

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

Thank you for your interest in The Heinz Endowments, and welcome to our new 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:

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1	Preparation
2	Create a new account
3	Create a new application
7	Login to existing applications

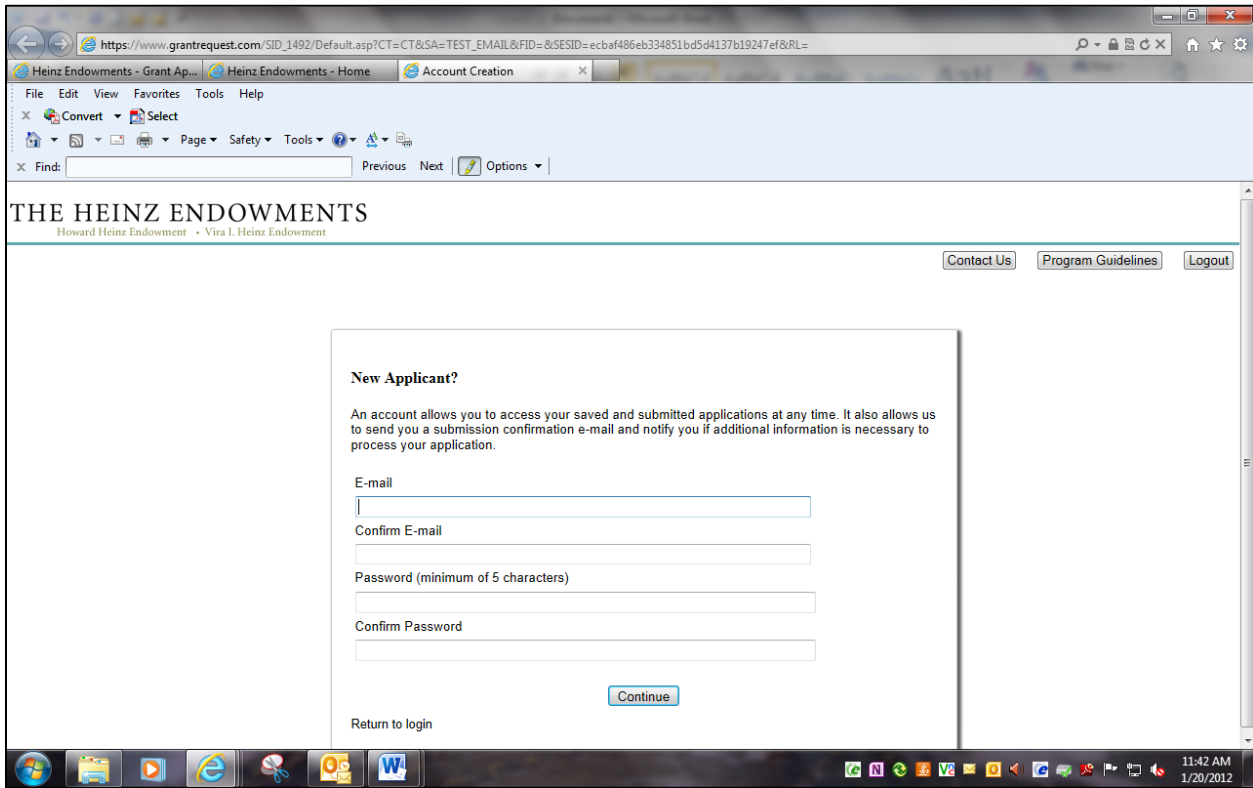
Preparation:

You should begin by reviewing the information in the “[Grants](#)” section of the Endowments website, which includes eligibility requirements and steps on how to apply. When you are ready to begin your online application, start at the “[Apply Online](#)” page. You should bookmark or otherwise remember to come back to this page to proceed with your application, as it provides you with three very important links:

- Create a new account (Everyone must create an account before starting their first application in the new system.)
- Create a new application
- Log in to existing applications

Create a new account:

Begin at the “[Apply Online](#)” page on the Endowments website. Click on the first link, “Create a new account,” and fill in the form.



