



Project Grant Guidelines and Instructions

Contents

Overview	2
About RAD Project Grants.....	2
Updated RAD Grant Portal.....	2
General Grant Portal Instructions	3
Introductory Information	3
Create a New Grant Application	3
General Grant Portal Guidelines	6
Connection Grant Guidelines and Instructions	7
Overview.....	7
Filing Deadlines/Award Dates.....	7
Applicant Requirements.....	7
Additional Program Guidelines.....	8
Detailed Instructions	8
Accessibility & Inclusion Grant Guidelines and Instructions	11
Overview.....	11
Filing Deadlines/Award Dates.....	11
Applicant Requirements.....	11
Additional Program Guidelines.....	11
Detailed Instructions	12

Overview

About RAD Project Grants

There are two separate grant programs available to **current** Allegheny Regional Asset District (RAD) assets: **Connection Grants** and **Accessibility & Inclusion Grants**. Assets interested in applying are encouraged to carefully review the following guidelines before submitting an application.

These guidelines can be found online at <http://www.radworkshere.org/pages/project-grants>. Interested applicants must contact RAD program staff to discuss their project prior to filling out an application:

Diane Hunt, Senior Program Officer – dh@radworkshere.org

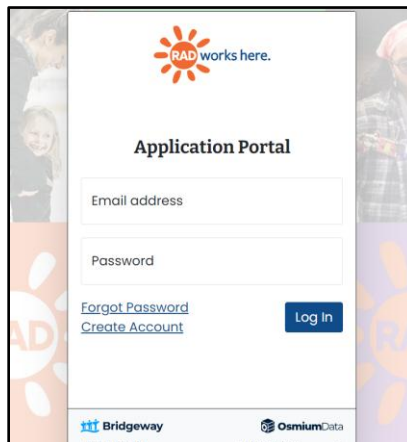
Maggie Pike Iddings, Program Officer – mp@radworkshere.org

Meredith Soeder, Projects Manager – ms@radworkshere.org

Project grants are separate from the annual operating/capital grant program. Application for and/or receipt of a project grant does not impact consideration for annual operating or capital support.

Updated RAD Grant Portal

RAD accepts requests for funding via an online platform. In 2024, RAD made significant upgrades to its Grant Portal <https://ims.radworkshere.org/>. The new and improved portal allows RAD's grant process to take place in one streamlined location. The portal will allow RAD to accept multiple application forms, including project grant applications. The new system is more user friendly and meets current web accessibility guidelines ([WCAG 2.2](#)).



If you are unable to use the Grant Portal to draft and submit applications, reach out to RAD staff to learn how to submit by mail to RAD.

ALLEGHENY REGIONAL ASSET DISTRICT

436 Seventh Avenue, Suite 2201

Pittsburgh, PA 15219

Phone: 412-227-1900

General Grant Portal Instructions

Introductory Information

The Application Portal Home page may look different for each user, but you will be a Contributor for at least one applicant. On the home page there will be options to:

1. Become a Contributor of an Applicant
2. Create a New Applicant
3. Create a New Grant Application
4. View Grant Applications with unsubmitted Forms
5. View Grant Awards with unsubmitted Forms
6. Join the Discussion for an existing Grant Application

Application Portal Home

Actions

- Create a New Grant Application**
Create a new Grant Application for an existing Applicant. Grant Applications can be edited and saved by authorized users as many times as needed before being submitted.
You have no Grant Applications with unsubmitted Forms.
- Create a New Applicant**
Create your Applicant to start its first Grant Application. You will automatically be made the administrator of the new Applicant, and can then create other Contributor users.
You have no Grant Awards with unsubmitted Forms.
- Become a Contributor of an Applicant**
Request access to Applicants with which you are working to collaborate on their Grant Applications.
You are a member of 1 Applicant.
- View Grant Applications with unsubmitted Forms**
View all the Grant Applications to which you have access that currently have unsubmitted Forms. You can continue editing these forms until they are submitted.
- View Grant Awards with unsubmitted Forms**
View all the Grant Awards to which you have access that currently have unsubmitted Forms. You can continue editing these forms until they are submitted.
- Join the Discussion for an existing Grant Application**
Participate in Discussions about Grant Applications to which you have access. Messages can be between Applicant users, or between Applicants and RAD.
You have access to no Discussions.

Welcome to the RAD Grant Portal! Questions regarding the portal, applications, close-out reports, and other forms can be directed to the RAD office. Our phone number is (412) 227-1900. For staff email addresses, [visit our website](#).

