

How to sign up and start an application using Coastal Fund's online grant system

If you ever have any issues, contact sarahs@as.ucsb.edu!

Step 1: Go to asucsb.fluxx.io. Click the button to create an account.



Associated Students UCSB Grants Portal

Login Now:

Username

Password

[Reset or create password](#)

New User?

Welcome! If you are new to our system, please register here. Note that this will only register you as a user; some of our funding programs also require you to be linked to the organization for which you are requesting funding. Once logged in as a user, you will see instructions explaining how to link to your organization.

FLUXX

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



Associated Students UCSB Grants Portal

Primary Contact Info

Create Username

First Name

Middle Initial

Last Name

Suffix

Pronouns

Phone Number

Extension (if needed)

E-mail

Classification


Step 2: Fill out the registration form fields. Only fields in **bold** are required.

Once you click Submit Request, you should be instructed to check the email you used to register:



Step 3: Check your email and click on the provided link.

Please verify your account External Inbox x Print Share

 **Associated Students-UCSB** do-not-reply.grants07-us-east-1@fluxx.io via amazo... 8:56 AM (1 minute ago) Star Reply More
to me ▾

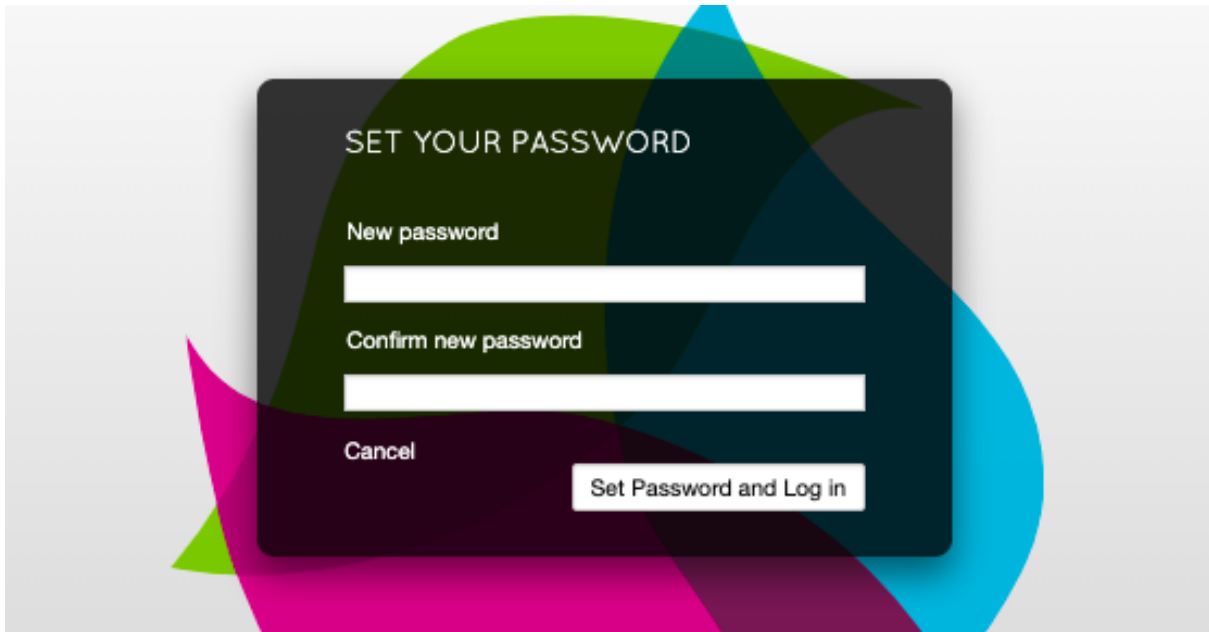
Thank you for registering with Associated Students UCSB! To verify your account, click here: <https://asucsb.fluxx.io/verify/b1474b5f1e363c72a9d5c8d3056d9bda>

If you are applying for funding through a student or nonprofit organization or UCSB department, **you will also need to connect your user profile to your organization or department.** To do so, log in at <https://asucsb.fluxx.io>, go to User Profile under People in the menu, then click on Edit in the upper right. Scroll to Connect to Organization, click the plus sign, enter as much information as you can and click Save. One of our administrators will connect you within the next business day.

Link to application portal: <https://asucsb.fluxx.io>

Reply Forward

Step 4: Follow the link to set your password, then log in.



