

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

Small Arts Initiative Application Applying as a Consortium

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 account
2	Create a new application
7	Login to existing applications

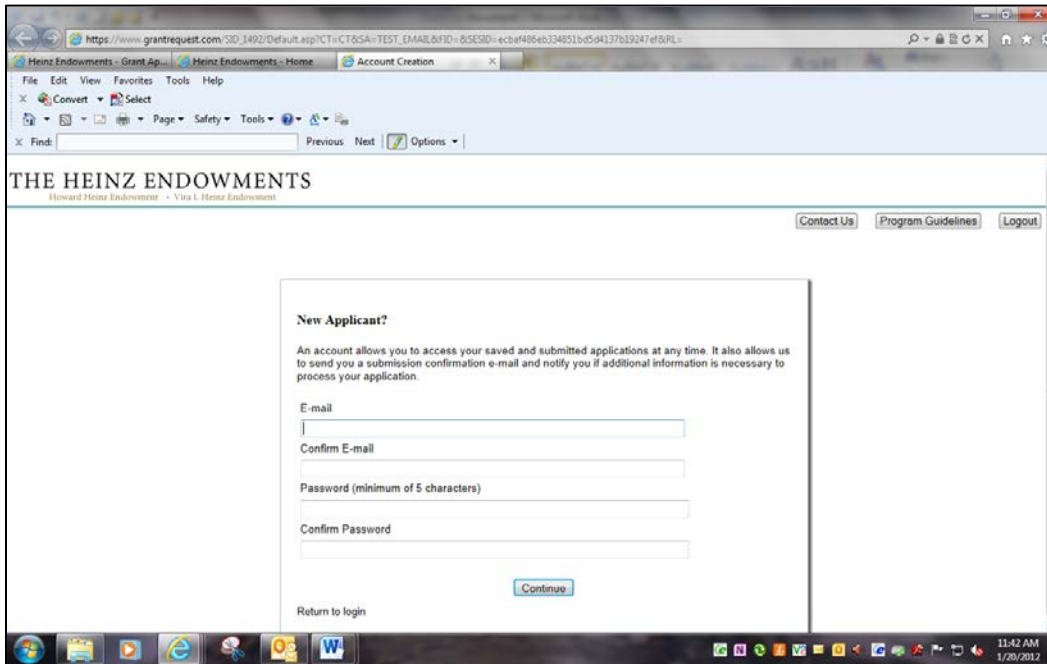
Preparation

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 a first application in this system, which was enacted in January 2012.)
- 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. If you already have an account with the Endowments (You would have an account if you applied through the online system after Jan. 1, 2012.), you can skip this step and go directly to “Create a new application.”



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 the [Apply Online](#) section of our website. 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 under the “Small Arts Initiative” section, click on the appropriate application. **Notice that there are several different applications available on this page and it is very important that you choose the correct one.** There are two applications available for the Small Arts Initiative (These instructions/screen prints relate to the “**Applying as a Consortium**” application form listed below.):

SMALL ARTS INITIATIVE

Please choose the appropriate application for the Small Arts Initiative below:

Small Arts Initiative Application - [APPLYING AS AN ORGANIZATION](#)

Small Arts Initiative Application - [APPLYING AS A CONSORTIUM](#)

(All applications for this program are due by Monday, March 18, 2013. Grants will be announced in late 2013.)

You will be asked to verify that you are applying as an artist consortium before you can proceed any further.

Applicant Category

Are you applying as an artist consortium?

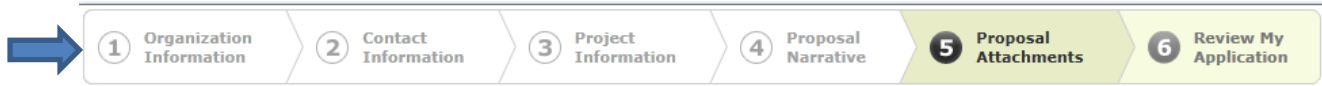
Click on “Submit,” and you will proceed to a new application.

