The Heinz Endowments – Grantee Application Portal

Our grantee portal is transitioning from the current Blackbaud Legacy Portal to a new Blackbaud Applicant & Grantee Portal.

Key Dates & Information:
- **June 2, 2025:** The new Blackbaud Applicant and Grantee Portal launches. Grant seekers should start any new letter of inquiry (LOI) or general application in this new system.
- **August 31, 2025:** Blackbaud Legacy Portal shuts down permanently.

Please see this transition notice on our website for more details.

Any questions, please contact grants@heinz.org

This new Blackbaud Applicant and Grantee portal will make the application process easier. You will now have a single account to manage all funders using Blackbaud Grantmaking in one consolidated portal. If you already use a Blackbaud product, such as Raiser Edge, you won't need to create a secondary login. You will be required to securely sign in with a new Blackbaud ID or use an existing Blackbaud ID if you use other Blackbaud products.

There are two types of applications:
- Letter of Inquiry (LOI)
- General Application

First-time applicants should start with the LOI to enter the process for funding consideration. Only invited applicants should complete a General Application.

Once you click on the link, you will be prompted to create a Blackbaud ID.
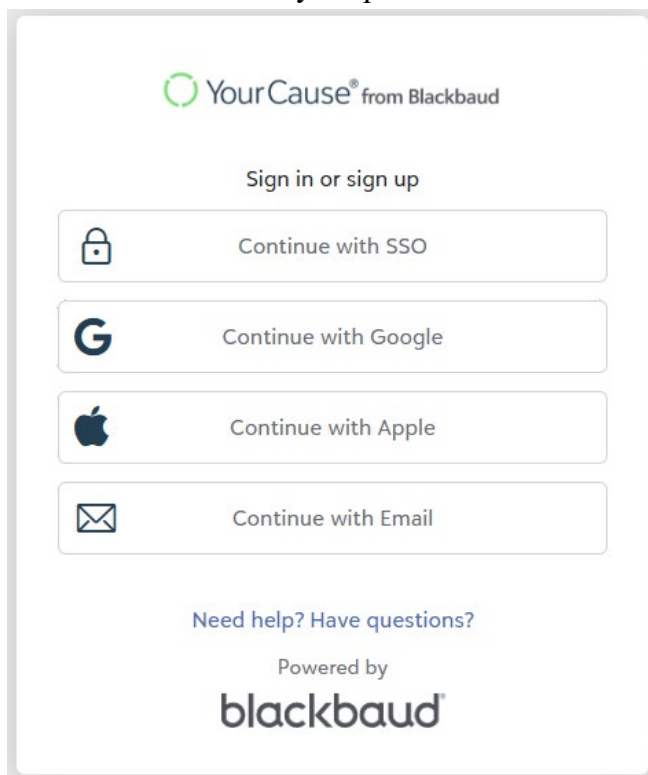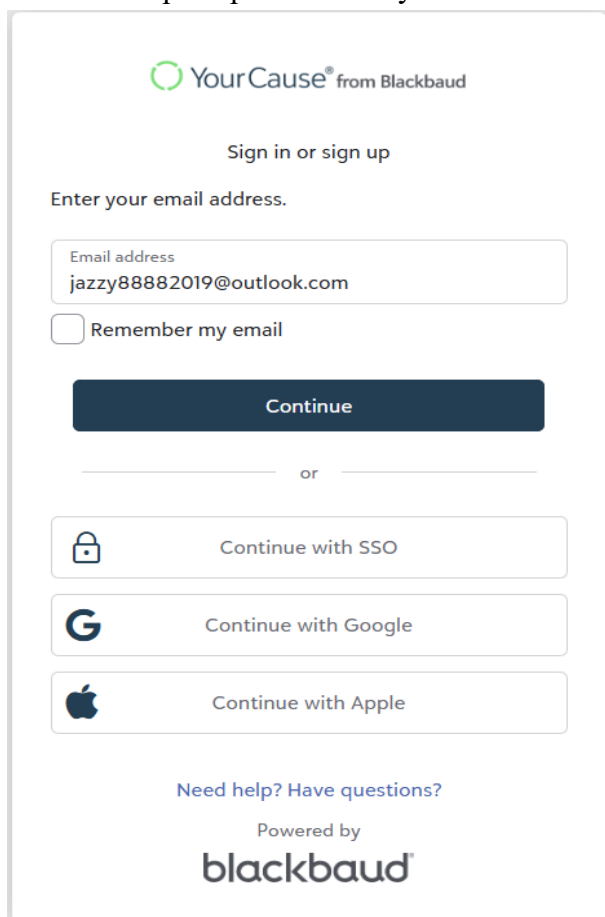
You will then see the YourCause from Blackbaud screen prompting you to sign in with one of four methods. Choose your preferred method.

