

# THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

## Transformative Arts Program – Applying as a consortium Young Artist(s) Program 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](mailto: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 Transformative Arts Program.

### Create a new application

Begin on the [Apply Online](#) page of the Endowments website and under the “Transformative Arts Program” 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 Transformative Arts Program (These instructions/screen prints relate to the “**Applying as a Consortium**” application form listed below.):

**TRANSFORMATIVE ARTS PROGRAM**

Please choose the appropriate application below for the TAP Youth Artists Grants:

TAP Youth Artist Grants - **APPLYING AS AN ORGANIZATION** (Instructions for this form.)

TAP Youth Artist Grants - **APPLYING AS A CONSORTIUM** (Instructions for this form.)

There will be an information session for interested applicants on **April 6 at the Kingsley Association and April 13 at the Hill House Association** from 6 to 7:30 p.m.

Staff will review applications and provide feedback **until April 21, 2017.**

**The deadline for applications to be submitted is 11:59 p.m. May 1, 2017.** Late submissions will not be accepted.

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](#)

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 for your organization** you will be using. 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](mailto:grants@heinz.org).

File Edit View Favorites Tools Help

Convert Select

Page Safety Tools

Find: Previous Next Options

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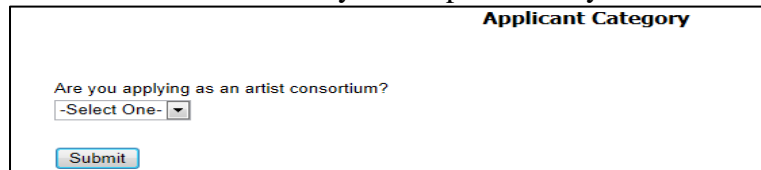
[Contact Us](#) [Program Application Guidelines](#)

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

(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.)

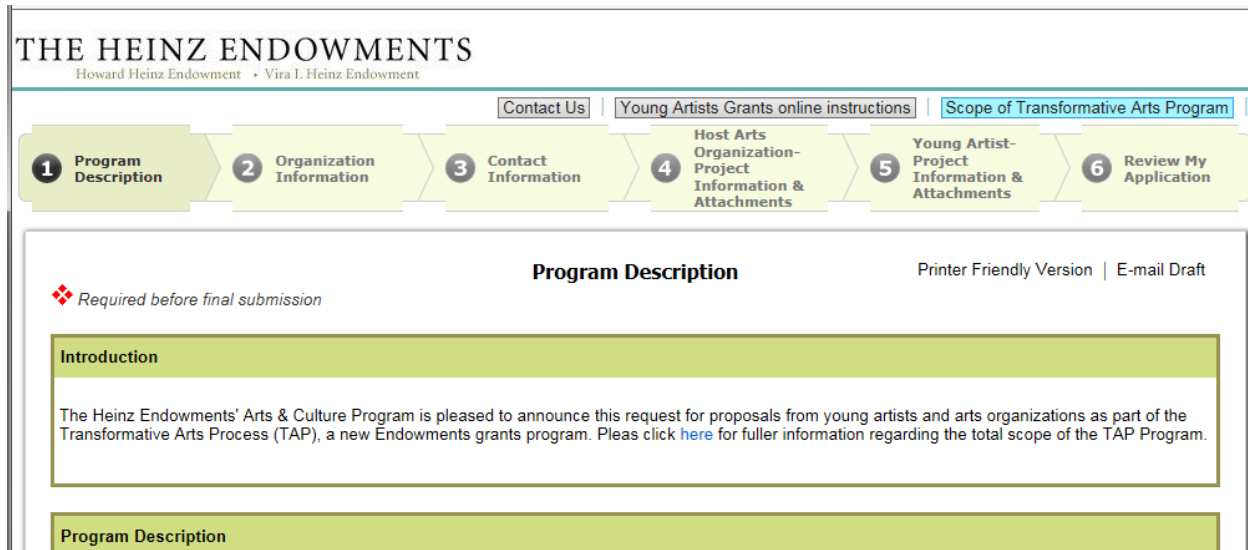
After entering your Federal Tax ID/EIN number, click on “OK” and you will be asked to verify that you are applying as an artist consortium before you can proceed any further.



