

Grants Landing User Guide

Accessing the Grantee Portal

Create a new account

1. Visit heinz.my.site.com/grantslanding to access Grants Landing, The Heinz Endowments' grantee portal.
2. On the log-in page, click **Don't have an account? Create one.**
3. On the registration page, enter the required information: first name, last name and email address. That email address becomes your username. Then click **Next.**
4. You'll receive a confirmation email, usually within a few minutes. Occasionally, the email can take a few hours to arrive. Check your spam folder if you do not see the email.
5. Create a password. It must have at least eight characters, including a letter and a number.

Logging in after establishing an account

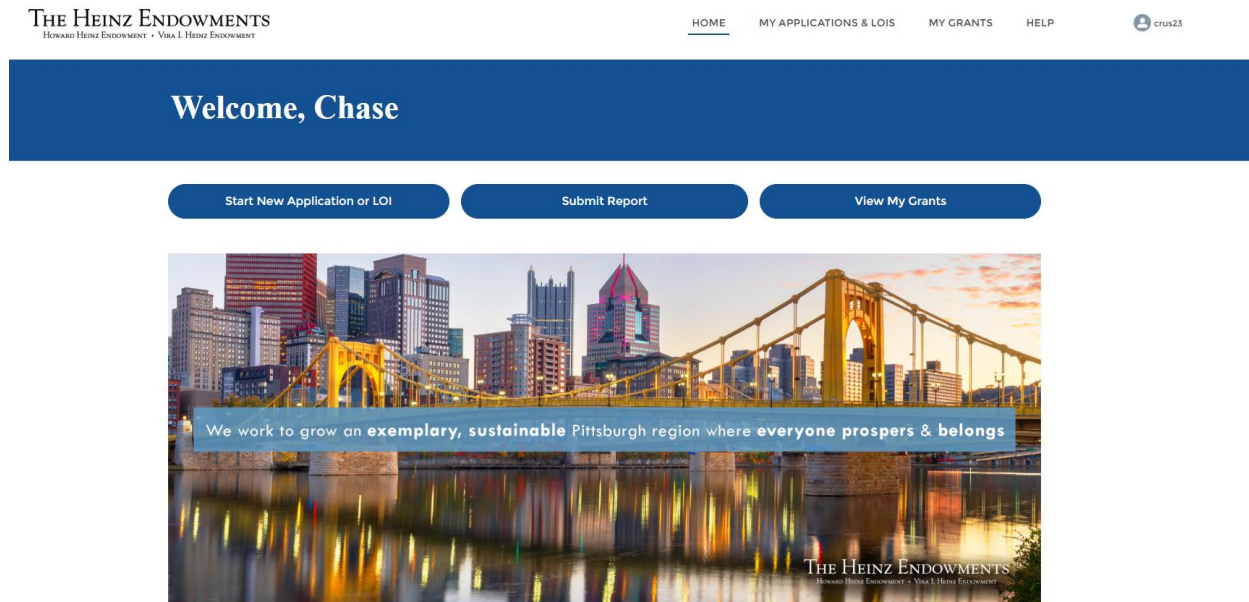
1. Log in to Grants Landing at heinz.my.site.com/grantslanding.
2. Enter your email address as your username, then your password.

Forgot your password?

Click **Forgot your password?** on the log-in page. A reset link arrives by email, usually within a few minutes. Occasionally, the email can take a few hours to arrive. If you do not see the email, check your spam or junk folder.

Your grantee portal homepage

After logging in, you will arrive at your grantee portal homepage.



