

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.

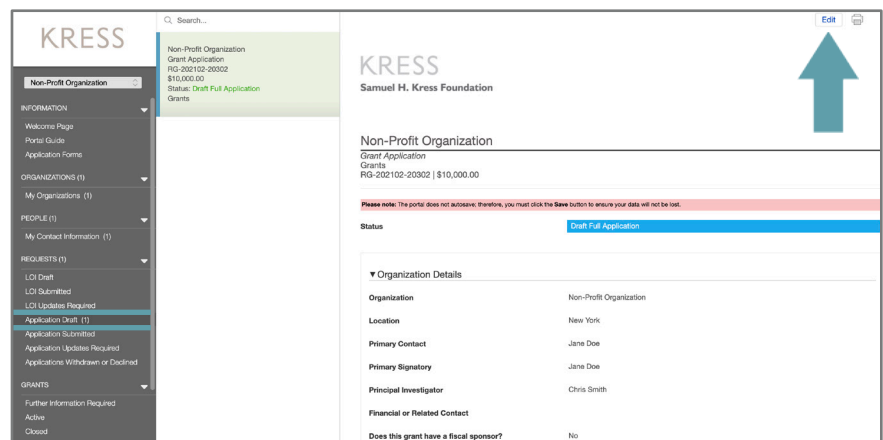
Assistance

- 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.



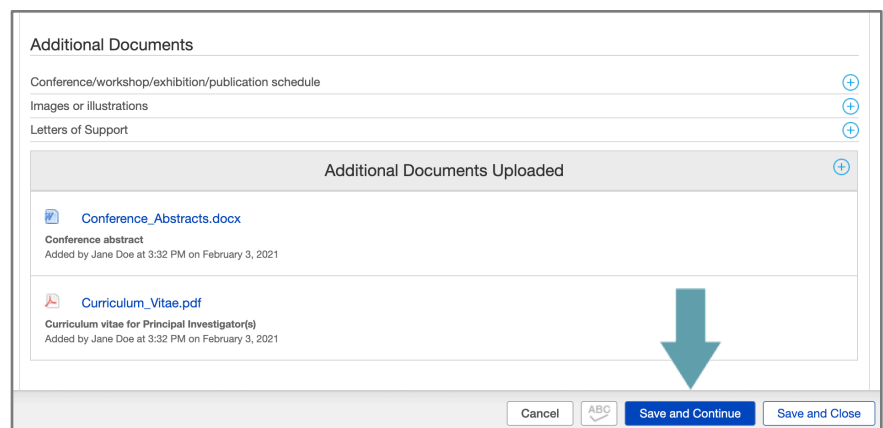
The screenshot shows the KRESS portal interface. On the left is a navigation menu with sections: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (1), APPLICATION DRAFT (1), and GRANTS. The 'REQUESTS (1)' section is expanded, showing 'LOI Draft', 'LOI Submitted', 'LOI Updates Required', and 'Application Draft (1)'. The 'Application Draft (1)' item is selected. The main content area displays the details for a grant application: 'Non-Profit Organization', 'Grant Application', 'Grant: RG-202102-20302', '\$10,000.00', and 'Status: Draft Full Application Grants'. A red warning message states: 'Please note: The portal does not auto-save; therefore, you must click the Save button to ensure your data will not be lost.' Below this, the 'Organization Details' table is shown:

Organization Details	
Organization	Non-Profit Organization
Location	New York
Primary Contact	Jane Doe
Primary Signatory	Jane Doe
Principal Investigator	Chris Smith
Financial or Related Contact	
Does this grant have a fiscal sponsor?	No

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.



The screenshot shows the 'Additional Documents' section of the portal. It lists three categories: 'Conference/workshop/exhibition/publication schedule', 'Images or illustrations', and 'Letters of Support', each with a plus icon. Below this is a section titled 'Additional Documents Uploaded' with a plus icon. Two documents are listed:

- Conference_Abstracts.docx**: Conference abstract, Added by Jane Doe at 3:32 PM on February 3, 2021
- Curriculum_Vitae.pdf**: Curriculum vitae for Principal Investigator(s), Added by Jane Doe at 3:32 PM on February 3, 2021

At the bottom right, there are four buttons: 'Cancel', 'ABC', 'Save and Continue', and 'Save and Close'. A large blue arrow points down towards the 'Save and Continue' button.

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.

Statement of Objectives

Project's main goals :

Project Background/Previous Phases

Project history to-date, if applicable; Organization strengths: how is the organization positioned to successfully carry out the work? :

Narrative Description

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 and Continue**. You may then upload a different file type.

Required Documents

Detailed Project Budget in Excel

Required Documents Uploaded

IRS_letter.pdf
IRS determination letter of 501(c)3 status for the organization that would receive and administer the grant
Added by Jane Doe at 3:45 PM on February 3, 2021

Additional Documents

Conference/workshop/exhibition/publication schedule

Images or illustrations

Letters of Support

Additional Documents Uploaded

Conference_Abstacts.docx
Conference abstract
Added by Jane Doe at 3:32 PM on February 3, 2021

Upload files

Select or drag files then start upload

Filename	Size	Status
Conference_schedule.docx	994 KB	0%

Conference_schedule.docx [A copy of your current curriculum vitae]

- ✓ 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)
- 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

Add files Start upload

Required Documents

Detailed Project Budget in Excel

Required Documents Uploaded

IRS_letter.pdf
IRS determination letter of 501(c)3 status for the organization that would receive and administer the grant
Added by Jane Doe at 3:45 PM on February 3, 2021

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?

Fellow # 5

Fellow # 6

Fellow # 7

Fellow # 8

Add more fellows?

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**.
- 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.

Additional Documents Uploaded

[Conference_schedule.docx](#)
Conference/workshop/exhibition/publication schedule
Added by Jane Doe at 4:18 PM on February 3, 2021

[Conference_Abstracts.docx](#)
Conference abstract
Added by Jane Doe at 3:32 PM on February 3, 2021

[Curriculum_Vitae.pdf](#)
Curriculum vitae for Principal Investigator(s)
Added by Jane Doe at 3:32 PM on February 3, 2021

Note for Submit

KRESS

Non-Profit Organization
Grant Application
RG-202102-20302
\$10,000.00
Status: Under Review Grants

Samuel H. Kress Foundation

Non-Profit Organization
Grant Application
RG-202102-20302 | \$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:

Organization Details

Organization	Non-Profit Organization
Location	New York
Primary Contact	Jane Doe
Primary Signatory	Jane Doe
Principal Investigator	Chris Smith
Financial or Related Contact	
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 shows the KRESS portal interface. On the left is a navigation menu with categories like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, GRANTS, and REPORTS. The 'REQUESTS' section is expanded, showing 'Application Updates Required (1)'. The main content area displays the details for a 'Non-Profit Organization' grant application for 'Samuel H. Kress Foundation'. The application ID is 'RG-202102-20302' and the amount is '\$10,000.00'. The status is 'Request for Information'. A red banner at the top of the main content area reads: 'Please note: The portal does not auto-save; therefore, you must click the Save button to ensure your data will not be lost.' Below this, the status is '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. Comments from the Foundation: We need some more information about this proposal. Response Due By: 2021-02-05'. There is a text input field for 'Comments for Foundation:'. Below this is the 'Organization Details' section, which lists: Organization: Non-Profit Organization, Location: New York, and Primary Contact: Jane Doe. At the bottom right of the page are 'Withdraw' and 'Submit' buttons. A blue arrow points to the 'Edit' button in the top right corner, and another blue arrow points to the 'Submit' button.