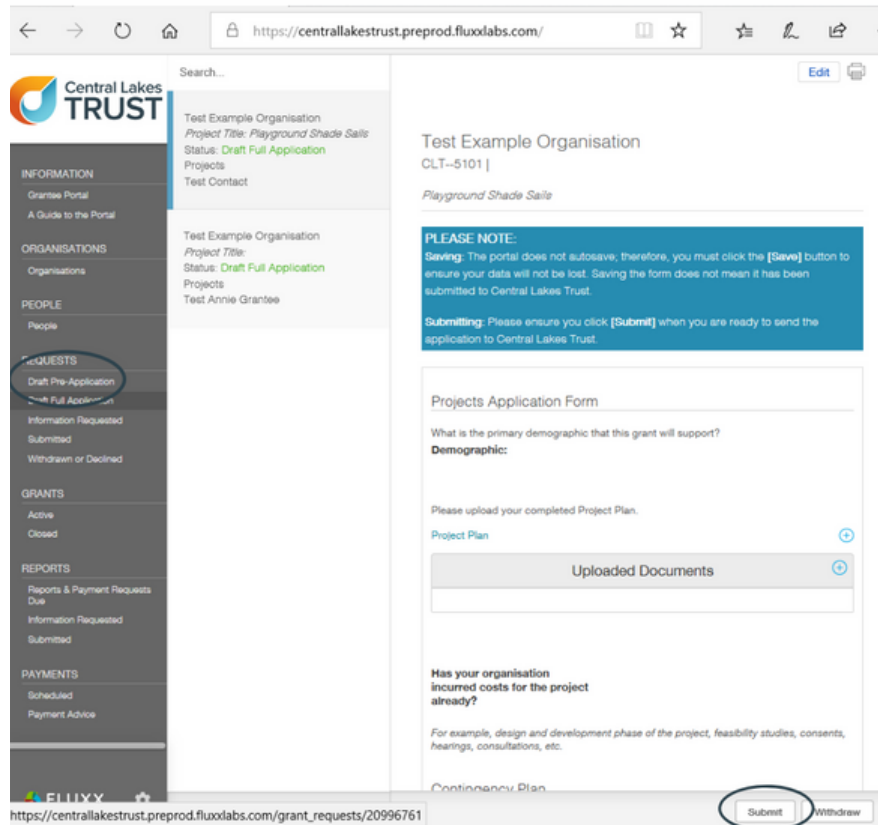
To begin your application, please read the help text and consider carefully if your application will be a; project grant, new operational or programme grant, or an ongoing operational or programme grant, prior to selecting the appropriate green button. If unsure please contact us.



3. Pre-application Form

The questions required to be answered on this short pre-application form provide us with an expression of interest regarding your project or service.