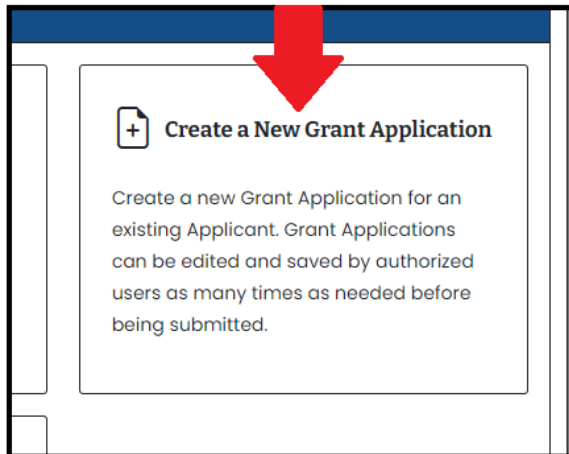
If you have questions specific to an application form or close-out report form you are working on, then you may use the Discussion feature for that form to connect with RAD staff.

RAD assets with years of historical data in the Grant Portal may not be able to access all past data in this new system. You may access all past data in the old system in a read-only format at [ims-archive.radworkshere.org](#).

Please note: to protect your account and the privacy of form data, users are automatically logged out if they have not interacted with a page for 60 consecutive minutes.

Create a New Grant Application

To create a new grant application, you may click the box for **Create a New Grant Application**



Or, you may select **Grant Applications** at the navigation bar at the top of the screen. From there, click the blue **Create a New Grant Application** box. You must then select the applicant organization for which you are applying for RAD funding.

You will then be directed to a **Grant Application Types** page which contains RAD grant opportunities. The different grant application types may or may not be active at the time you are viewing them.

Once you have determined which **Grant Application Type** for which you would like to apply for funding, click the green tab at the bottom of the instruction box that states **Create New Grant Application**. The form will be created and you will be directed to a summary page. To work on the application, select the orange box for that application type under the blue **Forms** tab.



After clicking on the orange box for the grant application you would like to work on, you will be directed to a summary page for that specific application form. To input your organization's information, the form includes a number of **Pages**. You may work on these pages in any order and as many times as you would like.

When you first access the **Pages** section, click on the blue hyperlinked text for the page you would like to work on. You will then be able to enter information, such as the funding amount requested, contact information for the grant, etc. Each page will have options for how to proceed:

1. **Save My Progress** (*check if you have addressed all of the requirements for the page*)
2. **Save and Continue** (*save the page and move to the next one*)
3. **Save and Exit** (*save the page and exit to the application summary page*)
4. **Cancel** (*do not save and exit to the application summary page*)



*NOTE: The system allows multiple users for the same organization to work on the same grant application at the same time. Each user can work on a particular **Page** separately from the other user without issue. However, users cannot work on the same **Page** at the same time without risk of overwriting the other's work.*

On the application summary page, there will be a number of **Issues** in a red box for required information that corresponds with that page. The issues may be required responses or incorrect calculations based on information submitted that need to be fixed. As you save your work and complete the form, the number of issues will reduce to 0. When you have 0 issues for that page, there will be a green box with a checkmark.



When all **Issue** boxes are green with a checkmark icon, you will be ready to submit your application. Click the blue box to **Submit This Form**. You will be directed to a new page to finalize the submission process. The person submitting the application must have authorization to submit applications on behalf of the applicant organization. When you are ready to finalize the submission, you will be asked to agree to the following:

“On behalf of the applicant, I certify that all information contained in this application, including attachments and supporting material, is true and accurate to the best of my knowledge. This application and all attachments are a part of the public record. The applicant agrees to comply with the requirements of the Allegheny Regional Asset District, including all reporting, fiscal and/or performance reviews. I agree that entering my name and clicking **I understand** serves as my electronic signature.”

Check a box stating “I understand,” enter your full name, and enter the password you used to sign in to the Grant Portal. Then, click **Submit Form**.

Submit this Form Welcome [redacted]

All Grant Applications / [redacted] / Submit this Form

Form Summary

Form Name
[redacted] Grant Application

Last Update
[redacted]

On behalf of the applicant, I certify that all information contained in this form, including attachments and supporting material, is true and accurate to the best of my knowledge. This form and all attachments are a part of the public record. The applicant agrees to comply with the requirements of the Allegheny Regional Asset District, including all reporting, fiscal and/or performance reviews. I agree that entering my name and clicking I understand serves as my electronic signature.