The screenshot shows a web browser window displaying the account creation page for The Heinz Endowments. The browser's address bar shows the URL: https://www.grantrequest.com/SID_1492/Default.asp?CT=CT&SA=TEST_EMAIL&FID=&SESID=ecbaf486eb334851bd5d4137b19247ef&RL=. The browser tabs include "Heinz Endowments - Grant Ap...", "Heinz Endowments - Home", and "Account Creation". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes Convert, Select, Page, Safety, Tools, and Options. The browser's search bar is empty. The browser's status bar shows "Previous", "Next", and "Options".

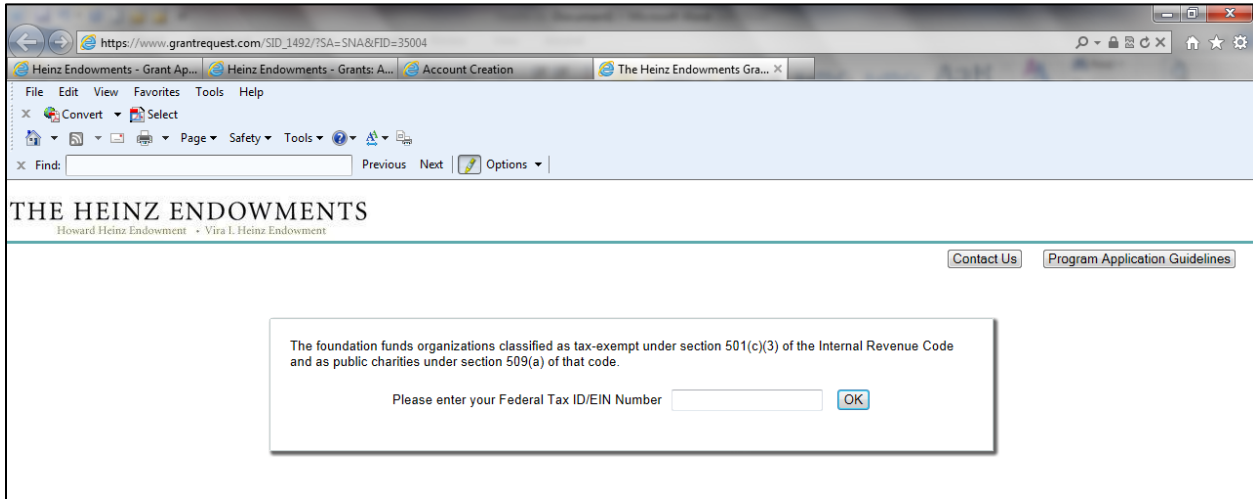
The website header includes the text "THE HEINZ ENDOWMENTS" and "Howard Heinz Endowment · Vira I. Heinz Endowment". The website's navigation menu includes "Contact Us", "Program Guidelines", and "Logout".

The main content area is titled "New Applicant?". Below the title is a paragraph of text: "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." Below the text are four input fields: "E-mail", "Confirm E-mail", "Password (minimum of 5 characters)", and "Confirm Password". Below the input fields is a "Continue" button. Below the "Continue" button is a "Return to login" link.

After you click “continue,” you will receive an email from the system, letting you know that your account was successfully created. It also 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.

