



Lotterywest Healthway Grants Portal

How-to guide for grantees

The Lotterywest Healthway Grants Portal is a central location for individuals and organisations to request funding, track progress, and manage grants.

This document contains guides for grantees to complete key activities in the Grants Portal.

Contents

Registering a new organisation.....	2
Registering a new user	4
Updating organisation information.....	6
Request funding.....	9
Submitting reports	14
Requesting a grant amendment.....	15
How to withdraw a request	17

Lotterywest Healthway Grants Portal

Registering a new organisation

If your organisation has never received Lotterywest or Healthway funding, you will need to register a new organisation.

1. Go to <https://lotterywesthealthway.fluxx.io> and click on 'Create an Account Now'.



Grants Portal

Welcome to the Grants Portal

Login Now:

[Reset or create password](#)

New to the Grants Portal?

Create Your Organisation or User Profile

In order to be considered for funding, please click the "Create Account Now" button below to either register an organisation (if they haven't applied for Lotterywest or Healthway funding before) or register a new user against an existing organisation (organisations that have applied for Lotterywest or Healthway funding before). You will only need to create your user profile once.

You will not be able to edit your registration after submission, so please ensure you have entered accurate information (including email address) when completing the registration form. Once your registration has been approved, you will receive an email notification from Lotterywest Healthway with login information, which will give you access to the portal and our application forms.

Please allow two working days.

By using the Lotterywest Healthway Grants Portal you irrevocably agree to the [Terms and Conditions for Use of Lotterywest Healthway Grants Portal](#).



Lotterywest Healthway Grants Portal

2. Fill in as much detail as you can (mandatory fields are bolded) and click 'Submit Request'.



Grants Portal

Welcome to the Grants Portal

You will need a user account in order to update your organisation's details or to request funding from Lotterywest Healthway. You will only need to create your user account once.

Are you registering a new organisation or a new user against an existing organisation?

New Organisation

Organisation Information

Organisation Legal Name

Trading Name / Acronym (if different to Legal Name above)

Does your organisation have an ABN?

What year was your organisation established?

Entity Type

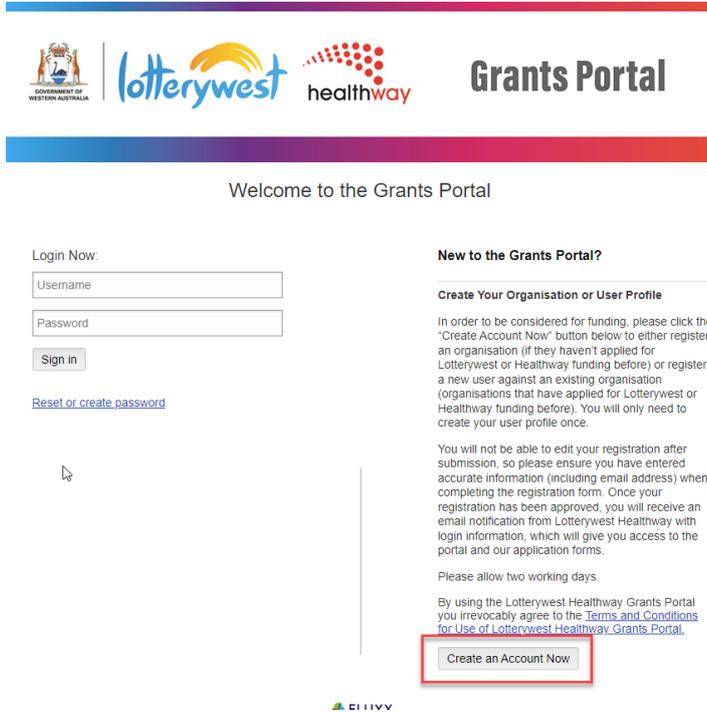
3. Your organisation will be reviewed by our Customer Service team. Please allow 2 business days for the Customer Service team to approve your organisation. Once your organisation is approved you will receive log in details by email to enter the portal and update organisation information.

Lotterywest Healthway Grants Portal

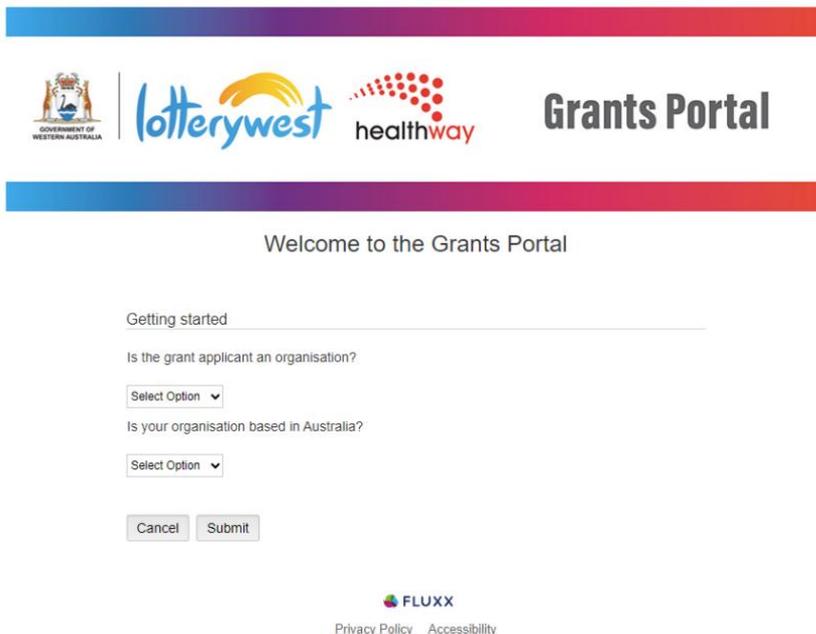
Registering a new user

If you have never registered on the Lotterywest or Healthway Grants Portal, you will need to register yourself as a new user.

