



**USAID**  
FROM THE AMERICAN PEOPLE

**POWER TUNISIA**  
PRIVATE SECTOR SUPPORT INITIATIVE

# Guide pour inscription et soumission de candidature en ligne

# Etape 1 : S'inscrire pour accéder au portail des subventions

[Deloitte Grants Portal \(fluxx.io\)](https://fluxx.io)

Deloitte Grants Portal

Login Now:

Username

Password

[Forgot Password?](#)

**New to the Grants Portal?**

Please register using the link for your intended program. Registration links are also included in all relevant Request for Applications.

USAID Economic Governance Program (EGP): [Click here to Register for EGP](#)

USAID State-Owned Enterprises Reform Activity in Ukraine (SOERA): [Click here to Register for SOERA](#)

USAID Trade and Competitiveness Activity (Udhyam): [Click here to Register for Udhyam Nepal](#)

USAID Urja Nepal Program (Urja): [Click here to Register for Urja Nepal](#)

USAID Southeast Asia Smart Power Program (SPP): [Click here to Register for SPP](#)

USAID Health Reform Support in Ukraine (HRS): [Click here to Register for HRS](#)

USAID Serbia Improving Public Procurement (IPP): [Click here to Register for IPP](#)

USAID Public Finance Management Senegal (PFM): [Click here to Register for PFM](#)

USAID Power Tunisia (PT): [Click here to Register for PT](#)

Field users should use their login credentials and complete the Multi-Factor Authentication to enter the portal.

HQ users should click on this link to login through Single Sign-On: [SSO Link](#)

Cliquez sur le bouton **Register for an Account** un compte sur la page de destination

# Etape 2 : Remplir le formulaire d'inscription

## Deloitte Grants Portal

### INFORMATION ABOUT THE APPLICANT

Please provide information about the organization applying for a grant:

**Organization Name**

**Legal Name**

**Address 1**

**Address 2**

**City**

**Country**

**State/Province**

### AUTHORIZED REPRESENTATIVE & PRIMARY CONTACT INFORMATION

Please provide information about the individual submitting a grant proposal on behalf on the above Applicant Organization:

**Prefix**

**First Name**

**Last Name**

**Work Phone**

**Work Phone Extension**

**E-mail**

Cancel

Submit Request

Remplissez le formulaire d'inscription. Assurez- vous de remplir tous les champs obligatoires en gras. Cliquez ensuite sur Submit Request

# Etape 3 : Se connecter au portail des subventions

Une fois votre demande d'inscription approuvée, vous recevrez un e-mail avec vos identifiants de connexion.  
Si vous oubliez vos identifiants, cliquez sur le **Reset or create password** et ajouter votre adresse email.

**Deloitte.**

Deloitte Grants Portal

Login Now:

Username

Password

Sign in

[Reset or create password](#)

**New to the Grants Portal?**

Create Your Organizational Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about your organization. Please click on the "Register for an account" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

You will then receive an email notification with login information, which will give 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.

Register for an account

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



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# Les étapes de soumission d'une candidature en ligne sur le portail de subventions Deloitte

# Etape 4 : Accéder à l'appel à candidatures

**Deloitte.**

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Welcome to the Deloitte Grants Portal!

From this webpage, you can . . .

- Submit a concept paper
- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

DUNS and SAMS numbers are required for all organizations, foreign or domestic doing business with the Federal Government for grant awards in excess of \$25,000. To register, please follow the instruction on the following websites: first, DUNS (<https://fedgov.dnb.com/webform>); and, second, SAMS (<https://www.sam.gov/portal/SAM/##11>).

**Pour consulter une sollicitation ouverte, cliquez sur le lien correspondant dans le menu à gauche**

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**HOW TO USE THE PORTAL**

The icons in various color on the left-hand side are called "cards". When you click on the link beneath each card, you are access the following:

**INFORMATION**

- Annual Program Statement (APS)  
You will see a separate link for each open APS. Each APS page contains a summary of the APS, all required attachments, and a link to begin your application.
- Request for Applications (RFA)  
You will see a separate link for each open RFA. Each RFA page contains a summary of the RFA, a full RFA document, all required proposal attachments, and a link to

Click Here to Apply

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# Etape 5 : Télécharger l'appel à candidatures et remplir le formulaire

The screenshot displays the USAID FLUXX Grants Portal interface. On the left is a navigation sidebar with categories: INFORMATION (Grantee Portal, Open RFAs), ORGANIZATIONS (Organizations), PEOPLE (People), REQUESTS (Draft Requests, Requests For Action, Submitted Requests), GRANTS (Active Grants, Closed Grants), and REPORTS (Reports To Submit, Reports To Edit). A 'Click Here to Apply' button is located at the bottom of the sidebar. The main content area is titled 'REQUEST FOR GRANT APPLICATIONS' and features a 'Click Here to Start a New Application' button at the top. Below this, there are three sections: 'Full Request for Application (RFA)' with a download link for 'HRS RFA 1\_Eng\_final.pdf' and 'HRS RFA 1\_PHC COE\_UKR.pdf'; 'Applicant Handbook' with a link to 'USAID Health Reform Support - Grants Applicant Handbook.pdf'; and 'Application Form' with another 'Click Here to Start a New Application' button. Two blue callout boxes with white text and arrows provide instructions: one points to the RFA download link, and the other points to the 'Application Form' button.

**Ici vous pouvez télécharger le document d'Appel à Candidature (RFA)**

**Lorsque vous êtes prêt à commencer à remplir votre candidature, cliquez sur ce bouton**

# Pour remplir le formulaire de candidature:

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USAID Health Reform Support (HRS)

Application Form for Fixed Amount Award Grants

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

We are applying for: Fixed Amount Award Grant

Request for Application

We are requesting a grant to:  
*Insert one sentence description*

Cancel Save

INFORMATION  
Grants Portal

Click Here to Apply

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# Formulaire de candidature: Coût de l'Activité

▼ Costs of Grant Activity

Local Currency (Name)

Total Amount Requested (USD)

Total Amount Requested (local currency)

Cost Share Cash (USD)

Cost Share Cash (local currency)

Cost Share In-Kind (USD)

Cost Share In Kind Description  
*Please describe the In-Kind contribution*

Cost Share In-Kind (local currency)

Entrez le montant demandé en USD et en TND

# Formulaire de candidature: Proposition Technique

The screenshot shows a 'Technical Proposal' form with several sections:

- Project Title:** A text input field.
- Location(s) of Grant Implementation:** A text area with a note: 'Indicate the geographic area where the project activities will be implemented in the regions.' Below it is a large text input field.
- Estimated Start Date:** A date picker.
- Duration In Months:** A text input field.
- Objectives of Grant Activity:** A text area with a rich text editor toolbar (T, B, I, U, S, S', S, :=, ≡) and a character count: 'Characters left for this group:1300'.
- Main Activities / Milestones:** A text area with a rich text editor toolbar and a character count: 'Characters left for this group:1300'.
- Partners:** A text area with a rich text editor toolbar.

Annotations include a blue box pointing to the 'Location(s) of Grant Implementation' field with the text 'Remplissez chaque champ avec les informations pertinentes' and two blue boxes pointing to the character count fields in the 'Objectives of Grant Activity' and 'Main Activities / Milestones' sections.

Remplissez chaque champ avec les informations pertinentes

Si vous souhaitez utiliser un formatage tel que des puces et des listes, nous vous suggérons d'utiliser le menu à l'intérieur de chaque zone de texte. Le texte collé peut ne pas être transféré avec le formatage d'origine complètement intact

Veuillez noter que certaines zones de texte contiennent des limites de caractères

# Formulaire de candidature: Les Activités/Les Étapes du Projet

The image shows a screenshot of a grant application form with two main sections: 'Grant Milestones' and 'Grant Activities'. The 'Grant Milestones' section includes fields for Milestone, Milestone Amount, Cost Share, and a Verification Method. The 'Grant Activities' section includes fields for Activity, Activity Output, and a Period of Performance (From/To). Two callout boxes with arrows point to specific dropdown menus: one for 'Add Another Milestone?' and one for 'Add Another Activity?'. The 'Add Another Milestone?' dropdown is highlighted with a blue border. The 'Add Another Activity?' dropdown is also highlighted with a blue border. The 'Grant Milestones' section has a dropdown menu for 'Add Another Milestone?' and the 'Grant Activities' section has a dropdown menu for 'Add Another Activity?'. The 'Grant Milestones' section also has a text area for 'Verification Method' and a date field for 'Expected Time of Completion'. The 'Grant Activities' section has a date field for 'From' and a date field for 'To'.

▼ Grant Milestones

Milestone 1

Milestone

Milestone Amount

Cost Share

Verification Method  
*Please indicate the tools or methods that will be used to verify this milestone.*

Expected Time of Completion

Add Another Milestone?

▼ Grant Activities

Activity 1

Activity

Activity Output

Period of Performance

From

To

Add Another Activity?

Une fois que vous avez rempli votre premier jalon/activité, sélectionnez Oui dans la liste déroulante pour afficher les champs du prochain jalon/activité.

Une fois que vous avez terminé, sélectionnez Non dans la liste déroulante après votre dernier jalon/activité.

# Formulaire de candidature: Organisations Partenaires

Total:

Women:

Men:

Number of Women on Managerial

1) Pour ajouter des information organisations partenaires, cliquez bouton + situé à droite de la sec Partner Organizations.

Ce formulaire doit être remplis chaque organisation partenaire.

Provide the following information for each prospective/existing partner (organizations, companies) by clicking on the plus button under the Partner Organization section below:

Partner Organization

### Add a Partner Organization

Full Legal Name of Partner Organization:

Address of Partner Organization:

Is Partner Organization an audit client of Deloitte?

Yes

No

Description of the Partner Organization:

2) Remplir ce formulaire pour une organisation partenaire et cliquer sur Save

# Formulaire de candidature: Télécharger les Documents Requis

▼ Proposal Attachments

[HRS RFA 1\\_PHC COE\\_UKR.pdf](#)  
Other Solicitation Document  
Added by Olena Korduban at 7:45 PM on November 27, 2018

[HRS Grant Application form\\_PHC\\_CoEs](#)  
Other Solicitation Document  
Added by Olena Korduban at 9:40 PM on November 26, 2018

[HRS RFA 1\\_Eng\\_final.pdf](#)  
Other Solicitation Document  
Added by Olena Korduban at 8:07 PM on November 21, 2018

[Budget Template FAA.xlsx](#)  
Other Solicitation Document  
Added by Muhammad Siddiqui at 5:17 PM on November 21, 2018

[Budget Notes Template FAA.docx](#)  
Other Solicitation Document  
Added by Muhammad Siddiqui at 5:14 PM on November 21, 2018

[\(Optional\) Survey on Ensuring Equal Opportunity.docx](#)  
Other Solicitation Document  
Added by Muhammad Siddiqui at 5:14 PM on November 21, 2018

[Enviromental Self\\_Assesment Form.docx](#)  
Other Solicitation Document  
Added by Muhammad Siddiqui at 5:09 PM on November 21, 2018

Le document d'appel à candidatures (RFA) et les autres informations relatives à L'RFA seront disponibles ici.  
Toutes les pièces jointes requises peuvent être téléchargées à partir de cette section pour être remplies hors ligne.

# Formulaire de candidature: Télécharger les documents requis

▼ Proposal Attachments

Please complete and attach the following required documents located on the RFA page for this application.

If you have not already downloaded these attachments, please save your progress on this application form and navigate back to the RFA page for this application. Then, scroll down to the **Required Attachments** section and download the documents to your computer.

Please note that the required attachments which require signatures must be **physically signed, scanned and attached** below.

Please click on the plus button next to each required document in order to upload it into the Attachments section below:

Attachment 1: Budget Notes	+
Attachment 2: Budget Template	+
Attachment 3: Grant Activity Implementation Plan	+
Attachment 4: Certifications and Assurances from Applicant	+
Attachment 5: Information of Previous Assistance	+
Attachment 6: Environmental Assessment Form	+
Attachment 7: Survey on Ensuring Equal Opportunity for Applicants	+
Attachment 8: Supporting Documents	+
Attachment 9: Grant Activity Monitoring and Evaluation Plan	+
Attachments	
	+

Téléchargez les pièces jointes remplies en cliquant sur le bouton « + » à côté du nom de la pièce jointe.

Si une pièce jointe requise n'est pas affichée dans la liste, vous pouvez la joindre directement dans la boîte des pièces jointes en utilisant le bouton « + ».

Veillez noter que certains documents doivent être signés, scannés et téléchargés dans cette section du formulaire de candidature.

# Formulaire de candidature: Télécharger les documents requis

Upload files  
Select or drag files then start upload

Filename	Size	Status
----------	------	--------

Après avoir cliqué sur le bouton Plus d'une pièce jointe, vous verrez apparaître la fenêtre **Add Files**. Cliquez sur **Add files** et téléchargez le fichier correspondant à partir de votre ordinateur.

Add files Start upload

Open

This PC > Documents

Organize New folder

Name	Date modified
My Books	4/7/2016 9:49 PM
My Data Sources	7/13/2016 12:09 AM
My Meetings	11/18/2015 10:42 PM
My Received Files	1/12/2017 5:41 AM

File name: All Files

Open Cancel

# Formulaire de candidature: Télécharger les documents requis

Upload files  
Select or drag files then start upload

Filename	Size	Status
Attachment 1_Budget Notes_Fixed Amount Award.docx	35 KB	0%

Attachment 1: Budget

Add files **Start upload**

X

Une fois que votre fichier est placé dans la fenêtre **Upload Files**, cliquez sur le bouton **Start Upload**.

Une fois le téléchargement des fichiers terminé, cliquez sur le **X** dans le coin supérieur droit de la fenêtre pour la fermer.



# Sauvegarder le formulaire de candidature comme brouillon

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USAID Health Reform Support (HRS)

### Application Form for Fixed Amount Award Grants

**Please note:** The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

We are applying for:

Request for Application:

We are requesting a grant to:  
*Insert one sentence description*

Une fois que vous avez complété la demande ou que vous souhaitez y revenir ultérieurement, cliquez sur le bouton **Save** ci-dessous.

# Accéder à vos demandes de candidature

The screenshot displays the USAID FLUXX Grants Portal interface. On the left is a navigation menu with categories: INFORMATION (Grantee Portal, RFA Public Private Dialogue, RFA ISTD E-Services), ORGANIZATIONS (Organizations), USERS (People), REQUESTS (Draft Requests, Requests For Action, Submitted Requests), GRANTS (Active Grants, Closed Grants), and REPORTS (Reports To Submit, Reports To Edit, Submitted Reports). The main content area shows a search results list with two entries for 'NGO Amman'. The first entry is for R-1702-00103, a Standard Grant for \$250,000.00 in Draft status. Below this is a detailed view for the same grant, including a map of the location in Amman, Jordan. A blue callout box with white text points to the 'Draft Requests' menu item and the first search result, stating: 'Vous trouverez vos candidatures en cours sous : « Draft Requests ». Depuis cette page, vous pouvez cliquer sur le dossier de candidature pour ouvrir votre dossier de candidature.' The bottom of the page features a 'Submit' button and a pagination indicator '1 - 2 of 2'.

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Search...

NGO Amman  
R-1702-00103  
Grant Application (Standard Grant)  
Amount Requested: \$250,000.00  
Status: Draft

NGO Amman  
RG-1702-00102  
Grant Application (Fixed Amount Award)  
Amount Requested:  
Status: Draft

**NGO Amman**  
R-1702-00103 - Grant Application  
Amount Requested: \$250,000.00

Map Satellite

Arar St  
Q. Nour St  
Abdali St  
The Parliament  
Hussein St  
Ali Mesmar  
Ahmad Ben Taymeyah  
Abdul Monem Ar Refai  
Fawzi Al Mell  
AL RADWAN

We are applying for: Standard Grant

We are requesting a grant for:

Submit

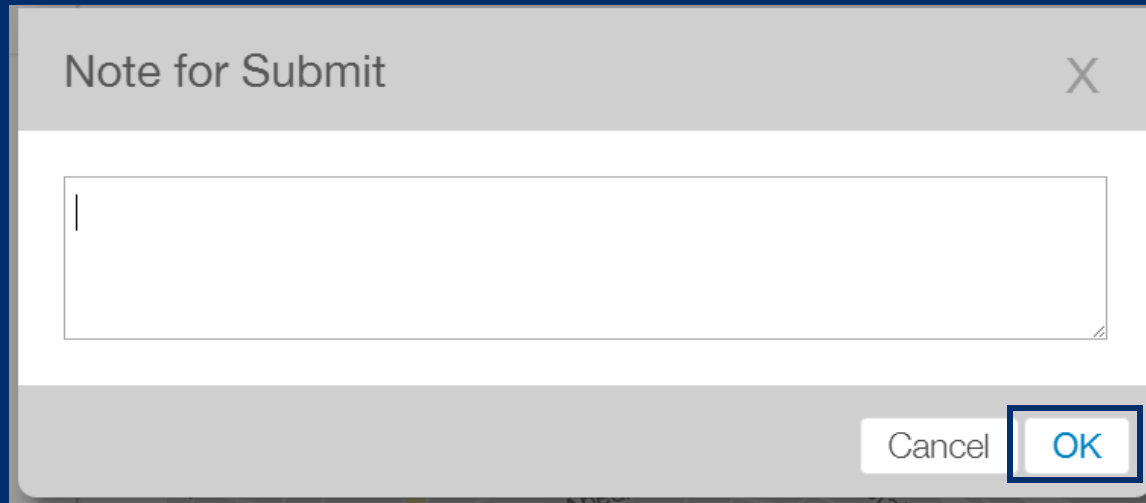
1 - 2 of 2

Powered by  
FLUXX

# Apporter des modifications et/ou soumettre votre candidature

The screenshot shows the FLUXX Grants Portal interface. On the left is a navigation sidebar with categories: INFORMATION (Grantee Portal, RFA Public Private Dialogue, RFA ISTD E-Services), ORGANIZATIONS (Organizations), USERS (People), REQUESTS (Draft Requests, Requests For Action, Submitted Requests), GRANTS (Active Grants, Closed Grants), and REPORTS (Reports To Submit, Reports To Edit, Submitted Reports). The main content area displays a list of grant applications for 'NGO Amman'. Two applications are visible: R-1702-00103 (Standard Grant, \$250,000.00, Draft) and R-1702-00102 (Fixed Amount Grant, Draft). A blue callout box points to an 'Edit' button in the top right corner of the application list, with the text: 'Si vous souhaitez apporter des modifications aux informations que vous avez déjà complétées, cliquez sur le bouton **Edit** dans le coin supérieur droit.' Below this, a map of 'AL RADWAN' is shown. A second blue callout box points to a 'Submit' button at the bottom right of the application details, with the text: 'Une fois que vous êtes prêt à soumettre votre candidature, cliquez sur le bouton **Submit** ci-dessous.'

# Finaliser la soumission de votre candidature

A screenshot of a dialog box titled "Note for Submit" with a close button (X) in the top right corner. The dialog box contains a large text input field with a vertical cursor on the left side. At the bottom right of the dialog box, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a blue border.

Cette fenêtre vous permettra d'écrire une note avant de finaliser votre soumission.

Si vous souhaitez revenir à votre candidature cliquez sur **Cancel**.

Si vous êtes prêt à soumettre votre candidature, cliquez sur **OK**.

***Toutes les soumissions sont définitives et ne peuvent pas être modifiées après la soumission.***



**MERCI POUR VOTRE ATTENTION**