

Online Application Account Instructions

Thank you for using the Bush Foundation online application system. We've designed this system with your needs in mind and hope that you find it to be a helpful tool. The document below should address most questions that come up while using our online system, but if you don't find the answer you are looking for, we invite you to contact the program staff for the program to which you are applying. Contact information can be found at www.bushfoundation.org.

To prepare and submit an application, you will need to create an account in our system. Once you have an account, you'll be able to begin the application, work on it over time (if desired) and submit your completed application. Use the links below to move to different parts of these instructions.

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Create an Account [\(back to top\)](#)

1. Choose an email address and password for your account. Password must have a minimum of five characters. Please note you may only create one account per email address.
2. Browse to the online application form. (You are brought to the **Sign In** page, shown below.)
3. Enter the email address you chose in Step 1.
4. Click the text "New Applicant?" (You are brought to the **Create an Account** page, shown below.)
5. Enter the email address and password you chose in Step 1.
6. Click on "Continue." (You are brought to the application, which begins with an eligibility quiz.)

You will receive an email confirming that an account has been set up for you. Save this email for future reference. It will be the way you access the **My Account** page (shown below) for future work on the application. Once you have started and/or submitted an application, you can access it in the **My Account** page.

SIGN IN PAGE

The screenshot shows a web browser window with the URL <https://www.grantrequest.com>. The browser's address bar and menu bar are visible. The page content includes the Bush Foundation logo and tagline: "We invest in **GREAT IDEAS** and the **PEOPLE** who power them." Below this, the heading "Please Sign In" is followed by a welcome message and instructions. A list of recent system changes is provided, including a note about case-sensitive passwords. At the bottom, there are two input fields: "E-mail" with a "New Applicant?" link below it, and "Password" with a "Forgot Password?" link below it. A "Login" button is centered below the fields. The browser's status bar at the bottom right shows "100%".

BUSH FOUNDATION We invest in **GREAT IDEAS** and the **PEOPLE** who power them.

Please Sign In

Welcome to your Bush Foundation account login page!

Please note we recommend using **Internet Explorer or Firefox** as the web browser to complete your application on this site.

If you need to create an account, click the "New Applicant" link below and follow the instructions.

If you have forgotten your password, click the "Forgot Password" link below, and a new temporary password will be emailed to you.

Please note some recent changes to our online system:

- Passwords will now be case sensitive.
- ALL passwords created prior to 9/21/2013 will automatically be changed to **lowercase** until you make an update to it. So, even if your existing password contains UPPERCASE letters, you will need to use all **lowercase** letters to access your account.
- To update your password, log into your account and then click the "Change E-mail/Password" link at the top of the page and follow the instructions.

E-mail Password

New Applicant? Forgot Password?

Login

100%

CREATE AN ACCOUNT PAGE

BUSH FOUNDATION We invest in *GREAT IDEAS* and the *PEOPLE* who power them.

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

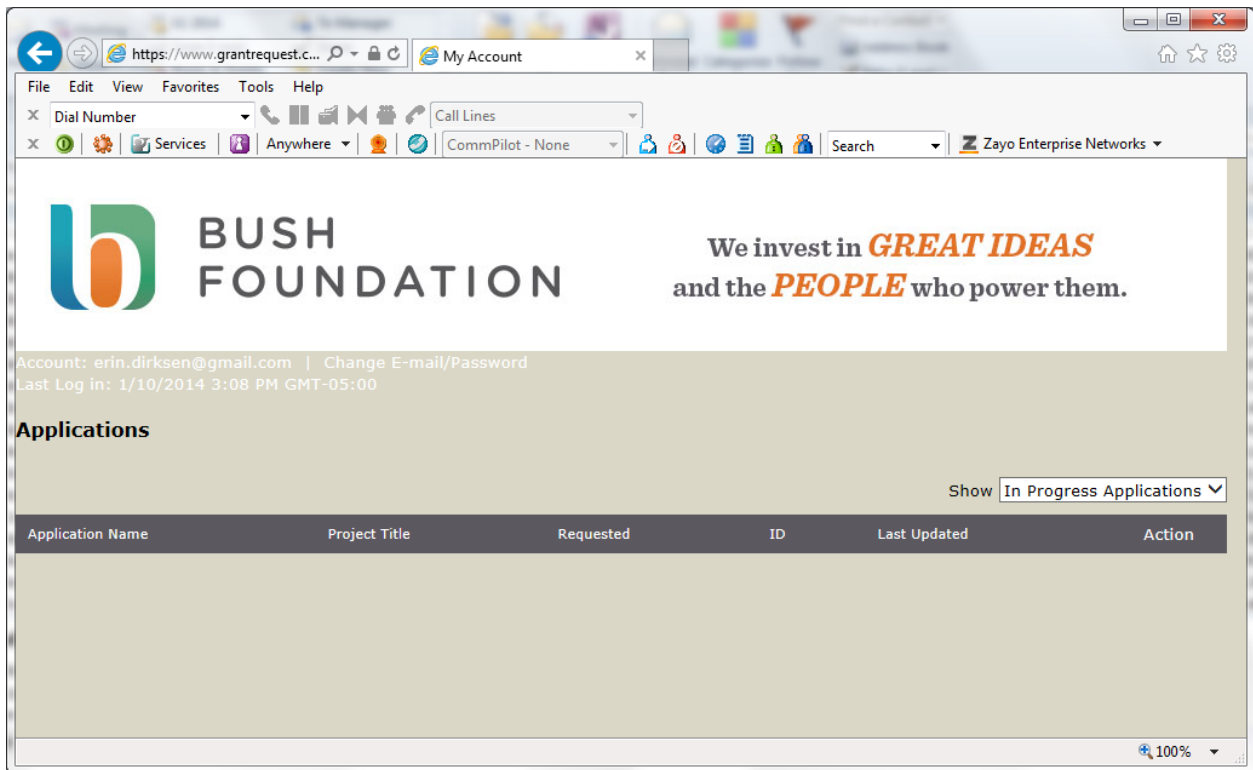
Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

