

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.

Application and Grant Information

Login Now:

Username

Password

[Reset or create password](#)

If you are new to the Hillman Family Foundations' Grant Portal, click the "Create an account now" button to check your eligibility and register in our system.

powered by **FLUXX**

Application and Grant Information

Eligibility Questionnaire

Is your organization recognized by the Internal Revenue Service as having a 501(c)(3) status? If you are federally tax exempt for other reasons, please contact the foundation at 412-338-3466.

Do you serve one of the following geographic areas? Boulder, CO area; Squam Lakes, NH area; New Hampshire area; Los Angeles, CA area; New York City, NY area; Portland, OR area; San Francisco, CA area; Santa Barbara, CA area; or Southwestern Pennsylvania area

Have you read our eligibility requirements on our website?

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.

Organization Information

Organization Name

Address 1

Address 2

City

Country

State/Province

Postal Code (Zip)

Organization E-mail

Organization Phone

Website

Tax ID/EIN

Organization Budget

Fiscal Year End Date

Organization Mission

Personal Contact Information

First Name

Last Name

Title

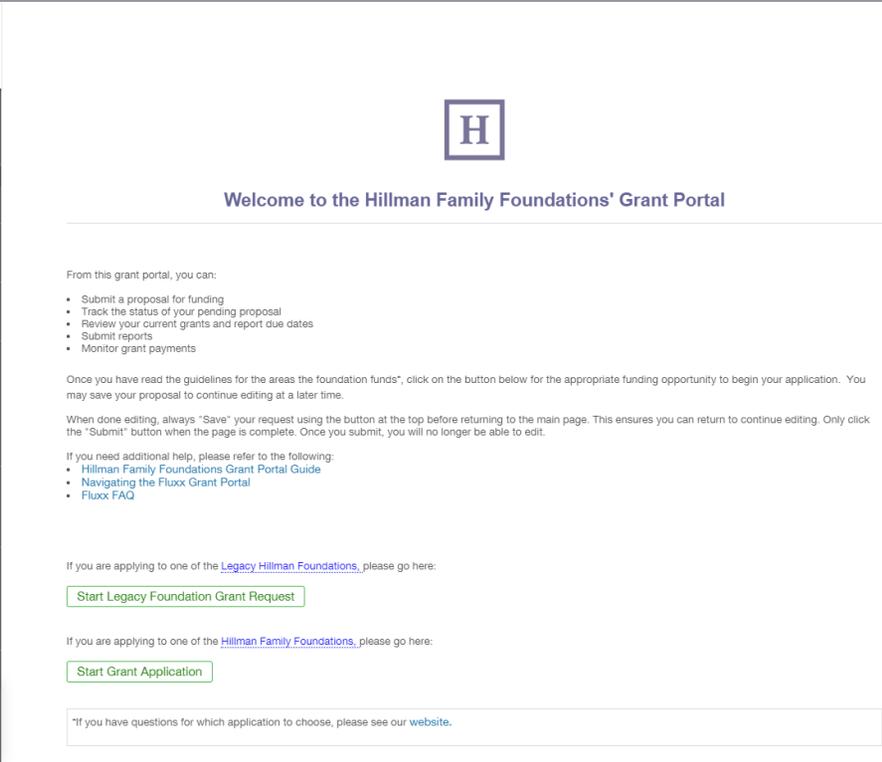
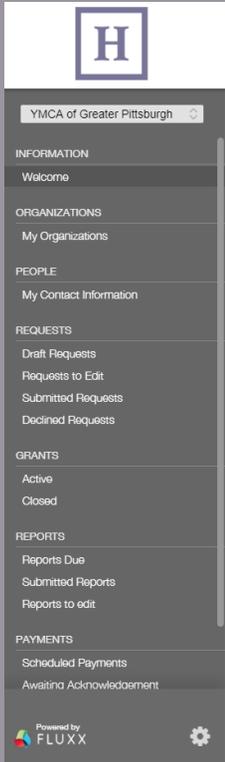
Work Phone

E-mail

STEP 2: Accessing and Navigating the Grant Portal

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
- Juliet Lea Hillman Simonds Foundation
- Justin Brooks Fisher Foundation

- Lilah Hilliard Fisher Foundation
- Matthew Hillman Fisher Foundation
- Nina Baldwin Fisher Foundation
- Summer Lea Hillman Foundation
- Talbot and Carter Simonds Foundation
- William Talbot Hillman Foundation