1. Go to <https://lotterywesthealthway.fluxx.io> and click on 'Create an Account Now'.



2. Complete the questions and click 'Submit'



Lotterywest Healthway Grants Portal

3. A drop-down menu will appear. Select 'new user'. Click 'Submit Request'.

The screenshot shows the top of the Grants Portal. It features a header with the Government of Western Australia logo, the Lotterywest logo, the healthway logo, and the text 'Grants Portal'. Below the header is a navigation bar with the text 'Welcome to the Grants Portal'. A yellow warning box states: 'You will need a user account in order to update your organisation's details or to request funding from Lotterywest Healthway. You will only need to create your user account once.' Below this is a dropdown menu with the text 'Are you registering a new organisation or a new user against an existing organisation?'. There are two buttons: 'Cancel' and 'Submit Request'. At the bottom, there is a FLUX logo and links for 'Privacy Policy' and 'Accessibility'.

4. Enter User Information (mandatory fields are bold). Click 'Submit request'.

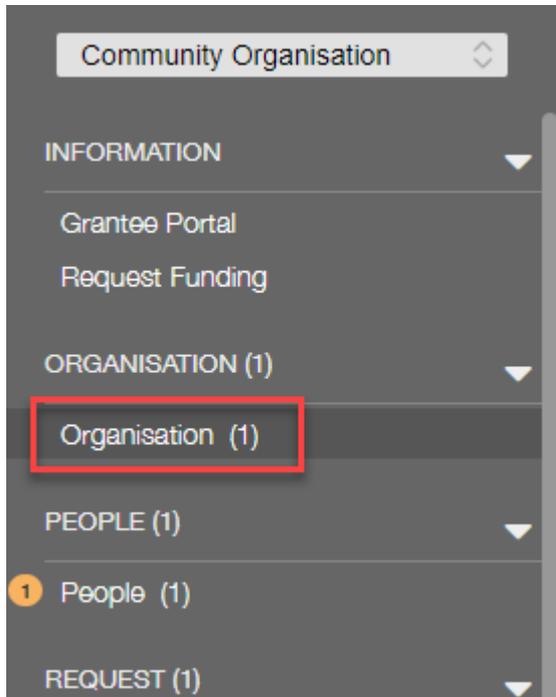
The screenshot shows the user information registration page. It features a yellow warning box with the same text as the previous page. Below this is a dropdown menu with the text 'Are you registering a new organisation or a new user against an existing organisation?' and the selected option 'New User'. Below the dropdown is a section titled 'User Information' with a horizontal line. The form contains several input fields: 'Organisation Name', 'Title (ie. Mr, Mrs, etc)', 'First Name', 'Last Name', 'Preferred Name', 'Email', 'Preferred Contact Number', and 'Position'. The fields for 'First Name', 'Last Name', 'Preferred Name', 'Email', and 'Preferred Contact Number' are bolded. At the bottom, there is a checkbox labeled 'I agree to the [Terms and Conditions for Use of Lotterywest Healthway Grants Portal](#)' and a checkbox labeled 'Please select to confirm'.

5. Your registration will be reviewed by our Customer Services team. Please allow 2 business days for your changes to be processed.