I understand.

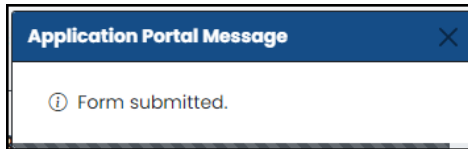
Use the name and password fields below to indicate your signature.
The password requested is your password used to log into this system.

Enter your full name (required)
[text input]

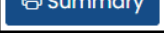
Enter your password (required)
[password input]

Additional Comments (optional)
[text area]

Immediately after you click **Submit Form**, a pop-up box will appear stating “Form submitted.”



You will then be directed to the application summary page with a light red text box at the bottom stating “This form has been received by RAD.” **This is confirmation of your form’s submission.** You may also go to **Grant Applications** and click on that particular grant application form. The summary page will show a green box with the grant application status of **Submitted** and the submission date and time. You will be able to review the application in read-only format at any time.

We recommend you save a copy of the application. Click the blue box **Summary**  to print the application. You may also save it as a PDF, depending on your computer’s print to PDF capabilities.

General Grant Portal Guidelines

If you have questions about the Grant Portal that have not been addressed in these Project Grant Guidelines, you may refer to [RAD’s Grant Portal Instructional document](#).

NOTE: USERS WILL BE LOGGED OUT AFTER 60 MINUTES OF INACTIVITY.

Connection Grant Guidelines and Instructions

Overview

Connection grants support the implementation of new, long-term efforts that improve the financial position of two or more regional assets. Projects should promote efficiency through structural/operational change **and** result in revenue enhancement, cost savings, and/or reduced professional costs. These efforts will be sustained and will enhance programming **for an extended period of time, if not permanently**. Connection Grants are one-time grants for new connections that include at least one of the following:

1. Actual merger or consolidation of assets that will result in a reduction of overhead costs or that will otherwise sustain the assets' level of service to the community
2. Agreements between or among assets to share a significant portion of administrative/operational costs and/or facilities for a minimum of three years, i.e. shared services
3. Collaborative projects that result in long-term, demonstrated and defined revenue enhancement and/or expenditure control.

Points 1 and 2 are RAD's top priorities in this program.

Filing Deadlines/Award Dates

Applications will be accepted on a rolling basis. In order to anticipate funding decision dates, RAD suggests submitting applications by the following dates:

- **March 1** for consideration at the 2nd Quarter Board meeting
- **October 1** for consideration at the 4th Quarter Board meeting

Applicant Requirements

- Prior to applying, the organization should contact RAD program staff to provide a brief summary of the considered grant.
- The lead applicant must be a current RAD asset and be up-to-date with all RAD reporting requirements, including having a current Data Arts (www.culturaldata.org) profile on file with RAD.
- Collaborating partners in the project must be a designated asset or otherwise be eligible for RAD support and meet all of the funding criteria in place for awards during the fiscal year in which the application is made. (Access current RAD assets at www.radworkshere.org/pages/awarded-grants and RAD eligibility requirements at www.radworkshere.org/pages/eligibility.) If the applicant is partnering with organizations that are not currently RAD assets, additional information from those organizations is required, including proof of 501(c)3 status, an organizational assessment, governance and diversity information, a Data Arts profile for the last two recently completed fiscal years, and (if applying for \$30,000 or more) a copy of their most recent audit.
- Detailed support documents from partner organizations stating commitment to the proposed project as well as projected direct impacts on their organization(s) must be included at the time of application.

Additional Program Guidelines

- Connection here refers to partners working jointly for a common purpose to solve a clear and specific problem or challenge that both partners face. Or, partners are aware of an opportunity for enhancing operations and will work jointly to achieve project goals. It is expected that all project partners will benefit from the collaboration and this should be clearly defined. **Projects should not be short-term partnerships but rather long-term solutions that will have a demonstrable impact on organizations' operations.**
- Indirect costs are not eligible for support under this program.
- RAD should not be the only funding source; these grants should lead to actual measurable results rather than the production of feasibility or conceptual studies. There must be a clearly projected defined return on RAD's investment. Funding should not be used solely for paying consultant fees.
- Assets may apply for any grant amount; however, grant awards may be limited and requested amounts may be reduced as a result of the availability of funds.
- Ineligible projects include: one-time festivals, parades, short-term programming, or marketing projects without ongoing economic benefit to assets. For additional information about eligibility for RAD funding, access www.radworkshere.org/pages/eligibility.

