

Portal Guide: Letter of Inquiry

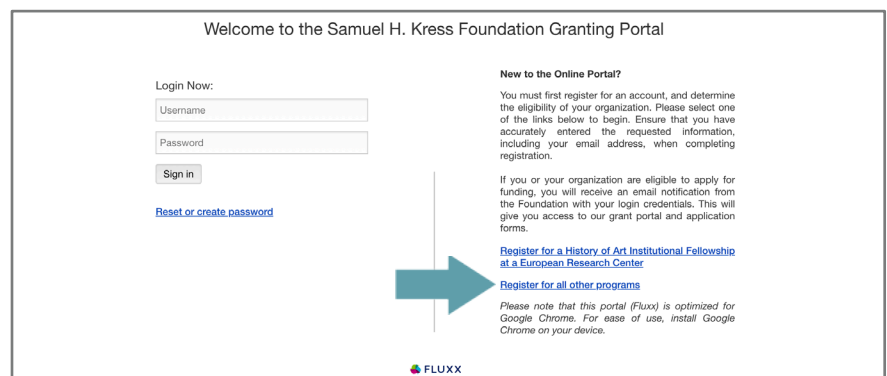
This guide will help you complete a Letter of Inquiry (LOI), the first step in the application process for all of the Kress Foundation's grant programs (History of Art, Conservation, and Digital Art History).

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.

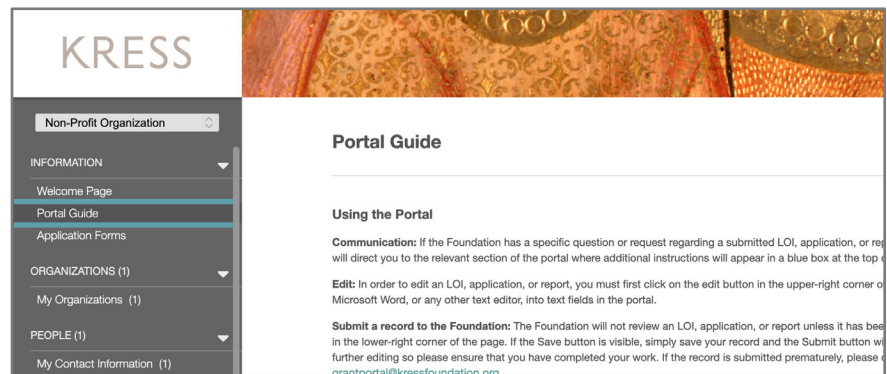
Register for Portal Access

- Visit the Kress Foundation 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.



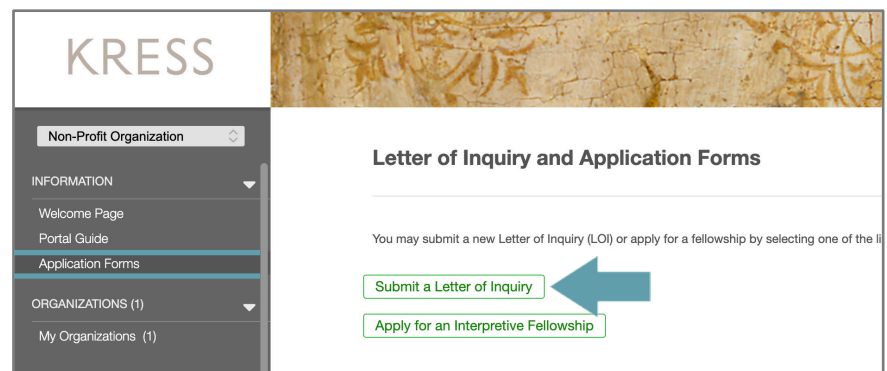
Read the Portal Guide

- 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 LOI

1. Log into the grantmaking portal at <https://kressfoundation.fluxx.io>.
2. Navigate to the **INFORMATION** section and select the **Application Forms** link in the menu on the left.
3. Click the green **Submit a Letter of Inquiry** button. Please note: You only need to click this green button **once**. To access your LOI after saving, navigate to **LOI Draft** in the **REQUESTS** section.

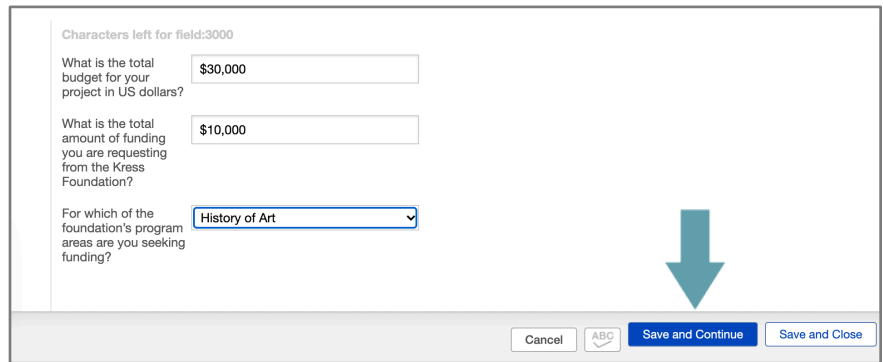


Portal Guide: Letter of Inquiry *continued*

Save Your LOI

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 LOI or the **Save and Close** button if you are done. Both are located at the lower-right of the screen.




