THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

Small Arts Initiative Application
Project Support for <u>Organizations</u>

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.

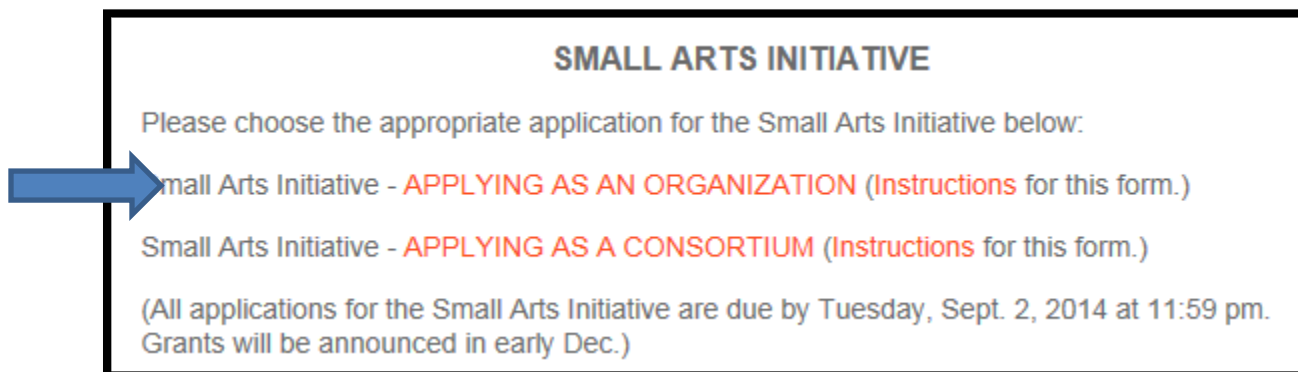This document contains the following sections:

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

Preparation

Review the information on our website about the Small Arts Initiative. An overview and submission guidelines for the program is available http://www.heinz.org/Interior.aspx?id=42 .

Create a new application

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:

mall Arts Initiative - APPLYING AS AN ORGANIZATION (Instructions for this form.)

Small Arts Initiative - APPLYING AS A CONSORTIUM (Instructions for this form.)

(All applications for the Small Arts Initiative are due by Tuesday, Sept. 2, 2014 at 11:59 pm. Grants will be announced in early Dec.)

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.

NOTE: On September 21st updates were applied to the application which will require you to type in your current password in ALL LOWERCASE letters. Once you have accessed the site you can continue to use the existing password in all lowercase letters or update your password to include uppercase letters by selecting the 'Change Email/Password' link in the upper left hand side of the site.

E-mail

Password

Create A New Account Here   Forgot Password?

Login

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

lindasbraund@gmail.com

Confirm E-mail

lindasbraund@gmail.com

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

••••••••

Confirm Password

••••••••

Continue

Return to login

After filling out the form, clicking on "Continue," will take you directly to a screen where you will 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 HEINZ ENDOWMENTS

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.

Please enter your Federal Tax ID/EIN Number   OK

(You also 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.)

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 taking place locally in the next three months.

[Browse...]

[Upload]

Key Artists and Technical Staff

❖**Key Artists and Technical Staff**
In one document, provide brief bios on key artists and technical staff.

[Browse...]

[Upload]

Project Budget

❖**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.

[Browse...]

[Upload]

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.

[ ] Browse...

[Upload]

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.

[ ] Browse...

[Upload]

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.

[ ] Browse...

[Upload]

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.

[ ] Browse...

[Upload]

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.

[ ] Browse...

[Upload]

[Save & Finish Later] [Review]