The screenshot shows the top of the application form. At the top left, it says "THE HEINZ ENDOWMENTS" with "Howard Heinz Endowment • Vira I. Heinz Endowment" below it. On the right, there are two buttons: "Contact Us" and "Program Application Guidelines". Below this is a progress bar with six steps: 1. Organization Information (highlighted), 2. Contact Information, 3. Project Information, 4. Proposal Narrative, 5. Proposal Attachments, and 6. Review My Application. The main content area is titled "Organization Information" and has "Printer Friendly Version | E-mail Draft" in the top right. A red diamond icon with a checkmark indicates a required field. Below this is a text box with the following text: "Program Officer Justin Laing is available to answer questions about the initiative or your project idea, and particularly prefers to speak with new applicants prior to receiving proposals. It is recommended that you contact him at 412-338-2651, or by email at jlaing@heinz.org, several weeks in advance of the application deadline to discuss your proposal, possibly schedule an appointment and/or submit a draft of your proposal for feedback. If you would like to submit a draft copy of this proposal, please click the "Email draft" link in the upper right corner." Below this is another section titled "Organization Information" with a red diamond icon and a checkmark. It contains two text input fields: "Organization Name/Fiscal Sponsor" and "Legal Name". Below the "Legal Name" field is a note: "This is your legal name that the IRS has on file, populated by the Tax ID you provided at the beginning of this form."

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 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,” “Project Narrative,” “Project Attachments,” and “Review My Application.” You can click within those sections to navigate among 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.

Proposal Attachments Printer Friendly Version | E-mail Draft

Required before final submission

Please upload the following documents to complete your application. To upload a document, click the "Browse" button, locate the document on your computer, click "Open," then click "Upload."

Cover Letter

Required before final submission
Cover Letter
(limit one page)

Submit a brief letter that includes a description of the project, dates and venue; amount of funding requested; and contact name with address, phone number, fax number and email. If there is a particular issue or aspect of your application to which you would like to draw the panel's attention, please share that information in this section. Please also list any public events taking place locally in the next three months.

Key Artists and Technical Staff

Required before final submission
Key Artists and Technical Staff
In one document, provide brief bios on key artists and technical staff.

Project Budget

Required before final submission
Project Budget
Provide a balanced project budget itemizing cash income - earned and contributed - and cash expenses for the project. Show calculations for line items greater than \$1,000. Note which revenues are pending and which are firm. List the estimated value of in-kind donations separately, below the budget. Please contact Endowments staff if you need assistance and/or a sample budget form.

Work Samples

Submit up to five links to A/V files.

Work sample should speak to the capacity, quality, and professionalism of the organization and participating artists. Submit any combination of the following: slides, DVDs, CDs and catalogs. You may upload your work sample to www.youtube.com and then provide us with the website address. Programs and/or copies of critical reviews (up to five, labeled with date and source) may be included. Noting that the panel will typically spend less than five minutes viewing a work sample, please make explicit what you would like the panelists to listen to or view. In this section of your application, you should include the title of the work, its description, and what the work sample demonstrates about your organization or consortium.

1. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

2. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

3. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

4. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

5. Work Sample

Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.

Financial Statement

Financial Statement

Submit the financial statements of the sponsor's most recently completed fiscal year.

Board of Directors

Board of Directors

Provide a list of the applicant's board of directors with professional affiliations, and identify officers. If you are applying as a consortium, please include your sponsor's board of directors.

Patriot Act

Patriot Act Compliance

Applicants must submit a statement noting that they are in compliance with the federal Patriot Act. A sample statement can be found on the Endowment's website. [Click here for example.](#) This should be submitted on organization letterhead and signed by the board chairperson.