Characters left for field:3000

What is the total budget for your project in US dollars?

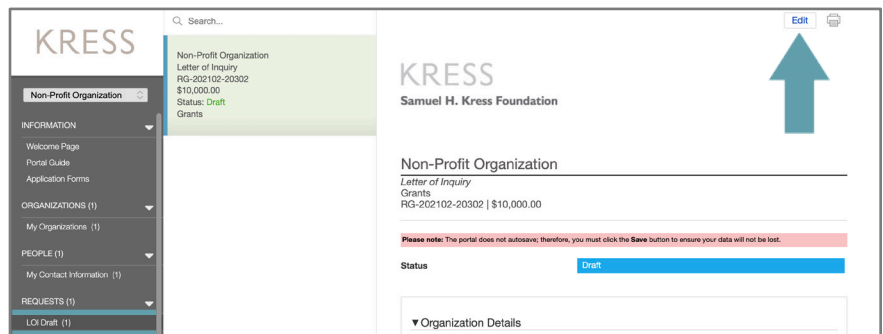
What is the total amount of funding you are requesting from the Kress Foundation?

For which of the foundation's program areas are you seeking funding?



Edit Your Saved LOI

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



KRESS

Non-Profit Organization

Letter of Inquiry
RG-202102-20302
\$10,000.00
Status: Draft
Grants

Non-Profit Organization

Letter of Inquiry
Grants
RG-202102-20302 | \$10,000.00

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

Status

Organization Details



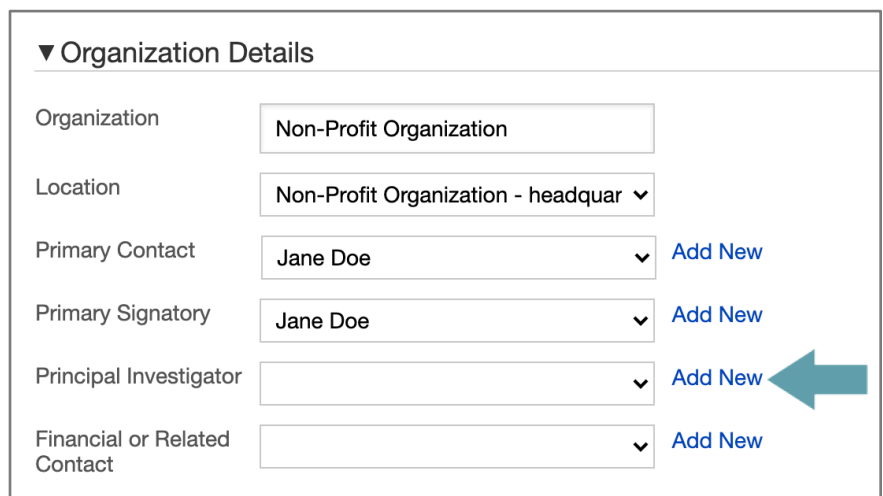
Please provide an executive summary of the proposed work

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Characters left for field:3000

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.



Organization Details

Organization


Location

Primary Contact

Primary Signatory

Principal Investigator

Financial or Related Contact



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 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.

Submit Your LOI

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

The screenshot shows a form with the following fields:

- What is the total budget for your project in US dollars? : \$30,000.00
- What is the total amount of funding you are requesting from the Kress Foundation? \$10,000.00
- For which of the foundation's program areas are you seeking funding? History of Art

A 'Note for Submit' pop-up box is overlaid on the form, containing a text input field and 'Cancel' and 'OK' buttons. A blue arrow points from the 'OK' button to the 'Submit' button on the main form. Another blue arrow points from the 'Submit' button to the right side of the page.

The screenshot shows the KRESS portal interface. The left sidebar has a menu with 'LOI Submitted (1)' selected. The main content area shows the details for a 'Non-Profit Organization Letter of Inquiry' with ID 'RG-202102-20302' and a status of 'Under Review'. The status bar is blue and says 'Under Review'. Below this, there is a section for 'Organization Details' with fields for Organization, Location, Primary Contact, and Primary Signatory.

Questions and Requests from the Foundation

- If the Foundation has questions or requests regarding your LOI, you will receive a notification email directing you back to the portal.
- Navigate to the **REQUESTS** section and click the **LOI 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 LOI 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 LOI to the Foundation.

The screenshot shows the KRESS portal interface. The left sidebar has a menu with 'LOI Updates Required (1)' selected. The main content area shows the details for a 'Non-Profit Organization Letter of Inquiry' with ID 'RG-202102-20302' and a status of 'Request for Information'. The status bar is blue and says 'Request for Information'. Below this, there is a section for 'Updates Requested' with a text input field and a 'Response Due By' date of '2/21/21-02-25'. There is also a 'Comments from the Foundation' section with a text input field. A blue arrow points from the 'Edit' button in the top right to the 'Updates Requested' section. Another blue arrow points from the 'Submit' button in the bottom right to the 'Updates Requested' section.