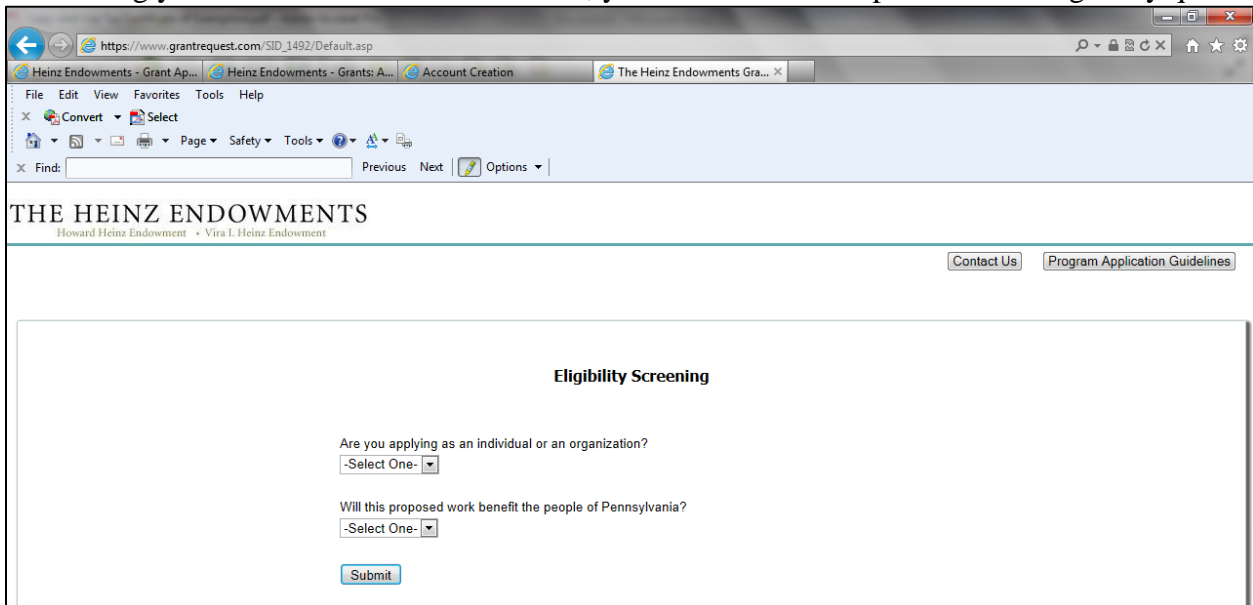
Create a new application:

After creating an account, begin on the [Apply Online](#) page of the Endowments website, and click on the bottom link, “Create a New Application.” You will be required to enter your Federal Tax ID/EIN number before you can proceed any further. 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 us at grants@heinz.org.



The screenshot shows a web browser window with the URL https://www.grantrequest.com/SID_1492/7SA=SNA&FID=35004. The page header includes "THE HEINZ ENDOWMENTS" and navigation links for "Contact Us" and "Program Application Guidelines". A central text box contains the following text: "The foundation funds organizations classified as tax-exempt under section 501(c)(3) of the Internal Revenue Code and as public charities under section 509(a) of that code." Below this text is a form field labeled "Please enter your Federal Tax ID/EIN Number" with an "OK" button next to it.

After entering your Federal Tax ID/EIN number, you will need to complete a short eligibility quiz:



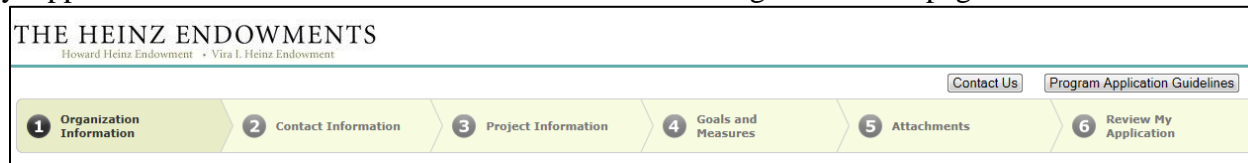
The screenshot shows a web browser window with the URL https://www.grantrequest.com/SID_1492/Default.asp. The page header includes "THE HEINZ ENDOWMENTS" and navigation links for "Contact Us" and "Program Application Guidelines". The main content area is titled "Eligibility Screening" and contains two questions with dropdown menus: "Are you applying as an individual or an organization?" and "Will this proposed work benefit the people of Pennsylvania?". Both dropdown menus are currently set to "-Select One-". A "Submit" button is located at the bottom of the form.

Click on “submit,” and if you are eligible, you will proceed to a new application.

