

Online Application Instructions for the H.B. Fuller Foundation

Please review and keep the following instructions to access the Foundation's online application system. Email hbfoundation@hbfuller.com with any questions.

Step 1 – Creating an Account

- You will begin the application process by clicking on a link to our application.
- Once you click on the link, you will be brought to the Account Login page.
- Click on “New Applicant” link for program for which you are applying.
- You will be taken to the Account Creation Page and asked to create an email address and password to use as your ID to access the online application.
- Share this information with everyone who needs access to your online application. Applications can be accessed only via the account in which they were started.
- Keep a record of this login information, as you will need it in the future to access your in-progress applications and your application history.

OR Log in to Your Account (for existing accounts)

- Click on the [Account Login](#) link that was sent to you via email when you created your account.
- Enter your login information (email address and password) and click Login.
- You will be brought to your My Application Page (showing your in progress applications and/or your submitted applications).

Step 2 – Answer the Eligibility Questions

- After answering the questions, you will either receive a message informing you that your organization is not eligible for funding or you will be brought to the application.

Step 3 – Begin Working on Your Application

Step 4 – Save and Finish Later

- At the bottom of any page you can save your work to continue the application at a later time by clicking the button labeled SAVE AND FINISH LATER.
- To access an in-progress application, you will need to use the link that was emailed with your account confirmation.

Step 5 – Review and Submit Your Application

- When you have completed your application, click REVIEW and SUBMIT. You will be able to review your application before submitting it to the Foundation.
- Submitted applications are final and can no longer be edited. If you click the Submit button, we are not able to reopen your application and you will need to start over.
- You will receive an email to confirm that your application was submitted successfully.