

# APPLYING ONLINE: GRANT APPLICATION PORTAL

The following instructions will outline how to create a profile/account in the Foundation's online grants portal.

## **Accessing Current Online Application Portal**

To apply, you must first complete a profile in the online portal.

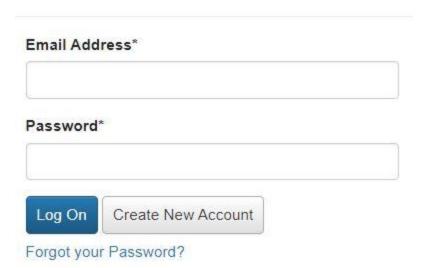
#### **HOW TO CREATE A PROFILE**

## What you need to know before starting:

- To complete a profile, you will need to enter contact information, including a phone number and address.
- For organizations, you will also need to enter: an official organization name, website and organizational EIN/Tax ID.
- For applicants with fiscal sponsors, please add the applicable fiscal sponsor information indicated below:
  - o <u>Learn about our fiscal sponsorship guidelines and if your fiscal sponsor meets our</u> criteria.
- For individual artist applicants:
  - Individual artist applicants MUST apply with their own individual profile.
  - The email address used must not be associated with any other organizational profiles. This should be the email you would like associated with your individual artist account.
  - If you get an error message that your email is already in the system because you have previously applied for individual artist support, please initiate the "forgot password" process.
  - Individual artist applicants must complete the account profile with their legal name. If awarded, grantees will be required to submit an individual IRS Form W-9. Funds awarded to individuals through this grants program are not excludable from gross income and must be reported to the IRS. Please consult a tax professional to review the impact of this grant on your personal tax liability.

#### **Logon and profile creation steps**

# Logon

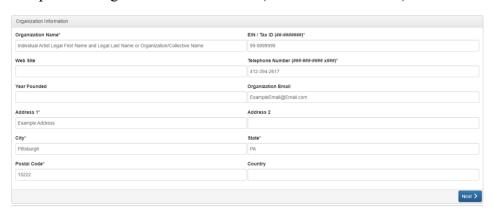


## Logon page:

- Click "Create New Account" on this page if this is your first time using this portal.
- If you already have an account, please login or use the 'Forgot your Password' process to reset.
- Individual artist applicants MUST apply with their own individual profile.

## Organization Information:

Complete the organization information (see screenshot below).

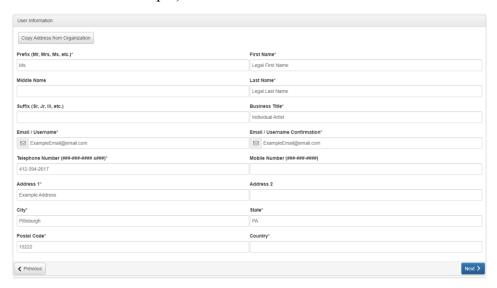


- For individual artists:
  - Organization field: In the "organization information" field, insert your full legal name.

- When you reach the EIN/Tax ID section, please type in all 9s. Your profile will read: EIN/Tax ID: 99-9999999. Do NOT insert your SSN in this field.
- For applicants with fiscal sponsors:
  - <u>Learn about our fiscal sponsorship guidelines and if your fiscal sponsor meets</u> our criteria.
  - Follow the profile prompts to set up an organizational profile.
  - When you reach the EIN/Tax ID section, please type in all 9s. Your profile will read: **EIN/Tax ID:** 99-9999999. Do NOT insert the fiscal sponsor's EIN in this field.

## *User Information:*

Complete the user information (please see screenshot below using an individual artist user submission as an example).



- For individual artists:
  - o Name fields: In the name fields, insert your legal name.
  - o Business title: In the business title field, insert "individual artist."

## Executive Officer Information:



- Executive officer field: For individual artist applicants, check "yes."
- For organizations/fiscally sponsored applicants, check "yes" if the executive officer is the person completing the application. If not, check "no," and follow the related prompts.

## Additional Executive Officer Information:

• Individual Artist applicants, please leave this field blank.

#### Password:

• Create a strong password via the instructions and complete the profile creation.

## **Accessing the application**

Once logged on, click "apply," scroll down and a link to the appropriate application will appear. Click "apply" again on this link for that particular funding stream within the Advancing Black Arts in Pittsburgh program. You may only apply to one (1) funding stream.

You may save your application as a draft and log back in later to review and make revisions prior to submission.

We expect to receive a large volume of requests for assistance. We strongly encourage you to make your request as soon as possible to allow ample time for a response. Please note that any questions received on the application due date may not be answered.

Please be advised that submission of an application does not imply a guarantee of funding.

Questions? Contact <a href="mailto:arts@pghfdn.org">arts@pghfdn.org</a>.