SET YOUR PASSWORD

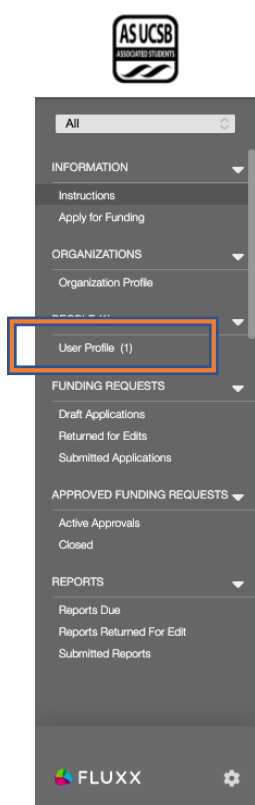
New password

Confirm new password

Cancel

Set Password and Log in

Step 5: You're in! Click on User Profile in the left margin.



Welcome to the UCSB Associated Students Funding Portal!

From here, you can apply for funding from Associated Students, track the status of your submitted requests, and complete any follow-up reports or documentation of funded activities. Please note that at this time we are still processing receipts for reimbursements separately via requisition forms turned in at the Associated Students Administration office.

You can return to these instructions at any time by clicking on the Instructions / Home link in the left margin.

Updating your Profile / Linking to an Organization or Department

To update your user record and/or connect your user profile to the organization for which you are requesting funding (required for some applications, such as Coastal Fund), click on the People / User Profile link in the left margin.

To edit your user profile, select your user record from the panel. This will show you a read-only view. Click on the Edit button in the upper right corner, make any changes, then click Save and Close on the lower right.

To connect to your organization or department, open up your user profile and scroll to Request to Connect to Organization. Click on the plus sign on the right and enter the name of the organization or department through which you plan to request funding (other information is optional, but helpful if applicable). An administrator will complete your request within the next business day.

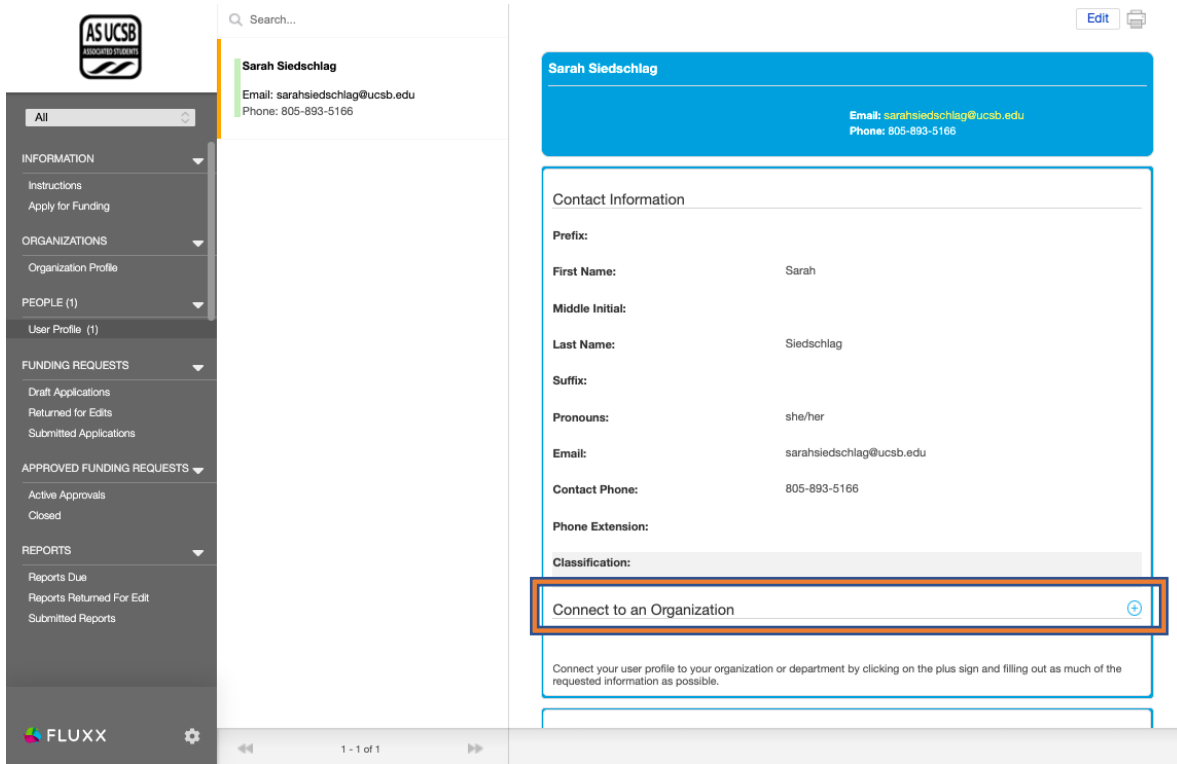
Once you are connected to an organization or department, you can edit the organization profile by clicking on the profile in the margin, then Edit in the top right corner, then Save and Close on the bottom right.