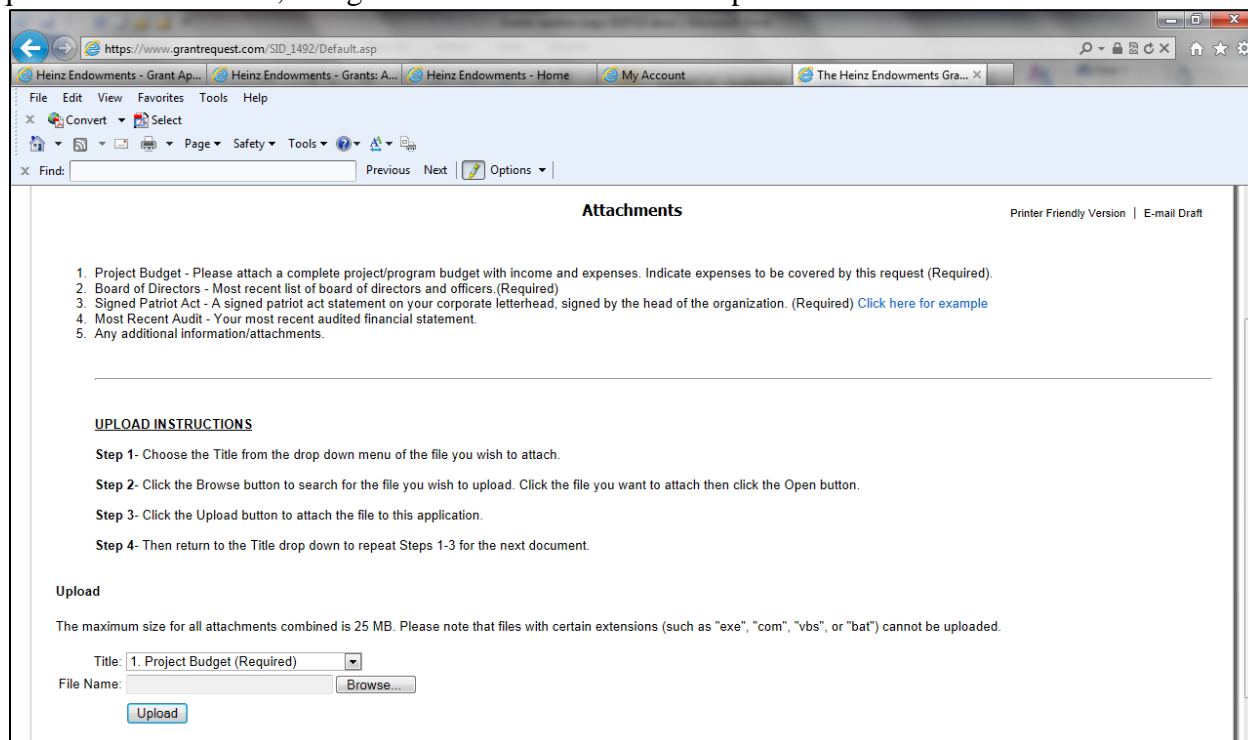
Important information about the new form:

- 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 30 minutes, you will get a warning. After two 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: Organization Information, Contact Information, Project Information, Goals and Measures, Attachments, and Review My Application. You can click within those sections to navigate between pages:



Our new 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.

https://www.grantrequest.com/SID_1492/Default.asp?SA=AM&SESID=92efa385c0c43cb80a045eaf0300822&MSG=Thank+You%21++Your+application+has+been+submitted%2E

Heinz Endowments - Grant Ap... Heinz Endowments - In the Sp... Account Creation My Account

File Edit View Favorites Tools Help

Convert Select

Page Safety Tools

Find: Isaiah Previous Next Options

THE HEINZ ENDOWMENTS

Howard Heinz Endowment · Vira L. Heinz Endowment

Contact Us Program Guidelines Logout

Applications

Thank You Your application has been submitted.

Show In Progress Applications

Application Name	Project Title	Requested	ID	Last Updated	Action
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The Heinz Endowment's Grant Application Submission - Message (HTML)

File Message Adobe PDF

Ignore X Reply Forward Meeting

Junk Delete Reply Reply All Forward More

Delete Respond

notice to applic... To Manager

Team E-mail Done

Reply & Delete Create New

Quick Steps

Move OneNote

Actions

Assign Policy Mark Unread

Tags

Categorize Follow Up

Translate Select

Find Related

Zoom

Zoom

Editing

Zoom

If there are problems with how this message is displayed, click here to view it in a web browser.

