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 grants@heinz.org

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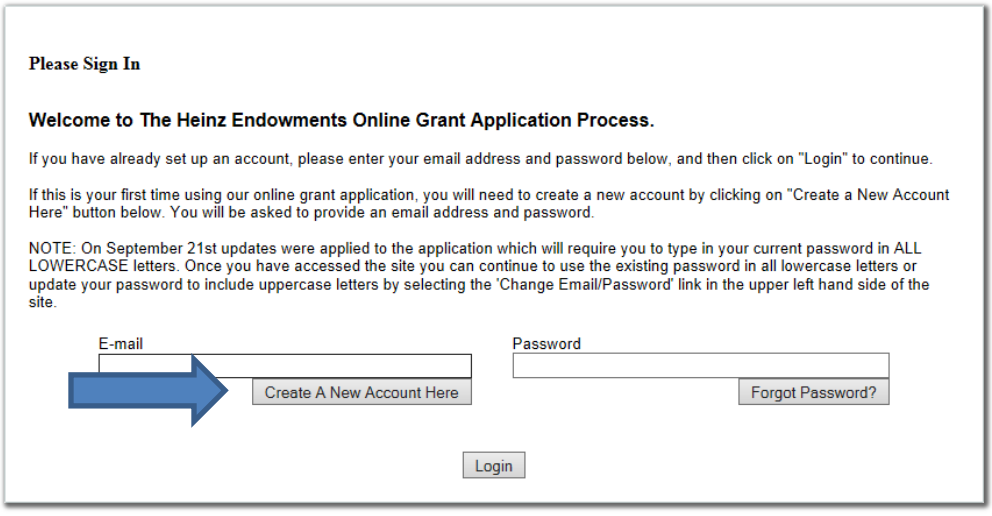
Preparation:

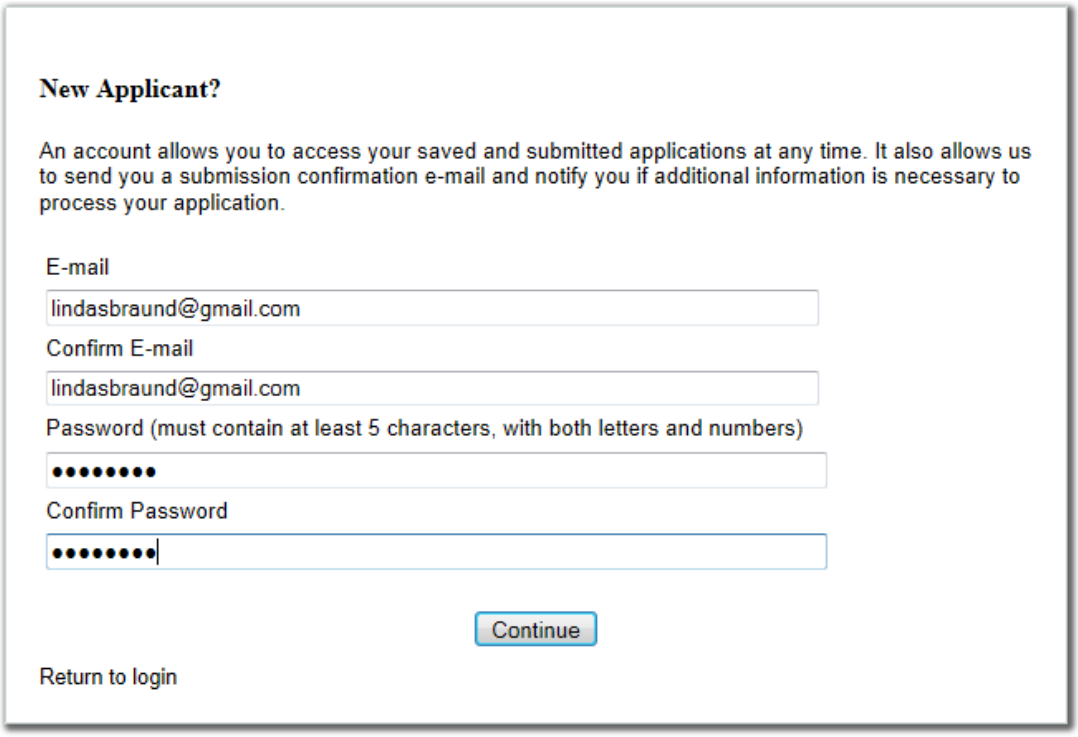
You should begin by reviewing the information in the "Grants" section of the Endowments website, which includes eligibility requirements and steps on how to apply. When you are ready to begin your online application, start at the "Apply Online" page, and select the correct link:

