

APPLYING ONLINE: GRANT APPLICATION PORTAL

The following instructions will outline how to create a profile/account in the Foundation's online grants portal. **PLEASE NOTE: The Advancing Black Arts in Pittsburgh program has switched online application platforms.** If you have applied in the past, your previous submissions may be on the previously used platform (Slideroom), which you can find [at this link](#) (Exposure Artist Program) and [at this link](#) (Advancing Black Arts in Pittsburgh Program and Carol R. Brown Achievement Awards).

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

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.

You will find resources on this program at the following links:

- [Read full application guidelines](#) (PDF)
- [View video](#) on how to create a profile and start an application for individual artists
- [View video](#) on how to create a profile and start an application for organizations

Applications must be received by 5 p.m. on May 3, 2023. Due to the large number of requests expected in special initiatives, requests for assistance should allow for ample time prior to the day of the deadline. Please note that questions received on the day the application is due may not be answered due to capacity constraints.

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

Questions? Contact arts@pghfdn.org or 412-394-2654.