Detailed Instructions

To create a Connection Grant application, follow the instructions for **Create a New Grant Application** above.

Once you have reached the summary page for the Connection Grant application form, you will be able to input your organization's information. To do so, you will enter information on several **Pages**. You may work on these pages in any order and as many times as you would like. The **Pages** are:

- Basic Information
- Project Narrative
- Attachments

Note that all pages are required, including file attachments, so be sure to check each page for completion before you try to submit the application.

RAD recommends you cut and paste from Word or another text editor. Rich text formatting, such as different fonts, italics, bolding, bullets, etc. will be lost when you cut and paste. Respond to the questions directly and as briefly as possible. Narrative responses cannot exceed 4,000 characters (including spaces).

Follow the **Create a New Grant Application** tab above for instructions on how to use the system to submit the application.

TO COMPLETE THE APPLICATION FORM, YOU MUST ADDRESS THE FOLLOWING:

Basic Information

- Project Name

- Amount of project funds requested from RAD
- Personnel details, including contact person for the grant and authorizing official (the person with the authority to sign legal documents for the organization)

Project Narrative

Narrative responses are limited to 4,000 characters.

1. Project Need - Describe the proposed project. Include names of names of all collaborating organizations and explanation of why those listed are part of the project.
2. What are the project's goals?
3. What are the project's outcomes? These must be defined and measurable. (i.e. return on investment, cost savings, and/or revenue enhancement). Consider both the short-term and long-term.
4. How will the project be managed? Who will be in charge? How will the project be sustained?
5. How do you define and measure success of this project? What are the benchmarks for the success of this project?
6. How and to what degree will costs be reduced or revenues increased over the long term? Project how grant funding will result in cost savings and/or revenue enhancements for Years 1 – 3.
7. Indicate how this project will add value to the participants' overall operation.
8. Provide a timeline for project implementation, including an anticipated completion date if not on-going.

Attachments

There are **two** required documents and additional optional documents to upload. To do so:

- Click the red box for the required attachment that says **Incomplete**
- Click **Choose File** and select the file from your computer
- Enter **Comments**, if necessary, and click **Save**

When the attachment requirement is complete, the box will turn from red to green and the text will change from **Incomplete** to **Complete**.

1. **Required.** Submit a detailed project budget including a listing of funds from other sources and their status (awarded, pending, etc.) as well as a breakdown of all costs. Indirect costs are not eligible for support under this program.
2. **Required.** Submit support letter(s) of commitment from partner organization(s) with application. Letters of commitment should clearly define the impact and specific, long-term benefits of this project for their own organization.
3. **Optional.** Partner organizations that are not current RAD assets must complete the Requirements For Non-RAD Asset Partners. Please include the completed required materials for all non-RAD asset partners with your application submission.



File uploads are limited to 6 MB in size. Documents prepared with extensive tables, such as audit reports, or with pictures may be too large and will result in an error message. It is recommended that you send audits or any other large files to RAD via separate email (ms@radworkshere.org), postal mail or fax. They should be received in the RAD office by the application due date.



You must address all errors before you can submit the application. If there are any, they will be listed on each page you work on as well as on the application summary page.

To submit the application form, follow the **Create a New Grant Application** instructions above.



Accessibility & Inclusion Grant Guidelines and Instructions

Overview

As a part of its Regional Assets are for Everyone initiative, Accessibility & Inclusion grants are for projects that will have a long-term benefit toward enhancing opportunities for those with physical and cognitive challenges to enjoy the benefits of asset programming.

Filing Deadlines/Award Dates

Applications will be accepted on a rolling basis. In order to anticipate funding decision dates, RAD suggests submitting applications by the following dates:

- **March 1** for consideration at the 2nd Quarter Board meeting
- **October 1** for consideration at the 4th Quarter Board meeting

Applicant Requirements

- The applicant must be a current RAD asset and be up-to-date with all RAD reporting requirements, including having a current Data Arts (www.culturaldata.org) profile on file with RAD. If the applicant is partnering with organizations that are not currently RAD assets, additional information from those organizations is required, including proof of 501(c)3 status, an organizational assessment, governance and diversity information, a Data Arts profile for the last two recently completed fiscal years, and (if applying for \$30,000 or more) a copy of their most recent audit.
- These grants are not intended to fund individual performances, staff, or travel to conferences but could be used for staff training on improved facilities or equipment. Projects that share and develop resources among assets are encouraged. Assets must commit to maintain the equipment and services once the investment is completed.
- Assets may apply for any grant amount; however, grant awards may be limited and requested amounts may be reduced as a result of the availability of funds.
- Indirect costs are not eligible for support under this program.