- 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:

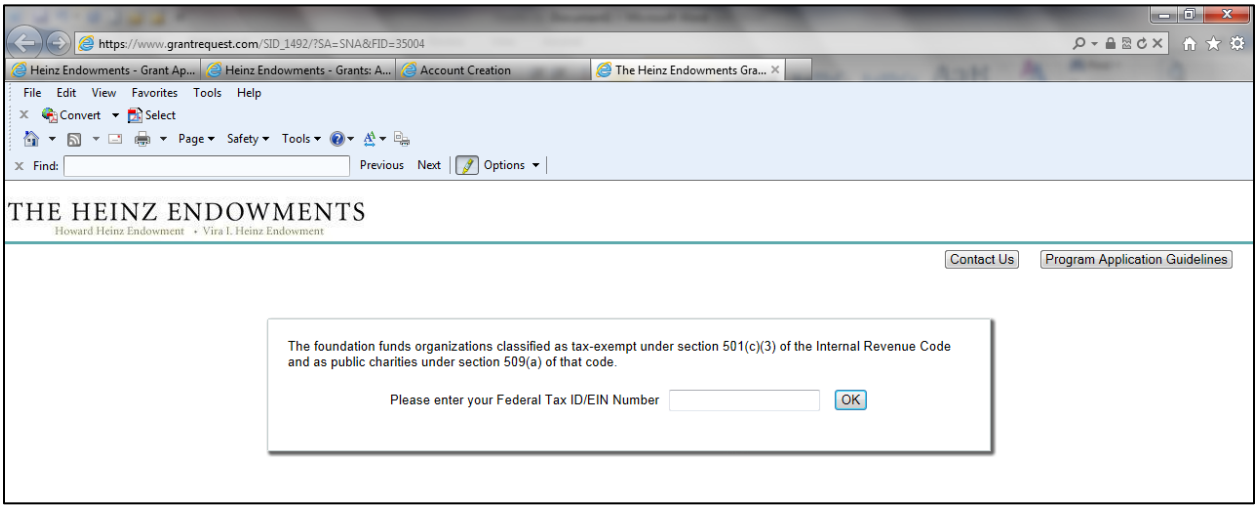
Begin at the "Apply Online" page on the Endowments website. Click on the first link, "Create a new general application," and fill in the form. If you do not already have an account with the Endowments, you need to first click on the "Create a New Account Here" button before you start your application.