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.**

After 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.
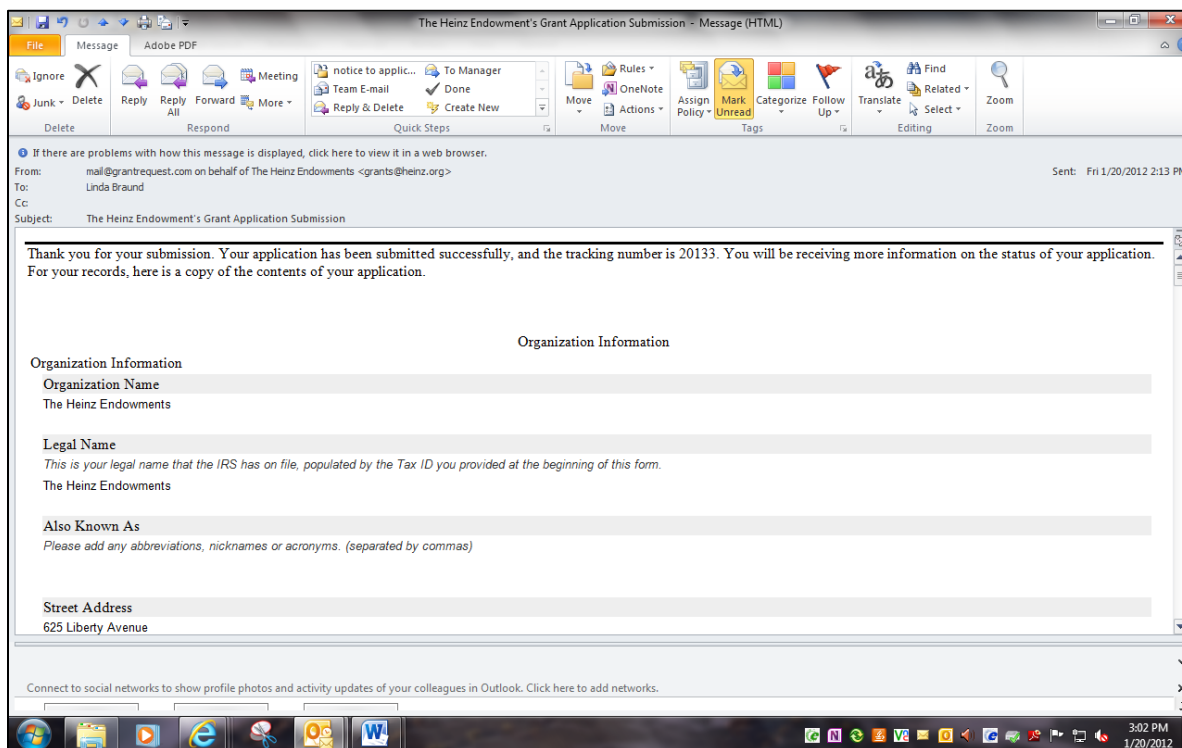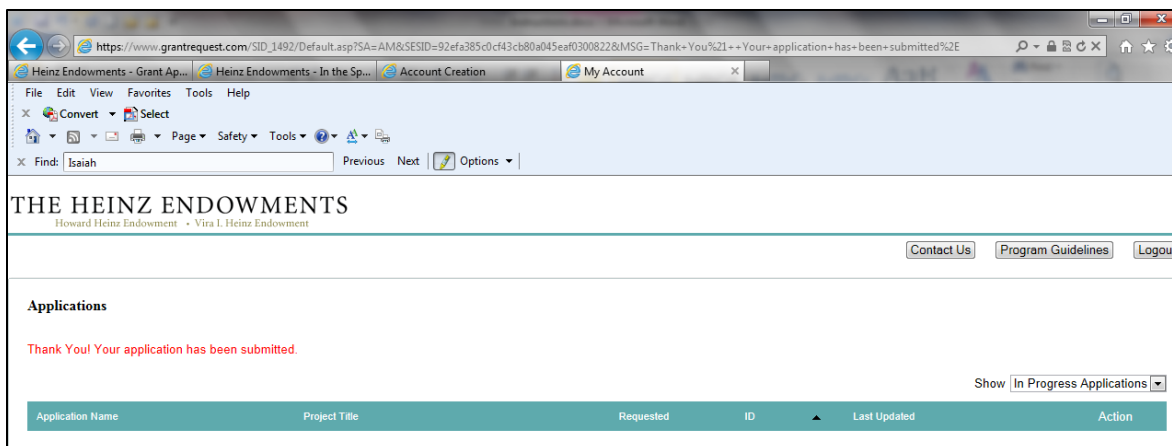
Log in to existing applications

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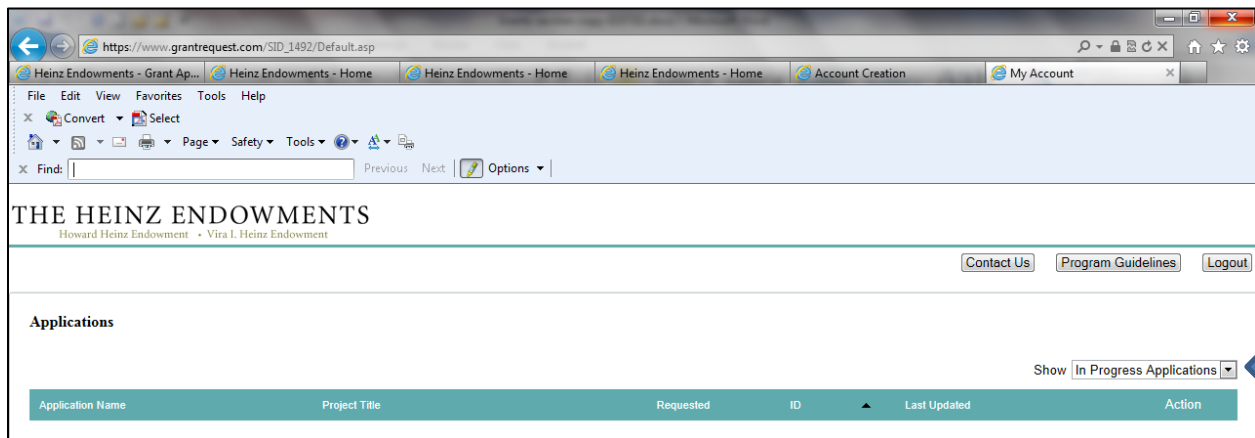
If you have already set up an account, please enter your email address and password below, and then click on "Login" to continue.

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.

NOTE: On September 21st updates were applied to the application which will require you to type in your current password in ALL LOWERCASE letters. Once you have accessed the site you can continue to use the existing password in all lowercase letters or update your password to include uppercase letters by selecting the 'Change Email/Password' link in the upper left hand side of the site.

E-mail

Password

[Create A New Account Here]   [Forgot Password?]

[Login]

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.**