Additional Program Guidelines

RAD defines Accessibility as the equitable access given to everyone of all abilities and experiences. Accessibility encompasses the broader meanings of compliance and refers to how assets proactively and intentionally make space for all people, including those with cognitive and physical disabilities.

RAD defines Inclusion as involvement, empowerment, and recognition of the inherent worth and dignity of all people. An inclusive environment promotes and sustains a sense of belonging, provides equal access to opportunities and resources, and allows all people, including those with physical and cognitive disabilities, to participate fully. Inclusion is action-based and requires continued efforts.

These project grants are meant to be one-time investments in facilities, equipment, or program development. The project should not be part of capital projects for which an asset has secured or is seeking support from RAD. The kinds of projects that will be considered include:

- Improvements that foster inclusion and lead to an overall welcoming experience for those with physical and cognitive challenges

- Changes to facilities including exhibits and signage
- Purchase or installation of equipment for hearing or sight assistance
- Projects to improve communication and marketing such as website accessibility enhancements

The ADA National Network provides information and guidelines for writing about people with disabilities: www.adata.org/factsheet/ADANN-writing.

Detailed Instructions

To create an Accessibility & Inclusion Grant application, follow the instructions for **Create a New Grant Application** above.

Once you have reached the summary page for the Accessibility & Inclusion Grant application form, you will be able to input your organization's information. To do so, you will enter information on several **Pages**. You may work on these pages in any order and as many times as you would like. The **Pages** are:

- Basic Information
- Project Narrative
- Attachments

Note that all pages are required, including file attachments, so be sure to check each page for completion before you try to submit the application.

RAD recommends you cut and paste from Word or another text editor. Rich text formatting, such as different fonts, italics, bolding, bullets, etc. will be lost when you cut and paste. Respond to the questions directly and as briefly as possible. Narrative responses cannot exceed 4,000 characters (including spaces).

Follow the **Create a New Grant Application** tab above for instructions on how to use the system to submit the application.

TO COMPLETE THE APPLICATION FORM, YOU MUST ADDRESS THE FOLLOWING:

Basic Information

- Project Name
- Amount of project funds requested from RAD
- Personnel details, including contact person for the grant and authorizing official (the person with the authority to sign legal documents for the organization)

Project Narrative

Narrative responses are limited to 4,000 characters.

1. Project Need - Describe the proposed project. For example, how the public will benefit from assistive listening devices. Include names of names of all collaborating organizations, if applicable, and explanation of why those listed.
2. What are the project's goals?

3. What are the project's outcomes? These must be defined and measurable (i.e. people with visual impairments will be able to access X number of programs/exhibits or X percent of program staff will be trained in sensory-friendly activities). Consider both the short-term and long-term.
4. How will the project be managed? Who will be in charge? How will the project be sustained?
5. How do you define and measure success of this project? What are the benchmarks for the success of this project?
6. What is the communication plan for the project? How will you let the public know about the new accommodations?
7. Indicate how this project will add value to the participants' overall operation.
8. Provide a timeline for project implementation, including an anticipated completion date if not on-going.

Attachments

There are **one** required document and additional optional documents to upload. To do so:

- Click the red box for the required attachment that says **Incomplete**
- Click **Choose File** and select the file from your computer
- Enter **Comments**, if necessary, and click **Save**

When the attachment requirement is complete, the box will turn from red to green and the text will change from **Incomplete** to **Complete**.

1. **Required.** Submit a detailed **project budget** including a listing of funds from other sources and their status (awarded, pending, etc.) as well as a breakdown of all costs. Indirect costs are not eligible for support under this program.
2. **Optional.** Partner organizations that are not current RAD assets must complete the Requirements For Non-RAD Asset Partners. Please include the completed required materials for all non-RAD asset partners with your application submission.



File uploads are limited to 6 MB in size. Documents prepared with extensive tables, such as audit reports, or with pictures may be too large and will result in an error message. It is recommended that you send audits or any other large files to RAD via separate email (ms@radworkshere.org), postal mail or fax. They should be received in the RAD office by the application due date.



You must address all errors before you can submit the application. If there are any, they will be listed on each page you work on as well as on the application summary page.

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