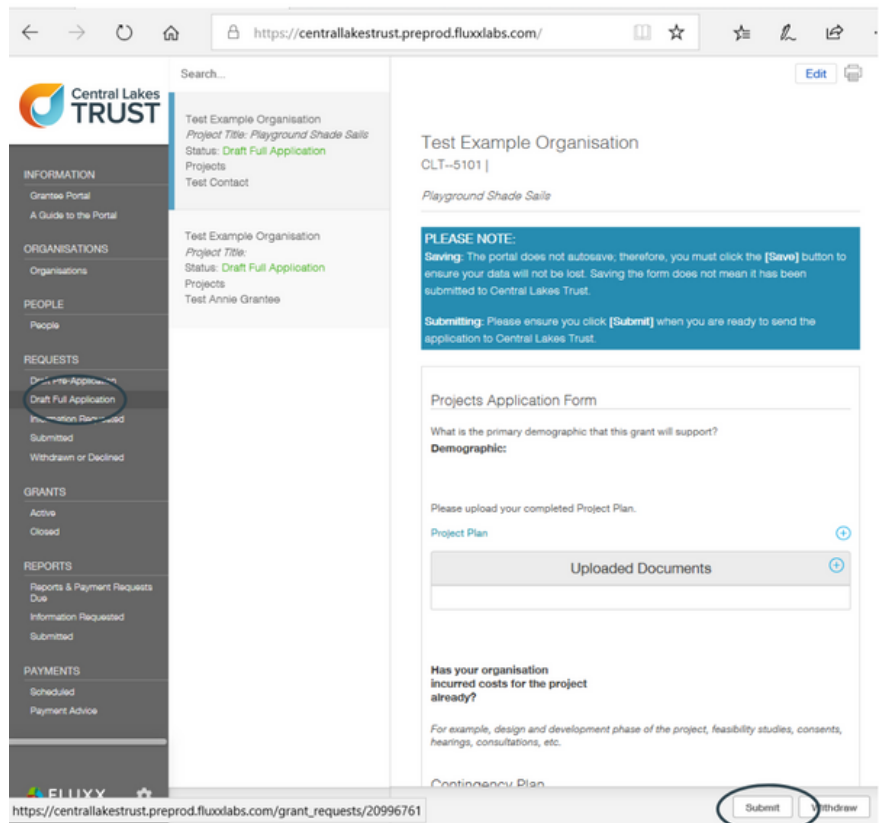
While completing you can save and return later to finalise. You will find your pre-application in the 'Draft Pre-Application' menu on the left. Once you are ready to send it please select 'Submit'. Our grants team will then contact you to discuss the application in more depth, and provide you with the relevant project plan. We can also provide feedback and support to assist in preparing the full application.



4. Full Application

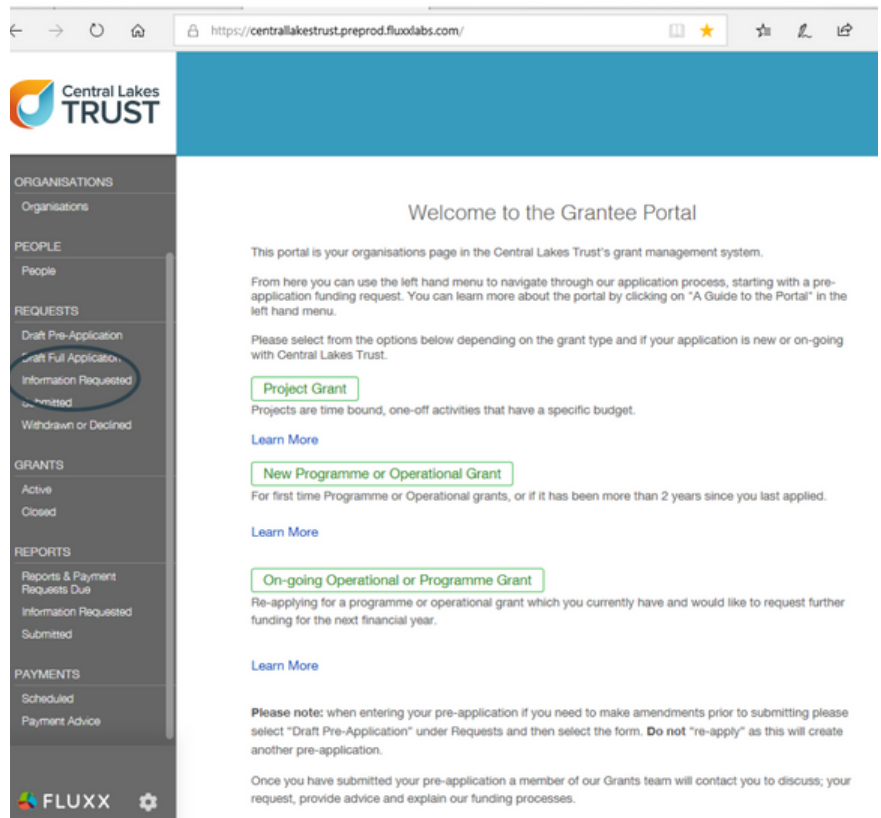
When the pre-application process is complete, the grants team will invite you to submit your full application. You will receive an email advising that you are now invited to apply.

