

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

Small Arts Initiative Application Project Support for Organizations

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:

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1	Create a new account
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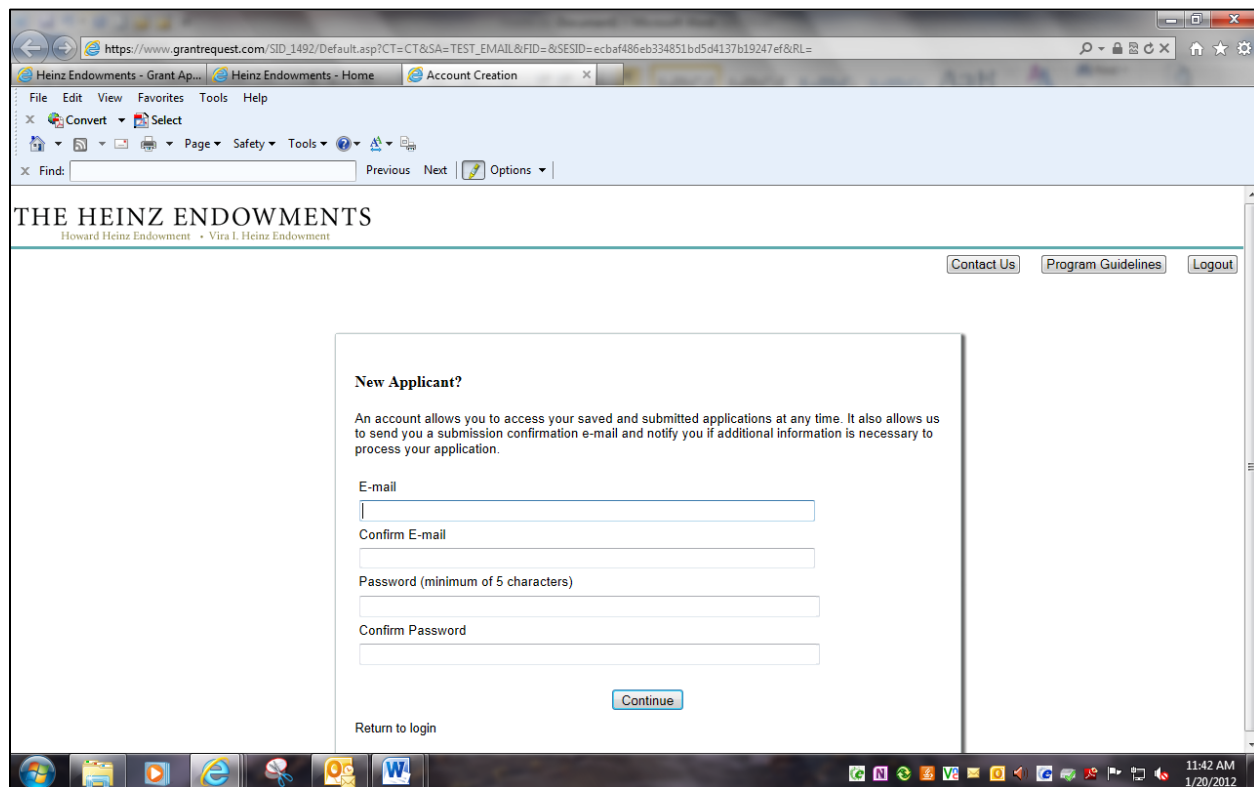
Preparation

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 an Organization**” application form listed below.):

