

APPLYING ONLINE: GRANT APPLICATION PORTAL

ARTS SPECIAL INITIATIVES

The following instructions will outline how to create a profile/account in the Foundation's online grants portal for: 1) individual artists and 2) applicants utilizing a fiscal sponsor. Organizations with a 501c3 may follow instructions for completing a profile directly in the online portal or [watch the video](#).

PLEASE NOTE: The arts special initiative programs 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 after you [log in to Slideroom](#) for Exposure Artist Program. You can also [log in to Slideroom](#) for 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](#).

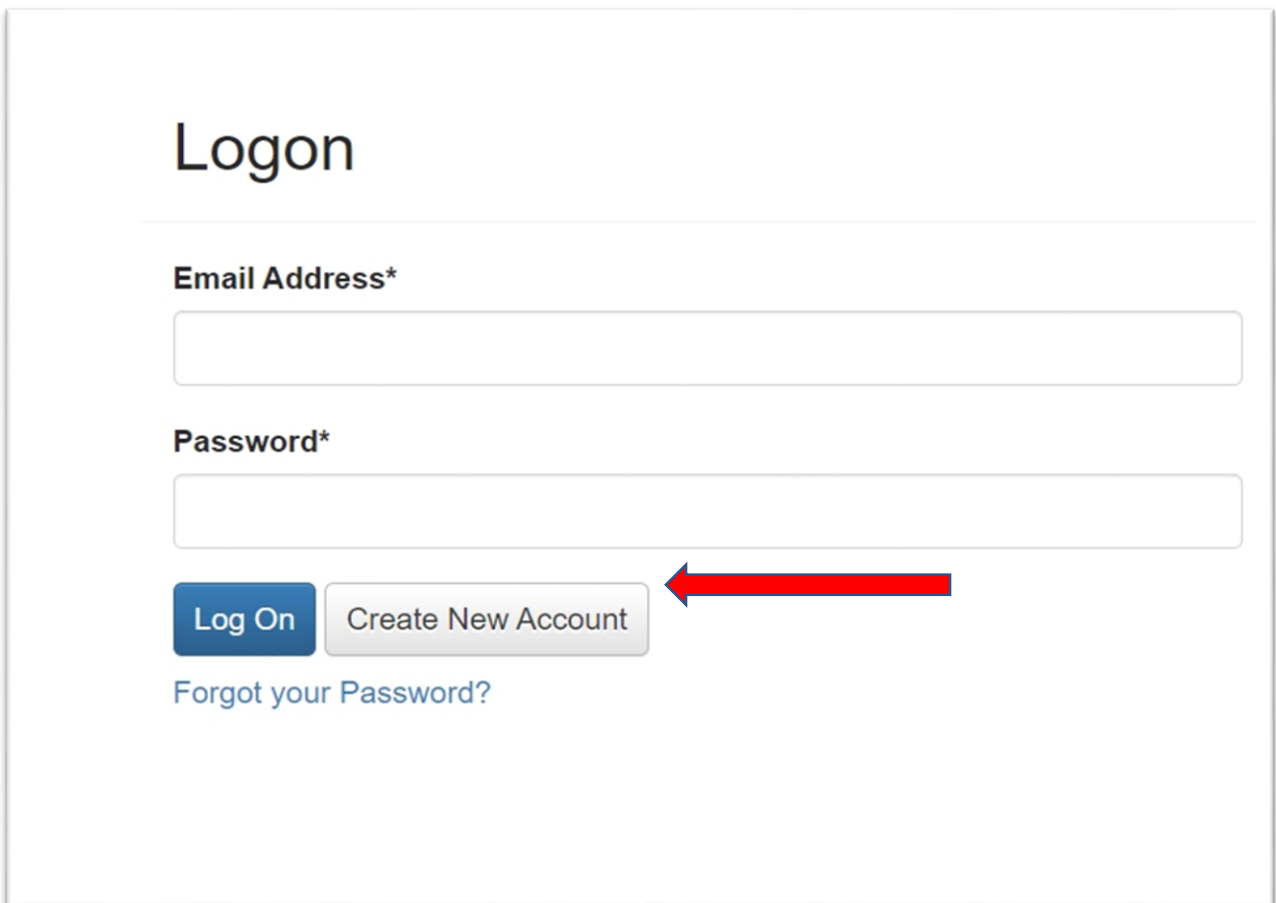
HOW TO CREATE A PROFILE

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



The screenshot shows a login form titled "Logon". It contains two input fields: "Email Address*" and "Password*". Below the fields are two buttons: "Log On" (a dark blue button) and "Create New Account" (a light grey button). A red arrow points to the "Create New Account" button. Below the buttons is a link that says "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 and last name or organization/collective name	99-9999999
Web Site	Telephone Number (###-###-#### x###)*
Year Founded	Organization Email
Address 1*	Address 2
City*	State*
Postal Code*	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).

The screenshot shows a web form titled "User Information". At the top left is a button labeled "Copy Address from Organization". The form is divided into two columns. The left column contains fields for: "Prefix (Mr, Mrs, Ms, etc.)" with the value "Ms."; "Middle Name" (empty); "Suffix (Sr, Jr, III, etc.)" (empty); "Email / Username" with the value "ExampleEmail@email.com"; "Telephone Number (###-###-#### x####)" with the value "412-394-2617"; "Address 1" with the value "Example Address"; "City" with the value "Pittsburgh"; and "Postal Code" with the value "15222". The right column contains fields for: "First Name" with the value "Legal First Name"; "Last Name" with the value "Legal Last Name"; "Business Title" with the value "Individual Artist"; "Email / Username Confirmation" with the value "ExampleEmail@email.com"; "Mobile Number (###-###-####)" (empty); "Address 2" (empty); "State" with the value "PA"; and "Country" (empty). At the bottom left is a "Previous" button and at the bottom right is a "Next" button.

- 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:

The screenshot shows a web form titled "Executive Officer Question". It contains a single question: "Are you the Organization's Executive Officer?". Below the question are two radio button options: "Yes" and "No". At the bottom left is a "Previous" button and at the bottom right is a "Next" button.

- 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. **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.

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 on the day of the application deadline 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.