To complete this form, login to the Grantee Portal and select 'Draft Full Application' under the Requests section. While completing you can save and return later to finalise. You will find your application in the 'Draft Full-Application' menu on the left. Once you are ready to send it please select 'Submit'.



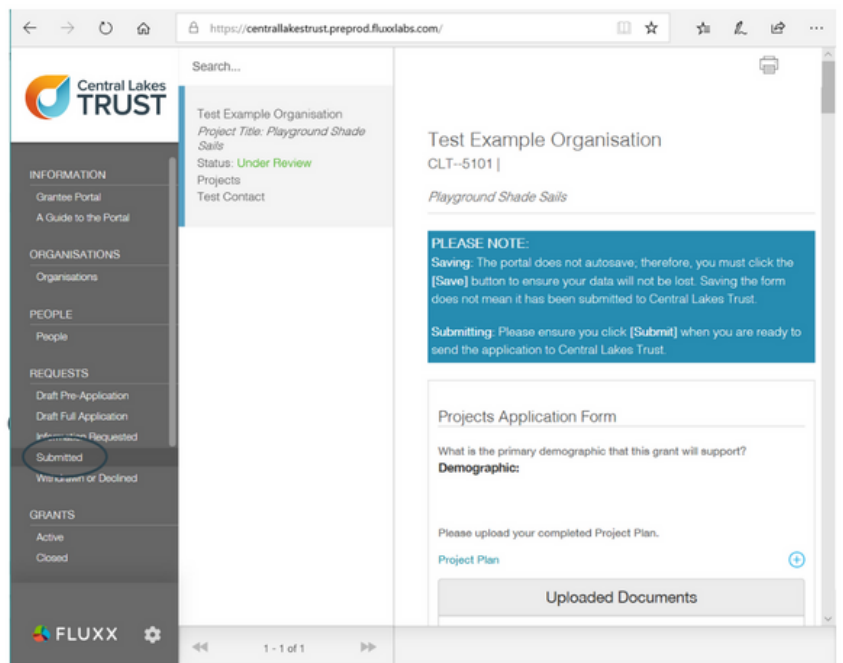
5. I received an email from Central Lakes Trust requesting more information

If Central Lakes Trust have any queries regarding your pre or full application, you will receive an email alert to login and make the requested amendments. Select 'Information Requested' under the Requests menu. This may include supplying extra documentation, revising any information or clarifying any questions. You will need to re-submit your application when completed.



6. I submitted an application

Once you have submitted your application, you will receive an email acknowledging receipt of your application. You will now be able to view a read-only version of it under 'Submitted' in the menu. To find out more about what happens after an application has been submitted please read our FAQ's.



7. I want to withdraw an application or my application has been declined

If you decide to withdraw an application, you can do so by selecting the 'Withdraw' button on the bottom right of your screen. You will receive an email advising you of this and a read-only version of your application will be viewable in the 'Withdrawn or Declined' section in the menu.

Similarly if the application has been declined by Central Lakes Trust, we will contact you to discuss first and then you will receive an email notification. Declined applications are also visible in the 'Withdrawn or Declined' section of the menu

The screenshot displays the Central Lakes Trust Grants Portal interface. The browser address bar shows the URL: <https://centrallakestrust.preprod.fluxlabs.com/>. The page title is "Test Example Organisation" with the ID "CLT-5101 |". The project title is "Playground Shade Sails". The status is "Draft Full Application".

The left sidebar menu includes sections: INFORMATION, ORGANISATIONS, PEOPLE, REQUESTS, GRANTS, and REPORTS. The "Withdrawn or Declined" option under the REQUESTS section is circled in red.