For Artists Consortia

Consortia must also provide the following:

Letter of Support from Consortium Sponsor

Provide a letter signed by the consortium sponsor with the contact name, email and phone, discussing the sponsor's relationship to the proposed project. How does the project support the mission of the sponsor? What artistic, administrative and financial assistance will the sponsor provide to the project? How will information be requested and exchanged between consortium sponsor and members? Clearly outline procedures for receiving and expending grant funds on behalf of the consortium members.

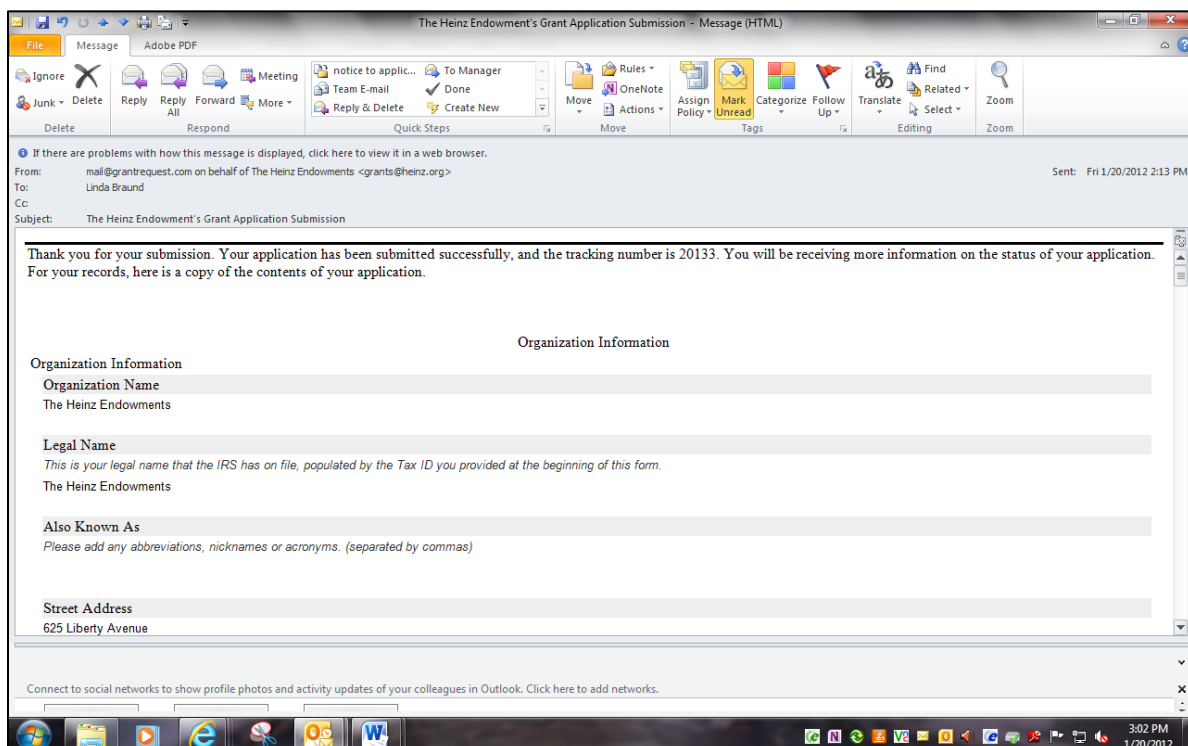
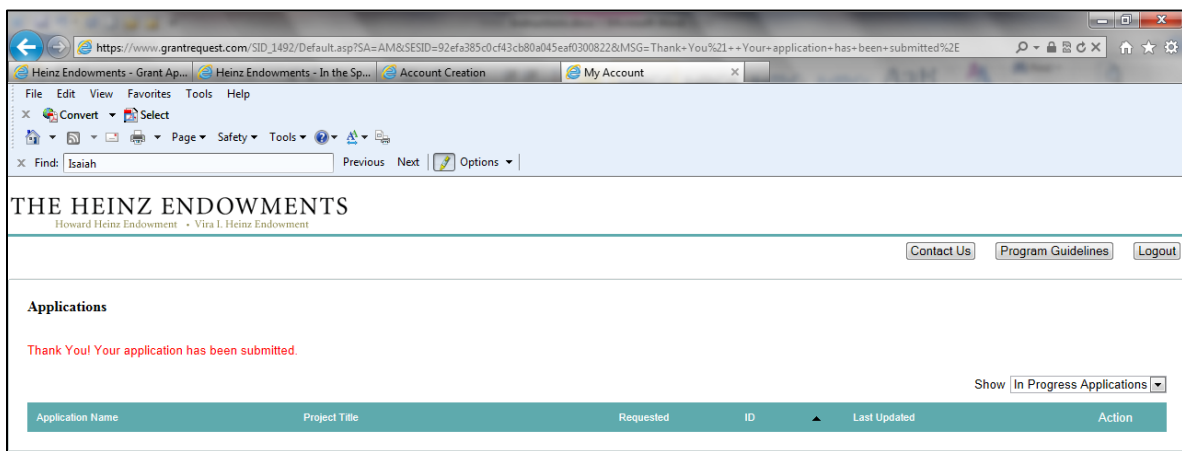
Sponsors Outside of Artistic Discipline