Viewing your application or LOI

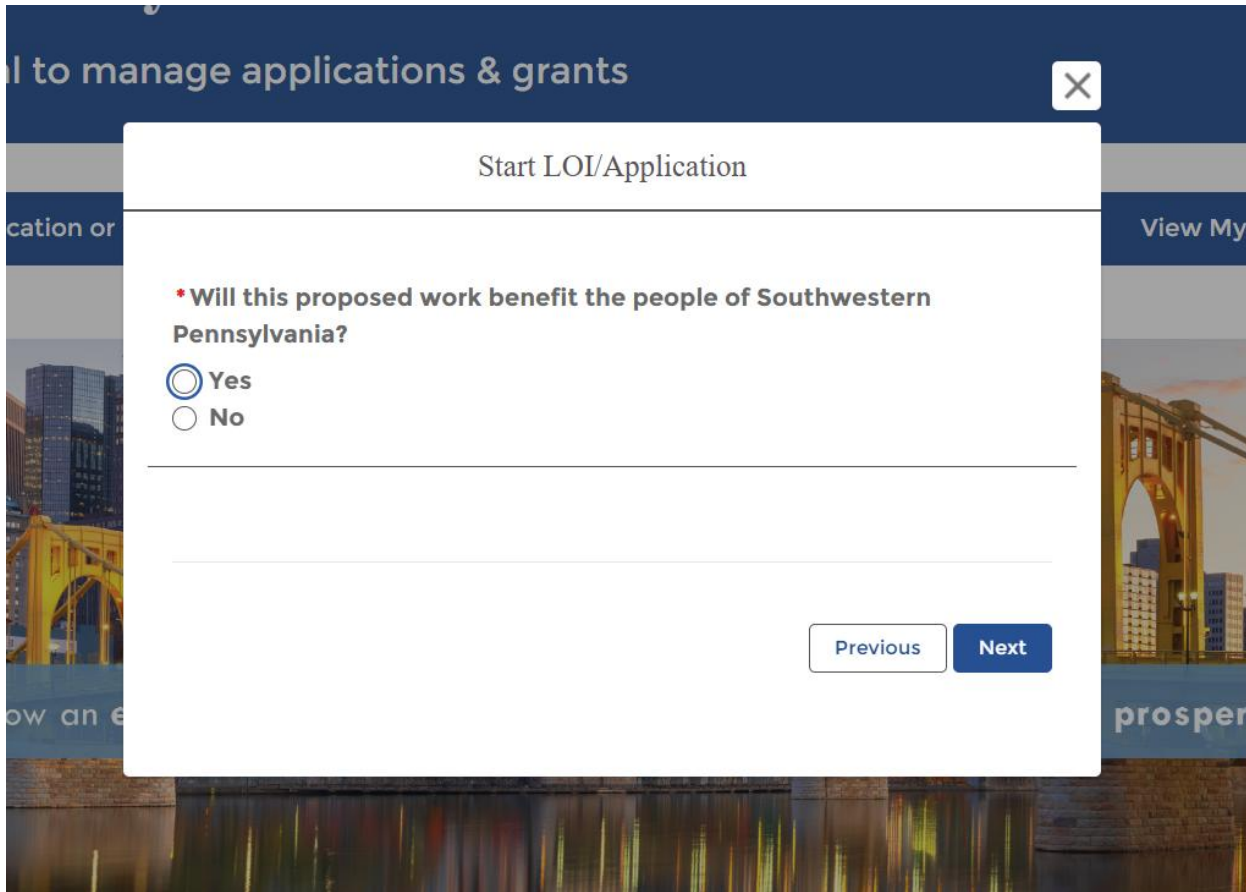
If you have submitted or are working on a funding application:

1. Go to **My Applications & LOIs**.
2. Select the application you want to view.
3. Review the application details and current status.

Your application will move through several stages during the review process. The status displayed in the portal tells you where your application is in the process.

If you have questions about the status of your application, email grants@heinz.org or contact your program officer.

Completing an application or LOI

A screenshot of a web portal interface. At the top, a dark blue header contains the text 'l to manage applications & grants' and a close button (X). Below the header, a white modal window titled 'Start LOI/Application' is centered. Inside the modal, there is a question: '* Will this proposed work benefit the people of Southwestern Pennsylvania?'. Below the question are two radio button options: 'Yes' (which is selected) and 'No'. At the bottom right of the modal are two buttons: 'Previous' and 'Next'. The background of the portal shows a cityscape with a bridge and water.

To start a new application or LOI

1. Click **Start New Application or LOI**.
2. Review each section carefully.
3. Enter the requested information.
4. Save your work as you go. If you need to leave the portal before completing, save your progress and return later.
5. Upload any required supporting documents.
6. Review your responses before submitting.
7. Select **Submit** when the application is complete.

Please note:

Once an application is submitted, you may not be able to make additional changes unless The Heinz Endowments returns it to you or reopens it.

Uploading documents

Application

The Heinz Endowments

Request Type

Full Application

External Status

In Progress

Submission Date

Requested Amount

LOI/Application

See Status / Submit

Organization Information

Contact Information

Proposal

Proposal Attachments

▼ Proposal Attachments

Proposal Attachments

Project Budget

☒ Required

Upload a complete project budget with income and expenses. Indicate expenses to be covered by this request. [Click here to download a template \(optional\).](#)

Files (0)

Upload Files

Or drop files

Board of Directors

☒ Required

Upload a current list of board of directors and officers.

Files (0)

Upload Files

Or drop files

Most Recent Audit

☒ Required

Upload your most recent audited financial statement. For smaller organizations who qualify, a compilation, review, or audit of financial statements is acceptable.