**Applicant Category**

Are you applying as an artist consortium?

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



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[Contact Us](#) | [Young Artists Grants online instructions](#) | [Scope of Transformative Arts Program](#)

**1** Program Description   **2** Organization Information   **3** Contact Information   **4** Host Arts Organization-Project Information & Attachments   **5** Young Artist-Project Information & Attachments   **6** Review My Application

**Program Description**   [Printer Friendly Version](#) | [E-mail Draft](#)

❖ *Required before final submission*

**Introduction**

The Heinz Endowments' Arts & Culture Program is pleased to announce this request for proposals from young artists and arts organizations as part of the Transformative Arts Process (TAP), a new Endowments grants program. Please click [here](#) for fuller information regarding the total scope of the TAP Program.

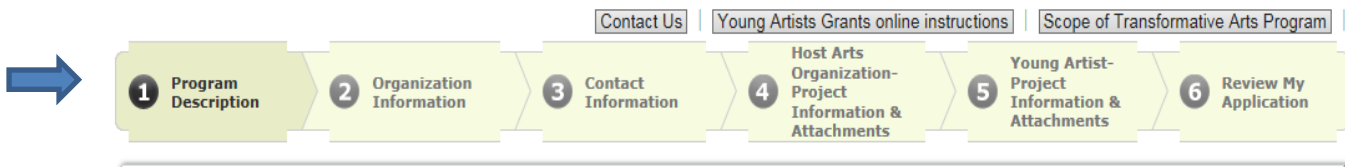
**Program Description**

**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 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: “Program Description,” “Organization Information,” “Contact information,” “Host Arts Organization-Project Information & Attachments,” “Young Artist-Project Information & Attachments,” and “Review My Application.” You can click within those sections to navigate among pages:



Our application form supports attachments. Sections 4 & 5 of the form indicates which attachments are required for submission and gives instructions on how to upload the documents.

Section 4 – Host Arts Organization Attachments:

**Upload Instructions**

Please upload the following documents to complete your application. To upload a document, click the "Browse" button, locate the document on your click "Open," then click "Upload." **\*\*Please note size of all combined attachments cannot exceed 1GB\*\***

**Annual Budget**

❖ **Annual Budget**  
*A budget must be developed for each project. Grants will be awarded to a maximum of \$15,000. Each project budget must include the following:*

- A fee for the young artist(s).
- A maximum of \$5,000 for the host organization, including a fee paid to the adult mentor.
- A project budget that estimates costs to mount the project, including performers, space rental and promotion.

**Memorandum of Understanding (MOU)**

❖ **Memorandum of Understanding (MOU)**  
*If the organization is serving as a fiscal sponsor, it must provide a Memorandum of Understanding (MOU) signed by both organizations. The MOU must be persuasive in showing the preparedness of the 501-c3 organization to provide administrative and technical support to consortium members, offer artistic support when appropriate, oversee the receipt and expenditure of grant funds, and, in general, provide proof that it is exercising control of the project.*

**Financial Statement**

❖ **Financial Statement/Most Recent Audit**

**Board of Directors**

❖ **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.*

Section 5 – Young Artist Attachments:

**Upload Instructions**

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." **\*\*Please note size of all combined attachments cannot exceed 1GB\*\***

**Work Samples**

Please provide samples of your artwork. Depending on your art form, you may submit written work, portfolios, links to online work or links to video recordings, etc.