You will be prompted to enter your credentials.

Confirm your credentials from your email by entering the confirmation code sent to your inbox.
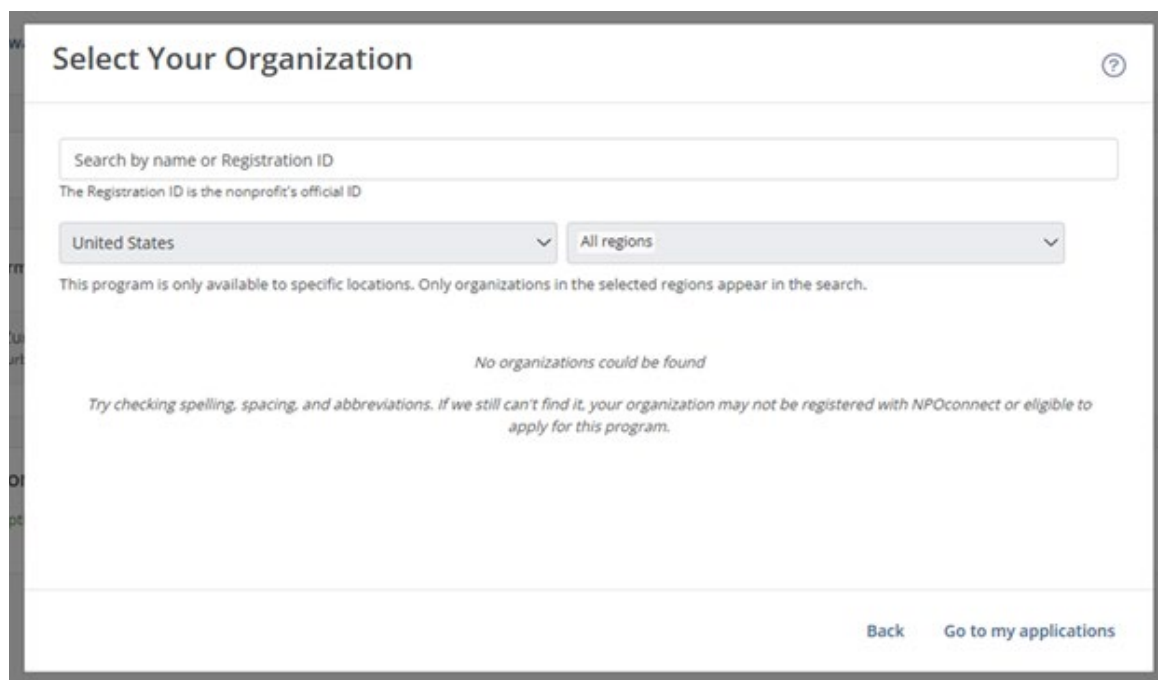
Once your access has been verified, you may sign on to the form.