SMALL ARTS INITIATIVE

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

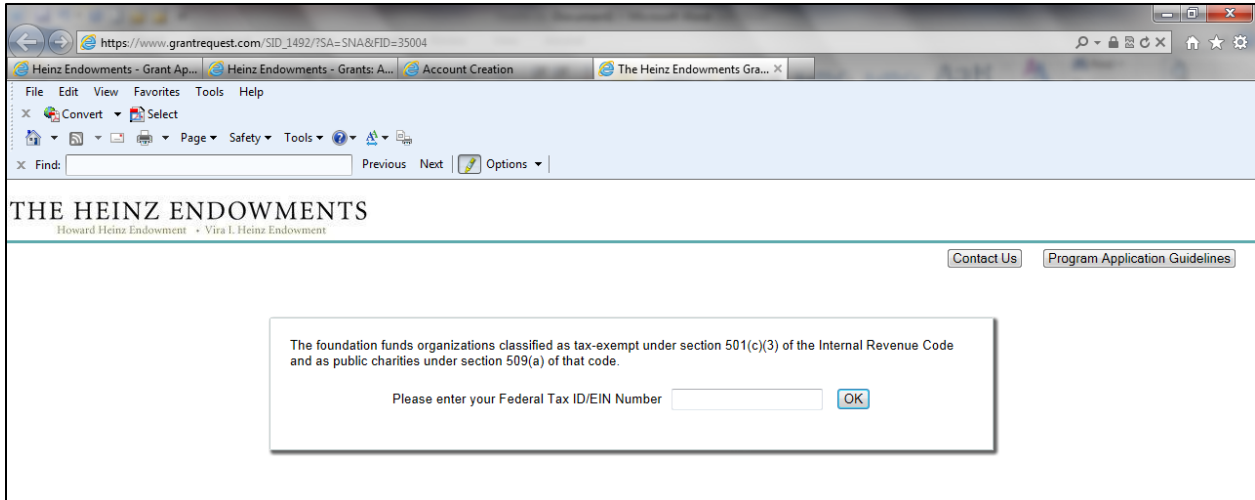
Small Arts Initiative Application - [APPLYING AS AN ORGANIZATION](#)

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

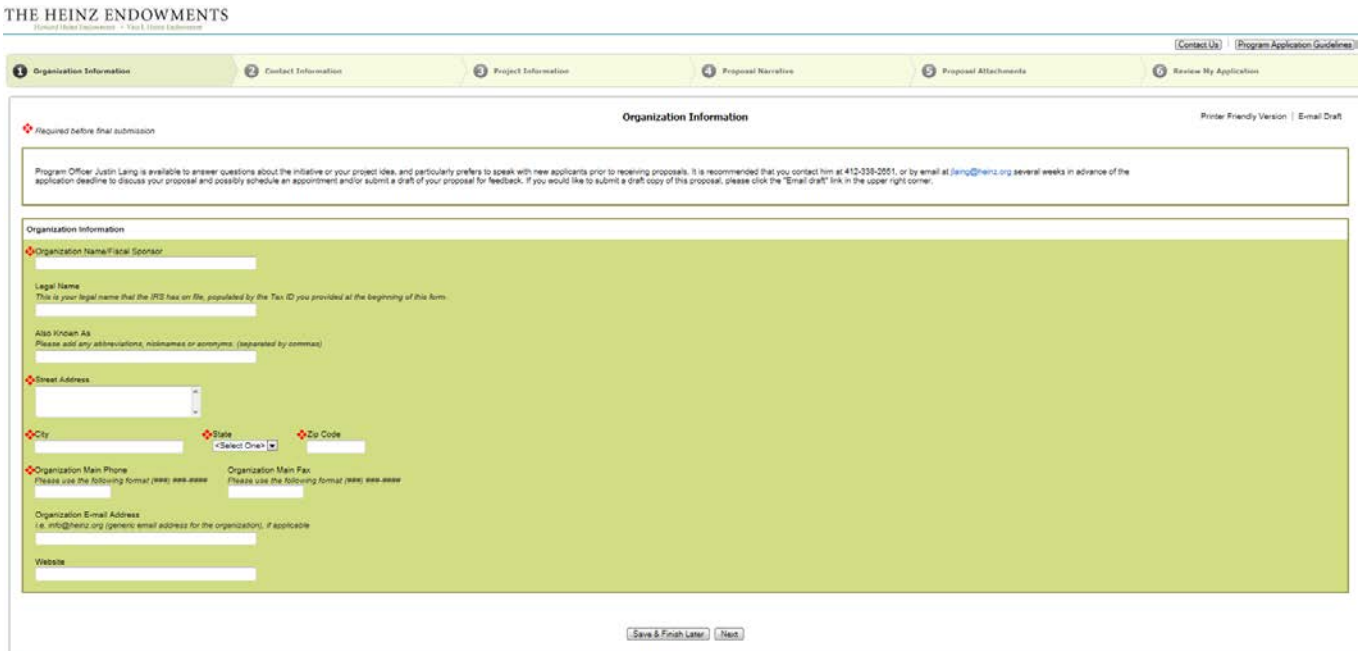
(All applications for this program are due by Monday, March 18, 2013. Grants will be announced in late 2013.)