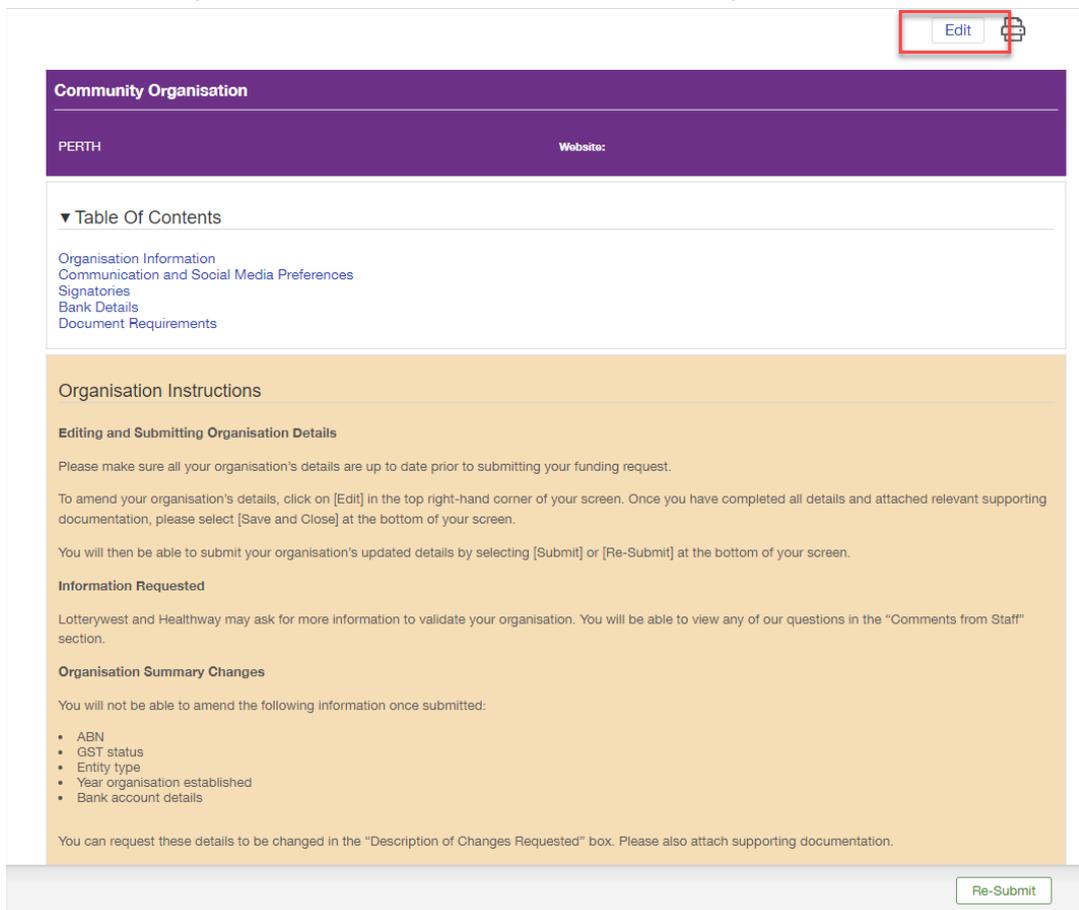
Lotterywest Healthway Grants Portal

Updating organisation information

1. Log in to the Grants Portal and click 'Organisation' on the left-hand menu.

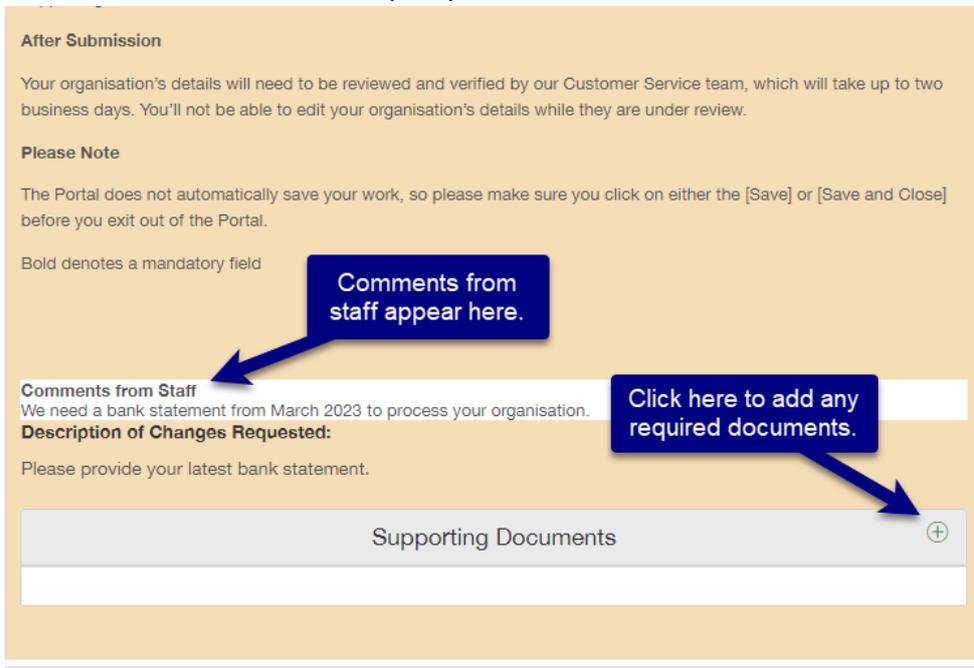


2. Select your organisation and click on 'Edit' in the top right corner.

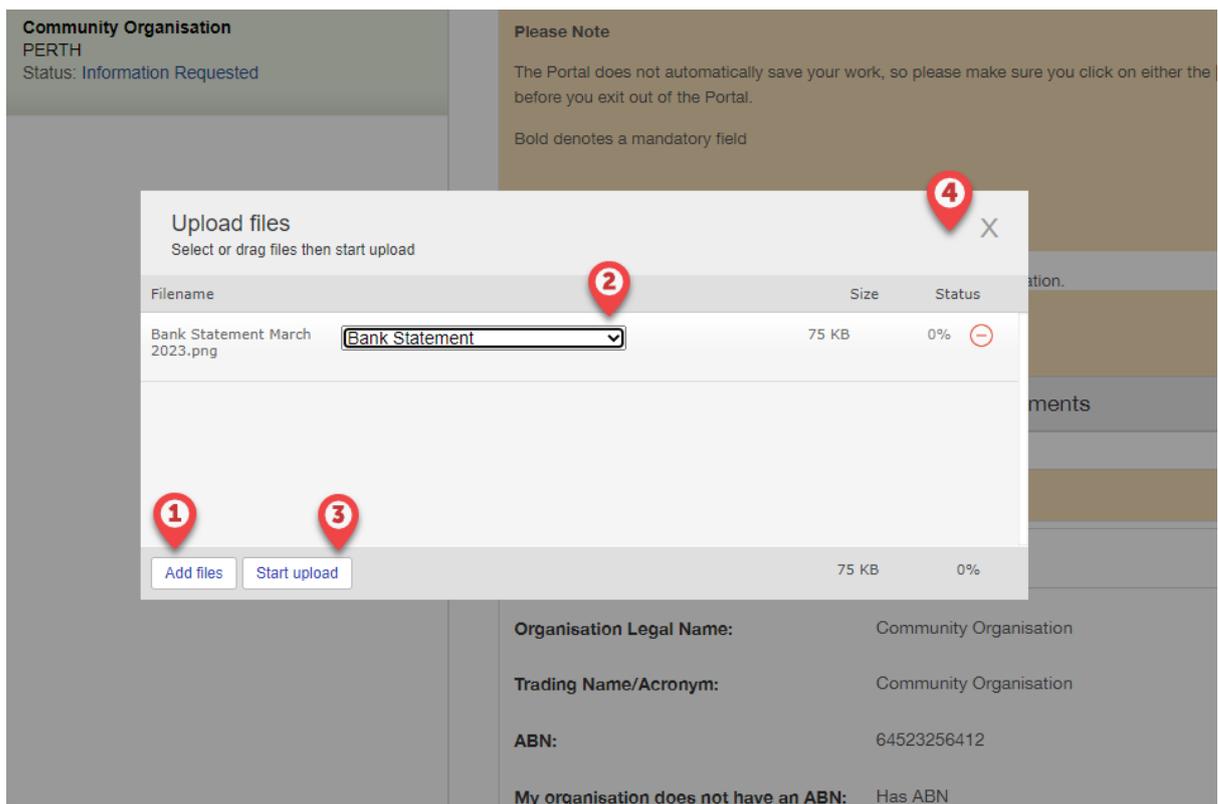


Lotterywest Healthway Grants Portal

3. Check for any comments from Lotterywest or Healthway staff and use the 'Supporting Documents' field to add any required documents.