From: mail@grantrequest.com on behalf of The Heinz Endowments <grants@heinz.org>

To: Linda Braund

Cc:

Subject: The Heinz Endowment's Grant Application Submission

Sent: Fri 1/20/2012 2:13 PM

Thank you for your submission. Your application has been submitted successfully, and the tracking number is 20133. You will be receiving more information on the status of your application. For your records, here is a copy of the contents of your application.

Organization Information

Organization Information

Organization Name
The Heinz Endowments

Legal Name
This is your legal name that the IRS has on file, populated by the Tax ID you provided at the beginning of this form.
The Heinz Endowments

Also Known As
Please add any abbreviations, nicknames or acronyms. (separated by commas)

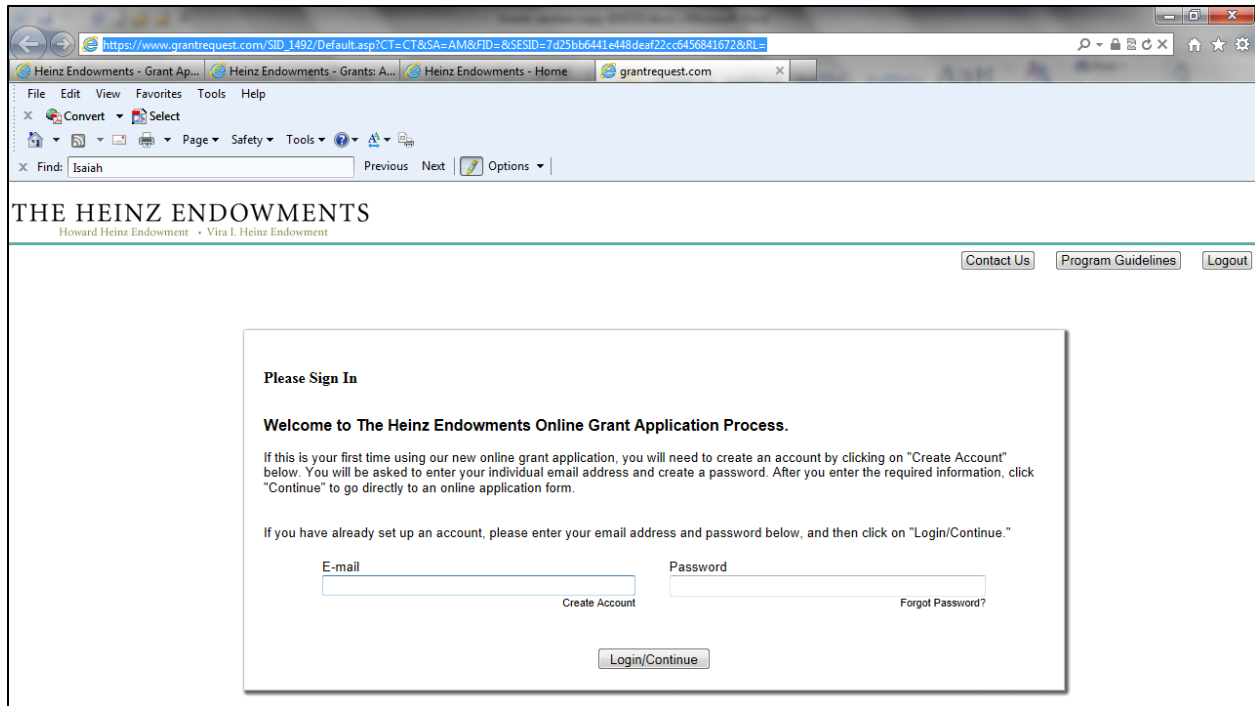
Street Address
625 Liberty Avenue

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

3:02 PM 1/20/2012

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 last link, “Log in to existing applications.” Using the email address and password that you used to create your account, complete the log-in screen:



The screenshot shows a web browser window with the URL https://www.grantrequest.com/SID_1492/Default.asp?CT=CT&SA=AM&FID=8;SESID=7d25b6441e448deaf22cc6456841672&RL. The browser tabs include "Heinz Endowments - Grant Ap...", "Heinz Endowments - Grants: A...", "Heinz Endowments - Home", and "grantrequest.com". The browser's address bar shows the URL. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes Convert, Select, and a search bar with the text "Find: laiah". The browser's status bar shows "Previous Next Options".

