



The Center for Philanthropy

New Philanthropic Leaders Program

How to Apply

1. Visit <https://www.grantinterface.com/Home/Logon?urlkey=pittsburgh>.
2. Click the "Create New Account" button.



Logon

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

[Forgot your Password?](#)

Welcome to the Pittsburgh Foundation's online grant system.

This portal services grantee submissions to The Pittsburgh Foundation and its affiliates, The Forbes Funds, Greater Pittsburgh Non-profit Partnership and The Community Foundation of Westmoreland County.

New Users: Please click on "Create New Account" to complete the registration process and create your user credentials.

Existing Users: Please enter your credentials and log in.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Emily Rousseau at rousseau@pghfdn.org to verify your account status.

Scholarship Applicants: If you are applying for a scholarship please click [here](#) to be redirected to our scholarship portal.

3. The first set of fields to show up will be for "Organization Information."
 - a. For "Organization Name" use your first and last name.
 - b. For the EIN number, to enter all 9's.
 - c. Use your personal information to fill out the rest of the fields (phone, address, etc.)

Organization Information	
Organization Name*	EIN / Tax ID (##-#####)*
Web Site	Telephone Number (##-###-#### x###)*
Year Founded	Organization Email
Address 1*	Address 2
City*	State*
Postal Code*	Country
<input type="button" value="Next >"/>	



4. The next set of fields to show up will be for “User Information.”
 - a. Since you entered your personal information for the “Organization Information” you can copy the address.

User Information

Prefix (Mr, Mrs, Ms, etc.)*	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Telephone Number (###-###-#### x###)*	Mobile Number (###-###-####)
<input type="text"/>	<input type="text"/>
Address 1*	Address 2
5 PPG Place	<input type="text"/>
City*	State*
Pittsburgh	PA
Postal Code*	Country*
15222	<input type="text"/>

5. For the question “Are you the organization’s chief executive officer?” enter Yes.

Executive Officer Question

Are you the Organization's Executive Officer?*

Yes

No

6. Create and confirm a password, then click the “Create Account” button.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&*()_

Password*	Confirm Password*
<input type="text"/>	<input type="text"/>



7. From your applicant dashboard, click on the Apply button in the upper lefthand corner to access the list of open applications.

8. Scroll down until you find the application entitled “2024 New Philanthropic Leaders.”

9. Hit the blue “Apply” button.



10. Once the form has opened fill out the appropriate fields.

11. Once you have filled out the fields to the best of your ability either
 - a. Hit “Save Application” to save a draft that you can return to and edit later.
 - b. Hit “Submit Application” to submit your form for processing.

12. You will receive an email to confirm that your application was successfully submitted.

The application opens on Oct. 2 and the deadline to apply is Jan. 15, 2024. Applicants will be notified on a rolling basis beginning in December and continuing through January 2024.

Questions? Contact Katie Belonus, belonusk@pghfdn.org or call 412-394-2655.