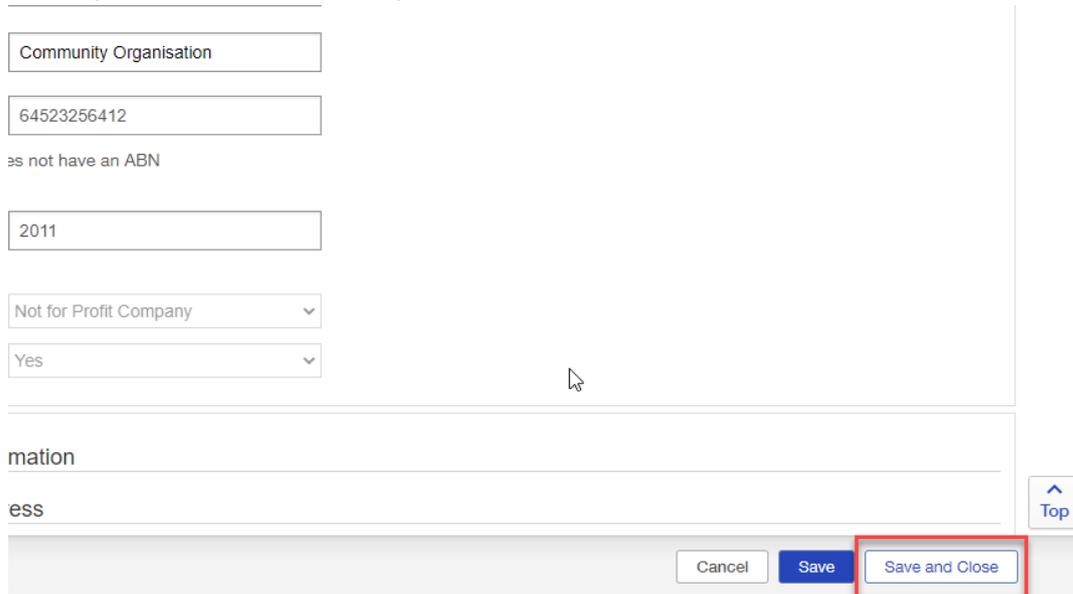


6. Add 'Supporting Documents' by clicking on the green '+' sign. A document uploader will open. Click on (1) 'Add files' and choose the document from your computer. Choose the (2) right document type from the drop-down menu. Then click on (3) 'Start upload'. Click X (4) out of the document uploader and check that your document has moved into the document box.



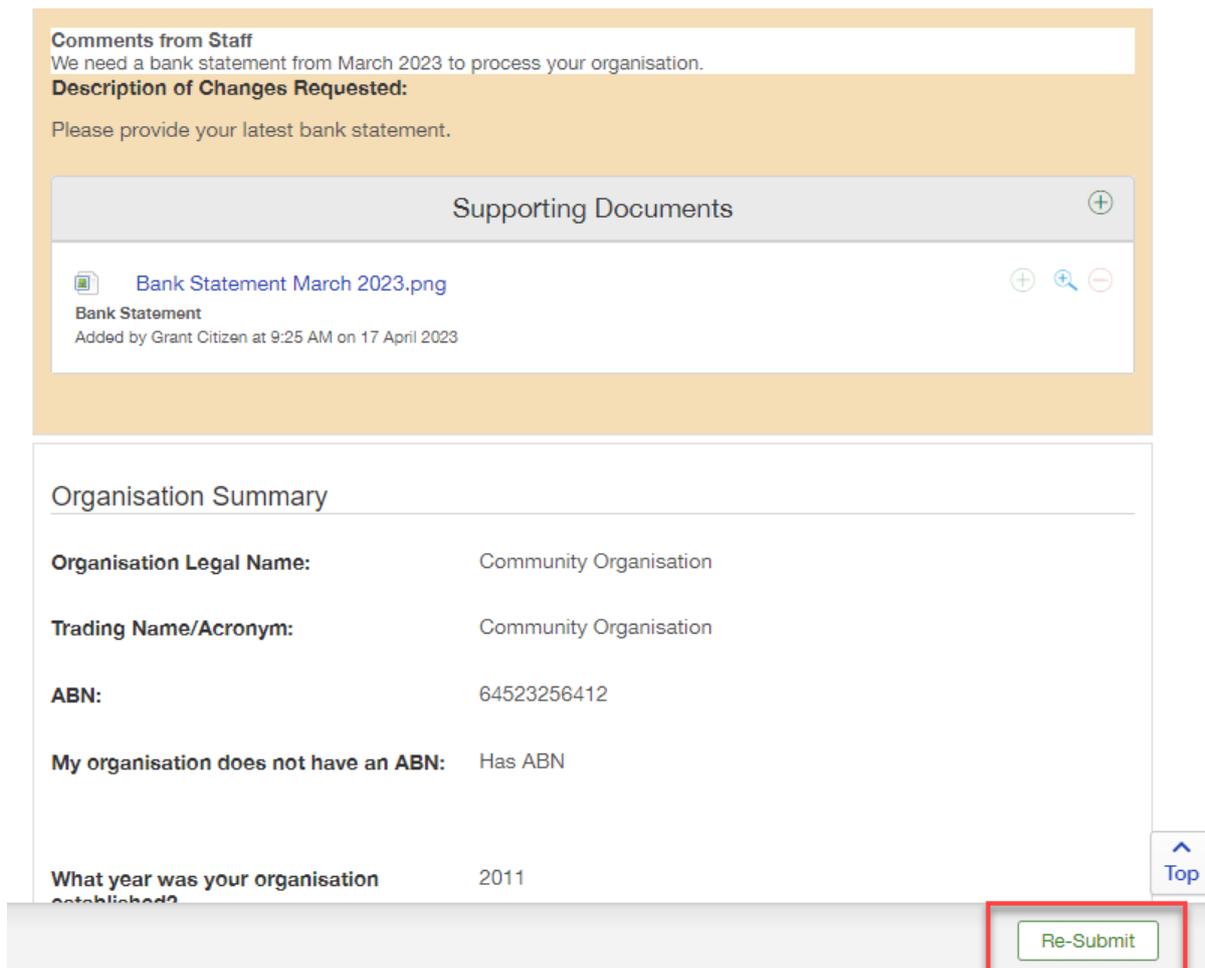
Lotterywest Healthway Grants Portal

- When you have added all required documents click 'Save and Close'.



The screenshot shows a form with several input fields and dropdown menus. The fields contain the following information: 'Community Organisation', '64523256412', 'as not have an ABN', '2011', 'Not for Profit Company', and 'Yes'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save and Close'. The 'Save and Close' button is highlighted with a red box. A 'Top' button is also visible on the right side.

- Click 'Re-Submit'.