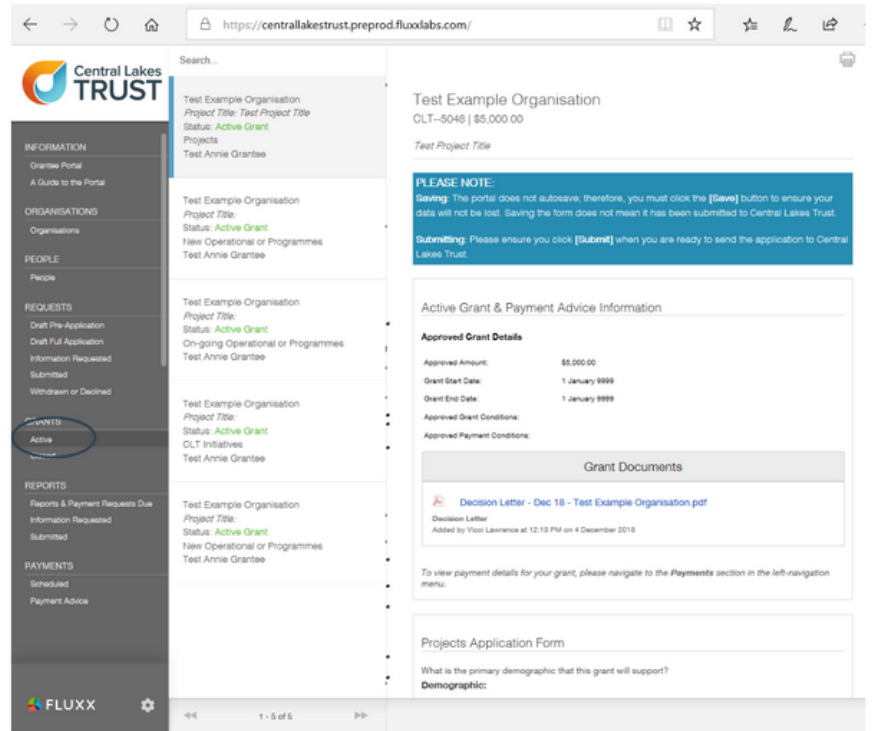
The main content area shows a "PLEASE NOTE" section with instructions on saving and submitting. Below this is the "Projects Application Form" with a question: "What is the primary demographic that this grant will support?" and a "Demographic:" field. There is also a section for "Uploaded Documents" and a question: "Has your organisation incurred costs for the project already?".

At the bottom right of the form, there are two buttons: "Submit" and "Withdraw". The "Withdraw" button is circled in red.

Stage Three: What to do once a decision has been made?

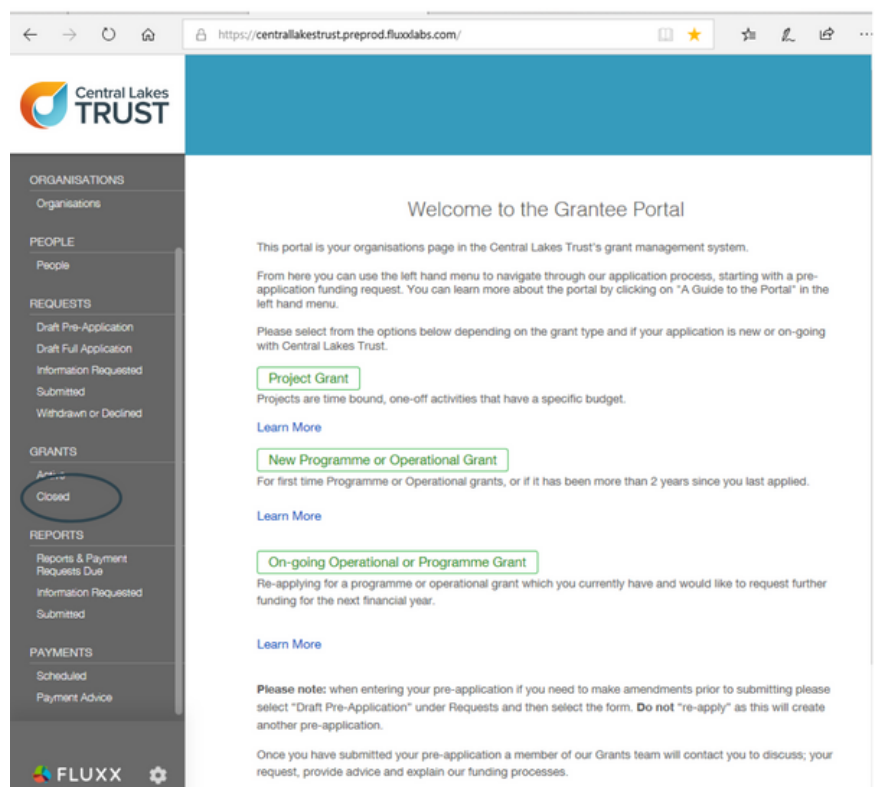
1. A decision has been made about my application