Applying for Funding

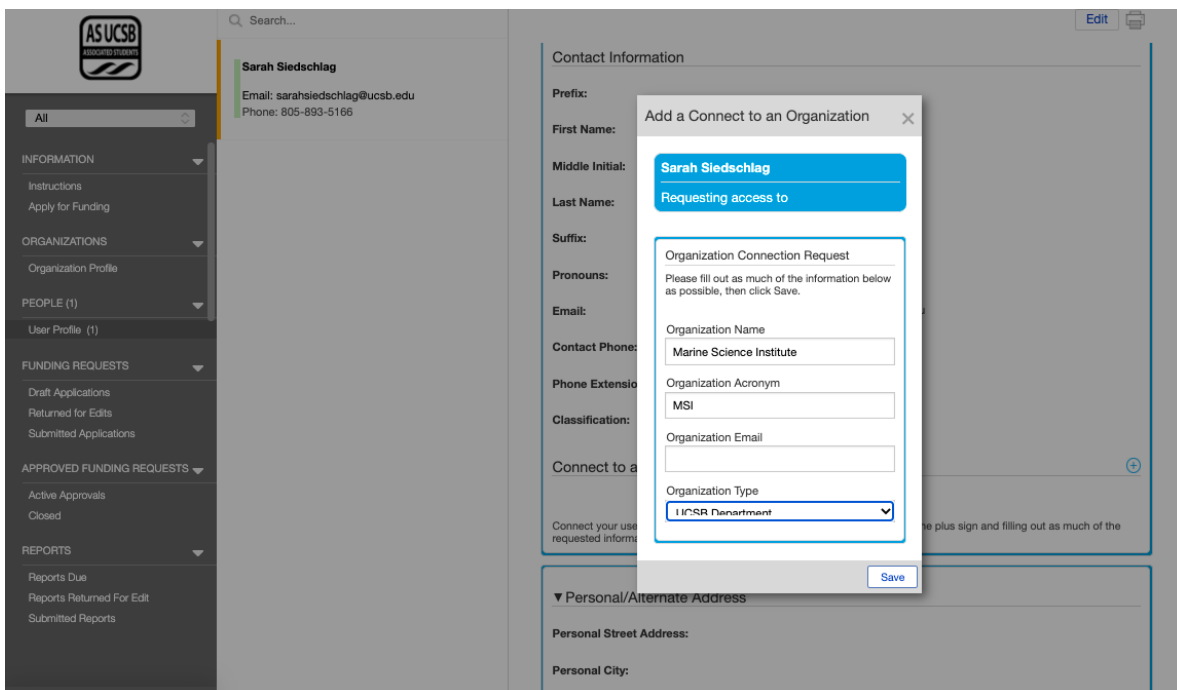
To see open funding opportunities and start a new application, click on Apply for Funding in the left margin. This will show you all open funding programs and a bit of information about each.

Once you've started and saved a new application, you can find it and continue editing by clicking on Draft applications. To edit a draft, click on the application, then click on Edit in the upper right corner. To save your changes, click on Save in the bottom right corner.

Step 6: Open your user profile and scroll to Connect to an Organization. Click the plus sign on the right.



Step 7: Enter in the name of the department or organization through which you will be applying for funding. If you don't know some of the information, it's fine to leave it blank.



Once you've submitted the request, your user profile should look like this. We will receive your request to connect and will process it within 1-2 business days.

Connect to an Organization



Marine Science Institute

View

Connect your user profile to your organization or department by clicking on the plus sign and filling out as much of the requested information as possible.

