



# FluidReview Applicant FAQ

**WHAT IS FLUIDREVIEW?** FluidReview is Bravo’s grants management portal. It’s an online system through which applicants apply for Bravo grant funding.

**HOW DO I KNOW IF I AM ELIGIBLE TO APPLY FOR A BRAVO GRANT?** Prior to logging in to FluidReview, all applicants should confirm funding eligibility by reviewing the [Grant Cycle 2019 program guidelines](#).

**HOW DO I GET TO FLUIDREVIEW?** Go to [bravogreaterdesmoines.fluidreview.com](http://bravogreaterdesmoines.fluidreview.com).

**HOW DO I LOG IN TO MY ACCOUNT?** First-time users can create an account by clicking the “Sign Up” button on the lower, right-hand side of the [homepage](#) and following the prompts. It is recommended that your organization’s first account be created using the contact information for the person primarily responsible for completing the grant application. Once you have submitted the registration form, you will receive a confirmation email (be sure to check your junk/spam folder). Follow the instructions in the email to finalize your registration.

If you have used FluidReview before, please enter your email address and password in the “Sign In” box fields. You may select “Trouble Signing In?”, if you have forgotten your password. Please note that each user has a unique, personal password; there is no one shared password for a team of multiple users and Bravo staff does not have the ability to find or reset passwords.

**WHAT NEXT?** Each organization must establish or update its Applicant Profile prior to beginning an application. Immediately after logging in, you will be directed to the “Your Tasks” page. Here, the Applicant Profile task status will be labelled “INCOMPLETE”. Click the “Start” button to begin your Applicant Profile. Steps for submitting your Profile will be provided after your information has been entered.

Grants		
Your Tasks		
TASK	STATUS	ACTIONS
Applicant Profile	INCOMPLETE	
501(c) Verification	INCOMPLETE	

Applicants that are federal tax-exempt as a 501(c) must also complete a “501(c) Verification” task after completing the Applicant Profile and before beginning an application. Click the “Start” button next to the task and enter the organization’s FEIN without a space or hyphen.

Grants		
Your Tasks		
TASK	STATUS	ACTIONS
Applicant Profile	INCOMPLETE	<a href="#">▶ Start</a>
501(c) Verification	INCOMPLETE	<a href="#">▶ Start</a>

Click the green “Submit” box on the 501(c) Verification page. If the FEIN yields a result with your organization’s name and address, return to the previous page by selecting the “Back” button. If you do not see these results, contact Bravo staff before proceeding.

**HOW DO I BEGIN AN APPLICATION?** After completing the Applicant Profile and 501(c) Verification, you will be directed back to the “Your Tasks” page where the status of your Applicant Profile task will have changed to “COMPLETE”. Click the green “View Grants” button.

Your Tasks		
TASK	STATUS	ACTIONS
Applicant Profile	INCOMPLETE	<a href="#">▶ Start</a>
501(c) Verification	INCOMPLETE	<a href="#">▶ Start</a>

Your Grants	
STATUS:	SEARCH:
Any <input type="button" value="Go"/>	Search... <input type="button" value="Go"/>

[No applications found](#)

[View Grants »](#)

You will be directed to a page that shows you which Bravo Grant(s) your organization is eligible to apply for at this time. Click the “Create Applications” button. If you do not see a grant listed that you believe your organization may be eligible for, contact Bravo staff.

**Grants**

You are eligible for 1 grant(s).

Search... STATUS: All grants SORT: Alphabetically

GRANT	DESCRIPTION	CATEGORY	DEADLINE	QUANTITY	ACTIONS
<input type="checkbox"/>	Cultural Enrichment Grant	Grant (Internal)	OPEN 08/27/2018 CLOSED 10/03/2018	1	<b>Create Applications</b> <i>Max limit of 1 applications.</i>

At this stage of the process, you will be able to invite other members of your organization to create accounts so the application can be completed by a team.

**Cultural Enrichment Grant**

Grant deadline: 10/03/2018 11:59 PM CDT

Add your Logo

**Progress**

This application is 0.0% complete. You still need to:

- Complete task "Grant Cycle 2019 Cultural Enrichment Grant"

**Members**

- Clark Saylor (Owner)
- Add Member
- Edit Members

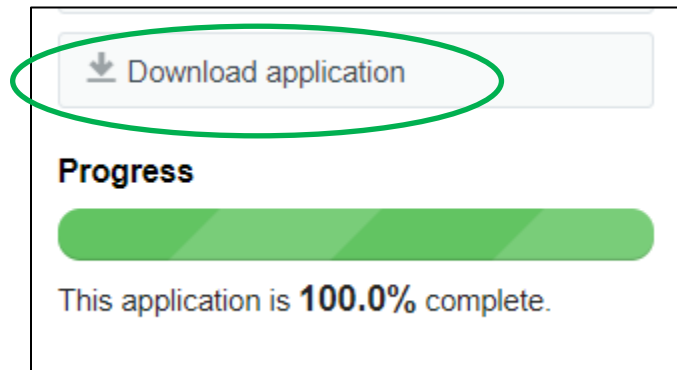
TASK	DEADLINE	STATUS	ACTIONS
Grant Cycle 2019 Cultural Enrichment Grant	10/03/2018 03:00:00 PM CDT	INCOMPLETE	<b>Start</b>
Submit GC19 CEG Application	10/03/2018 03:30:00 PM CDT	PREREQUISITES NOT MET	

Once your application has been established and you have invited team members to it, click the “Start” button to begin completing your application. Work may be saved, edited and changed throughout the application. Editing is not allowed after your application has been submitted. Please note that navigating within the application is limited, and applicants will only be able to select “Back” and “Next”. For your convenience, the application questions are available at [bravogreaterdesmoines.org/grantmaking](http://bravogreaterdesmoines.org/grantmaking) but all applications must be submitted through FluidReview.

**HOW DO I SUBMIT MY APPLICATION?** Once you have responded to all of the application questions and uploaded the required supplemental material, you will be prompted to read the instructions for successfully submitting your application. Upon submission, you will receive a confirmation email. If you do not immediately receive this communication, please check your junk/spam folder. If it still cannot be located, contact Bravo staff at 515.243.0388 or [grants@bravogreaterdesmoines.org](mailto:grants@bravogreaterdesmoines.org).

Late applications will not be accepted, so plan accordingly to complete all steps prior to the deadline.

**CAN I PRINT MY APPLICATION?** If you would like to download and/or print your application for your records, you will be able to do this after you have submitted your application. Click the “Download application” button on the right side of the “Application Round” page.



**IS BRAVO STAFF AVAILABLE TO HELP?** Bravo staff is available to answer questions about the application up until 3:00 p.m. on April 1. However, staff will not conduct application reviews prior to submission. Staff can be reached at 515.243.0388 or [grants@bravogreaterdesmoines.org](mailto:grants@bravogreaterdesmoines.org).

Staff is available any time up to the application deadline to answer technical questions. FluidReview also has a 24/7 helpdesk that can be accessed by clicking on your name in the upper righthand corner and selecting “Help” from the dropdown menu.