You will be prompted to select **YOUR organization**, in the Search box, enter **your organization name or tax ID** and then press enter on your keyboard to search. NOTE: This is your organization not The Heinz Endowments.
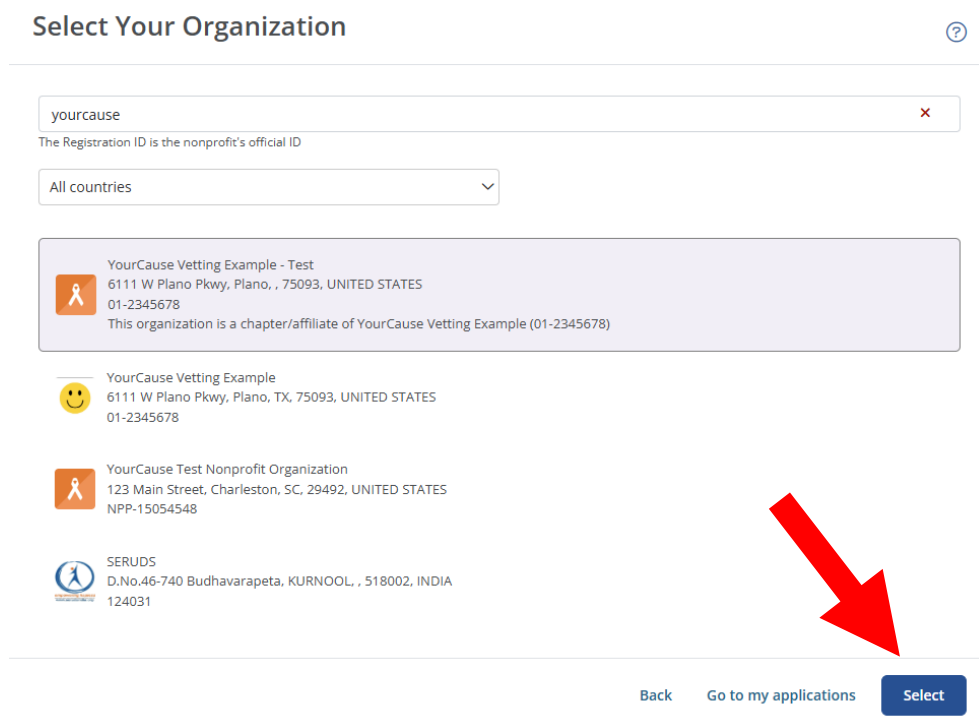
If your organization is a 501(c)(3) charitable organization, the system will find your organization. Select the organization by clicking on it, then click Select in the lower right corner.

You will be taken to a routing form, this is where you will select either "Letter of Inquiry (LOI): or "Grant Application"

Routing Form

Select Application type

FORM QUESTIONS

Instructions

Fill out and submit the form on the right. Based on your responses you will be routed to a grant program where you will complete your grant application.

Letter of Inquiry (LOI) - Submit a short LOI to enter the process for funding consideration, which should take about 10 minutes to complete. We aim to respond to all inquiries within 45 days. LOIs are accepted on a rolling basis.

General Applications - Only invited applicants should complete a general application. This application requires a descriptive proposal narrative, information about the organization's annual or project budget, audited financial statements, and a signed Patriot Act compliance statement.
Applications are accepted on a rolling basis.

Application Type*
Select either LOI or Grant Application

Application Type / LOI

Application Type / General Application

Submit

After you make your selection, click "Submit"

If you select "Letter of Inquiry" you will see the following screen, select "Start new application".

THE HEINZ ENDOWMENTS
HOWARD HEINZ ENDOWMENT
VIRA I. HEINZ ENDOWMENT

Letter of Inquiry
Program is accepting applications

Submit a short LOI to enter the process for funding consideration, which should take about 10 minutes to complete. We aim to respond to all inquiries within 45 days. LOIs are accepted on a rolling basis.

View all my applications   ✏ Start new application

You will be asked to answer an eligibility question. Select your answer, then click Submit.

Eligibility SW PA

Applicant Information

YOURCAUSE VETTING EXAMPLE
6111 W Plano Pkwy, Plano, TX, 75093, US
01-2345678

Cheryl Dabat
625 Liberty Avenue, 30th Floor, Pittsburgh, PA, 15222, US
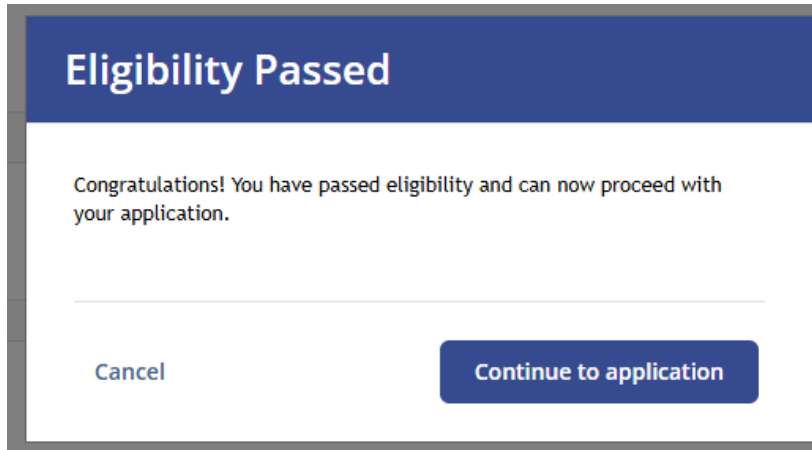cdabat@heinz.org | 412-338-2624