You will be 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.



After entering your Federal Tax ID/EIN number, click on “OK” and you will proceed to a new application.



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

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
 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 being placed locally in the next three months.

Key Artists and Technical Staff
 In a one document, provide brief bios on key artists and technical staff
 To upload a document, click the Browse button, locate the document on your computer, click Open, then click Upload

Project Budget
 Provide a balanced project budget denoting 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.

Annual Budget
 Current Annual Budget
 Provide the organization's current annual budget. Please contact Endowments staff if you need assistance and/or a sample budget form.

Work Samples

Submit up to five links to AV files

Work sample should speak to the capacity, quality, and professionalism of the organization and participating artists. Submit any combination of the following: slides, DVD's, CD's and catalogues. 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.

Cultural Data Project Report

Cultural Data Project Report
If it is required that you submit your organization's financial and programming information to the Cultural Data Project at www.pccdp.org. Please upload a copy of the Small Area Initiative Funders Report, here.

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.

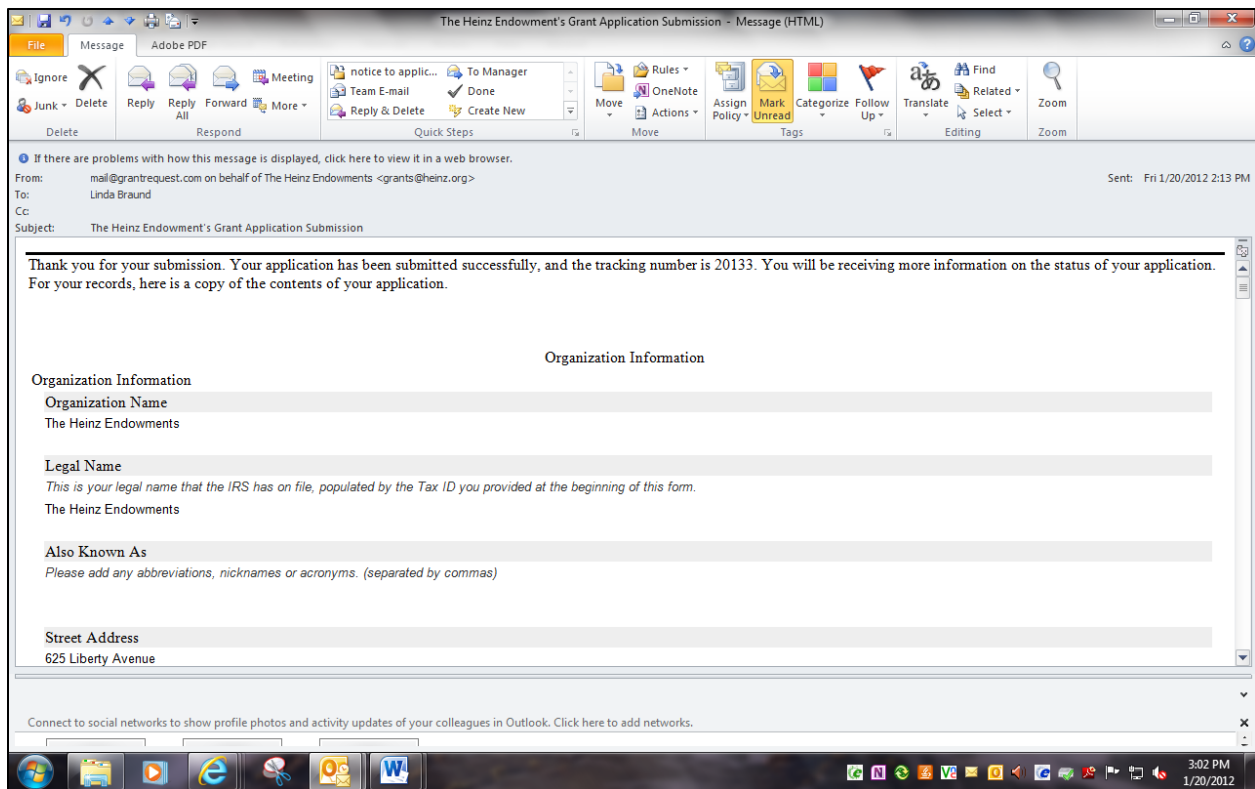
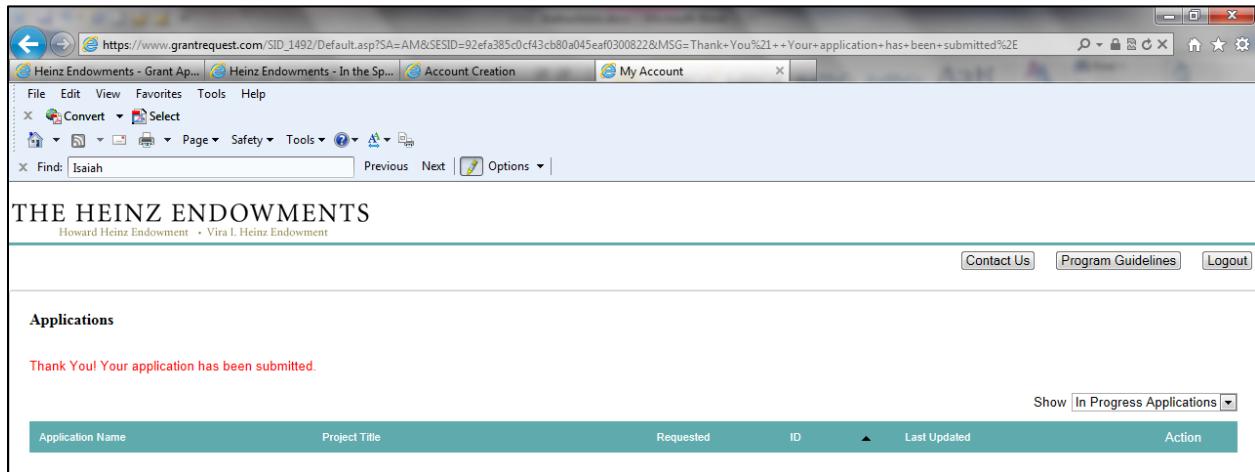
Patriot Act

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 Employer's website. [Click here for example.](#) This should be submitted on organization's letterhead and signed by the board chairperson.