If the consortium sponsor is not an arts organization or does not have expertise in the artistic discipline(s) specific to the proposed project, provide a list of the consortium members' advisors.

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

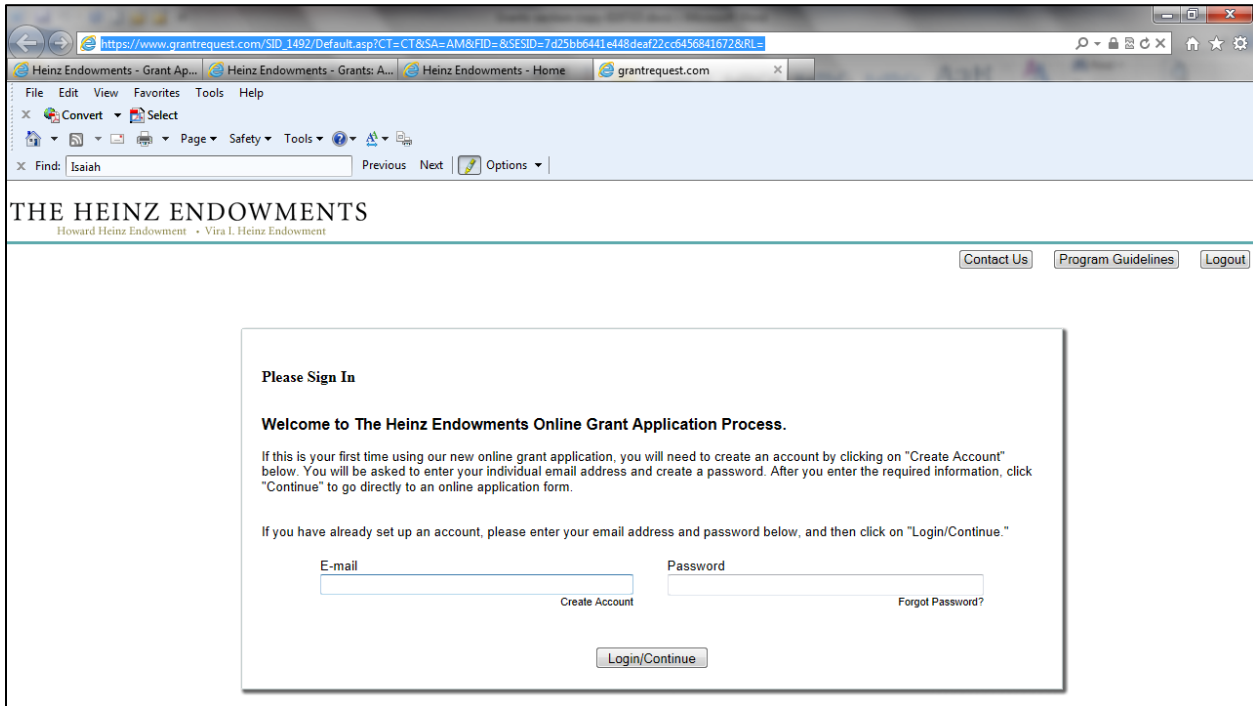
You are now in the final section of the application, “Review my application.” You will see a copy of your application, and if you are missing any required fields or documents, they will be identified in a list at the top of the page and highlighted in red in the body of the application. You can make 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), 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:



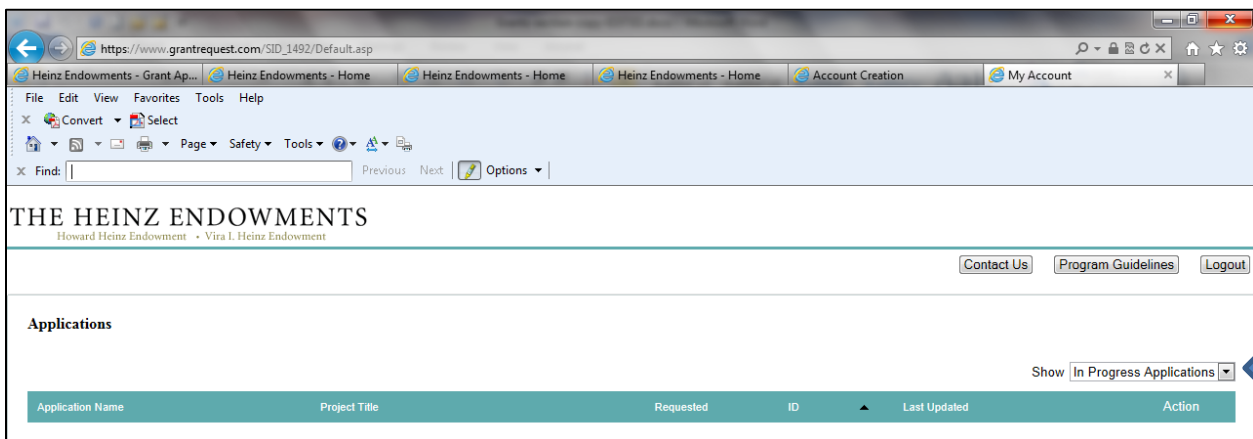
The screenshot shows a web browser window with the URL https://www.grantrequest.com/SID_1492/Default.asp?CT=CT&SA=AM&FID=8&SESID=7d25bb6441e448deaf22cc6456841672&RL=. The page title is "THE HEINZ ENDOWMENTS" with the subtitle "Howard Heinz Endowment • Vira I. Heinz Endowment". There are navigation links for "Contact Us", "Program Guidelines", and "Logout". The main content area is titled "Please Sign In" and contains the following text:

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, and below the "Password" field is a "Forgot Password?" link. A "Login/Continue" button is centered at the bottom of the form.



The screenshot shows the "Applications" page on the Heinz Endowments website. The page title is "THE HEINZ ENDOWMENTS" with the subtitle "Howard Heinz Endowment • Vira I. Heinz Endowment". There are navigation links for "Contact Us", "Program Guidelines", and "Logout". The main content area is titled "Applications" and contains a table with the following columns: "Application Name", "Project Title", "Requested", "ID", "Last Updated", and "Action". The table is currently empty. On the right side of the table, there is a "Show" button followed by a drop-down menu set to "In Progress Applications". A blue arrow points to this drop-down menu.

Application Name	Project Title	Requested	ID	Last Updated	Action
------------------	---------------	-----------	----	--------------	--------

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.