ELIGIBILITY FORM QUESTIONS

Complete the required fields below.
Program is accepting applications

Will this proposed work benefit the people of Southwestern Pennsylvania?*

Submit

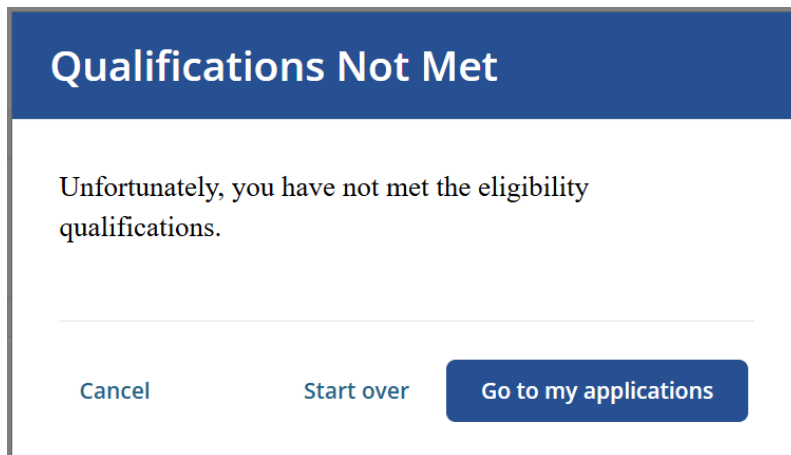If successful, you will be prompted to Continue to application:

Eligibility Passed

Congratulations! You have passed eligibility and can now proceed with your application.

Cancel   **Continue to application**

If you are unsuccessful, you will receive the instructions below.

Qualifications Not Met

Unfortunately, you have not met the eligibility qualifications.

Cancel   Start over   **Go to my applications**

Once inside the form, instructions will be displayed for you to enter additional applicants from your organization, such as the executive director or another employee, who are familiar with the grant request. You will be able to share responsibility to complete/submit the application.

Click the Manage Applicants link.

The Heinz Endowments LOI Stage 1 - Letter of Inquiry

&+ Manage applicants (1) ⌃

When the form opens, you can add the applicant's email. Additional information fields open. Click Create to add the contact.

Manage Applicants

Add Applicant

Add additional applicants to this application and select what permissions they have.

joseph@test.com

This applicant does not exist. Create an applicant below and assign permissions.

First Name*   Last Name*

Joseph   Tester

Language*

English (American)   ✕   ⌄

☐ Is this person an employee of The Heinz Endowments?

Clear   **Create**

APPLICANT	PERMISSIONS	
Jill Zurborg jill.zurborg@blackbaud.com	• Owner of application • Edit - Can add/edit and delete applicants • Receives application update emails	✎

Close

Click on the pencil, to the right of the contact's name, to set permissions for the new person.

After adding permissions, click CLOSE.

You may also click the DOWNLOAD icon on the right corner to download a copy of the form.
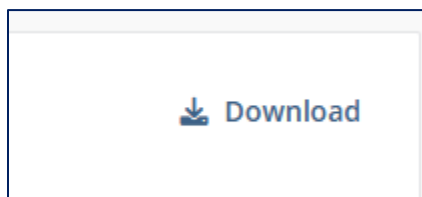
Conditional logic is used in this form to streamline the application process by showing only the fields that are relevant to your organization which is determined by how questions are answered throughout the form.

In the Mailing/Street Address cell, begin typing your name and a prompt will attempt to find the address.

If the address is incorrect, or not found, you may enter the address by clicking "Can't find your address?" to open an address form.