The main content area of the browser displays the Heinz Endowments website. The header includes "THE HEINZ ENDOWMENTS" and "Howard Heinz Endowment · Vira I. Heinz Endowment". There are three buttons: "Contact Us", "Program Guidelines", and "Logout".

The main content area contains a sign-in form with the following text:

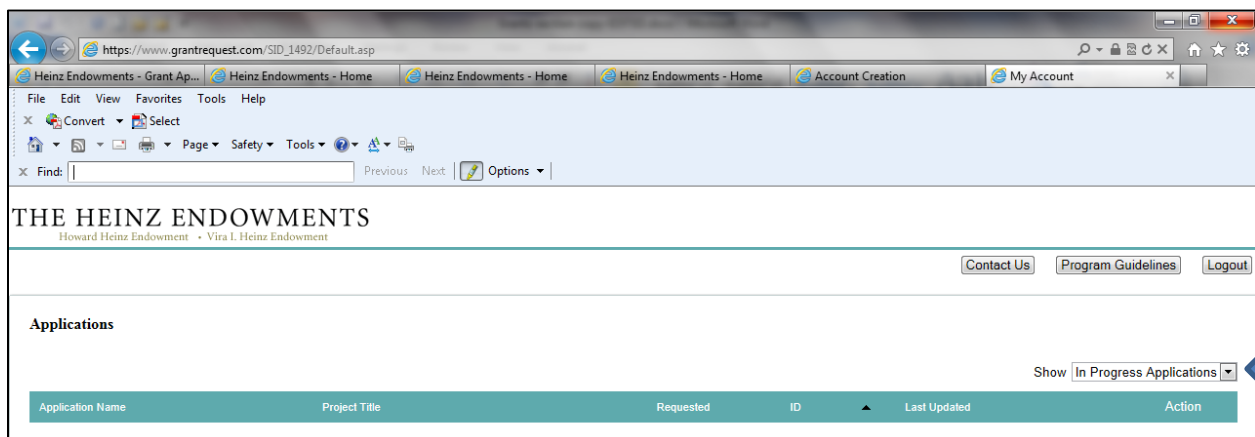
Please Sign In

Welcome to The Heinz Endowments Online Grant Application Process.

If this is your first time using our new online grant application, you will need to create an account by clicking on "Create Account" below. You will be asked to enter your individual email address and create a password. After you enter the required information, click "Continue" to go directly to an online application form.

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

The form includes two input fields: "E-mail" and "Password". Below the "E-mail" field is a "Create Account" link. Below the "Password" field is a "Forgot Password?" link. At the bottom of the form is a "Login/Continue" button.



The screenshot shows a web browser window with the URL https://www.grantrequest.com/SID_1492/Default.asp. The browser tabs include "Heinz Endowments - Grant Ap...", "Heinz Endowments - Home", "Heinz Endowments - Home", "Heinz Endowments - Home", "Account Creation", and "My Account". The browser's address bar shows the URL. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes Convert, Select, and a search bar. The browser's status bar shows "Previous Next Options".

The main content area of the browser displays the Heinz Endowments website. The header includes "THE HEINZ ENDOWMENTS" and "Howard Heinz Endowment · Vira I. Heinz Endowment". There are three buttons: "Contact Us", "Program Guidelines", and "Logout".

The main content area contains a section titled "Applications". Below the title is a table with the following columns: "Application Name", "Project Title", "Requested", "ID", "Last Updated", and "Action".

Below the table is a "Show" button and a drop-down menu with the text "In Progress Applications". A blue arrow points to the drop-down menu.

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.