When the Central Lakes Trustees have made their decision you will be advised by phone and email from the grants team. You will find the details of the decision in the 'Active' section of the grants menu, where a PDF copy of the decision letter will be available in the grant documents section.



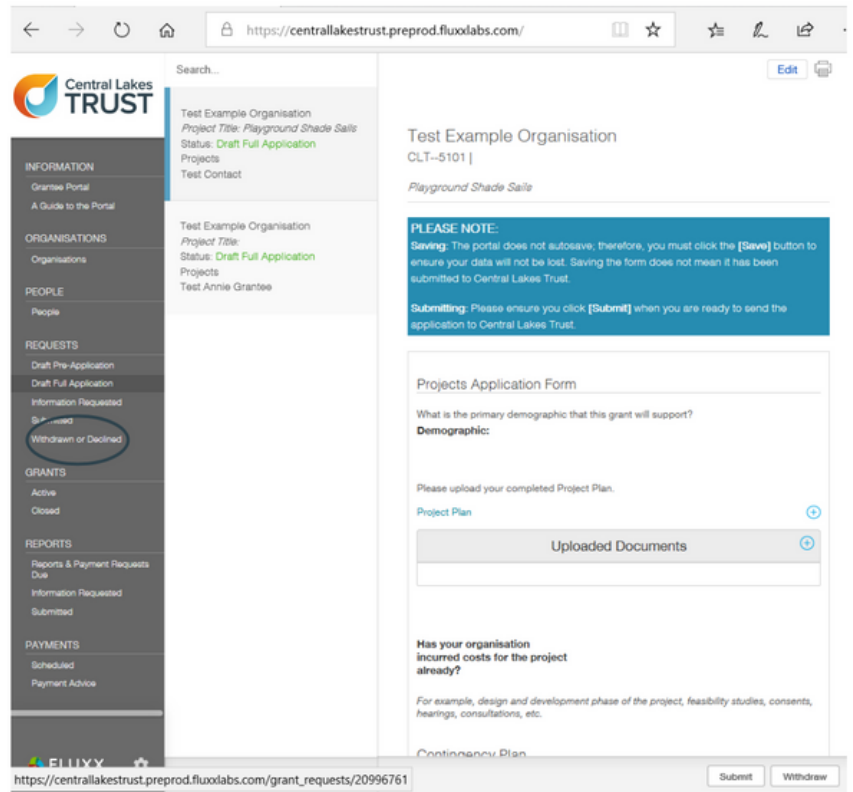
2. I want to view an application for an old grant

When a grant has been fully paid and all requirements are met, a read-only version will be available to view under 'Closed' in the grants menu.



3. Our application was declined

You can view a read-only version of a withdrawn or declined application by selecting 'Withdrawn or Declined' from the Requests menu. To find out more about why some applications are declined please read our FAQ's.

