THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

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 cdabat@heinz.org

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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, and select the correct link:

- Create a new application (If you do not already have an account with the Endowments, you will be instructed to do so through this link before you start your application.)
- Log in to existing applications

Create a new general application:

Begin at the "Apply Online" page on the Endowments website. Click on the first link, "Create a new general application."

Apply Online

If you have any questions or problems with the online application form, please contact *Cheryl Dabat*.

GRANT APPLICATION DEADLINES

General applications:

March 1 - Spring board meeting

August 1 - Fall board meeting

GENERAL APPLICATION

CLICK HERE to create a new general applications. This general application should be chosen unless you have been instructed to use a different form. Instructions for this form are available *here*.

LOGIN TO EXISTING APPLICATIONS

CLICK HERE to login to existing applications. If you have already set up an account with the Endowments and are returning to either complete an application in process, or review an application that was previously submitted, please login using the link on the left. Use the drop-down box on the top right side of the form to toggle between applications that are in process and those that were previously submitted.

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

[   ]   [   ]

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

If you created a new online account, you will receive an email from the system, letting you know that your account was successfully created. It 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.

You will then be asked to select between applying as a 501(c)(3) Public Charity or applying using a Fiscal Sponsor. Please select the appropriate response from the drop down box.

The Heinz Endowments

The Heinz Endowments accepts applications from organizations that are public charities exempt under 501(c)(3) of the internal revenue code. Applications are also accepted if you are using a qualified fiscal sponsor. A qualified fiscal sponsor has the ultimate discretion and control over the activities of the non-exempt recipient.

Please indicate your selection.

-Select One-

Submit

You will then be asked to enter your Federal Tax ID/EIN number. 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 Cheryl Dabat at cdabat@heinz.org.

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. If you are applying using a Sponsor Organization, please enter the Sponsor Organization's Federal Tax ID.

Please enter your Federal Tax ID/EIN Number   OK

After entering your Tax ID/EIN number, clicking on "OK" will take you directly to a screen where you will be asked if the project will benefit the people of Pennsylvania

Eligibility Screening

Will this proposed work benefit the people of Pennsylvania?
-Select One-

Submit

Click on "submit," and you will proceed to a new application.

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.
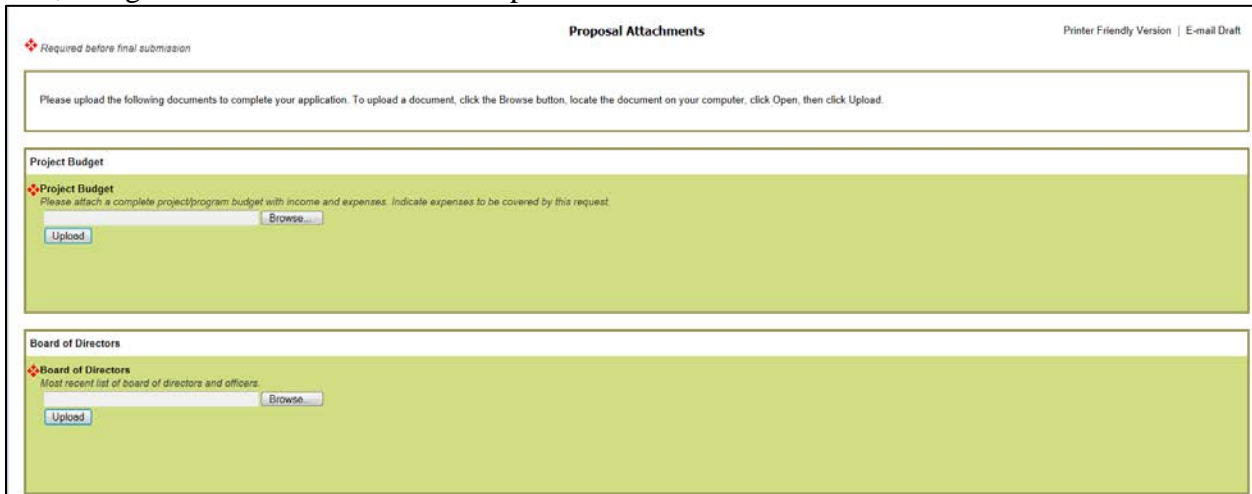
Important information about the form:

- 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 90 minutes, you will get a warning. After three 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, you can click within those sections to navigate between pages:

