

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

Hazelwood Mini-Grant Application

Thank you for your interest in The Heinz Endowments, and welcome to our online grant application. These instructions should help you complete your application, but if you have questions, please contact us at grants@heinz.org

This document contains the following sections:

Page	Content
1	Preparation
1	Create a new general application
6	Login to existing applications

Preparation:

Review the information on our website about The Heinz Endowments Hazelwood Mini-Grants. Information for the program is available [Hazelwood Mini Grants](#)

Create a new general application:

Begin at the “[Apply Online](#)” page on the Endowments website and under the “Hazelwood Mini-Grant” section, click on the application (blue arrow below).

HAZELWOOD MINI-GRANTS



[CLICK HERE](#) to apply for the Hazelwood Neighborhood Initiative mini-grants program. Awards for the mini-grants will not exceed \$25,000 and all applications must be registered as a 501(c)3 to do business in Pennsylvania and/or be a school.

Year one grantee applications are due by 11:59 pm on Fri., Oct. 12, 2018.

New grantee applications are due by 11:59 pm on Thurs., Nov. 1.

After grantee deadlines, unsubmitted applications will no longer be available and all information will be lost. Instructions for this form are available [here](#). All applications must be submitted online using the link above but click [here](#) to view a PDF of the application questions. Learn more about the Hazelwood Mini-Grants [here](#).

After clicking the link, you will be directed to the sign-in page. If you do not already have an account with the Endowments, you need to first click on the “Create a New Account Here” button before you start your application.

Please Sign In

Welcome to The Heinz Endowments Online Grant Application Process.

If you have already set up an account, please enter your email address and password below, and then click on “Login” to continue.

If this is your first time using our online grant application, you will need to create a new account by clicking on “Create a New Account Here” button below. You will be asked to provide an email address and password.

E-mail Password



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

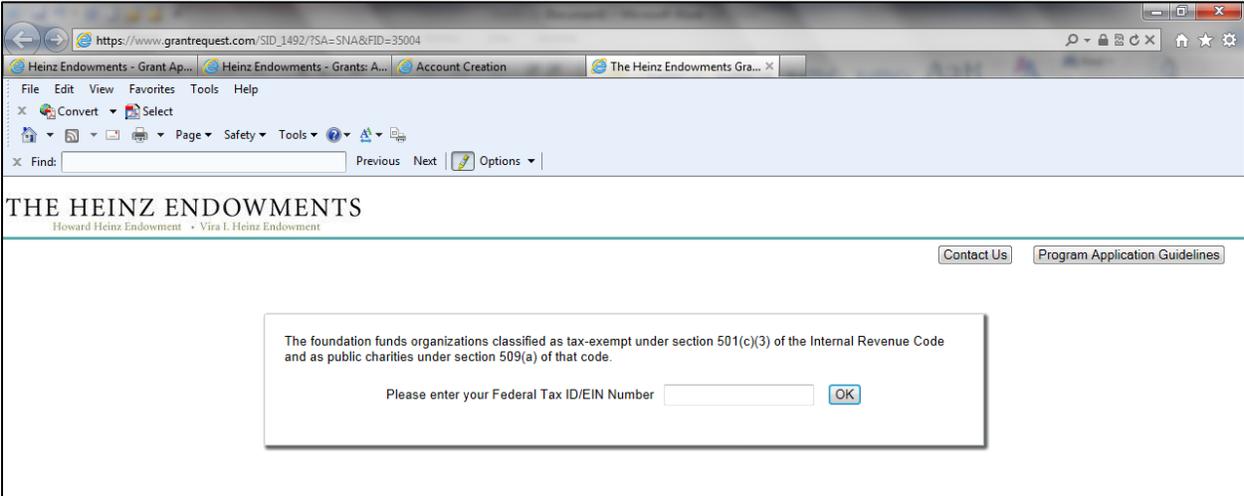
Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