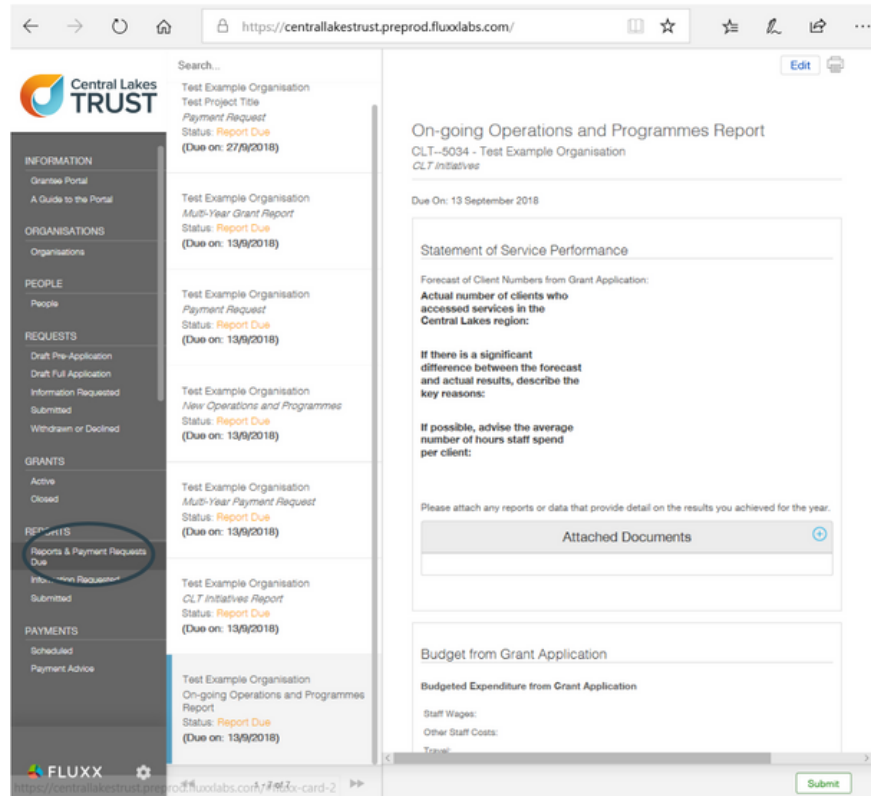


Stage Four: Reporting

1. Reports to Complete

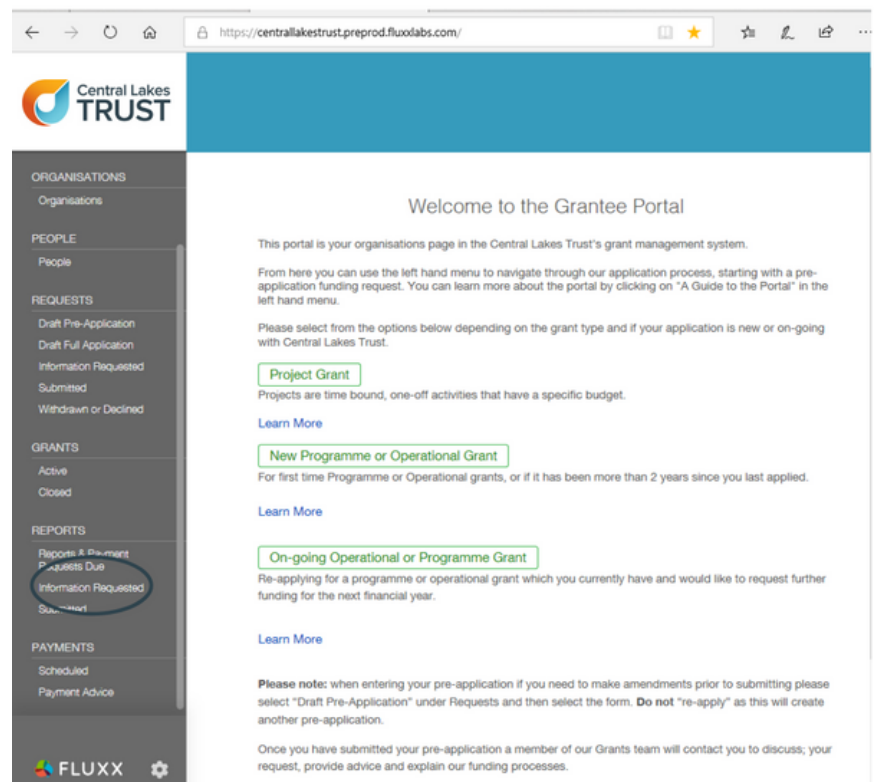
You will be requested to complete reports as required by our Grant Terms and Conditions. You will receive an email notification when this is due, whereby you will be able to login, complete and submit the report in the 'Reports & Payment Requests Due' section of the reports menu.

