

FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

Y-USA ONLINE GRANT APPLICATION SYSTEM

Starting a SmartSimple[®] Application

GENERAL INSTRUCTIONS

- Any YMCA staff may start a grant application in SmartSimple on behalf of their YMCA organization. Staff should coordinate internally prior to starting a grant application – most grant opportunities can only have one application per YMCA in progress.
- 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.
- 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

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



2. Use your email address and password and click **Login**. You are now on your home page. *If you do not have an account, click "Register Here".*

CREATE A NEW APPLICATION FORM

- 1. Once you log into your account, the application screen (the "Apply" page) opens as your homepage. This is where you can start a new application.
- 2. Using the down arrow, select the YMCA that you are applying on behalf of. You will be able to start applications only on behalf of your Primary YMCA and any affiliated YMCAs on your SmartSimple profile.

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3. The available grants for the YMCA you selected will appear on the screen.

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	Opportunity Name	Opportunity ID	Start Date	Close Date	Guidelines		Alert		
	2019-2020 REACH Grant (Year Two)	NOC191070	08/20/2019 12:00:00 AM	10/14/2019 11:59:00 AM	2019-2020_State_RE	ACH_Guidelin	es.pdf Deta	Apply	
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- 4. Carefully review the entries under Opportunity Name, Start Date, Close Date, and Guidelines (select to open).
- 5. Click the **Details** button to view additional eligibility requirements, if applicable.
- 6. Click the **Apply** button to start the application process.
- 7. If the application has an eligibility screener, you will be asked several brief questions confirming your Y's eligibility to apply. Complete the quiz and hit **Check Eligibility**. If you are found eligible, the screen below appears. Note: Not all grant opportunities include an eligibility screen.



- 8. Select **Begin Application** to proceed. You will complete all required (*) sections of the application.
- 9. Applications vary by opportunity. Please respond to all the prompts in the form and review all grant agreements.
- 10. At any time during the application, you can leave and return to the application later. Please remember to click **Save My Work** often.
- 11. Once you have completed your application, select **Save and Validate** to confirm your answers. Any errors will be indicated at the top of the screen in red.
- 12. To print your application, click **Print Form**.
- 13. A web version of your application appears in a separate window. Turn this web view of your application into a PDF by clicking **Export as PDF** at the top of the web view.



14. Once you have responded to all prompts in the application, click **CEO Review** to send this application to your Y's CEO for review and approval. Remember, the applying Y will need CEO approval **before** submission.

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REMEMBER

All grant opportunities require active approval from the applying Y's CEO. When you click **CEO Review**, an email is sent to your CEO, alerting the CEO to the application. After reviewing and approving the application, the **CEO submits the application** on behalf of your Y in SmartSimple.

Applications must be submitted by the applying Y's CEO **before the stated deadline**.

15. After selecting CEO Review, the screen below appears. Please read all details carefully.

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16. You can view the status of your application by selecting My Applications \rightarrow Applications from the header menu.

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1	6871	YMCA of Greater Seattle	Key Test 1 Dowdell 1	Draft, Pending CEO Review	10/14/2019			N	OC19- 00000179	19	2019-2020 REA Grant (Year Two (NOC191070)	۱CF ۱۰۰)
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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	<u>.</u>
emails.	Register	
First-Time Users	Regist To learn more a	bout 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 set (Internet).	Privacy & Sec	utiy
 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. 		

APPROVING A SMARTSIMPLE APPLICATION | page 1

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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	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	SLS19-0000001768	2018 Swim Lessons Schularship Grant (CGM181058)
0702	YMCA of Silicon Valley	Key Test 1 CEO Dowidell 1	Deats	01/31/2019		SLS18-0000001760	2018 Swim Lessons Scholarship Grant (CGM181058)
3254	YMCA of the Greater Twin Cities	Kay Tast 1 CEO Dowdell 1	Submitted	05/31/2019	05/15/2019	15119-0099001789	2019 Test Program for Builds (NCC191955)
1217	Florida's First Coast YMCA • Metropolitan	Key Test 1 CEO Dowidell 1	Draft	06/03/2019		COM19-8000881783	2019 Test Camp Access Baild (CDM191066)
4368	VMDA of Greater Recisestor	Key Test 1 CEO Dorwdall 1	Draft	06/24/2019		COM19-0000001789	2019 Achievers Innovation Grants (COM101867)
3254	YMCA of the Greater Twin Cities	Key Test 1 CEO Dowdell 1	Draft	06/24/2019		ICOM19-0000001790	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	2010 - 2020 Vocational English as a Second Language (VESL) Grant (NOC101060)
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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 E Active me on the applicable close date in order to be considered. In cases where an extended close 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.