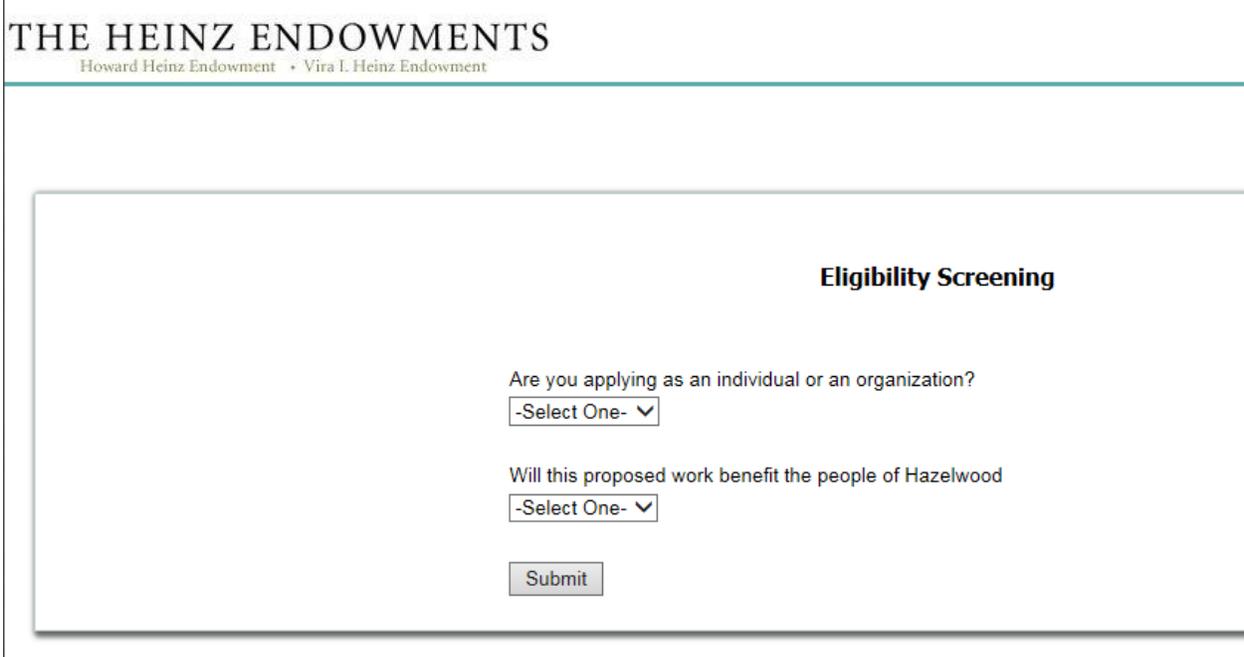
[Return to login](#)

If you created a new online account, you will receive an email from the system, letting you know that your account was successfully created. It will contain your password and a link to begin creating your application. Please save your password so that you can get into your account later.

You will then be asked to enter your Federal Tax ID/EIN number. We cannot accept applications from organizations that do not have tax information on file. Individuals and for-profit organizations are not eligible for funding. If you do not have a Federal Tax ID/EIN number because you are a school, government entity or have a group exemption, please email Cheryl Dabat at cdabat@heinz.org.



After entering your Tax ID/EIN number, clicking on “OK” will take you directly to a screen where you will be asked if the project will benefit the people of Pennsylvania



Answer the questions and click on “submit,” and if you are eligible, you will proceed to a new application.

1 Organization Information 2 Contact Information 3 Project Information 4 Goals and Measures 5 Proposal Attachments 6 Review My Application

Organization Information Printer Friendly Version | E-mail Draft

❖ Required before final submission

Please note: There is no auto-save in this application. Please be sure to save your work periodically.

Leading to Movement is available to answer questions regarding the Neighborhood Giving Strategy application. They can be reached at leadingtomovement.org.

Organization Information

❖ Organization Name

NOTE: only one person should be logged into an application at a given time from one computer. If there are multiple people logged in at the same time to the same application, only one person has control of the data and loss of data will occur.

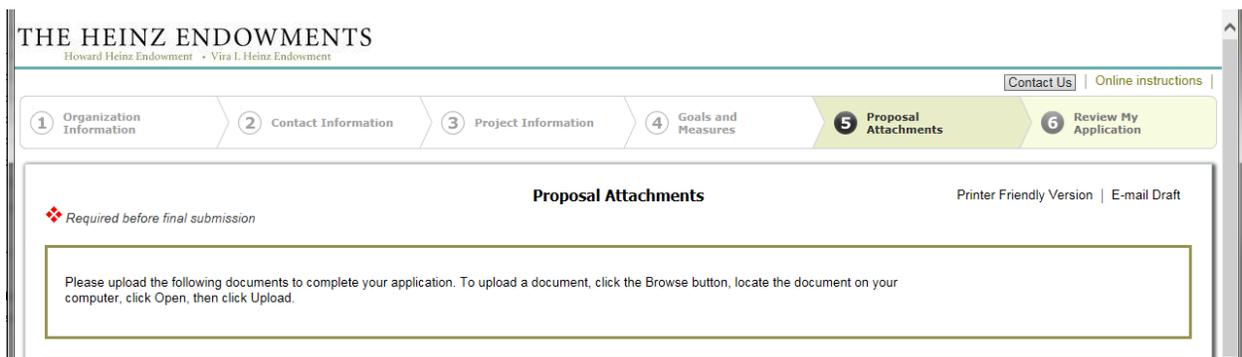
Important information about the form:

