



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Y-USA ONLINE GRANT APPLICATION SYSTEM

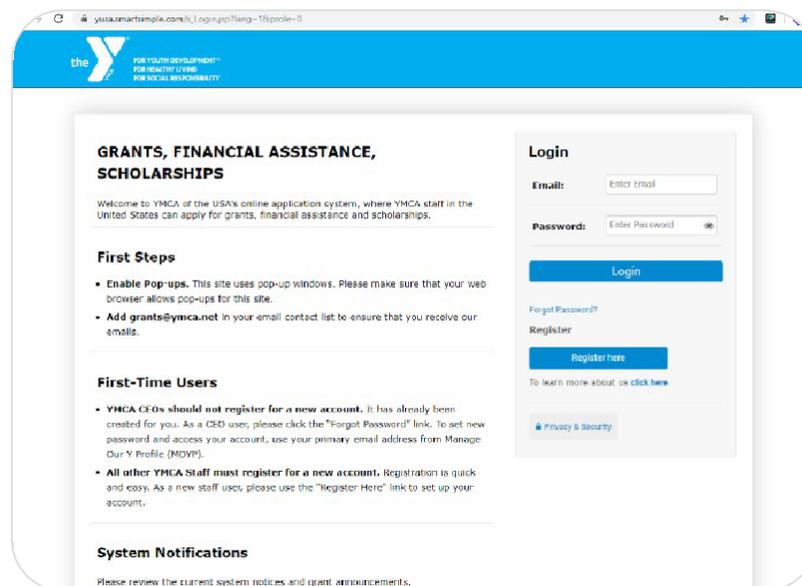
CEOs: Approving a SmartSimple Application

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.
3. Ys that need to update their CEO information in SmartSimple/MOYP should email fulfillment@ymca.net. 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 grants@ymca.net.

LOGIN TO THE SYSTEM AS A YMCA CEO

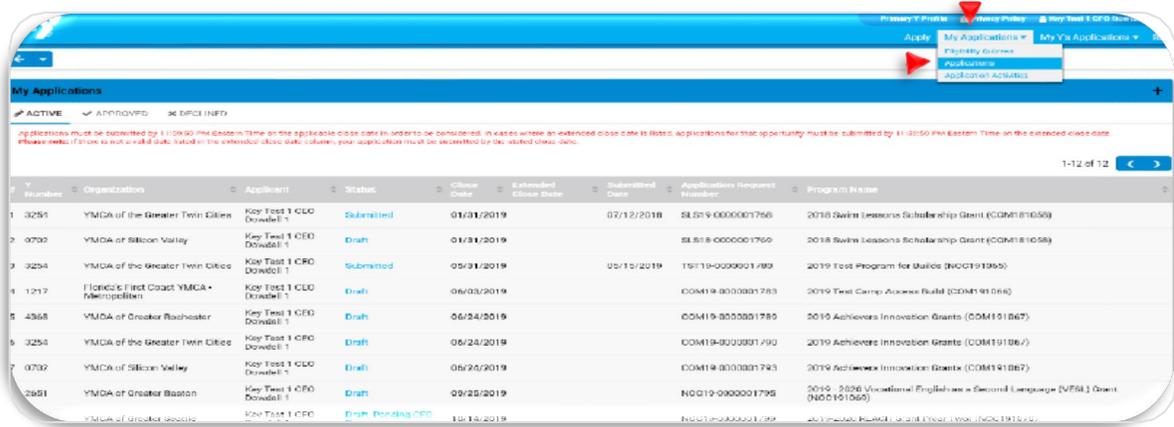
1. Click on the portal link (<https://yusa.smartsimple.com>) to access the login window.



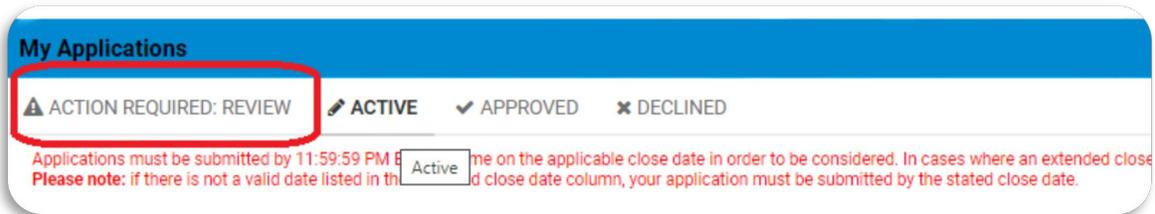
2. Login using your email address and password, and click Login. You are now on your home page.

CEO REVIEW AND APPROVAL OF APPLICATION

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



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



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.