On the Contact Information tab, click the + **Add new** link, on the righ,t to open the form.

| Welcome | ⓘ Organization Name of 501(c)... | Contact Information | Proposal - LOI | Proposal Attachments |

Head of Organization (only 1)

Head of the Organization (e,g, CEO, President or Executive Director)*
Click the "Add New" link at the top right.
Minimum number of responses: 1

+ Add new   ⬆ Import

PREFIX	FIRST NAME	LAST NAME	EMAIL ADDRESS	OFFICE TELEPHONE	EXTENSION	TITLE

Complete the required information in the form, then click SAVE.

Add New
Head of the Organization (e,g, CEO, President or Executive Director)

Prefix

[⌄]

First name*

[   ]

Last name*

[   ]

Email address*

[   ]

Office telephone*

[   ]

Extension

[   ]

Title*

[   ]

Cancel   Save and add another   Save

If the Head of the Organization contact is the same as the Primary Contact for the request, check the box just below the Head of Organization contact form. The request record will disappear, allowing the same person to be added to the request record, without having to fill out the form again.

Check here if Primary Contact for the Request is the same as the Head of Organization

Next, complete the Proposal information.

Welcome   ⓘ Organization Name of 501(c)...   ⓘ Contact Information   Proposal - LOI   Proposal Attachments

Endowments' Strategic Areas*
Which of the Endowments' Strategic Areas is related to this proposal? Please select from drop-down below.

Statement of Purpose*
Identify the primary objective of the grant (one-sentence summary; this is a 255 character field)

Proposal Narrative*
Provide an overview of the proposed work for this grant and your plans for implementation. Address how it will advance your organization's mission/strategy. (500 words maximum)
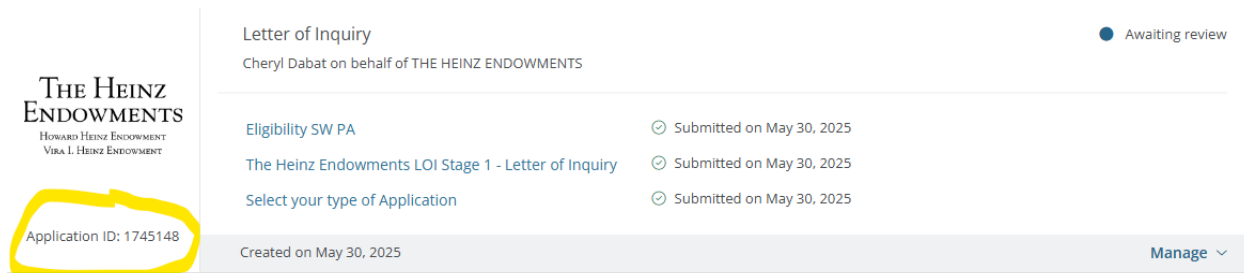
Proposal Attachments tab:
There are no required attachments for an LOI but there is an "Additional Information/Attachments" field to add up to five additional files. The accepted file types are shown under the box.

If this is a full/general application, you will have numerous required attachments.

To remove a file, click the red X on the right. As you add files, each file name will show under the upload box.

Welcome   ⓘ Organization Name of 501(c)...   ⓘ Contact Information   ⓘ Proposal - LOI   Proposal Attachments

You may add additional information/attachments below.

Additional Information/Attachments
You may upload up to 5. Each attachment cannot exceed 29 MB.

Click or drop files here to upload
Maximum file size: 29MB

Accepted file types include: bmp, csv, doc, docx, gif, jpeg, jpg, pdf, png, ppt, pptx, rtf, tif, tiff, txt, xls, xlsx