The due date for the report is clearly listed on the form. We recommend calendaring these dates.



2. I received an email from Central Lakes Trust requesting more information

If Central Lakes Trust have any queries regarding your reports, you will receive an email alert to login and make the requested amendments. Select 'Information Requested' in the reports menu. This may include supplying extra documentation, revising any information or clarifying any questions. You will need to re-submit your report when completed.



3. Reports I submitted

You can view a read-only version and print a copy of any of your organisations reports under 'Submitted' from the reports menu.

The screenshot shows a web browser window with the URL <https://centrallakestrust.preprod.fluxlabs.com/>. The page features a navigation menu on the left with categories: INFORMATION, ORGANISATIONS, PEOPLE, REQUESTS, GRANTS, and REPORTS. The 'Submitted' option under the REPORTS category is circled in blue. The main content area displays two report entries for 'Test Example Organisation' with a status of 'Received' and a due date of '13/9/2018'. The selected report is titled 'New Operations and Programmes' (CLT-5034) and is due on '13 September 2018'. It includes a 'Statement of Service Performance' section with instructions to provide a forecast of client numbers and actual results, and a 'Budget from Grant Application' section for budgeted expenditure.

Stage Five: How does the Payments Process work?

1. Payment Request

Payment Request forms are located in the Reports Section of the Grantee Portal. They will be ready for you to complete in the 'Reports & Payment Requests Due' section as follows:

Project Grants: A Payment Request form will be scheduled for you to complete when you are ready. You can submit a number of payment requests as you progress with project implementation. However, only one payment request can be processed at a time, therefore once this has been paid you will then receive an email alert advising you to submit your next payment request when you are ready.

Operational or Programme Grants: Payment requests are a component of your grant report to be completed at the same time as you complete the report for the previous year.

The due date of the report is clearly listed on the form. We recommend calendaring these dates.

Complete the questions and upload documents as required.

Once you have submitted the 'Payment Request' or report, it will be available to view in the 'Submitted' section.

The screenshot displays the Central Lakes Trust Grantee Portal interface. On the left is a navigation menu with categories: INFORMATION (Grantee Portal, A Guide to the Portal), ORGANISATIONS (Organisations), PEOPLE (People), REQUESTS (Draft Pre-Application, Draft Full Application, Information Requested, Submitted, Withdrawn or Declined), GRANTS (Active, Closed), REPORTS (Reports & Payment Requests Due, Information requested, Submitted), and PAYMENTS (Scheduled, Payment Advice). The main content area shows a list of payment requests for 'Test Example Organisation' with statuses like 'Report Due' and due dates (e.g., 27/9/2018, 13/9/2018). A red box highlights the 'Reports & Payment Requests Due' menu item and the first list item. On the right, a detailed view of a 'Payment Request' is shown, including the title 'CLT-5048 - Test Example Organisation Projects', the due date '27 September 2018', and a red 'Interim or Final Payment' warning box with a note: 'Please note: If you select 'Final Payment' this indicates that you will not be requesting any further payments. We will therefore rescind any remaining balance of the grant.' A 'Submit' button is visible at the bottom right.

