

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

Summer Youth Philanthropy 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.

This document contains the following sections:

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Preparation

Review the information on our website about the Summer Youth Philanthropy program. Information for the program is available <http://www.heinz.org/Interior.aspx?id=168>.

Create a new application

Begin on the [Apply Online](#) page of the Endowments website and under the “Summer Youth Philanthropy” section, click on the application (blue arrow below). You should have already completed the appropriate RFP document and saved it to your computer.

SUMMER YOUTH PHILANTHROPY

This year, six teams of interns will each award \$25,000 in grants. Applications for these funding opportunities (with the exception of the United Way project) include two parts.

FIRST, select the appropriate request for proposal from the list below. Each RFP contains questions tailored to the specific funding opportunity. These individual documents should be completed prior to submitting the online application and saved to your computer because you will be asked to upload the document to your application as an attachment.

- **Student Conservation Association:** [Technological Education for a Sustainable Future](#)
- **Sarah Heinz House:** [Operation Opportunity](#)
- **The Heinz Endowments:** [The Next Oxy-generation](#)
- **Sustainable Pittsburgh:** [Bring Youth Outdoors](#)
- **Allegheny County Department of Human Services:** [Project Brush: Providing Victims of Trauma Access to Creative Arts](#)
- **United Way of Allegheny County:** [Civically Engaging Youth for Tomorrow!](#)



SECOND, complete the Endowments' online **Youth Philanthropy Application**. (Be sure to read the **instructions for this form**.) You will be asked to upload your RFP document as an attachment to this form. [NOTE: Do NOT use the Endowments' online Youth Philanthropy Application if you are applying to the United Way team.]

All applications are due by 9:00am on Monday, Aug. 3.

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

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 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
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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 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:

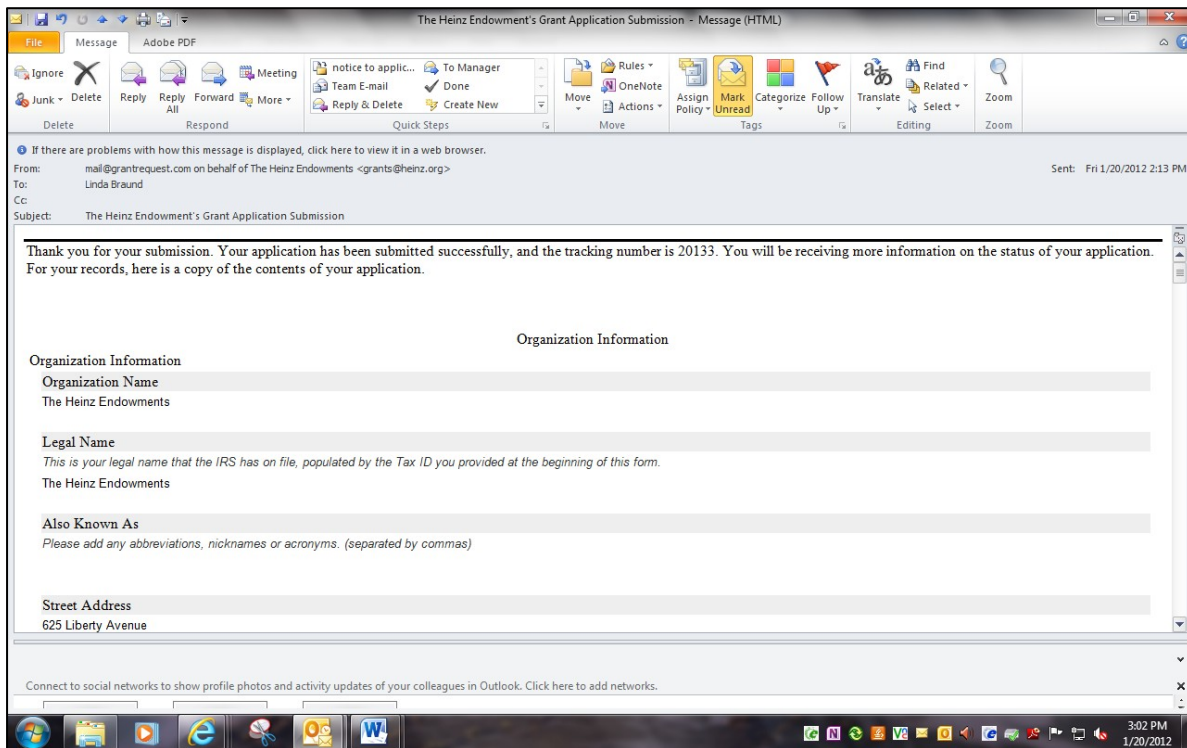
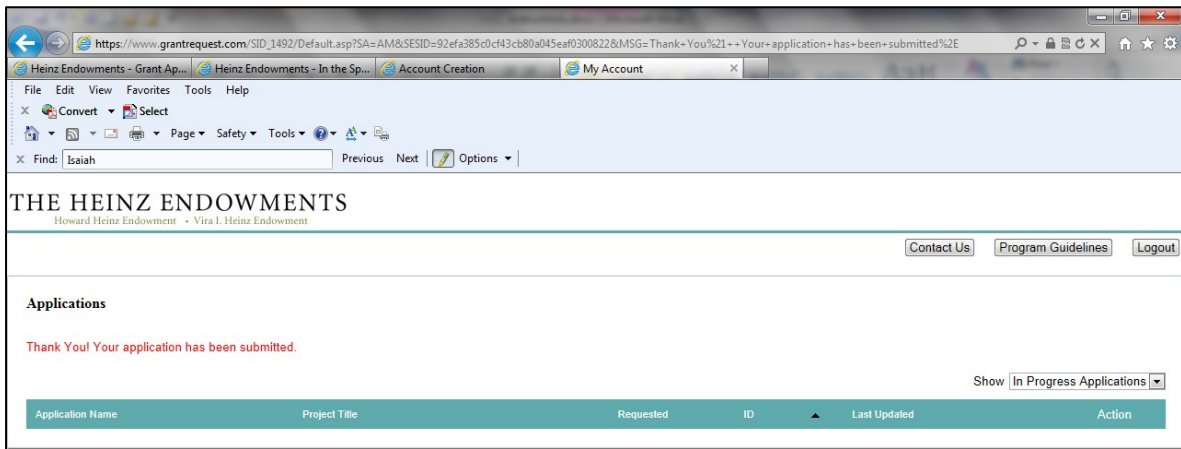
Our application form supports attachments. Section 5 of the form indicates which attachments are required for submission and gives instructions on how to upload the documents.

The screenshot displays a web application interface for a Summer Youth RFP. At the top, it shows the 'Schedule Date' as 02/25/2014 and the 'RFP Title' as 'Summer Youth RFP - Proposal Attachments'. The 'RFP Number' is 15, and the 'Check Number' is 10581. The 'Type' is 'Cash Payment'. A 'Notes' section contains 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 and then click Upload.' Below this are three sections for document uploads: 'RFP Responses', 'Project Budget', and 'Board of Directors'. Each section includes a 'Browse...' button and an 'Upload' button. The 'RFP Responses' section also includes a 'Payment Date' of 02/25/2014 and a note: 'In addition to the information you just provided, each team has specific questions that must be answered. Each team's document may be found at The Heinz Endowments Apply Online Page. Please upload a document that answers those questions here:'. The 'Project Budget' section includes a note: 'Please attach a complete project/program budget with income and expenses. Indicate expenses to be covered by this request.' The 'Board of Directors' section includes a note: 'Most recent list of board of directors and officers.'

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:

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E-mail

Password

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", "Program Guidelines", and "Logout". The main content area is titled "Applications" and features a table with columns for "Application Name", "Project Title", "Requested", "ID", "Last Updated", and "Action". A "Show" button is located to the right of the table, with a drop-down menu currently set to "In Progress Applications". A blue arrow points to this 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.**