The screenshot displays a 'Comments from Staff' section with a message: 'We need a bank statement from March 2023 to process your organisation. Description of Changes Requested: Please provide your latest bank statement.' Below this is a 'Supporting Documents' section showing a document titled 'Bank Statement March 2023.png' with a file icon, a magnifying glass icon, and a delete icon. The document details are: 'Bank Statement' and 'Added by Grant Citizen at 9:25 AM on 17 April 2023'. Below the documents is an 'Organisation Summary' section with the following details: 'Organisation Legal Name: Community Organisation', 'Trading Name/Acronym: Community Organisation', 'ABN: 64523256412', 'My organisation does not have an ABN: Has ABN', and 'What year was your organisation established?: 2011'. At the bottom right, there is a 'Re-Submit' button highlighted with a red box. A 'Top' button is also visible on the right side.

- Your organisation will be reviewed by our Customer Services team. Please allow 2 business days for your changes to be processed.

Lotterywest Healthway Grants Portal

Request funding

1. Open the Grants Portal at <https://lotterywesthealthway.fluxx.io> and enter your username and password (1). If you do not have a username and password, please register yourself as a user by clicking "Create an Account Now" (2).

The screenshot shows the top of the Grants Portal with logos for the Government of Western Australia, Lotterywest, and Healthway. Below the logos is the text "Welcome to the Grants Portal". On the left, there is a "Login Now:" section with a red circle containing the number "1". It features a text input field with "grant_citizen", a password input field with dots, a "Sign in" button, and a link for "Reset or create password". On the right, there is a "New to the Grants Portal?" section with a "Create Your Organisation or User Profile" heading. Below this is a paragraph explaining the registration process, followed by another paragraph stating that registration information cannot be edited. A second red circle containing the number "2" is placed over a "Create an Account Now" button, which is also highlighted with a red box. A link for "Terms and Conditions for Use of Lotterywest Healthway Grants Portal" is also visible.

2. On the left-hand menu click 'Request Funding'.

The screenshot shows the left-hand navigation menu with the "Request Funding" option highlighted with a red box. The main content area on the right features the Lotterywest and Healthway logos, the text "Welcome to the Grants Portal!", and a paragraph stating: "In one easy and central location, you'll be able to request funding, track the progress and manage your approved grant." Below this is a section titled "You can also:" followed by a list of actions: "Update your organisation's details including adding governance documents, annual reports, and financial statements.", "View your organisation's grant history, including past and current grant requests.", "Submit variation requests for current grants.", "Report on your grant, including submitting progress and final acquittal reports.", and "View upcoming payments for active grants."

Lotterywest Healthway Grants Portal

3. Select Lotterywest or Healthway.



Lotterywest

Lotterywest is committed to serving the community of Western Australia through impactful community grants.

The only Government owned and operated lottery in Australia, we have been supporting the WA community for over 90 years.

The grants are allocated in line with our vision to "build a better Western Australia together".

We support grassroots and community initiatives as well as work with sectors who are developing solutions to help achieve a deeper, wider impact, or that will leave a lasting and significant community legacy.

[Lotterywest Grant Funding Page](#)

Healthway

We fund sports, arts, community activities, health promotion projects and research to inspire Western Australians, especially young people, to live healthier lives.

We work with the organisations we fund to create healthy programs and activities, and promote messages about good health you see in the community throughout Western Australia.

[Healthway Grant Funding Page](#)

4. Select which program you are applying for.

a. Lotterywest:

GRASSROOTS & COMMUNITY INITIATIVES: to help build stronger and healthier communities by supporting local activities and regional community initiatives	DEVELOPING SOLUTIONS: to assist the development of solutions that will have a greater community impact	COMMUNITY LEGACY: to invest in collaborative initiatives that will make lasting and significant change for the community
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Our grants are delivered through three grant programs, Grassroots Community-Led, Developing Solutions, and Legacy.

Grassroots Community-Led

Our Grassroots Community-Led program is where organisations and the community are in the driver's seat. We encourage you to come to us with your big (or small) ideas to contribute towards making your community better and healthier.

Applications are open year-round. From time to time, we may also have grant rounds to target specific needs or opportunities.

Developing Solutions

Our Developing Solutions program enables us to work strategically and proactively to achieve lasting change in key Lotterywest focus areas. We will develop a range of opportunities which might include bringing together partners, instigating collective impact initiatives, seeding new ideas, taking pilot projects to scale and working at systems change.

There are no applications for this grant program at this stage - our team will work directly with organisations to invite applications aligned to our focus areas. We will remain a partner in grant delivery.

Legacy

The Legacy program enables Lotterywest grant funds to be built up over time for investment in a large-scale project of significant impact for the Western Australian community. The Legacy grant program is driven by our Board and is not open for application.

[Inclusive Thriving Community](#)

[Connected Cultural Experiences](#)

[Protected Sustainable Ecosystems](#)

[Smart Innovative Society](#)



Lotterywest Healthway Grants Portal

b. Healthway:

[Request Healthway Partnerships Funding](#)

Healthy Spaces Program

We work in partnership with community organisations to create a healthy and more active Western Australia. Our **Healthy Spaces Program** focuses on creating healthy environments in sport and recreation settings.

Our Healthy Spaces Program Categories

Healthy Venues: Grants are open to Local Government and State-owned sport and recreation centres with **funding of up to \$5,000** to implement a range of promotional, educational, and environmental strategies to increase healthy food and drink choices.

Healthy Sports Program: Grants are available to all Western Australian community sporting clubs and district associations to help increase healthy food and drink options at club-run canteens or kiosks.

[Find out more about the program and request funding here:](#)

[Request Healthy Spaces - Venues Funding](#)
[Request Healthy Spaces - Sports Funding](#)

Healthy Communities Program

Our Healthy Communities Program funds a range of health promotion activities and campaigns to promote and encourage healthy lifestyles for all Western Australians. Applications for innovative, sustainable health promotion projects that reach target groups outlined in our [strategic plan](#) are strongly encouraged.

Our Healthy Communities Program also supports projects that aim to increase individual knowledge and skills, change behaviour, and create community to improve

5. Fill in all the mandatory fields (bolded) and attach required documents.

▼ Grant Budget

Please fill in the fields below so we can see how your project will be funded.