- Any field that is marked with a ❖ is a required field and must be completed before you can submit your application.
- Text fields can be spell-checked by clicking on the ✓ mark after the field.
- You do not need to complete your application in one sitting. There is a “save and finish later” button at the bottom of the page.
- You can share your in-process application with a colleague at your organization (or with a program officer at the Endowments, if applicable) by clicking on the “email draft” link in the top right corner. But, do not submit your application if you anticipate revising it after that review. **An application cannot be modified after it is submitted.**
- Every page offers a link for a printer-friendly version of your application in the top right corner.
- The “Contact Us” button is available on every page for you to send an email question to our grants administrator.
- If you leave your form idle for 90 minutes, you will get a warning. After three hours, you will be automatically logged out of the system and will lose any unsaved information. You can avoid losing your work by saving often.

You will see the different sections of the application across the top of the form, you can click within those sections to navigate between pages:



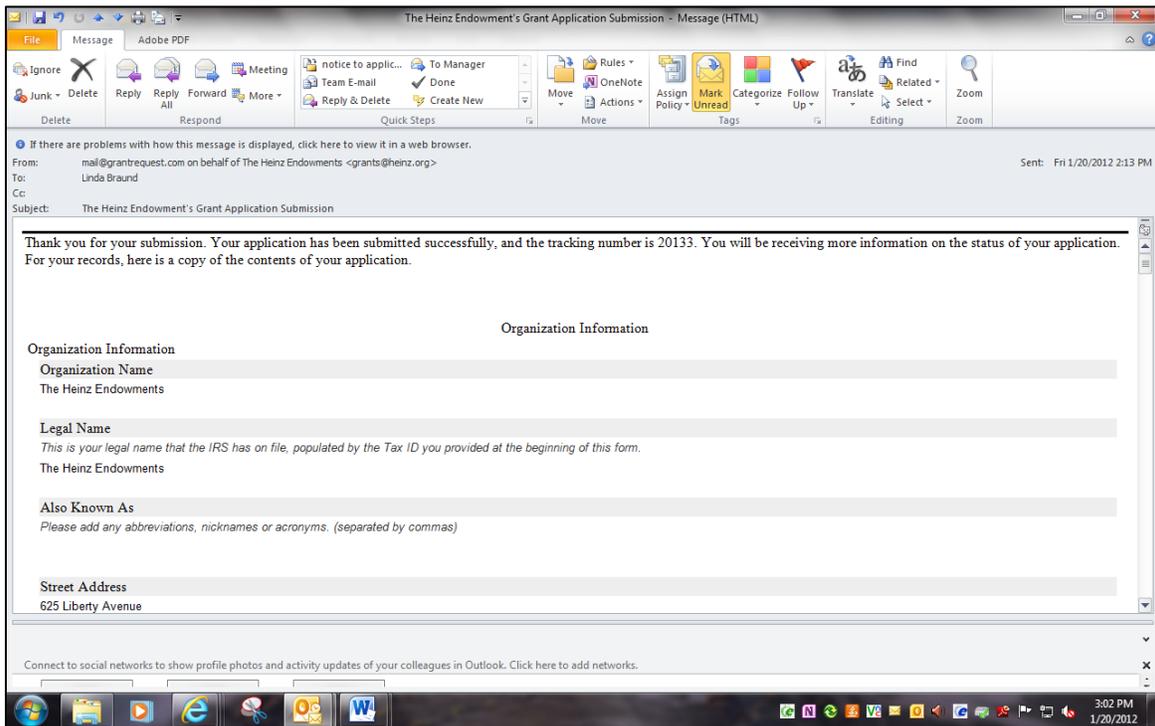
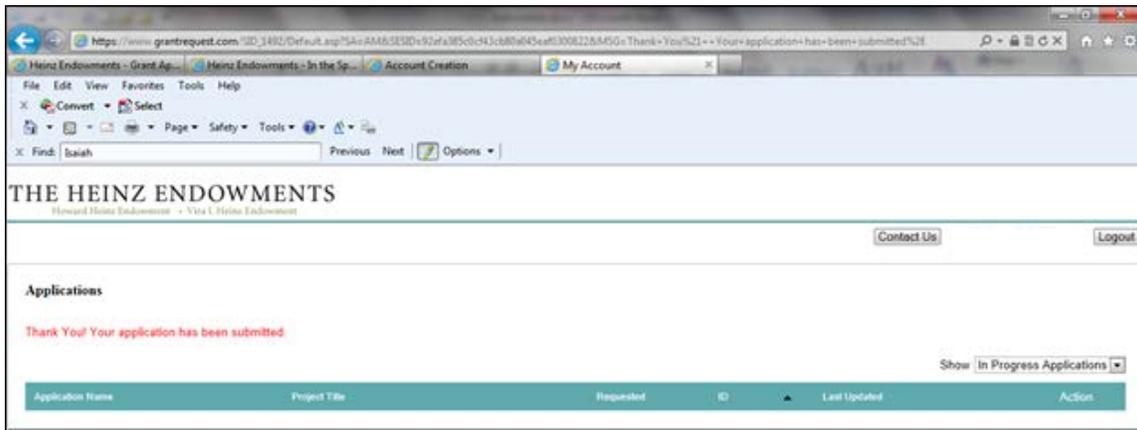
Our application form supports attachments. Section 5 of the form indicates which attachments are required for submission, and gives instructions on how to upload the documents.