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

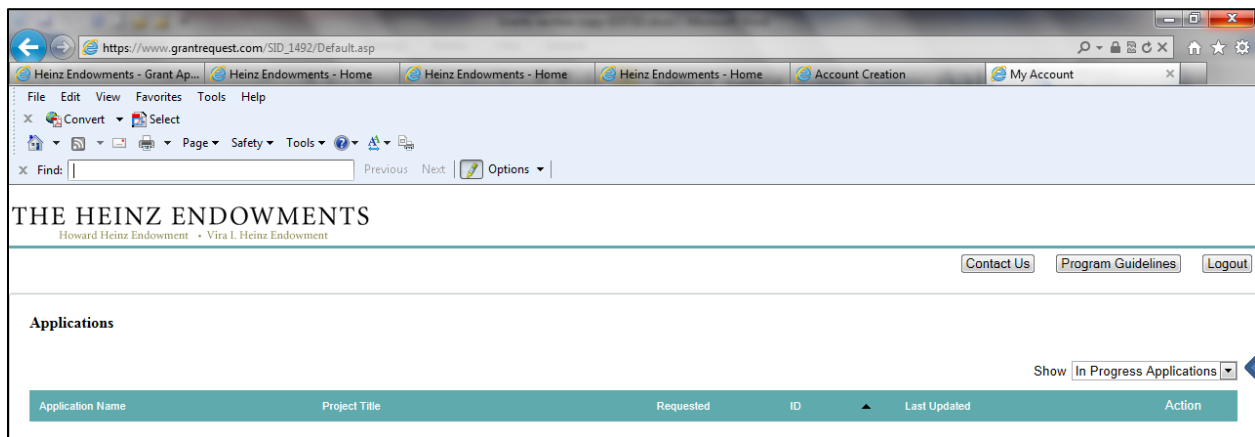
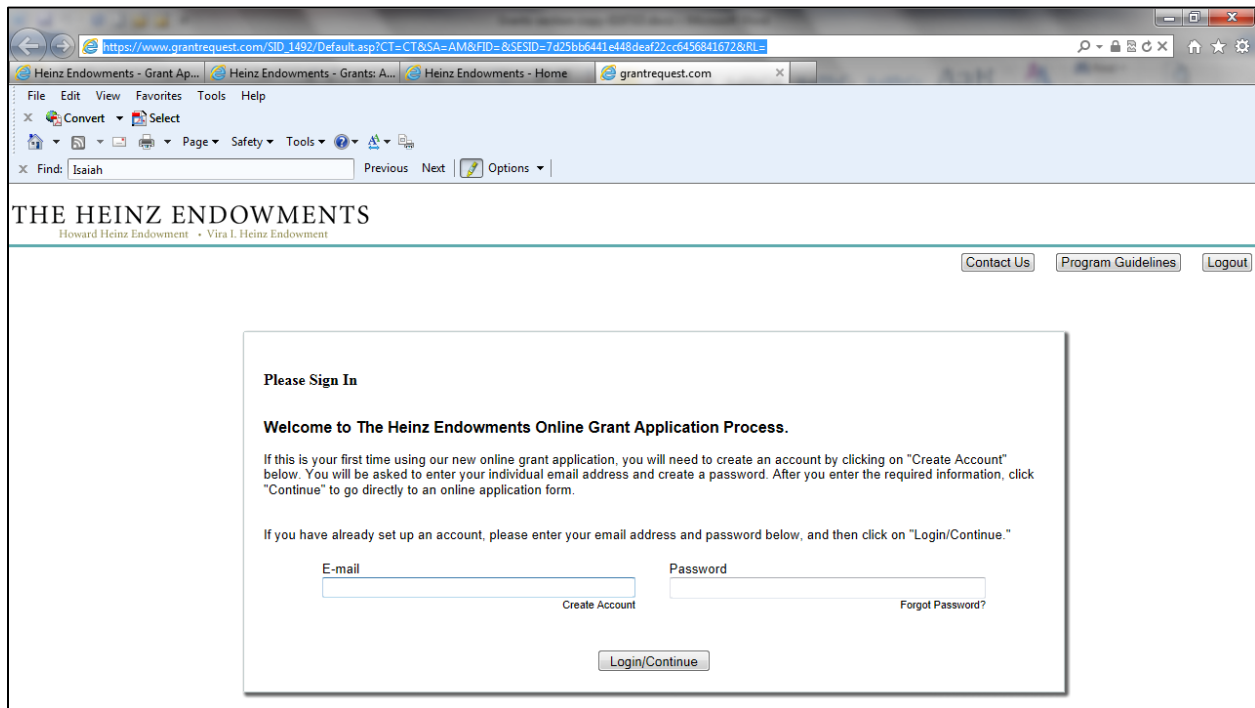
You are now in the final section of the application, “Review my application.” You will see a copy of your application, and if you are missing any required fields or documents, they will be identified in a list at the top of the page and highlighted in red in the body of the application. You can make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



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.