Our application form supports attachments. The attachment section indicates which attachments are required for submission, and gives instructions on how to upload the documents.
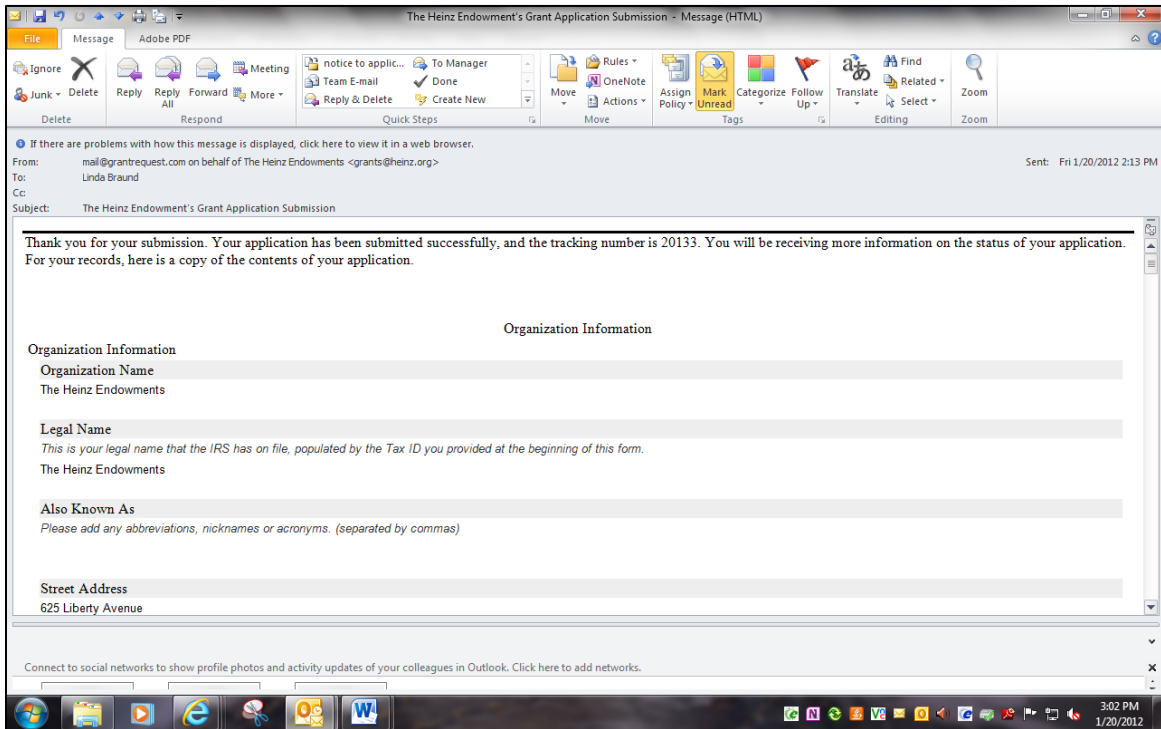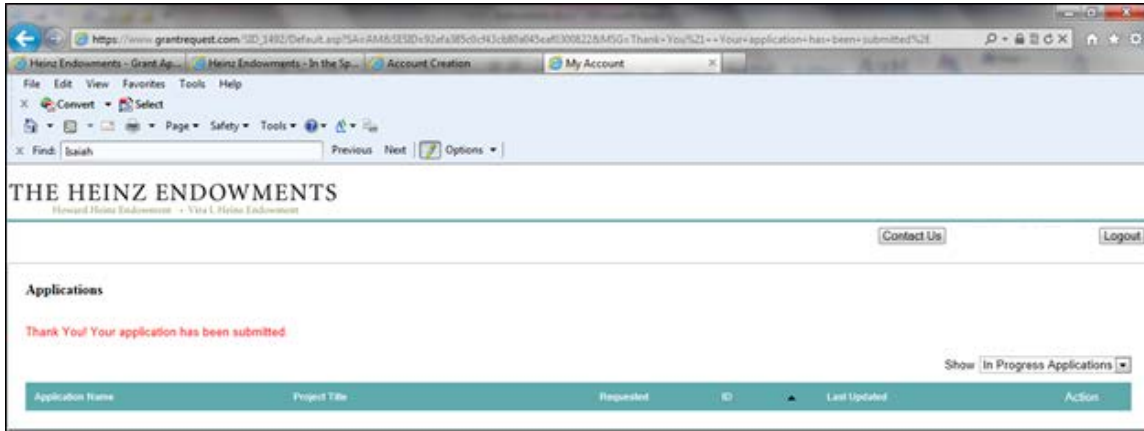

After uploading all the documents, click on the "Review" button at the bottom of the screen.

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 the body of the application (in red). 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), once again, 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:
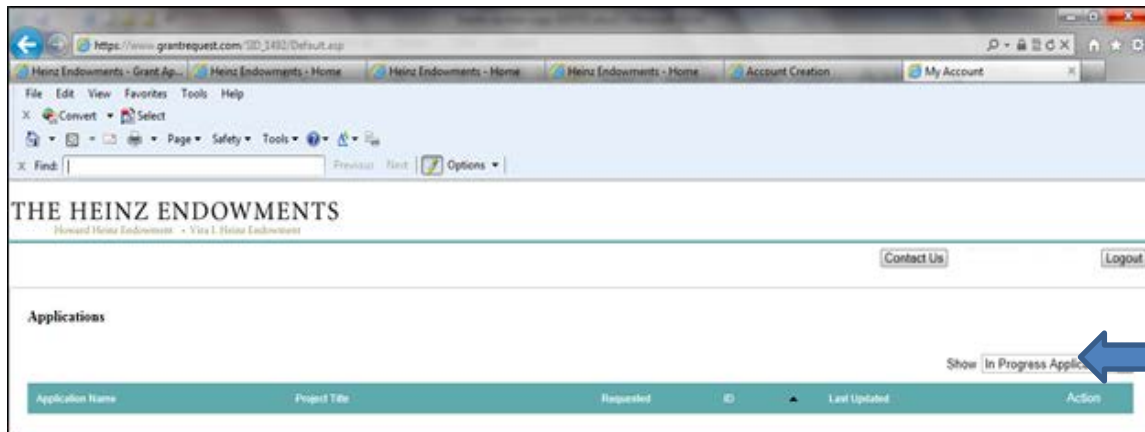
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E-mail	Password
Create A New Account Here	Forgot Password?

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.

1/2018