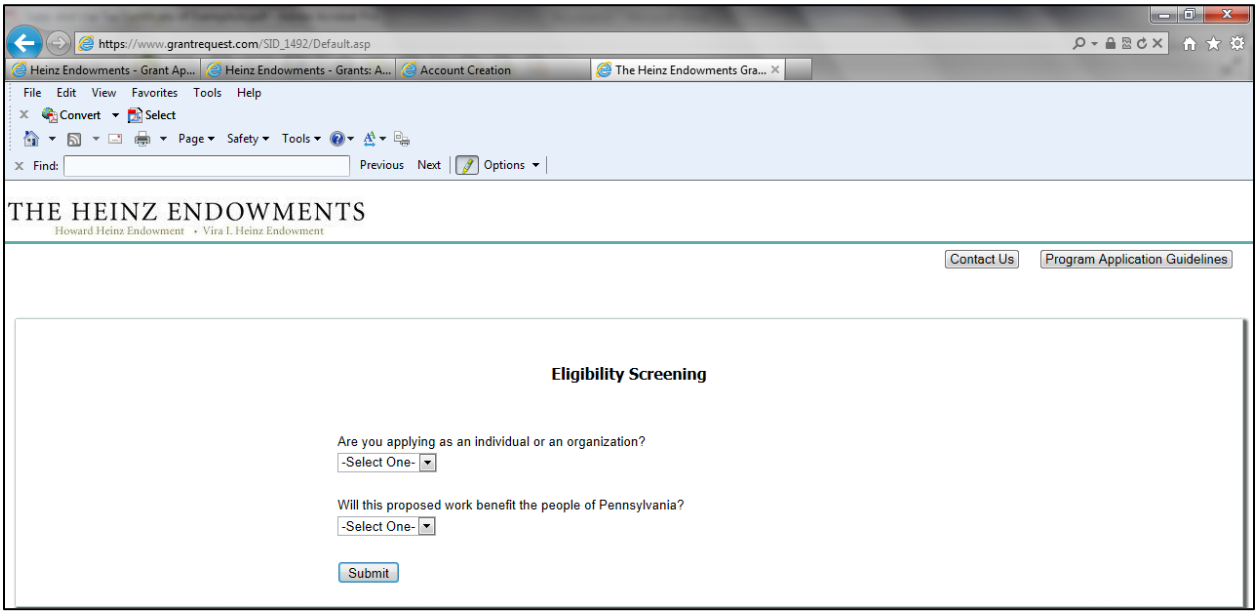


After filling out the form, clicking on "Continue," will take you directly to a screen where you will enter your Federal Tax ID/EIN number before you can proceed any further. We cannot accept applications from organizations that do not have tax information on file. Individuals and for-profit organizations 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.

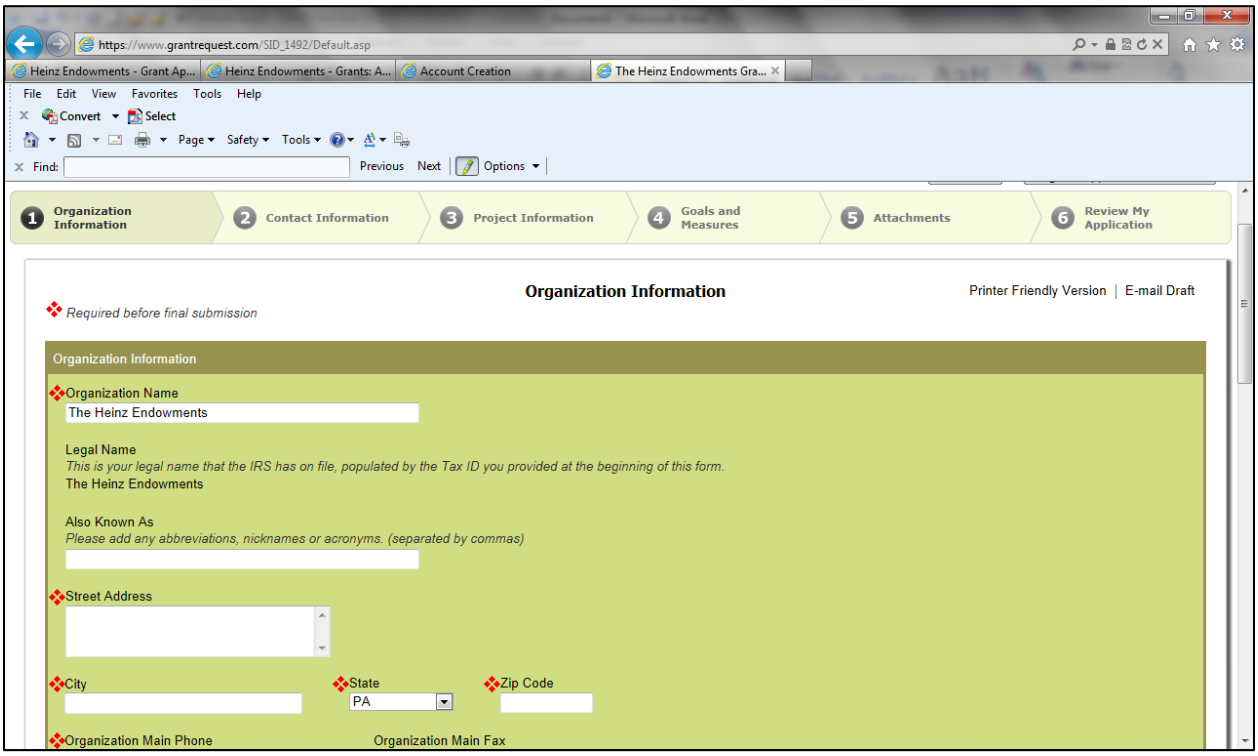
(You also will receive an email from the system, letting you know that your account was successfully created. It also will contain your password and a link to begin creating your application. Please save your password so that you can get into your account later.)



After entering your Federal Tax ID/EIN number, you will need to complete a short eligibility quiz:



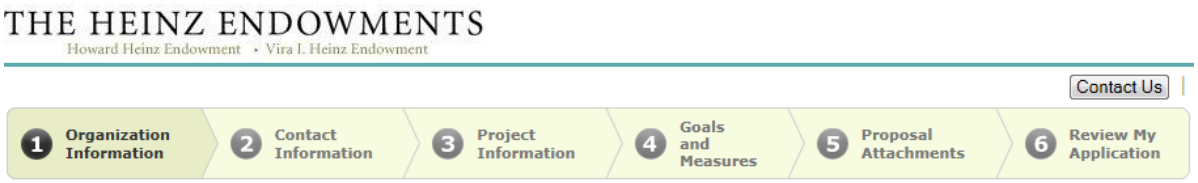
Click on “submit,” and if you are eligible, you will proceed to a new application.



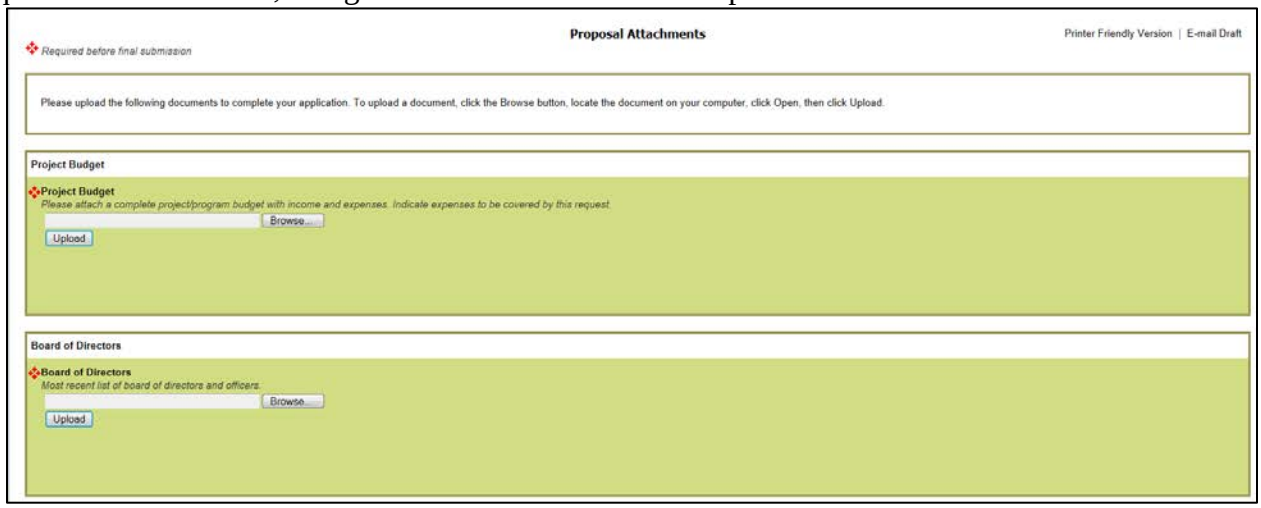
Important information about the application form:

- 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, Goals and Measures, Attachments, and Review My Application. You can click within those sections to navigate between pages:



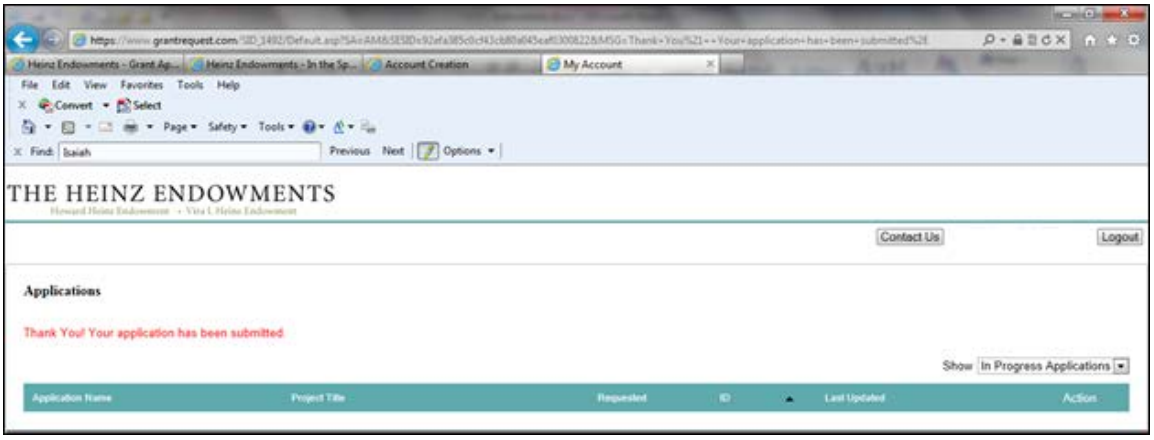
Our application form supports attachments. Section 5 of the form indicates which attachments are required for submission, and gives instructions on how to upload the documents.

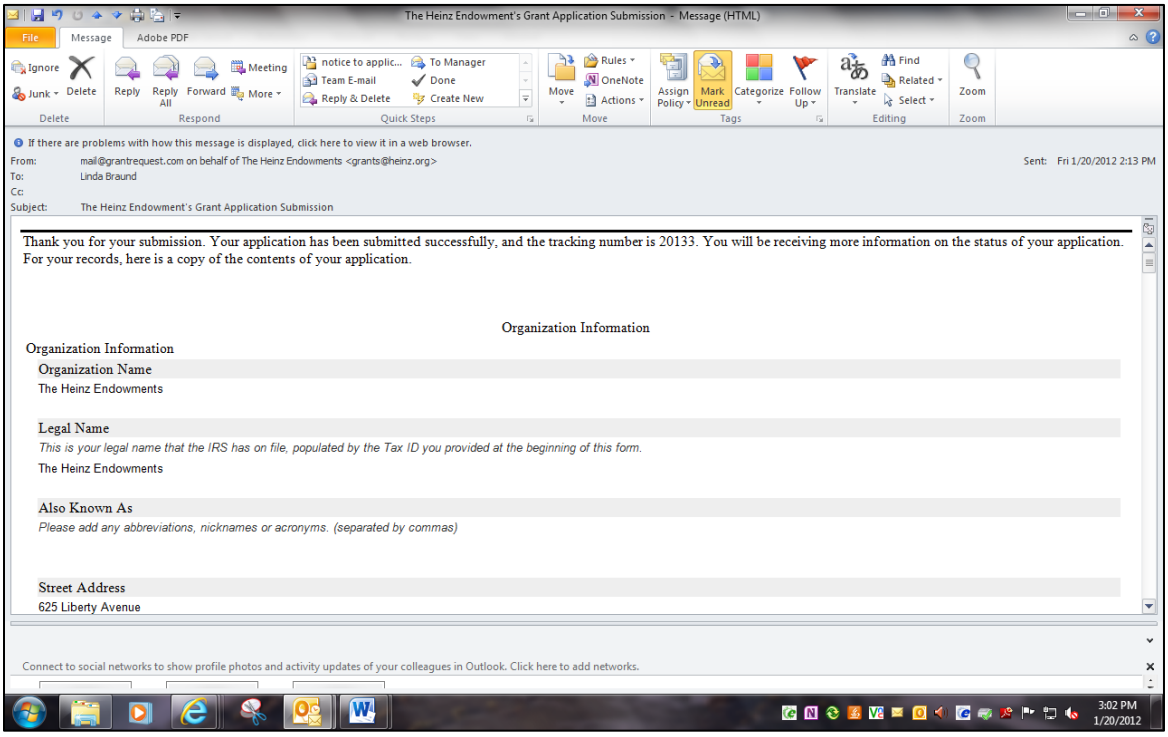


After uploading all the documents, click on the "Review" button at the bottom of Section 5.

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 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.**

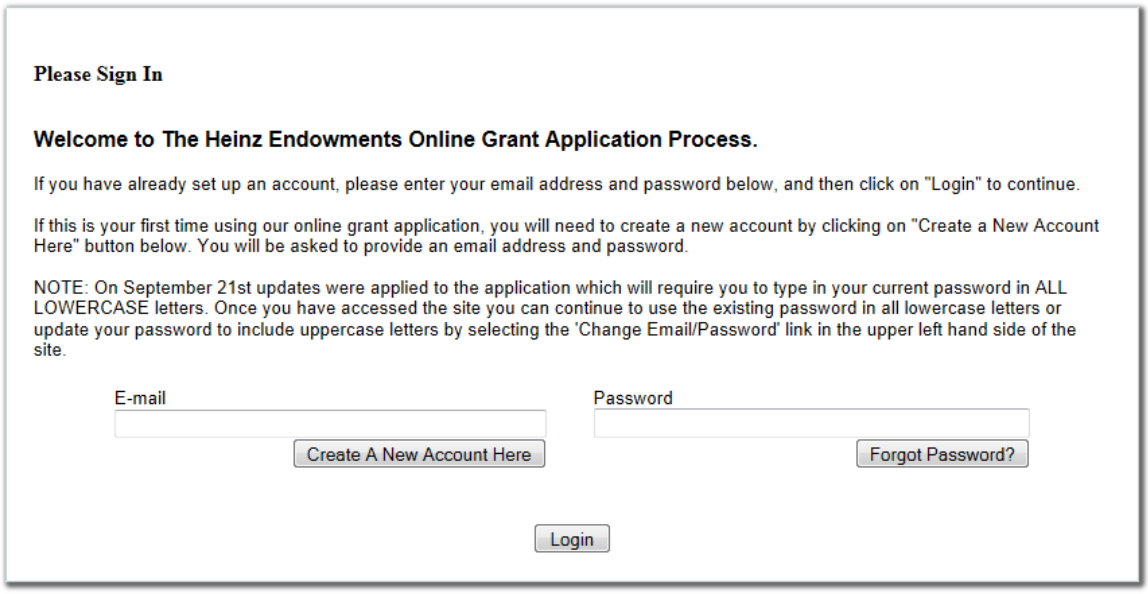
Once your application has successfully been submitted, you will see a notice on-screen, and you will receive an email from the system containing a tracking number and a copy of your application.

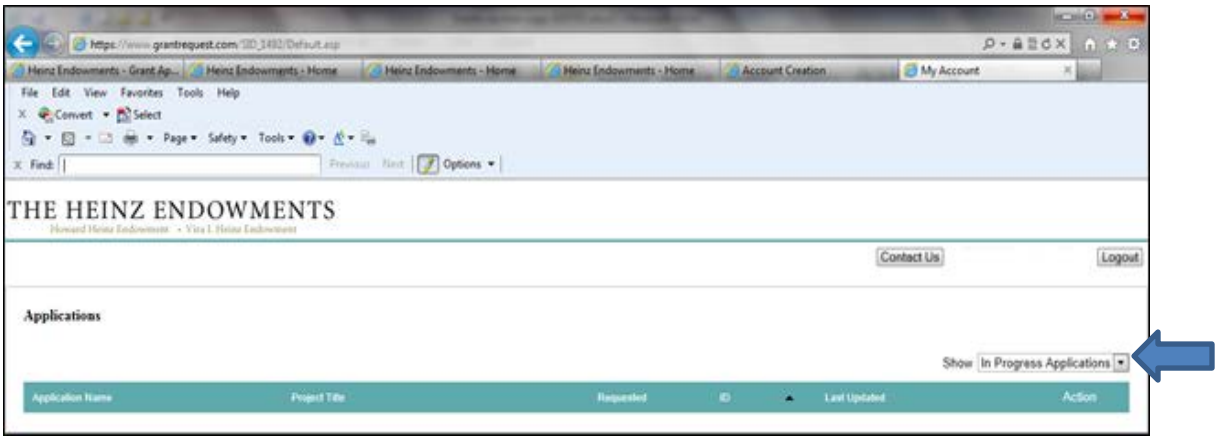




Log in to existing applications

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:





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.