

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:
 - [Learn about our fiscal sponsorship guidelines and if your fiscal sponsor meets our 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

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

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).

Organization Information	
Organization Name* Individual Artist Legal First Name and Legal Last Name or Organization/Collective Name	EIN / Tax ID (##-####*) 99-9999999
Web Site	Telephone Number (###-###-####*) 412-394-2617
Year Founded	Organization Email ExampleEmail@Email.com
Address 1* Example Address	Address 2
City* Pittsburgh	State* PA
Postal Code* 15222	Country

Next >

- 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:
 - [Learn about our fiscal sponsorship guidelines and if your fiscal sponsor meets 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:
 - Name fields: In the name fields, insert your legal name.
 - 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.
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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 arts@pghfdn.org.