Request from Lotterywest	<input type="text" value="\$10,000.00"/>
Your organisation's contribution	<input type="text" value="\$2,300"/>
Other (cash) contributions	<input type="text" value="\$500"/>
Total:	\$12,800.00

If your organisation is receiving in kind support e.g. labour, donated materials, equipment or time, provide this value. Within your attached grants budget outline the detail of the in kind support your organisation is receiving.

In kind value:

Please attach the following documents:

- **Budget** - for an example budget, [click here](#).
- **Quote** - please include any quotes/estimates used to develop your budget if applicable.
- Any other document that was used to develop your budget or support your monetary request.

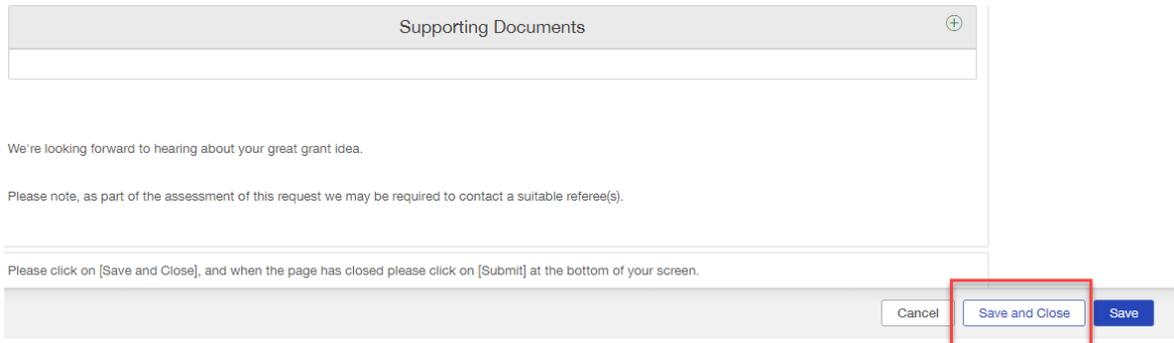
Project Budget

Other Attachments

Have you requested Lotterywest funding for an independent final evaluation of your grant?
 Yes

Lotterywest Healthway Grants Portal

6. Click 'Save and Close'.



Supporting Documents

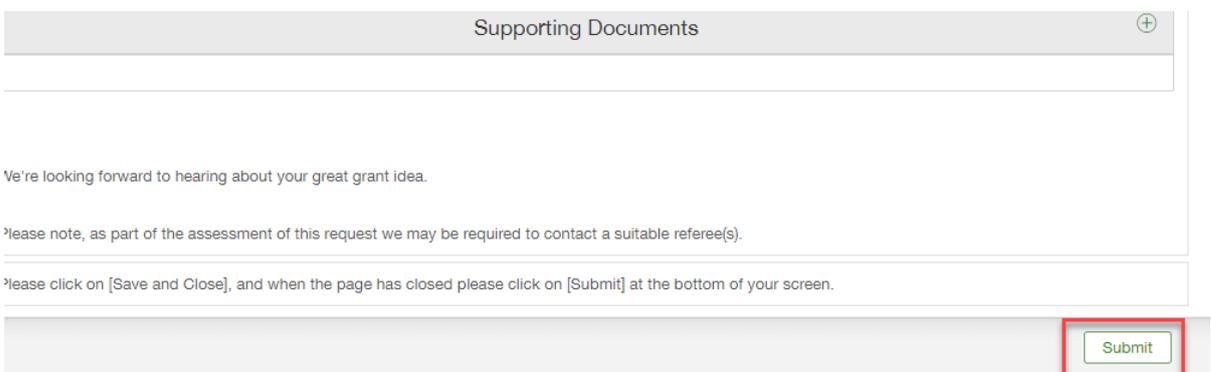
We're looking forward to hearing about your great grant idea.

Please note, as part of the assessment of this request we may be required to contact a suitable referee(s).

Please click on [Save and Close], and when the page has closed please click on [Submit] at the bottom of your screen.

Cancel Save and Close Save

7. Click 'Submit'.



Supporting Documents

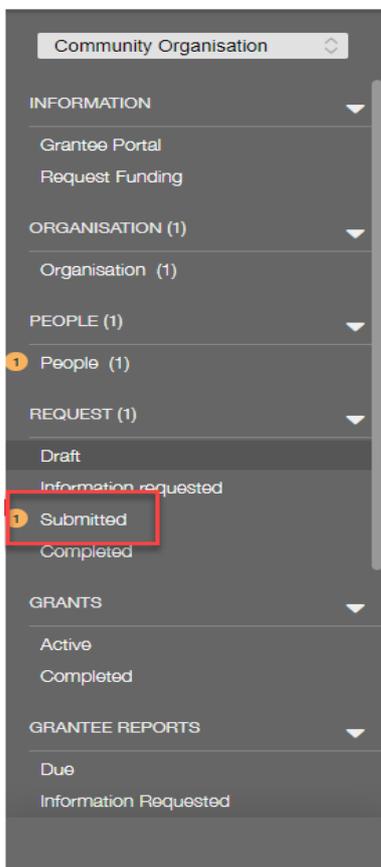
We're looking forward to hearing about your great grant idea.

Please note, as part of the assessment of this request we may be required to contact a suitable referee(s).

Please click on [Save and Close], and when the page has closed please click on [Submit] at the bottom of your screen.

Submit

8. Check that there is a notification on the left hand side menu under 'Submitted'.



Community Organisation

INFORMATION

- Grantee Portal
- Request Funding

ORGANISATION (1)

- Organisation (1)

PEOPLE (1)

- 1 People (1)

REQUEST (1)

- Draft
- Information requested
- 1 Submitted
- Completed

GRANTS

- Active
- Completed

GRANTEE REPORTS

- Due
- Information Requested

Lotterywest Healthway Grants Portal

9. If you would like to save your request and come back later, please click 'Save and Close'. You will be able to access your partially completed request in the Draft section. Please note that Drafts cannot be deleted from the draft section. A draft request will sit in 'Draft' until it has been submitted.