**1. Work Sample**  
*Enter the website link to your work sample.*

**2. Work Sample**  
*Enter the website link to your work sample.*

**3. Work Sample**  
*Enter the website link to your work sample.*

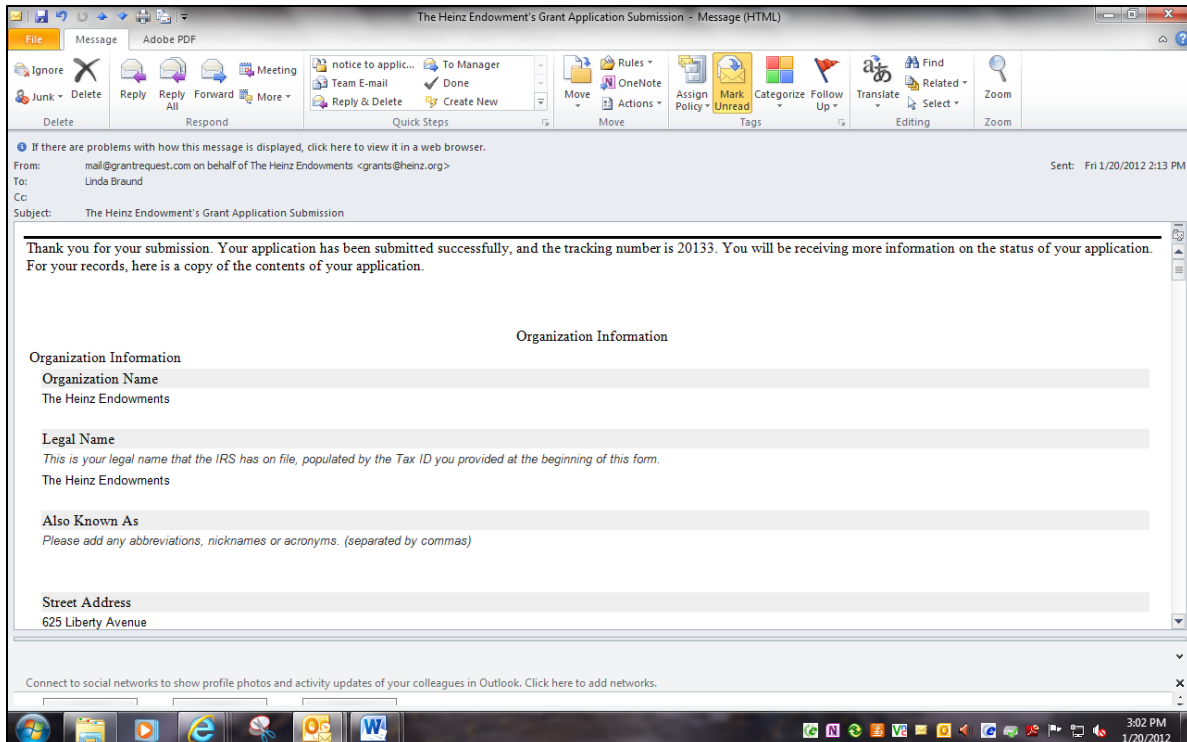
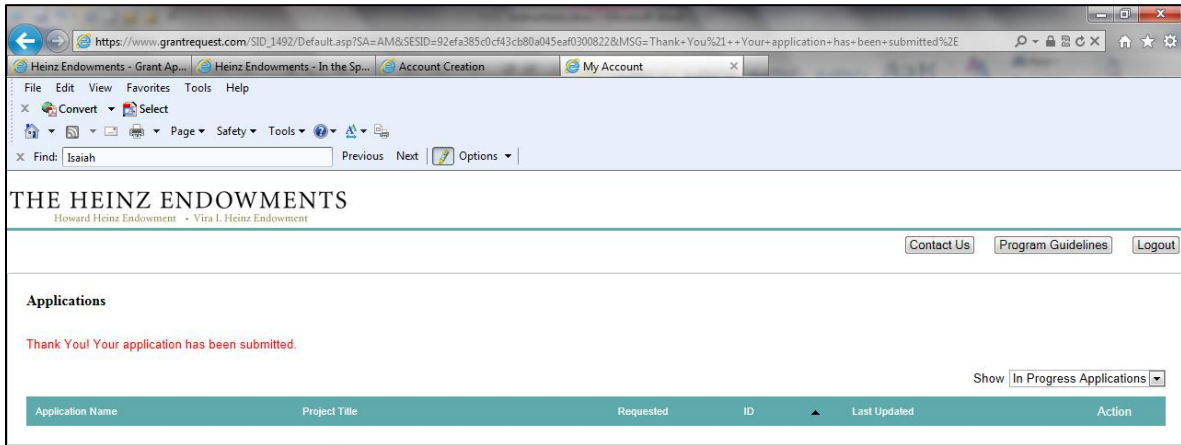
**Attach a non youtube work sample (if applicable)**

**Attach a non youtube work sample (if applicable)**

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.

E-mail

Password

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**Applications**

Show

Application Name	Project Title	Requested	ID	Last Updated	Action
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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.

7.15.2016