Application_1745064.pdf

Previous   Submit

When the application is complete, click SUBMIT. You will then be taken to your applications page to see the submitted form as well as the unique Application ID.
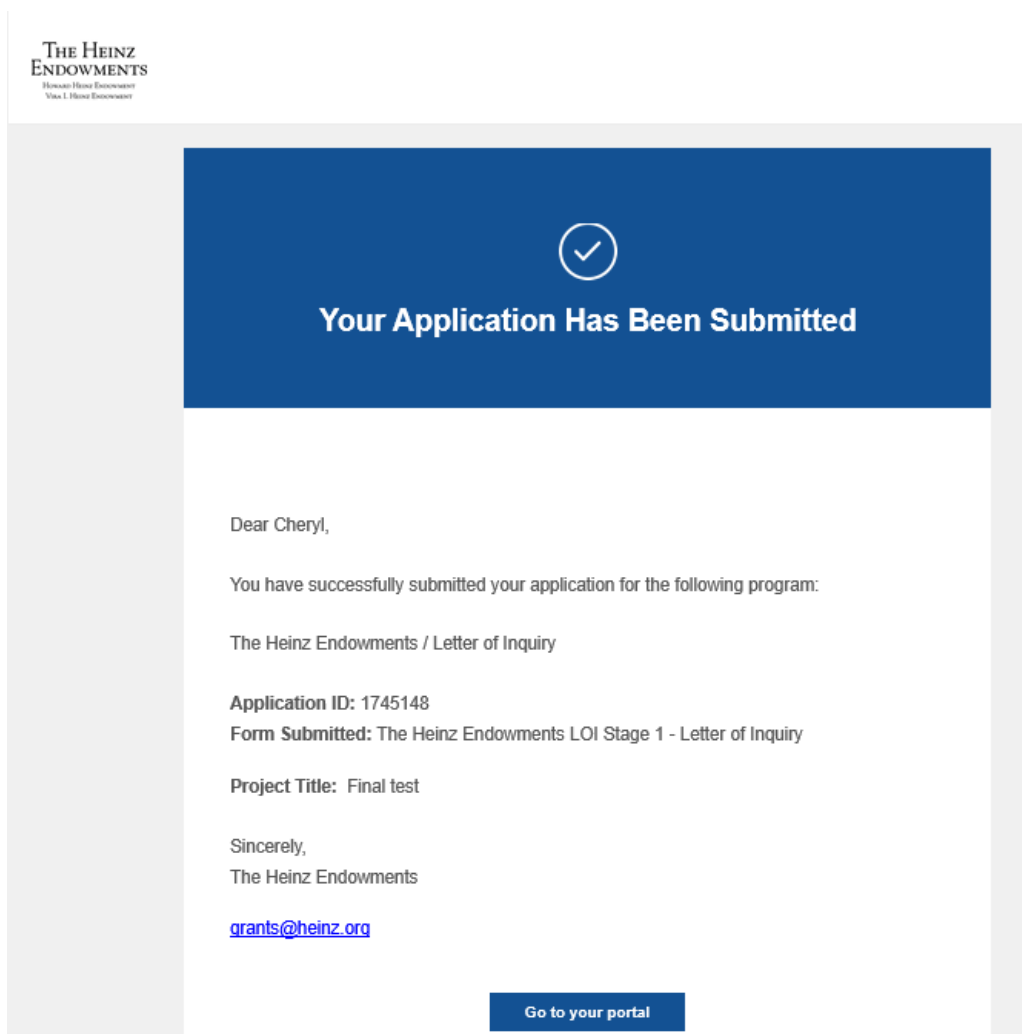
Your application has been successfully submitted. You will receive a confirmation email showing your Application ID and the form name.


If you are invited to complete a Stage 2 - Full Proposal, you will receive an email confirmation and request to complete the next step. You may return to the portal via this link: **https://bbgm-apply.yourcausegrants.com/apply/applications**