The screenshot displays the Lotterywest Healthway Grants Portal interface. On the left is a dark sidebar with a navigation menu. The top of the sidebar features the Lotterywest and healthway logos. Below the logos is a search bar containing 'Community Organisation'. The menu categories include INFORMATION, ORGANISATION (1), PEOPLE (1), REQUEST (1), and GRANTS (1). The 'Draft' option under the 'REQUEST (1)' category is highlighted with a red rectangular box. At the bottom of the sidebar is the FLUXX logo and a settings gear icon.

The main content area on the right is titled 'Community Organisation' and contains the following information:

- Lotterywest
- ID: R-202304-02276
- Assessor:

Below this is the 'Request Status' section, which shows a progress bar for 'Draft'. The 'Before You Begin' section provides instructions and a list of required documents:

- Latest Financial Statement
- Annual Report or AGM minutes
- Legal signatory details and other governance documents

The 'How to Submit' section states: 'Please click on [Save and Close], and when the page I'. The 'Please Note' section states: 'The Portal does not automatically save your work, so |' and 'Bold denotes a mandatory field.'

Lotterywest Healthway Grants Portal

Submitting reports

1. On the left-hand menu, find (1) GRANTEE REPORTS section. Click on 'Due (1)'. Select the report you would like to complete (2). Click on (3) 'Edit' on the top right corner and fill in required information. Click on 'Save and Close' and then 'Submit'

The screenshot shows the Lotterywest Healthway Grants Portal interface. On the left is a dark navigation menu with sections for 'Community Organisation', 'GRANTS (1)', 'AMENDMENTS', and 'PAYMENTS'. The 'GRANTEE REPORTS (1)' section is highlighted with a red box and a red circle containing the number 1. Below it, the 'Due (1)' option is also highlighted with a red box and a red circle containing the number 1. The main content area shows details for a 'Community Organisation' report, including Grant ID, Due date, Report ID, and Project Title. A red circle with the number 2 is placed over the report title. In the top right corner, an 'Edit' button is highlighted with a red box and a red circle containing the number 3. At the bottom right, a 'Submit' button is highlighted with a red box and a red circle containing the number 5.

This screenshot shows the editing form for the report. It features two large text input fields. The first field is empty, and the second field contains the text 'What are the implications if the increase is not provided?'. Below the text fields is a 'Documents' section with a plus sign icon. At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Save and Close'. The 'Save and Close' button is highlighted with a red box and a red circle containing the number 4. A 'Top' button is also visible on the right side of the form.

Lotterywest Healthway Grants Portal

Requesting a grant amendment

1. Scroll down to 'GRANTS' in the left side menu. Click 'Active'. Your grant card will open.

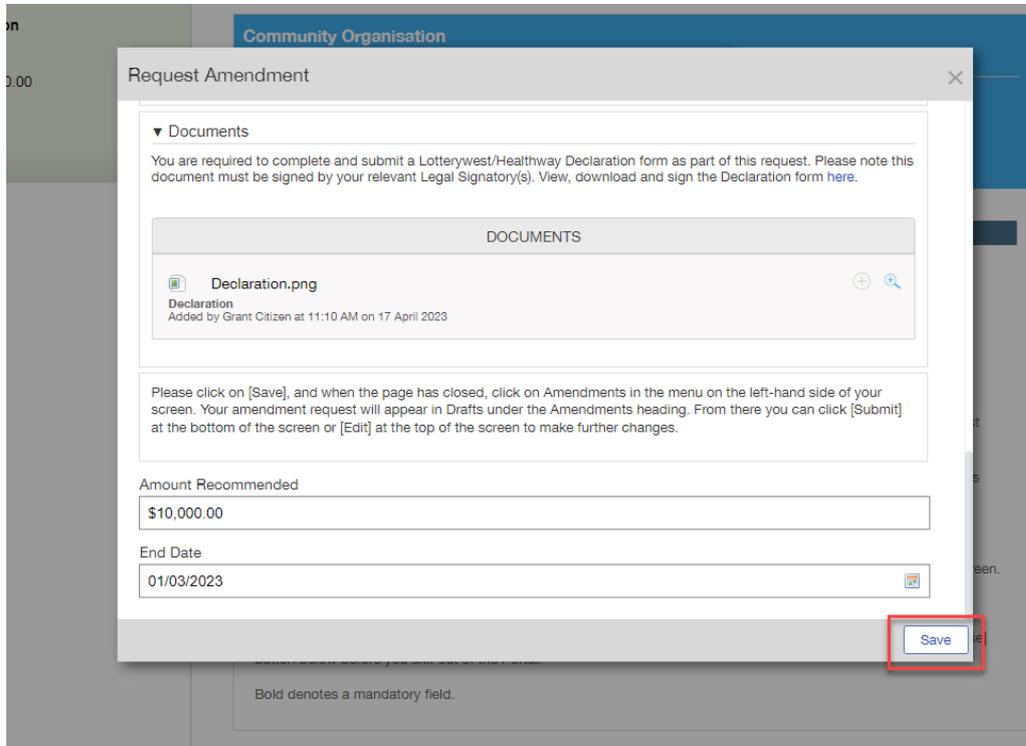
The screenshot shows the Lotterywest Healthway Grants Portal interface. On the left is a navigation menu with categories like PEOPLE, REQUEST, GRANTS, GRANTEE REPORTS, and AMENDMENTS. The 'GRANTS' category is expanded, and the 'Active (1)' sub-item is highlighted with a red box. The main content area displays a grant card for 'Community Organisation' with ID G-202304-02224, a granted amount of \$10,000.00, and a status of 'Granted'. In the top right corner of the main content area, a 'Request Amendment' button is visible, also highlighted with a red box.