Files (0)

Upload Files

Or drop files

Additional Attachments

Additional information is optional. For any attached files, please use the file name to indicate the purpose of the file. You may add up to 5 files. Each file cannot exceed 29 MB.

Upload Files

Or drop files

Save

You will be asked to provide supporting documents as part of an application or grant requirement:

- Project budget
- Board of Directors list
- Most recent audit
- Other documents specifically requested by The Heinz Endowments

Next page: [step-by-step instructions for uploading documents](#)

To upload a document:

1. The last step in your application or LOI process is to provide required documentation.
2. Go to the Proposal Attachement section.
3. If a document is required, you will see a checkmark in the Required notification.
4. Select **Upload Files** or the corresponding upload option.
5. Choose the file from your computer.
6. Wait for the upload to finish.
7. Confirm that the document appears in the application or requirement.
8. Continue completing the form or select **Submit** when finished.

Tip: Use descriptive file names such as YourOrganizationName_2026-27_Budget.pdf rather than names such as budgetfinalFINAL2.pdf.

Viewing your grant information

THE HEINZ ENDOWMENTS
HOWARD HEINZ ENDOWMENT • VIRIA I. HEINZ ENDOWMENT

HOMEMY APPLICATIONS & LOISMY GRANTSHELP

Q president

My Grants

Active GrantsClosed GrantsOpen Requirements

Name ↑	Amount A...	External St...	Grant Start D...	Grant End...
2026 - Full Application - Filipino American Association of Pittsburgh (TEST)	\$4,500.00	Approved	10/30/2026	1/1/2027

Active Grants – Grant that has been approved. Grantee has signed the grant agreement, and the grant is open and ongoing.

Closed Grants – The terms of the grant have been met and final reporting has been submitted.

Open Requirements – The grant has outstanding reports that must be completed to satisfy terms of the grant agreement.

Once your grant is active, you can view the following details in the portal:

- Grant status
- Grant amount
- Grant dates
- Other related requirement and disbursement information

Select the appropriate grant from your portal to view its details. If information appears to be missing or incorrect, contact your program officer or email grants@heinz.org.

Submitting reports

To complete a report:

1. Log in to Grants Landing. You can also follow the link in the email reminding you to submit a report.
2. Sign into the grantee portal with your credentials.
3. Click the Submit Report button on the home page.
4. Upload supporting documents, if requested.
5. **Save and Exit** the report or click **Submit** if you're finished.

Before submitting a report

Make sure your responses are complete and that any required attachments have been uploaded.

Here is a sample of a final report template:

THE HEINZ ENDOWMENTS

Forward Your Endowment • New & Rising Endowment

[HOME](#)
[MY APPLICATIONS & LOIS](#)
[MY GRANTS](#)
[HELP](#)

President

Requirement

Final Report

Grant

2026 - Full Application

Status

Due Date

12/31/2026

Final Report

Type: Grant Report
Due Date: December 31, 2026
Status:

Information

Name	Status
Final Report	
Grant Name	Description
2026 - Full Application	
Disbursement	Type
	Grant Report
Due Date	Subtype
12/31/2026	Final

Progress Report:

Please answer the following questions.
Continue to the next screen to submit your report or save it and return later.

Were the activities conducted as planned? If not, what changed and why?

We value your partnership and expertise in understanding what it takes to achieve better outcomes for the communities we serve. In reflecting on your work over the course of this funding period, what did you learn about the activities, practices, relationships, policies, conditions, etc. that enable you to have the greatest impact?

Do you have unexpended funds for this grant?

None

If yes, please explain and indicate amount remaining.

☐ Is your project/program ongoing?

Grant Measure Results

Please report your progress on the following measures, entering actual quantitative or qualitative data as applicable.

Reflection: We look to grantee partners to make sense of their own data and focus our partnership on understanding not just "how it went" but also "why"; this helps us learn together what it will take to deliver on our shared goals. In this spirit, we encourage you to elaborate on why you met, exceeded, or did not realize a given measure.

Description

Activities increase individual or group access, representation, voice, and leadership in setting agendas and making decisions on issues that most affect them.

***Reflection**

Finished editing?

☒ Yes, I'm done
☐ Not finished

Need help?

Click **Help** on the grantee portal to find a list of frequently asked questions. If you still have questions, email grants@heinz.org or contact your Heinz Endowments program officer.

Please include:

- Your name
 - Organization name
 - Email address associated with your portal account
 - Name or description of the application or grant
 - A brief description of the issue
 - Screenshot of the error message, if applicable
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