Once we have processed the request and linked you to your organization or department, you should get the following email:

Your request to connect to your organization has been completed



External Inbox x



Associated Students-UCSB do-not-reply.grants07-us-east-1@fluxx.io via amaz... 9:21 AM (0 minutes ago) to me ▾



Dear Sarah Siedschlag,

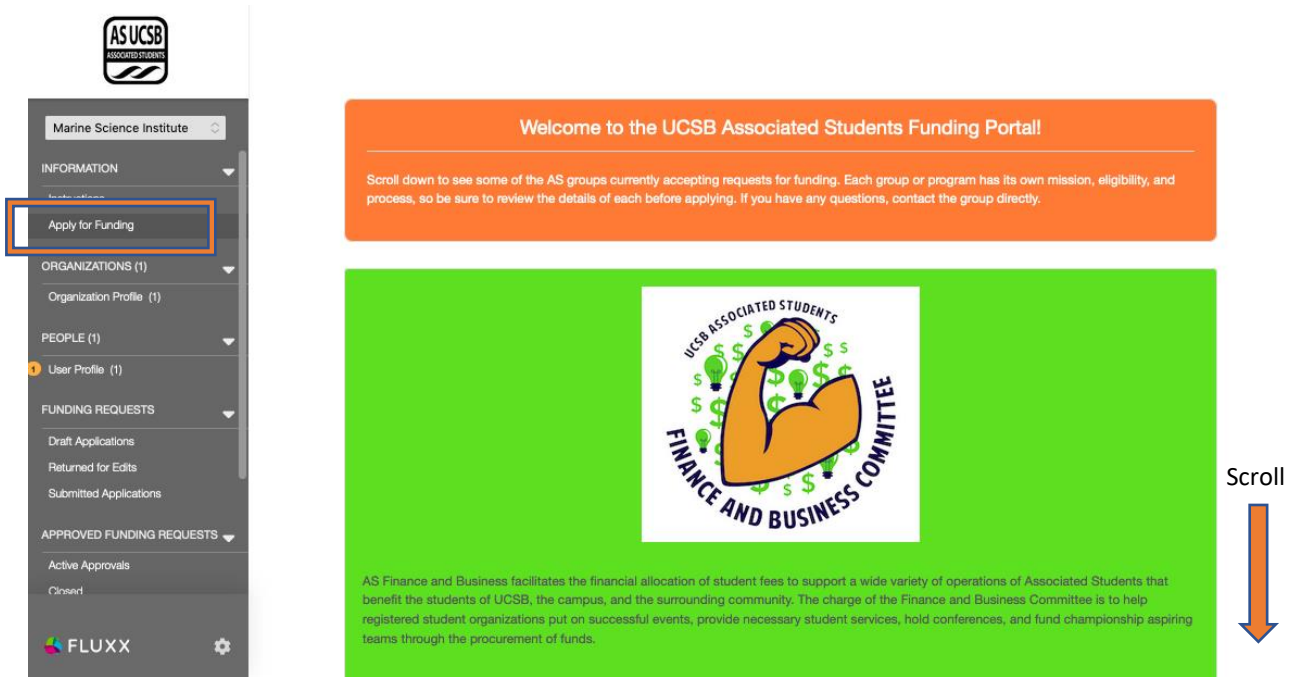
Your request to connect your user profile to Marine Science Institute in the Associated Students funding system has been completed.