100%

MY ACCOUNT PAGE



Save and Finish Later [\(back to top\)](#)

While you are working on your application, you may save it at any time by clicking on the **Save and Finish Later** button. Saving your application is not the same as submitting your application. You may also wish to save your application occasionally during the time you are working on it to ensure you don't lose your work in progress. If you close your browser without clicking **Save and Finish Later**, the information added to your application since the last time you saved will be lost.

When you click **Save and Finish Later**, you will return to your **My Account** page (see above). To resume working on your application, click the link to the application (you may need to select In Progress Applications from the drop down menu).

Note there is no logout button in this application. It will automatically log you out when you close your web browser.

Retrieve a Saved (Unsubmitted) Application [\(back to top\)](#)

1. Login to the online application program using the link and password contained in the confirmation email you received when you created your account. You will return to the **My Account** page (see above). Alternately, you can use the following link to return to the **My Account** page: https://www.GrantRequest.com/SID_881?SA=AM.
2. From the In Progress Applications menu, click on the link for your saved application and resume working. Remember to click **Save and Finish** later throughout your working session(s) and before closing your browser until your application is complete.

Note that if you see more than one application listed, you may have started a second application rather than resumed working on your initial application. Look over the two applications, and delete the one you do not wish to keep. Note we cannot retrieve a deleted application.

Delete an Application [\(back to top\)](#)

1. If you are not already in the application, login using the link and password contained in the confirmation email you received when you created your account. You will return to the **My Account** page (see above). Alternately, you can use the following link to return to the My Account page: https://www.GrantRequest.com/SID_881?SA=AM.
2. On the **My Account** page, click on "Delete" next to the application.
3. When asked to confirm the deletion, click on the link to delete.

Note we cannot retrieve a deleted application; delete carefully.

Submit the Application [\(back to top\)](#)

1. If you are not already in the application, login using the link and password contained in the confirmation email you received when you created your account. You will return to the **My Account** page (see above). Alternately, you can use the following link to return to the **My Account** page: https://www.GrantRequest.com/SID_881?SA=AM.
2. Review every page of the application for completeness.
3. Print the application for your records by clicking on the "Printer Friendly" button.
4. Click on the "Submit" button when completed.
5. You will receive an email confirming that your application was submitted. This email will also contain a copy of your submitted application.

Retrieve Your Password [\(back to top\)](#)

1. Login to the online application system using the link and password contained in the confirmation email you received when you created your account. You will return to the **My Account** page (see above). Alternately, you can use the following link to return to the **My Account** page: https://www.GrantRequest.com/SID_881?SA=AM.
2. On the Sign In, click on "Forgot your password."
3. Enter your email address.
4. Click on the "Send Password" button.
5. A temporary password will be sent to your email address, which you can use to access your account. You will then be asked to update your password.

General Troubleshooting [\(back to top\)](#)

1. We recommend using Internet Explorer or Firefox as the web browser to complete your application.
2. If you are experiencing technical difficulties, try the following:
 - a. Close your web browser and try using a new browser
 - b. Clear your web browser's cookies