

Y-USA ONLINE GRANT APPLICATION SYSTEM

CEOs: Approving a SmartSimple Application

GENERAL INSTRUCTIONS

- 1. All local Y grant applications must be officially approved and submitted **by the local Y CEO** in SmartSimple before the stated deadline for the application to be considered.
- 2. CEOs must log in with their official SmartSimple account using their email address as stated in Manage Our Y Profile (MOYP). CEOs may use the password reset option on the SmartSimple login page if they do not know their password.
- Ys that need to update their CEO information in SmartSimple/MOYP should email <u>fulfillment@ymca.net</u>. CEO updates take effect in SmartSimple approximately 1-2 business days after MOYP is updated.
- 4. Any questions about SmartSimple or the grants process can be directed to the Y-USA Grantmaking Team at <u>grants@ymca.net</u>.

LOGIN TO THE SYSTEM AS A YMCA CEO

1. Click on the portal link (https://yusa.smartsimple.com) to access the login window.

GRANTS, FINANCIAL ASSISTANCE,	Login			
SCHOLARSHIPS	Email:	Enter Email		
Wetcome to YMCA of the USA's online application system, where YMCA staff in the United States can apply for grants, financial assistance and scholarships.		Edu Du und		
First Stone	Password:	Enter Pessword		
Enable Pop-ups. This site uses pop-up windows. Please make sure that your web		Login		
 Add grants@ymca.net in your email contact list to ensure that you receive our 	Forgat Password? Register			
emails.				
First-Time Users	To learn more about us click here			
YHCA CEOs should not register for a new account. It has already been created for you. As a CEO user, please click the "Forget Password" link. To set new password and access your account, use your primary email address from Manage for the off-foreign.	A Privacy & Security			
 All other YHCA Staff must register for a new account. Registration is quick and easy. As a new staff user, please use the "Register Here" link to set up your account. 				

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2. Login using your email address and password, and click Login. You are now on your home page.

CEO REVIEW AND APPROVAL OF APPLICATION

1. Click on **My Applications** in the top right blue menu and select **Applications**.

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y Applica	Applications							
ACTIVE	✓ APPROVED ★ DECLINED							
replacements must be separated by 11(50:00 PM Eastern Time on the approach could entry be concerned. In access where an advanced could could are in a procession for the opportunity must be submitted by 11(30:00 PM Eastern Time on the entraded could date. Process where (Process is and a vield date failed in the entraded could date called in the entraded could date.								
	Organization o			Close Extended Date Close Date	e Submitted e Date		© Program Name	
3251	YMGA of the Greater Twin Cities	Key Test 1 CEO Dowdell 1	Submitted	01/31/2019	07/12/2018	SLS19-0000001766	2018 Swim Lessons Schulership Grant (CGM181058)	
0702	YMCA of Silicon Valley	Key Test 1 CEO Dowidell 1	Deats	01/31/2019		SLS18-0000001760	2018 Swim Leasons Schalarship Grant (CGM181058)	
3254	YMCA of the Greater Twin Cities	Kay Tast 1 CEO Dowdell 1	Submitted	05/31/2019	05/15/2019	TST19-0009001789	2019 Test Program for Builds (NOC191965)	
1217	Florida's First Coast YMCA • Metropolitan	Key Test 1 CEO Dowidell 1	Draft	06/03/2019		COM19-0000001783	2019 Test Camp Access Build (COM191066)	
4368	YMCA of Greater Rochester	Key Test 1 CEO Dowdell 1	Draft	06/24/2019		COM19-8000881789	2010 Achievers Innovation Grants (COM101867)	
3254	YMCA of the Greater Twin Cities	Key Tast 1 CEO Dowdell 1	Draft	06/24/2019		COM19-0000001790	2019 Achievers Innovation Grants (COM191067)	
0702	YMCA of Silicon Valley	Key Test 1 CE0 Dowatell 1	Draft	05/24/2019		COM19-0000001793	2019 Achievers Innovation Grants (COM191067)	
2651	YMOA of Greater Beston	Key Test 1 CE0 Dowdell 1	Draft	09/25/2019		N0019-0000001795	2019 - 2028 Vocational English as a Second Language (VESL) Grant (NOC191955)	
	visition of Greater Seattle	Key Tast 1 CEC	Draft, Pending CF0	10/14/2019		NUCL SCREEKE 799	2019-204 BLACH SCOLOGY (WALNOC 1918/20)	

2. Applications pending CEO review are listed in the **ACTION REQUIRED: REVIEW** tab. These applications are listed in **"Draft, Pending CEO Review**" status.

My Applications								
ACTION REQUIRED: REVIEW	ACTIVE	✓ APPROVED	× DECLINED					
Applications must be submitted by 11:59:59 PM & Active me on the applicable close date in order to be considered. In cases where an extended close date Please note: if there is not a valid date listed in the Active d close date column, your application must be submitted by the stated close date.								

- 3. Select the pending application to open it. You are now in the grant record pending your review and approval. Please review the full application and agreements.
- 4. On the bottom of the screen, the CEO is offered these options:
 - Back to Applicant: Click this button if additional comments and revisions to the application are needed. You can then send the application back to the applicant to complete this task. The application will then be sent back to the you (the CEO) for final review before submission.
 - Approve and Submit: Click this button to officially submit the application for final review. You and the primary applicant will receive an automatic email notification upon submission.
 - **Withdraw:** Click this button to pull/withdraw the application completely from the application cycle with no further review.