

Portal Guide: All Grant Applications

Organizations that have submitted a Letter of Inquiry (LOI) that is of interest to the Kress Foundation will be invited to submit a full application. The Grant Application form for all grant programs (History of Art, Conservation, and Digital Art History) is the same. Please consult the Foundation's [website](#) for the specific requirements for each program.

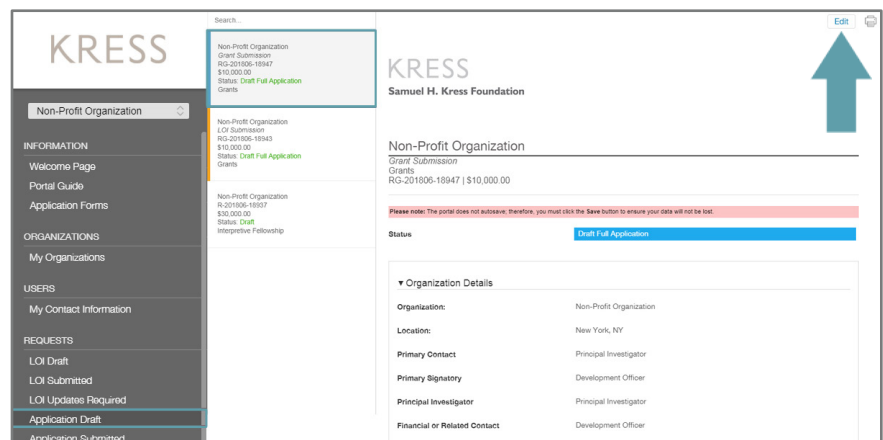
Assistance

- 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 grant applications, please consult the [website](#), or email info@kressfoundation.org.

Begin / Edit Your Application

If the Foundation has invited you to submit an application for one of its grant programs, you will receive an email inviting you back to the grantmaking portal.

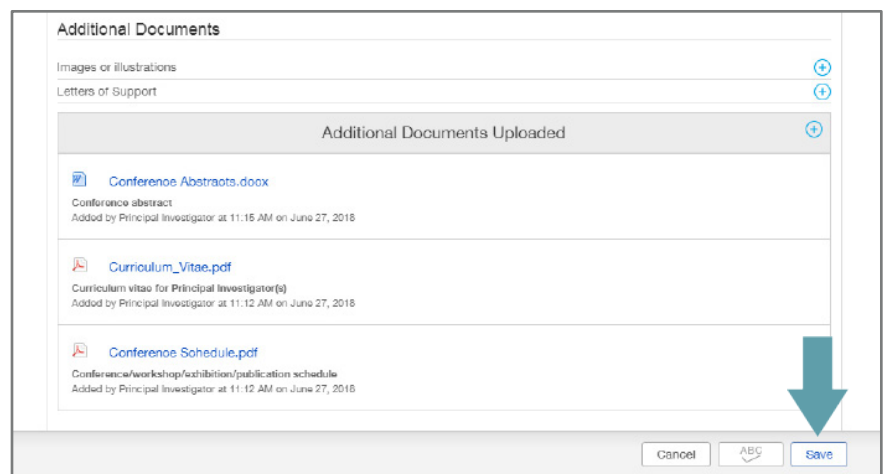
1. Log into the portal at <https://kressfoundation.fluxx.io>.
2. Navigate to the **REQUESTS** section and select **Application Draft** in the menu on the left.
3. Click on your grant application in the list view.
4. Click the **Edit** button in the upper-right of the screen.



Save Your Application

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

- Click the **Save** button in the lower-right of the screen.



Portal Guide: All Grant Applications *continued*

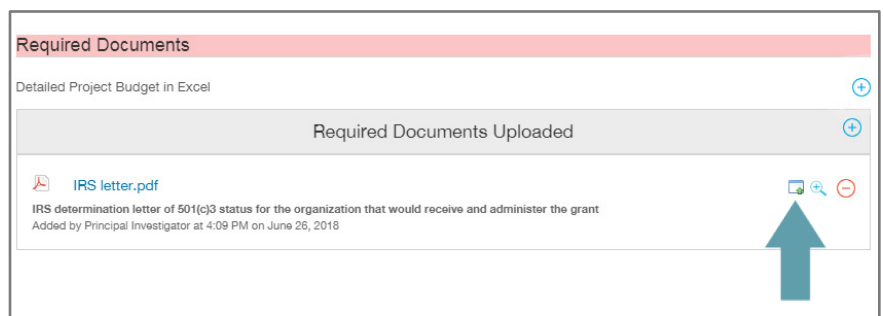
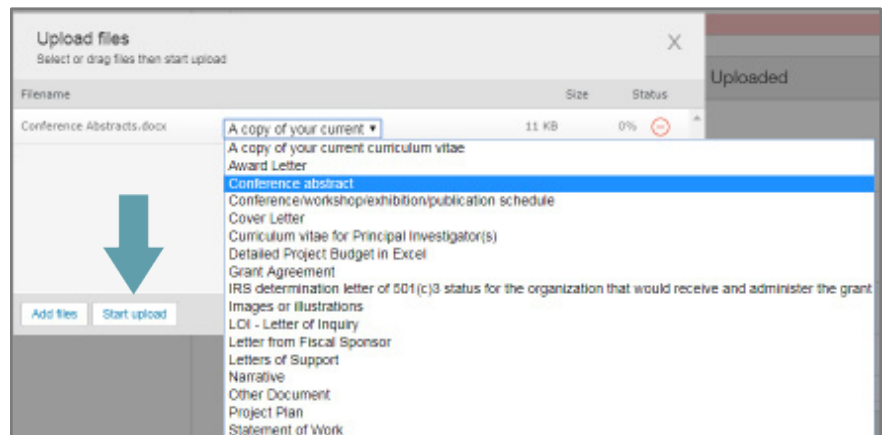
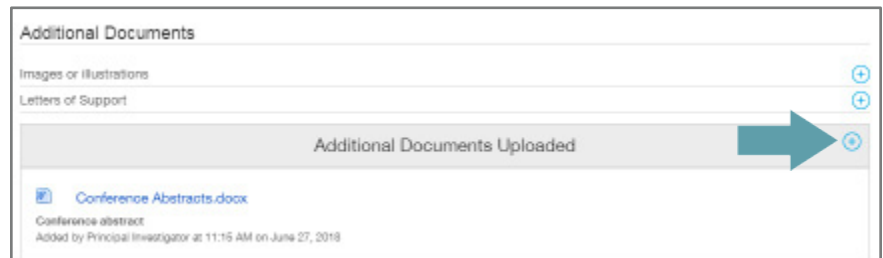
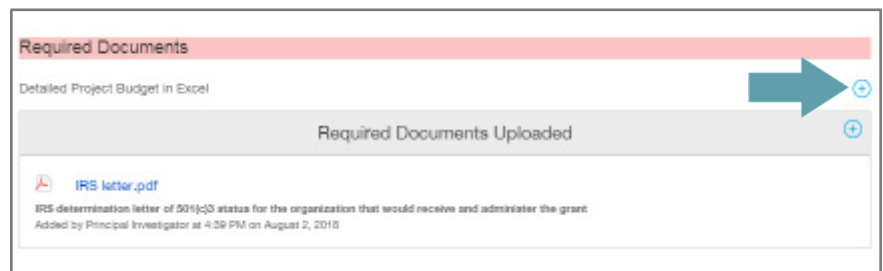
Edit a Text Box