Thank you,
Associated Students

Reply

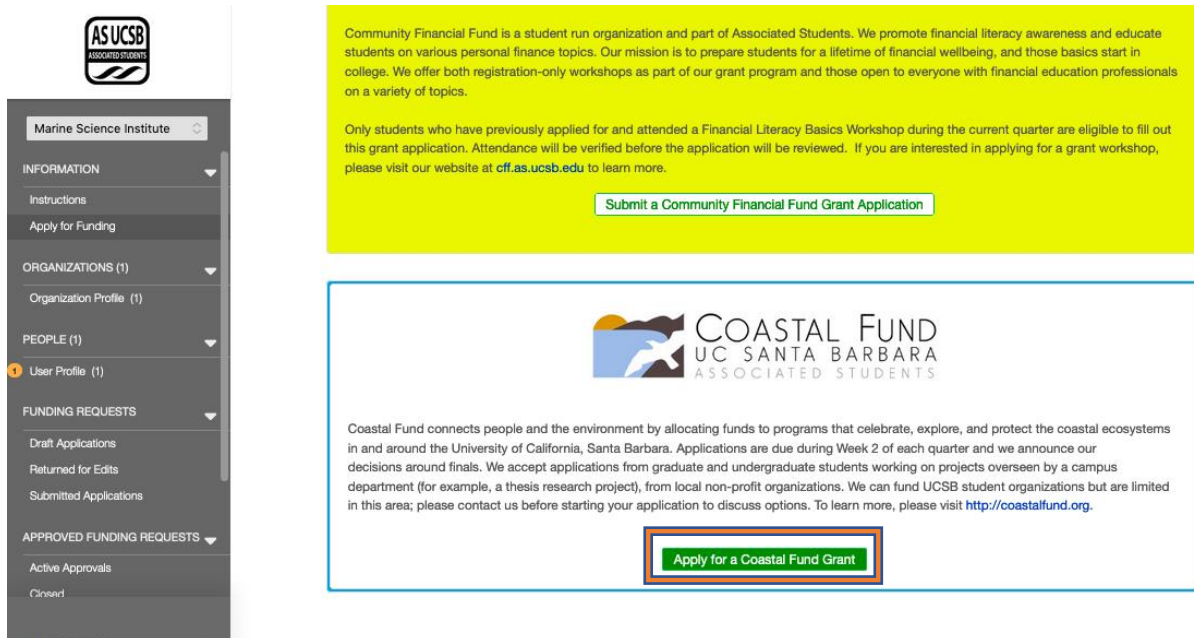
Forward

Step 8: You're ready to apply to Coastal Fund! Go back to asucsb.fluxx.io, log in, and click on Apply for Funding on the left margin. This will open up several different funding programs that run through Associated Students.



The screenshot shows the ASUCSB Fluxx portal interface. On the left, a navigation menu is visible with the 'Apply for Funding' option highlighted by a red rectangular box. The main content area features an orange header with the text 'Welcome to the UCSB Associated Students Funding Portal!' and a paragraph of instructions. Below this is a green banner for the 'FINANCE AND BUSINESS COMMITTEE' featuring a logo of a muscular arm holding a dollar sign. To the right of the banner, a red arrow points downwards with the word 'Scroll' next to it, indicating the next step in the process.

Step 9: Scroll down to Coastal Fund and click Apply for a Coastal Fund Grant.



The screenshot shows the ASUCSB Fluxx portal interface. On the left, a navigation menu is visible with the 'Apply for Funding' option highlighted by a red rectangular box. The main content area features a yellow banner for the 'Community Financial Fund' with a paragraph of text and a 'Submit a Community Financial Fund Grant Application' button. Below this is a blue banner for the 'COASTAL FUND' featuring a logo of a bird flying over water and a paragraph of text. A red rectangular box highlights the 'Apply for a Coastal Fund Grant' button at the bottom of the blue banner.

Step 10: Fill out your application! Click Save and Continue periodically, and Save and Close when you need to take a break.

The screenshot shows the ASUCSB Fluxx application form. On the left is a dark sidebar with the ASUCSB logo at the top and a menu with categories: INFORMATION (Instructions, Apply for Funding), ORGANIZATIONS (1) (Organization Profile (1)), PEOPLE (1) (User Profile (1)), FUNDING REQUESTS (Draft Applications, Returned for Edits, Submitted Applications), APPROVED FUNDING REQUESTS (Active Approvals, Closed). The main content area has a 'Project Leader Status' dropdown. Below is a 'Proposal Information' section with 'Proposal Title' and 'Amount Requested' text boxes. A text area for a '1 paragraph summary of your funding proposal (limited to 1000 characters)' is followed by a 'Characters left for field: 1000' indicator. A rich text editor for 'How does your proposal fit within the Coastal Fund mission and values?' includes a toolbar with bold, italic, underline, link, unlink, bulleted list, numbered list, and indent options. At the bottom, there is a 'Has Coastal Fund funded this project or program in the past?' dropdown and buttons for 'Cancel', 'Save and Continue', and 'Save and Close'.

To return to your application, go to Draft Applications on the left, select the application in the mid-left column (there's only one here), then click Edit in the upper right corner. When you're ready to submit, click Submit in the lower right (you will have to click Save and Close first if you are in edit mode).

The screenshot shows the ASUCSB Fluxx dashboard. The sidebar on the left has 'Draft Applications (1)' highlighted with a red box. The main content area shows a search bar, a user profile for Sarah Siedschlag (Marine Science Institute, Title: Example Project, Amount Requested: \$5,000.00, ID: CF-202109-00183), and the Coastal Fund logo. Below the logo is a blue box with 'Marine Science Institute Example Project', 'Amount Requested: \$5,000.00', 'Amount Awarded: In Progress', and 'ID: CF-202109-00183'. The 'Status' is 'Draft'. Under 'Application Instructions', there is text about contacting the Coastal Fund Administrative Coordinator (Carissa) at coastalfund@as.ucsb.edu or the Coastal Fund Advisor (Sarah) at sarahs@as.ucsb.edu. A link to 'read-only Google Doc with all of the questions here' is provided. At the bottom right, 'Delete' and 'Submit' buttons are highlighted with red boxes. The URL at the bottom is https://asucsb.fluxx.io/dashboard/index#fluxx-card-6 and the page number is 1 - 1 of 1.