2. Click 'Request Amendment' in the top right corner, a 'Request Amendment' window will open.

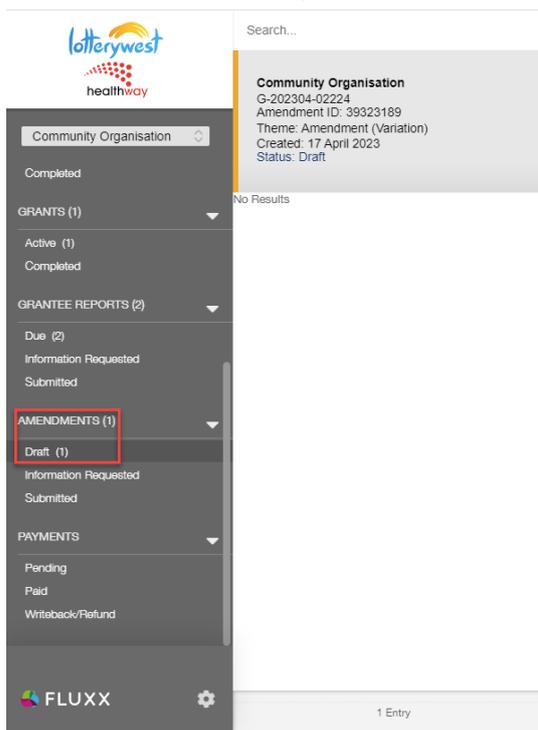
This screenshot shows the same portal interface as the previous one, but with a 'Request Amendment' modal window open in the center. The modal window has a title bar with 'Request Amendment' and a close button (X). Below the title bar, it contains the text 'Amendment (Variation)'. The background content is dimmed, and the 'Request Amendment' button in the top right corner is highlighted with a red box.

Lotterywest Healthway Grants Portal

3. Fill in all required fields and click 'Save'. Note that your 'Request Amendment' will now move into the AMENDMENTS section in the left side menu.



4. Find the partially completed amendment in the AMENDMENTS section. Click 'Draft (1)'. Your amendment card will open.

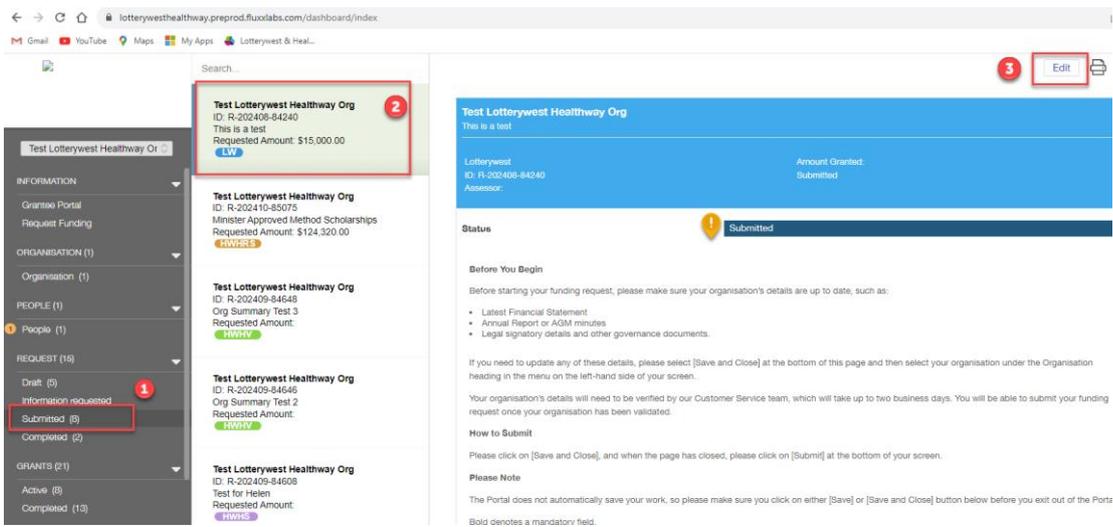


5. Click on 'Submit'. Note that the Amendment Request will move into 'Submitted' section.

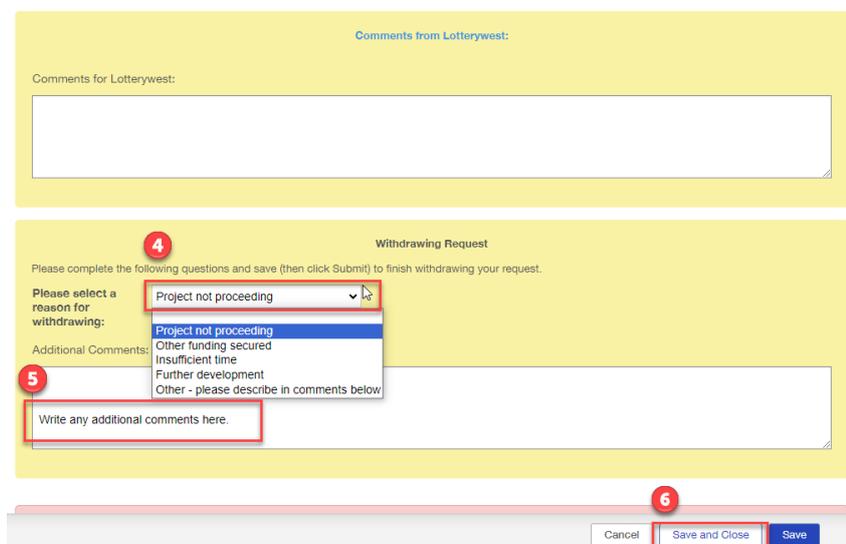
Lotterywest Healthway Grants Portal

How to withdraw a request

1. Log in to the Lotterywest Healthway Grants Portal <https://lotterywesthealthway.fluxx.io> Navigate to the 'Submitted' requests section in the left-hand side menu.
2. Click on the request you would like to withdraw.
3. Click on 'Edit' In the top right corner.

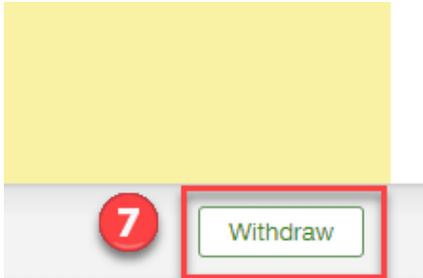


4. Pick a reason for withdrawing from the dropdown.
5. Write any additional comments about the withdrawal.
6. Click on 'Save and Close'.



Lotterywest Healthway Grants Portal

7. Click on 'Withdraw' In the bottom right of the page to finalise the withdrawal.



8. Note that the status of your request moves to 'Withdrawal Pending'.