The email confirming your selection for Stage 2 – Full Proposal will be similar to the following:
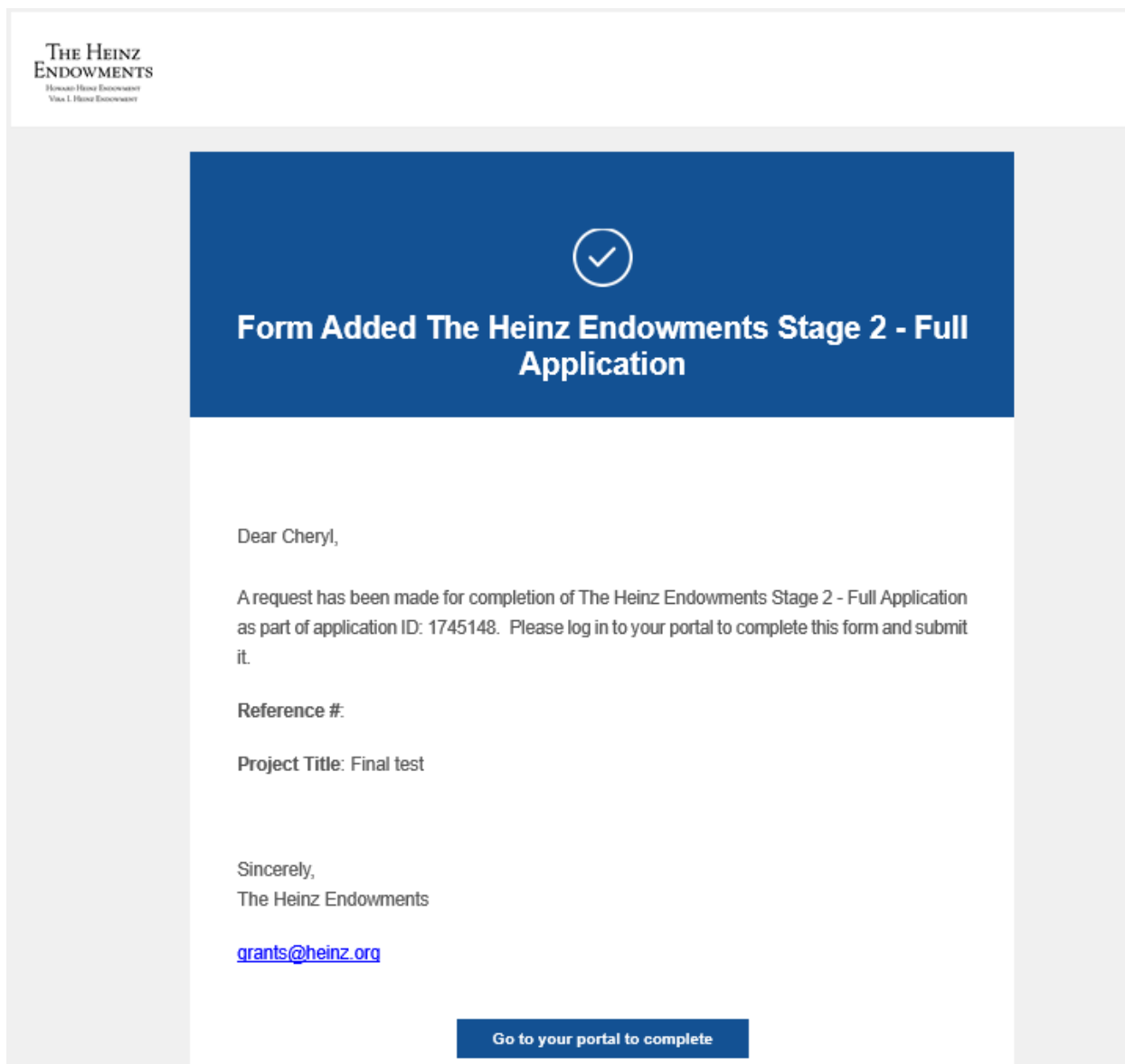
When signing into your account, you will see the next stage of the form in your portal.

Click the name of the form to enter the application.
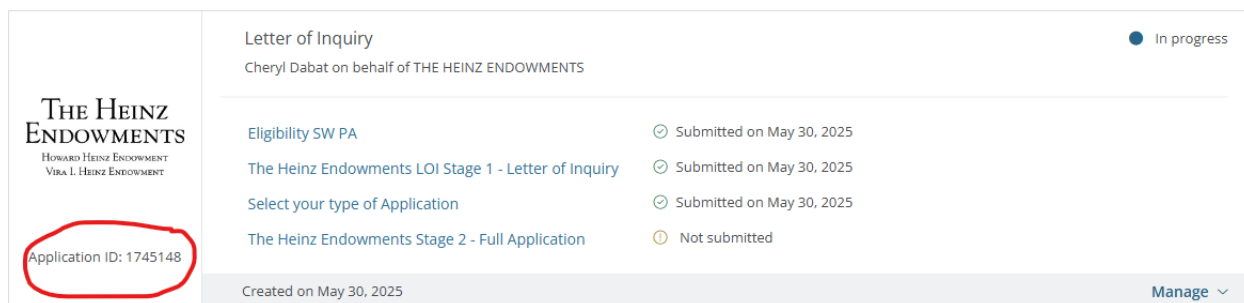
Complete and submit the Stage 2 - Full Proposal form. You will also find any reporting requirements here. All items that pertain to this specific request will be housed together under the Application ID.