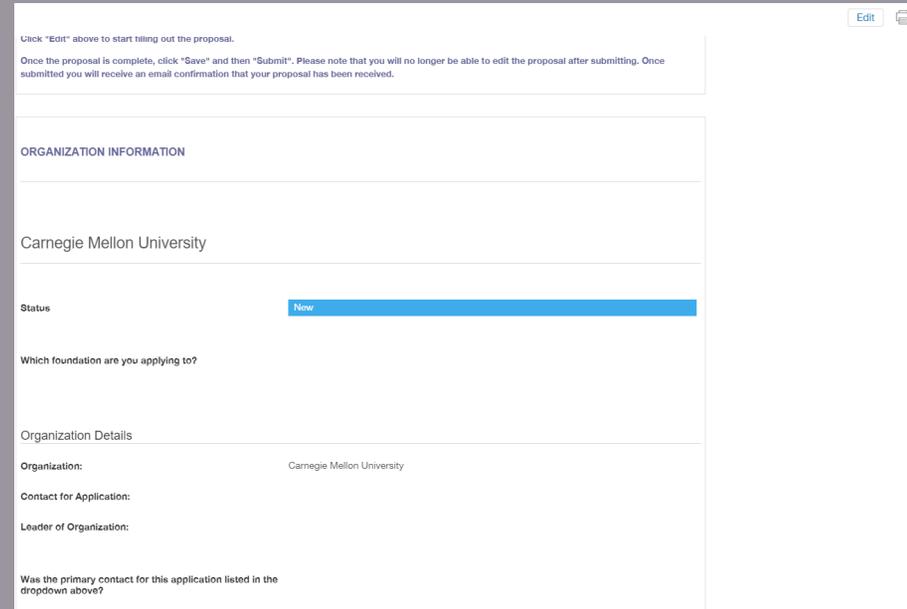
STEP 3: Submitting a Grant Request through the Grant Portal

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.



Click "Edit" above to start filling out the proposal.

Once the proposal is complete, click "Save" and then "Submit". Please note that you will no longer be able to edit the proposal after submitting. Once submitted you will receive an email confirmation that your proposal has been received.

ORGANIZATION INFORMATION

Carnegie Mellon University

Status: **New**

Which foundation are you applying to?

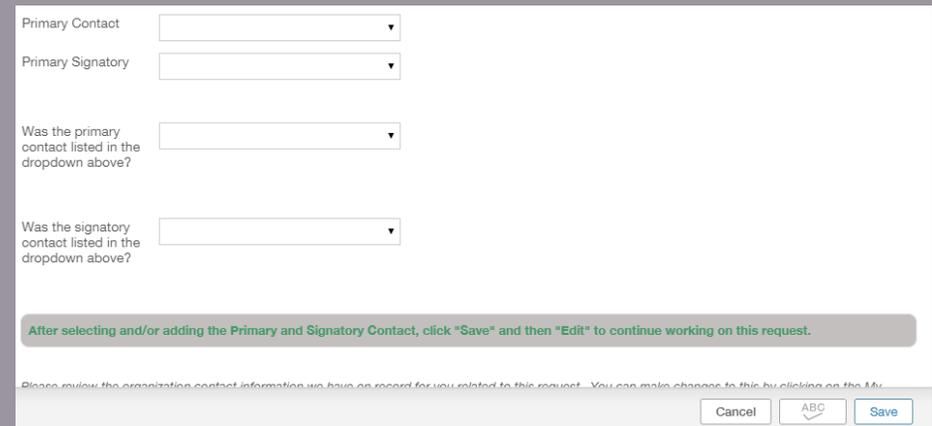
Organization Details

Organization: Carnegie Mellon University

Contact for Application:

Leader of Organization:

Was the primary contact for this application listed in the dropdown above?



Primary Contact:

Primary Signatory:

Was the primary contact listed in the dropdown above?

Was the signatory contact listed in the dropdown above?

After selecting and/or adding the Primary and Signatory Contact, click "Save" and then "Edit" to continue working on this request.

Please review the organization contact information we have on record for you related to this request. You can make changes to this by clicking on the My...

Cancel Save

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.

⚠ Please fill in the Geographic Focus before submitting your request.

Please enter one location that best describes your geographic focus, unless you are a neighborhood based organization.  

Neighborhood Organizations: select each neighborhood served, then, using the pie chart icon next to the green plus sign, determine the percentage program focus each geographic area holds.

Geographic Focus +

No Geographic Focus records have been added.

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

REQUEST DOCUMENTS

Please attach each of the following documents before you submit:

- Most recent strategic plan executive summary
- Total project budget
- Budget for funds requested from this foundation
- Annual operating budget
- Most recent audited financials
- Current balance sheet
- Current statement of operations
- Board of Directors membership and executive leadership list
- Letters of support (if applicable)
- Fiscal agreement (if applicable)

Please note that all request documents must be submitted with your request to be considered for funding.

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.

Hillman Family Foundations

Audrey Hillman Fisher Foundation

\$1,234

TEST GRANT

Status In Review

Date Received: 1/18/2016

Which foundation are you applying to? Audrey Hillman Fisher Foundation