

Portal Guide: Interpretive Fellowship Application

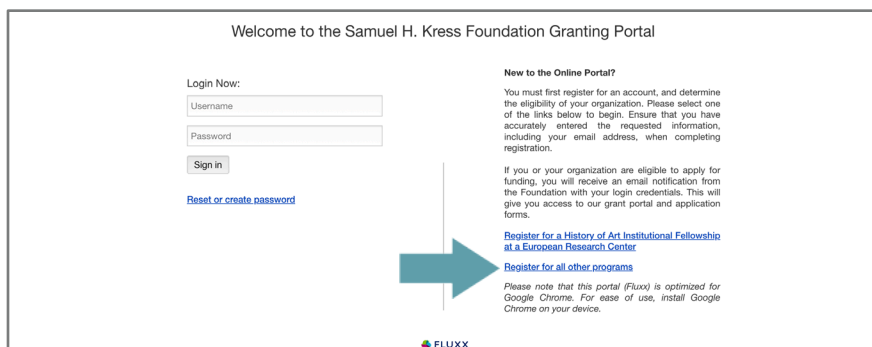
Applications must be made by the art museum proposing to host a Kress Interpretive Fellow. Submission of a Letter of Inquiry is not required for the Interpretive Fellowship. The Fellowship candidate may be identified in advance of applying, or recruited subsequently. For a full description of the Fellowship and the Eligibility Requirements, please visit the Foundation's [website](#).

Assistance

- If you believe pages in your portal are displaying incorrectly, or if a record seems to disappear, troubleshoot by refreshing your browser.
- For technical assistance with the portal or your application, contact the Foundation at grantportal@kressfoundation.org. You should expect a response within four (4) business days. You may also call our office at (212) 861-4993 during business hours (Monday through Friday, 9:00am - 5:00pm EST).
- For questions about the requirements of the Interpretive Fellowship application, please consult the [website](#), or email info@kressfoundation.org.

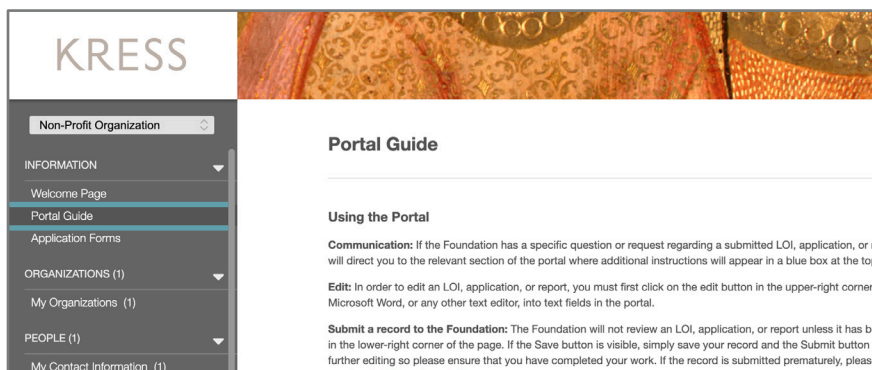
Register for Portal Access

- Visit the Kress Grantmaking Portal landing page at <https://kressfoundation.fluxx.io> and select the appropriate link to register for portal access.
- Portal login information will be sent to you via email within four (4) business days.



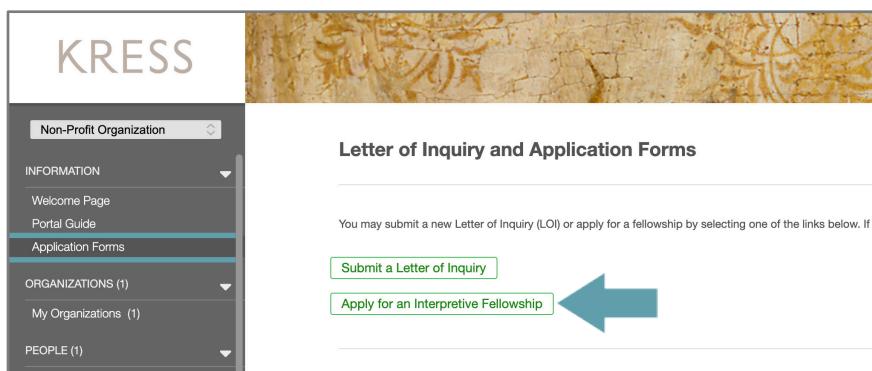
Read the Portal Guide

- Once you have access to the portal, navigate to the **INFORMATION** section and read the **Welcome Page** and **Portal Guide** before beginning your application. The **Portal Guide** will be especially helpful as you work on your application.



Begin Your Application

1. Log in to the grantmaking portal at <https://kressfoundation.fluxx.io>.
2. Navigate to the **INFORMATION** section and click the **Application Forms** link in the menu on the left.
3. Click the green **Apply for an Interpretive Fellowship** button.

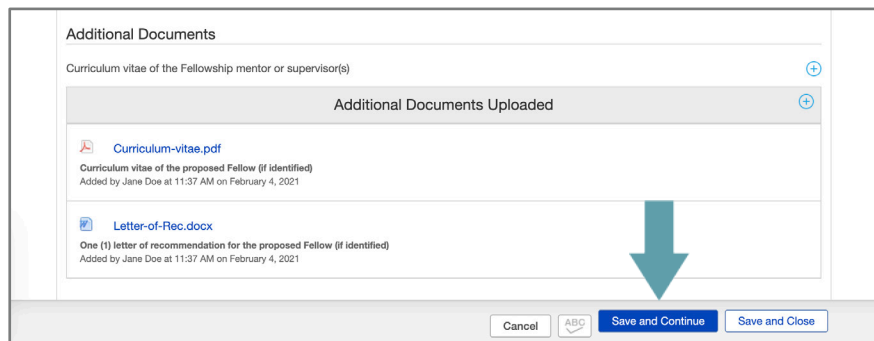


Portal Guide: Interpretive Fellowship Application *continued*

Save Your Application

The grantmaking portal does not auto-save. Please be sure to save your work every time you edit.

- Click the **Save and Continue** button if you want to continue working on your application or the **Save and Close** button if you are done. Both are located at the lower-right of the screen.



Additional Documents

Curriculum vitae of the Fellowship mentor or supervisor(s)

Additional Documents Uploaded

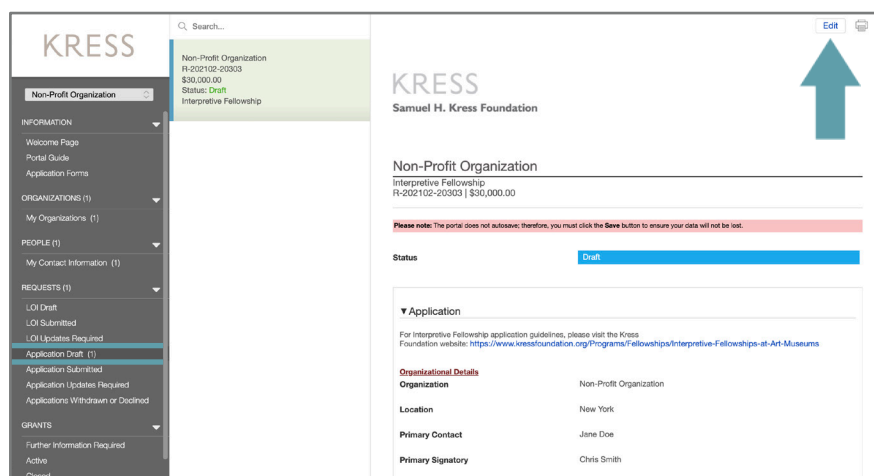
Curriculum-vitae.pdf
Curriculum vitae of the proposed Fellow (if identified)
Added by Jane Doe at 11:37 AM on February 4, 2021

Letter-of-Rec.docx
One (1) letter of recommendation for the proposed Fellow (if identified)
Added by Jane Doe at 11:37 AM on February 4, 2021

Cancel Save and Continue Save and Close

Edit Your Saved Application

- Navigate to the **REQUESTS** section and click the **Application Draft** link in the menu on the left.
- Click on your saved Interpretive Fellowship application in the list view.
- Click the **Edit** button in the upper-right of the screen.



KRESS

Non-Profit Organization
R-202102-20303
\$30,000.00
Status: Draft
Interpretive Fellowship

KRESS
Samuel H. Kress Foundation

Non-Profit Organization
Interpretive Fellowship
R-202102-20303 | \$30,000.00

Please note: The portal does not autosave; therefore, you must click the **Save** button to ensure your data will not be lost.

Status: Draft

Application

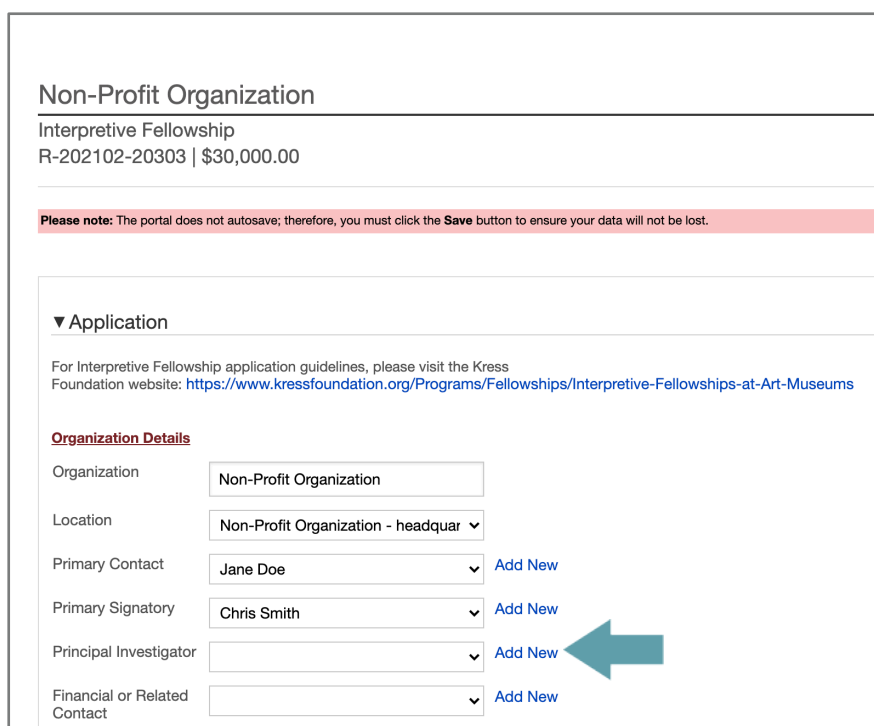
For Interpretive Fellowship application guidelines, please visit the Kress Foundation website: <https://www.kressfoundation.org/Programs/Fellowships/Interpretive-Fellowships-at-Art-Museums>

Organizational Details

Organization	Non-Profit Organization
Location	New York
Primary Contact	Jane Doe
Primary Signatory	Chris Smith

Add a Contact

- In the **Organization Details** section of the application you may add up to four (4) contacts. Please be aware, however, that **only the Primary Contact and Primary Signatory can View and Edit your application in the Portal.**
- You do not need to populate all four contact fields. You may use the same contact for multiple fields.
- If a desired contact does not appear in the drop-down list, you may add an individual by clicking the **Add New** link to the right of the contact field.



Non-Profit Organization

Interpretive Fellowship
R-202102-20303 | \$30,000.00

Please note: The portal does not autosave; therefore, you must click the **Save** button to ensure your data will not be lost.

Application

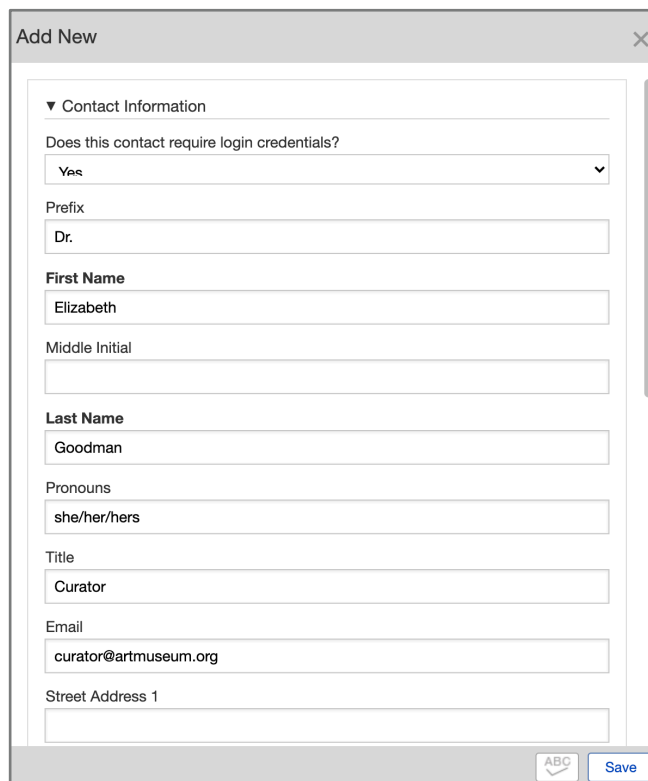
For Interpretive Fellowship application guidelines, please visit the Kress Foundation website: <https://www.kressfoundation.org/Programs/Fellowships/Interpretive-Fellowships-at-Art-Museums>

Organization Details

Organization	Non-Profit Organization	
Location	Non-Profit Organization - headquar	
Primary Contact	Jane Doe	Add New
Primary Signatory	Chris Smith	Add New
Principal Investigator		Add New
Financial or Related Contact		Add New

Add a Contact, continued

- If the new contact needs access to the grantmaking portal, answer “Yes” to “Does this contact require login credentials?” and portal login information will be sent to them via email within four (4) business days. Be sure to include their email address with the rest of their contact information.



Add New

▼ Contact Information

Does this contact require login credentials?
Yes

Prefix
Dr.

First Name
Elizabeth

Middle Initial

Last Name
Goodman

Pronouns
she/her/hers

Title
Curator

Email
curator@artmuseum.org

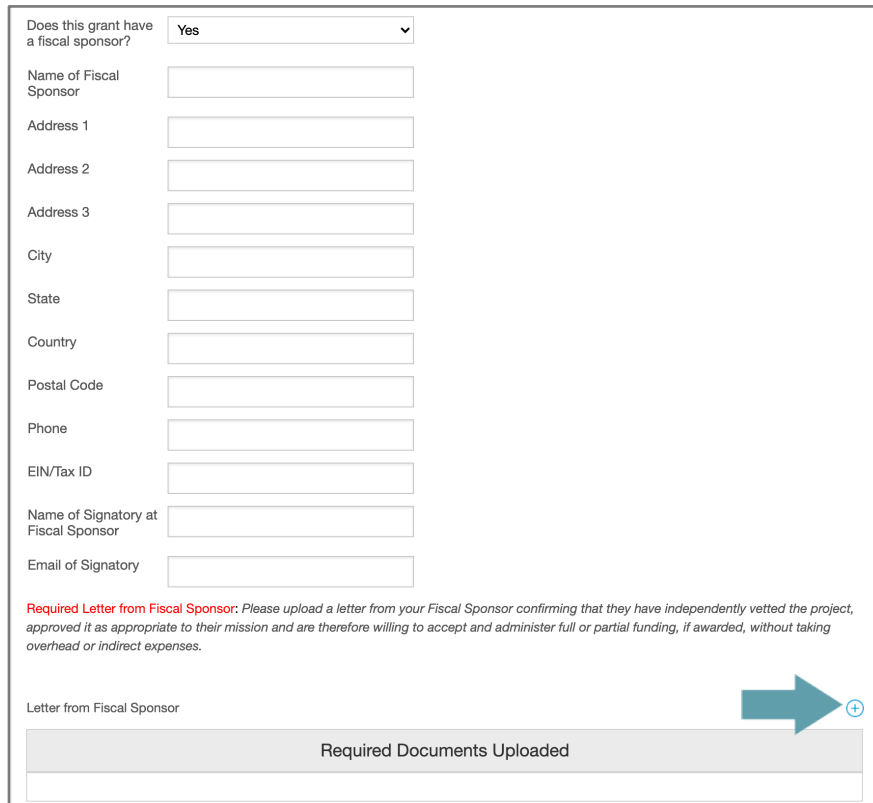
Street Address 1

ABC Save

Add a Fiscal Sponsor (if applicable)

The Kress Foundation can only award grants to American organizations that are registered as non-profits with the Internal Revenue Service. International applicants must identify a U.S. non-profit organization as a fiscal sponsor for their proposal prior to beginning the application process.

1. If you answer “Yes” to the question “Does this grant have a fiscal sponsor?” a set of new fields will appear. Complete the fields, including the name and email address of the signatory at the fiscal sponsor organization.
2. Click the blue plus sign to upload a letter from your fiscal sponsor confirming they have independently vetted the proposed project, approved it as appropriate to their mission and are therefore willing to accept and administer full or partial funding, if awarded, without taking any overhead or indirect expenses from the grant.



Does this grant have a fiscal sponsor? Yes

Name of Fiscal Sponsor

Address 1

Address 2

Address 3

City

State

Country

Postal Code

Phone

EIN/Tax ID

Name of Signatory at Fiscal Sponsor

Email of Signatory

Required Letter from Fiscal Sponsor: Please upload a letter from your Fiscal Sponsor confirming that they have independently vetted the project, approved it as appropriate to their mission and are therefore willing to accept and administer full or partial funding, if awarded, without taking overhead or indirect expenses.

Letter from Fiscal Sponsor

Required Documents Uploaded

Portal Guide: Interpretive Fellowship Application *continued*

Add a Fellow or Fellowship Recruitment Information

- If you have already identified an Interpretive Fellow, answer “Yes” to the question “Have you identified a fellow?” and complete the contact and education fields.
- If you answer “No,” three fields will appear with questions about the ideal Fellow and your museum’s proposed recruitment strategy. Please complete these fields.

Have you identified a fellow?	<input type="button" value="Yes"/>
Fellow Name	<input type="text"/>
Interpretive Fellow Email	<input type="text"/>
Bachelor's Degree	
University	<input type="text"/>
Major	<input type="text"/>
Year Received	<input type="text"/>
Master's Degree	
University	<input type="text"/>
Program	<input type="text"/>
Year Received	<input type="text"/>

Have you identified a fellow?	<input type="button" value="No"/>
Fellowship Recruitment Information	
If a Fellow has not been identified, please provide a description of the ideal candidate, including education level	
<div><div>T B i u S' S, :=</div><div></div></div>	
Characters left for field:1500	
Please describe how the Fellowship position will be publicized	
<div><div>T B i u S' S, :=</div><div></div></div>	
Characters left for field:2000	
Please describe how and by whom candidates will be evaluated and a selection made	

Edit a Text Box

- If you are not already in edit mode, click the **Edit** button in the upper-left of the screen to add text to your grant application.
- You may copy and paste text from Microsoft Word, or any other text editor, into the text box.
- The character limit for each section can be found directly below the text box. Once text is added to the box, the number of remaining characters will be displayed.

Please describe how and by whom candidates will be evaluated and a selection made
<div><div>T B i u S' S, :=</div><div></div></div>
Characters left for field:1500

Portal Guide: Interpretive Fellowship Application *continued*

Upload Documents

- Click the blue plus (+) sign to add the requested application documents. A pop-up box will appear. Click **Add Files** to choose your document and then **Start Upload** to attach the document to the application.
- Your organization's **IRS Determination Letter** (or that of your fiscal sponsor, if one has been identified) is a required upload. You will not be able to submit your application if it is missing.
- Additional documents to upload include: 1. Curriculum Vitae of the Fellowship mentor or supervisor(s); 2. Curriculum Vitae of the proposed Fellow (if identified); 3. One (1) letter of recommendation for the proposed Fellow (if identified).
- If you need to upload a document not listed, click the blue plus (+) sign in the header of the **Additional Documents Uploaded** box. Click **Add File** and choose the file to upload. Then choose the document type from the drop down menu and click **Start Upload**. You may upload multiple documents at one time.
- To update or delete a previously uploaded file, use the icons that appear to the right of file. Please note, if you wish to upload a new version of a document, it must be the same file type; e.g. you may only replace a Word document with another Word document. If you wish to upload a different file type, delete the document and hit **Save and Continue**. You may then upload a different file type.
- If the Fellow is not identified when you submit the application and your organization is subsequently awarded an Interpretive Fellowship, you will be required to upload the Fellow's CV and Letter of Recommendation through the portal once an individual is chosen.

Additional Documents

Curriculum vitae of the Fellowship mentor or supervisor(s)

Additional Documents Uploaded

Curriculum-vitae.pdf
Curriculum vitae of the proposed Fellow (if identified)
Added by Jane Doe at 11:37 AM on February 4, 2021

Letter-of-Rec.docx
One (1) letter of recommendation for the proposed Fellow (if identified)
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Upload files X

Select or drag files then start upload

Filename		Size	Status
Curriculum-vitae.pdf	<div>A copy of your current curriculum vitae</div>	438 KB	0%

- ✓ A copy of your current curriculum vitae
- Award Letter
- Commitment Letter
- Conference abstract
- Conference/workshop/exhibition/publication schedule
- Cover Letter
- Curriculum vitae for Principal Investigator(s)
- Curriculum vitae of the Fellowship mentor or supervisor(s)**
- Curriculum vitae of the proposed Fellow (if identified)
- Detailed Project Budget in Excel
- Grant Agreement
- IRS determination letter of 501(c)3 status for the organization that would receive and administer the grant
- Images or illustrations
- LOI - Letter of Inquiry
- Letter from Fiscal Sponsor

Additional Documents

Curriculum vitae of the Fellowship mentor or supervisor(s)

Additional Documents Uploaded

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Curriculum vitae of the proposed Fellow (if identified)
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Letter-of-Rec.docx
One (1) letter of recommendation for the proposed Fellow (if identified)
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Portal Guide: Interpretive Fellowship Application *continued*

Submit Your Application

- When your Interpretive Fellowship application is complete, you may submit your materials to the Foundation for review by clicking the **Submit** button in the lower-right of the screen. Submitting the application will disable further editing so please ensure that you have completed your work. If the **Submit** button is not visible, clicking the **Save and Close** button will make it appear.
- Once you click **Submit** a pop-up box will appear. You do not need to add any notes, simply hit **OK**.
- Your read-only application will now appear in the **REQUESTS** section under **Application Submitted**.
- If the application is submitted prematurely, please contact Foundation staff via email at grantportal@kressfoundation.org.

The screenshot shows the 'Additional Documents' section with two uploaded files: 'Curriculum-vitae.pdf' for the mentor and supervisor, and another 'Curriculum-vitae.pdf' for the proposed fellow. Below the documents is a 'Note for Submit' pop-up box with a text area and 'Cancel' and 'OK' buttons. A large blue arrow points from the 'Submit' button in the background to the 'OK' button in the pop-up.

The screenshot shows the KRESS portal interface. On the left is a sidebar menu with categories like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, and GRANTS. The 'REQUESTS' section is expanded, showing 'Application Submitted (1)'. The main content area displays the details of the submitted application, including the organization name 'Samuel H. Kress Foundation', the application ID 'R-202102-20303', and the status 'Under Review'. A blue bar at the top of the application details indicates the current status.

Questions and Requests from the Foundation

- If the Foundation has questions or requests regarding your Interpretive Fellowship application, you will receive a notification email directing you back to the portal.
- Navigate to the **REQUESTS** section and click the **Application Updates Required** link in the menu on the left.
- Select your application from the list view and click the **Edit** button.
- A blue box with communication from Foundation staff will appear at the top of your application to guide your application updates.

The screenshot shows the KRESS portal interface with the application status updated to 'Request for Information'. A blue bar at the top of the application details indicates this status. A large blue arrow points from the 'Edit' button in the top right corner to the 'Request for Information' status bar. The main content area displays a message from the foundation requesting updates, with a text area for the user to provide comments.

Portal Guide: Interpretive Fellowship Application *continued*

Questions and Requests from the Foundation, continued

- You can leave a comment for Foundation staff in this box if you choose.
- When you are finished making changes, you must click the **Submit** button in the lower-right to re-submit the application to the Foundation.

The screenshot displays the KRESS portal interface. On the left is a dark sidebar with a 'KRESS' logo at the top and a 'FLUXX' logo at the bottom. The sidebar contains a search bar and a list of navigation items: INFORMATION (Welcome Page, Portal Guide, Application Forms), ORGANIZATIONS (1) (My Organizations (1)), PEOPLE (1) (My Contact Information (1)), REQUESTS (1) (LOI Draft, LOI Submitted, LOI Updates Required, Application Draft, Application Submitted, Application Updates Required (1), Applications Withdrawn or Declined), GRANTS (Further Information Required, Active, Closed), and REPORTS (Updates Required). A 'Select Language' button is at the bottom of the sidebar. The main content area has a search bar and a 'KRESS Samuel H. Kress Foundation' header. Below this, it shows 'Non-Profit Organization' details: 'Interpretive Fellowship R-202102-20303 | \$30,000.00' and 'Status: Request for Information Interpretive Fellowship'. A red warning box states: 'Please note: The portal does not auto-save; therefore, you must click the Save button to ensure your data will not be lost.' The 'Status' section shows a blue 'Request for Information' button. Below this is an 'Updates Requested' section with a message: 'Your application has been reviewed and we need additional information. Please see the comments below and update your application accordingly. You may also enter general comments in the box below.' This is followed by a 'Comments from the Foundation:' section with the text: 'We need more information about this proposal.' and a 'Response Due By:' field. Below these is a 'Comments for Foundation:' text area. The 'Application' section includes a link to the Kress Foundation website and an 'Organization Details' section showing 'Organization: Non-Profit Organization' and 'Location: New York'. At the bottom right, there are 'Withdraw' and 'Submit' buttons. A large blue arrow points down towards the 'Submit' button.