- Click the **Edit** button in the upper-right 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.



Upload Documents

- Click the blue plus (+) signs to add 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) and a detailed project budget (in Excel) are both required. You will not be able to submit your application without them.**
- Additional documents you may choose to upload include: 1. Project/Program Schedule; 2. Curriculum vitae for principal investigator(s); 3. Images or Illustrations; 4. Letters of Support.
- If you would like to upload a document that is not listed, click the blue plus sign in the header of the **Additional Documents Uploaded** box. Click **Add Files** and choose the file to upload. Choose the document type from the drop down menu and click **Start Upload**. You may upload multiple documents at once.
- 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**. You may then upload a different file type.



Add a Fellow

- If your grant request will support internships in conservation or research fellowships, add the names of those individuals to the Fellows fields. If more than four fellows have been identified, answer “Yes” to the question “Add more fellows?” and additional fields will appear.

Program-Specific Additional Details (If Applicable)

Please list the full names of all Fellows associated with this grant request:

Fellow # 1

Fellow # 2

Fellow # 3

Fellow # 4

Add more fellows? **Yes** ▼

Fellow # 5

Fellow # 6

Fellow # 7

Fellow # 8

Submit Your Application

- When your grant 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, saving your work 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**.
- If the application is submitted prematurely, please contact Foundation staff via email at grantportal@kressfoundation.org.
- Your read-only application will now appear in the **REQUESTS** section under **Application Submitted**.

Additional Documents Uploaded

- Conference Abstracts.docx**
Conference abstract
Added by Principal Investigator at 11:15 AM on June 27, 2018
- Curriculum_Vitae.pdf**
Curriculum vitae for Principal Investigator(s)
Added by Principal Investigator at 11:12 AM on June 27, 2018
- Conference Schedule.pdf**
Conference/workshop/exhibition/publication schedule
Added by Principal Investigator at 11:12 AM on June 27, 2018

Note for Submit

Cancel **OK**

Withdraw **Submit**

KRESS

Non-Profit Organization
Grant Submission
RG 201906-19947
\$10,000.00
Status: Under Review
Grants

KRESS
Samuel H. Kress Foundation

Non-Profit Organization
Grant Submission
Grants
RG-201906-19947 | \$10,000.00

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

Status: **Under Review**

Organization Details

Organization:	Non-Profit Organization
Location:	New York, NY
Primary Contact:	Principal Investigator
Primary Signatory:	Development Officer
Principal Investigator:	Principal Investigator
Financial or Related Contact:	Development Officer
Does this grant have a fiscal sponsor?:	No

Questions and Requests from the Foundation

- If the Foundation has questions or requests regarding your grant 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.
- 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 navigation menu with categories: INFORMATION (Welcome Page, Portal Guide, Application Forms), ORGANIZATIONS (My Organizations), PEOPLE (My Contact Information), REQUESTS (LOI Draft, LOI Submitted, LOI Updates Required, Application Draft, Application Submitted, Application Updates Required, Applications Withdrawn or Declined), and GRANTS (Further Information Required, Active, Closed). The 'Application Updates Required' item is highlighted. The main content area shows a search bar and a list of applications. One application is selected, showing details for 'Non-Profit Organization' (Grant Submission: RG-201806-18947, \$10,000.00, Status: Request for Information Grants). A blue box at the top right of the application details contains an 'Edit' button and a blue arrow pointing up. Below this, a status bar indicates 'Request for Information'. A section titled 'Updates Requested' contains 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.' It includes fields for 'Comments from the Foundation', 'Some questions for you', 'Response Due By: 2018-06-29', and 'Comments for Foundation:'. At the bottom, an 'Organization Details' section lists: Organization: Non-Profit Organization, Location: New York, NY, and Primary Contact: Principal Investigator.