After uploading all the documents, click on the “Review” button at the bottom of Section 5.

You are now in the final section of the application, “Review my application.” You will see a copy of your application, and if you are missing any required fields or documents, they will be identified in a list at the top of the page and highlighted in the body of the application (in red). You can make any necessary changes right from this screen. When you are satisfied with your application, click “Submit” at the bottom of the page to forward your application for consideration. **Your application is not considered submitted until you click the submit button at the bottom of the page.** If you're not ready to submit your application yet, click Save & Finish Later. **Once an application has been submitted, it may not be modified.**

Once your application has successfully been submitted, you will see a notice on-screen, and you will receive an email from the system containing a tracking number and a copy of your application.



Log in to existing applications

To log in to your account to view existing applications (submitted or in progress), once again, begin at the “[Apply Online](#)” page on the Endowments website, and click on the second link, “Log in to existing applications.” Using the email address and password that you used to create your account, complete the log-in screen:

Please Sign In

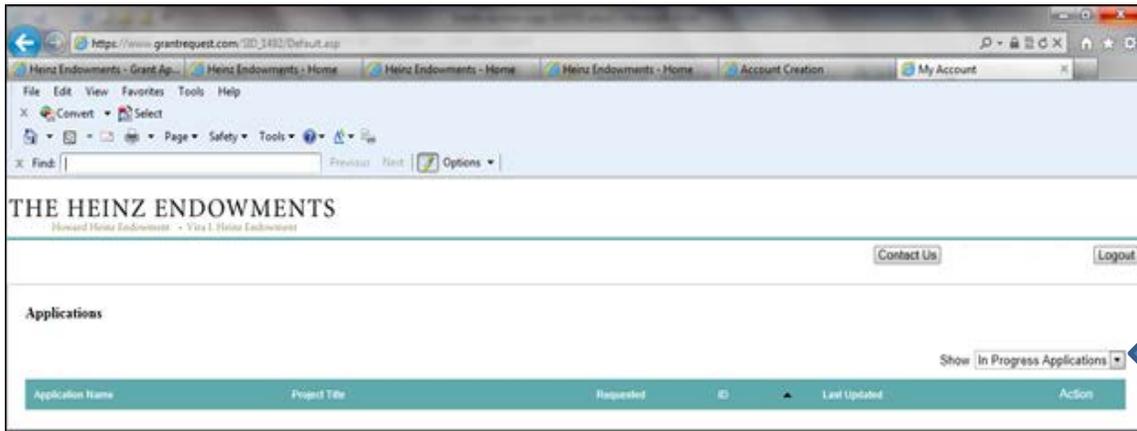
Welcome to The Heinz Endowments Online Grant Application Process.

If you have already set up an account, please enter your email address and password below, and then click on "Login" to continue.

If this is your first time using our online grant application, you will need to create a new account by clicking on "Create a New Account Here" button below. You will be asked to provide an email address and password.

E-mail

Password



Notice the drop-down box on the right side of the screen. Use this to toggle between your applications that are in progress and those that have already been submitted.

You can edit any applications that are still in progress, but once you submit an application, you cannot make any further changes.

9/2018