2. I received an email from Central Lakes Trust requesting more information

If Central Lakes Trust have any queries regarding your payment request, you will receive an email alert to login and make the requested amendments. Select 'Information Requested' in the reports menu. This may include supplying extra documentation, revising any information or clarifying any questions. You will need to re-submit your application when completed.

The screenshot shows the Central Lakes Trust Grantee Portal. The left-hand menu is visible, with 'Information Requested' under the 'REPORTS' section circled in blue. The main content area is titled 'Welcome to the Grantee Portal' and contains instructions on how to use the portal. It lists three grant types: 'Project Grant', 'New Programme or Operational Grant', and 'On-going Operational or Programme Grant', each with a 'Learn More' link. A 'Please note' section at the bottom provides instructions on how to handle amendments and re-applications.

3. Payment requests scheduled to be paid

Scheduled payment requests are located under 'Scheduled' in the payments section of the menu and will remain there until they are paid.

The screenshot shows the Central Lakes Trust Grantee Portal with a search for 'Test Example Organisation'. The left-hand menu is visible, with 'Scheduled' under the 'PAYMENTS' section circled in blue. The main content area displays the details for a scheduled payment request for 'Test Example Organisation'. The payment ID is 21000415, the amount is \$2,678.00, and the due date is 22/11/2018. The status is 'Scheduled'. The page is divided into 'Summary Information' and 'Payment Details' sections.

Summary Information	
Reference:	
Due At:	22/11/2018
Reason for Variance:	
Amount Due:	\$2,678.00
Organisation Payee:	Test Example Organisation Incorporated

Payment Details	
Amount Paid:	\$0.00
Last Updated At:	23/11/2018
Paid At:	

4. Payments Completed

When a payment has been completed, you will be able to view this record under 'Payments Advice' in the menu.

The screenshot shows the Central Lakes Trust portal interface. On the left is a navigation menu with categories: INFORMATION, ORGANISATIONS, PEOPLE, REQUESTS, GRANTS, REPORTS, and PAYMENTS. The 'PAYMENTS' section is expanded, and 'Payment Advice' is highlighted with a red circle. The main content area displays a list of payments for 'Test Example Organisation'. The second payment in the list is selected, showing its details: Payment ID: 21000411, Amount: \$2,500.00, Due Date: 28/11/2018, and Status: Paid. To the right of the list is a detailed view for this payment, titled 'TEST EXAMPLE ORGANISATION'. It shows 'Summary Information' including Reference, Due At (28/11/2018), Reason for Variance, Amount Due (\$2,500.00), and Organisation Payee (Test Example Organisation Incorporated). Below this is the 'Payment Details' section, which shows Amount Paid (\$2,500.00), Last Updated At (22/11/2018), and Paid At.

Category	Item	Payment ID	Amount	Due Date	Status
PAYMENTS	Test Example Organisation	21000412	\$200.00	28/11/2018	Rescinded
	Test Example Organisation	21000411	\$2,500.00	28/11/2018	Paid
	Test Example Organisation	21000413	-\$1,000.00	22/11/2018	Returned
	Test Example Organisation	21000416	-\$1,000.00	22/11/2018	Returned
	Test Example Organisation	21000414	\$3,000.00	22/11/2018	Rescinded
	Test Example Organisation	669128	\$2.00	1/10/2018	Rescinded
	Test Example Organisation				

TEST EXAMPLE ORGANISATION
Payment ID: 21000411 - \$2,500.00
Due on: 28/11/2018

Summary Information

Reference:

Due At: 28/11/2018

Reason for Variance:

Amount Due: \$2,500.00

Organisation Payee: Test Example Organisation Incorporated

Payment Details

Amount Paid: \$2,500.00

Last Updated At: 22/11/2018

Paid At: