STEP ONE:
Set Up an Account to Access the Fluxx Grant Portal

1. Log on to http://hillman.fluxx.io to create a grantee account, or if you are a returning user, please login with your username and password. For optimal functionality, use Fluxx with your Google Chrome browser.

   If you have already registered your organization through our portal, you can login with your username and password.

   If your organization has already registered with us, but you have not individually, please contact us at foundation@hillmanfo.com, or by calling 412-338-3466. Please do not register your organization twice.

2. If you are creating a new account you will be directed to the Application and Grant Information page. Here, you will need to answer the eligibility questionnaire to determine if you qualify to apply with the Hillman Family Foundations. Respond yes or no, then click submit.
3. If you meet eligibility requirements, you will be directed to fill out the Organization Information form. This information will be kept on file for future grants from your organization.

4. At the bottom of the page, you will find a section titled Personal Contact Information. Please fill out the information for the contact for this grant. It is best if this person is a permanent employee of your organization, as they will be our primary contact throughout the grant-making process.
5. After submitting your request, we at HFF will review your application to determine whether your organization meets our guidelines. Once approved, you will receive an email notification with your assigned username and password. This will allow you to login to the Grant Portal.

6. Once logged in, you will see the welcome screen. From here, you can begin the grant application process. The menu runs along the left side, including your organization’s information, your past and present requests, your grant history, all interim and final reports, and your grant payment schedule.

The menu inside the Grant Portal allows you to access your request and grants in all stages of the grant-making process.

You are also able to set your own password once logged in by selecting “Change Password” at the bottom of the menu screen.

7. On the home screen under Information, you will see the option to apply to the Legacy Foundations, or the Family Foundations.

**Legacy Foundations:**
- Hillman Foundation
- Henry L. Hillman Foundation
- Mary Hillman Jennings Foundation
- Elsie H. Hillman Foundation
- Polk Foundation

**Family Foundations:**
- Audrey Hillman Fisher Foundation
- Dylan Todd Simonds Foundation
- Henry John Simonds Foundation
- Henry Lea Hillman, Jr. Foundation
- Juliet Ashby Hillman Foundation
- Justin Brooks Fisher Foundation

Lilah Hilliard Fisher Foundation
- Matthew Hillman Fisher Foundation
- Nina Baldwin Fisher Foundation
- Summer Lea Hillman Foundation
- Talbott and Carter Simonds Foundation
- William Talbott Hillman Foundation
STEP 3: Submitting a Grant Request through the Grant Portal

8. Once you have determined which foundation you are applying to, click the “Start Grant Application” button located on the Information screen. This directs you to our request form.

9. When filling out the form, please be sure to answer all fields, paying careful attention to the directions written in green text. Do not leave any drop down menus blank.

Request applications should be saved frequently to ensure no information is lost in the application process. This is done by clicking the save button in the bottom right-hand corner. All applications must be saved before Fluxx allows you to submit a request.

Please be aware that some items from the drop down menus will require more information, and additional fields may appear within the application.
10. Once you have completed your grant request, make sure that you have filled in the Geographic Focus above the Project Summary by clicking the blue "+" and searching for your location. Please be as specific as possible when selecting your locations.

Also make sure that you have uploaded your Request Documents, located at the bottom of the form. The documents required varies by foundation.

11. After your grant request is submitted, the Workflow status on the request will change to “In Review.” Your primary contact that is listed will be sent an email on the status of your grant if it is either approved or denied.

If any changes need to be made after your application is submitted, or if you need to update your contact or organizational information, please contact us at 412-338-3466, or by email at foundation@hillmanfo.com.