

## Y-USA ONLINE GRANT APPLICATION SYSTEM Starting a SmartSimple<sup>®</sup> Application

## **CREATE A NEW APPLICATION FORM**

- 1. The application screen opens after you login or click on Apply to start an application.
- 2. Using the down arrow, select the YMCA on whose behalf you are applying.

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the			Apply	My Applications 👻	My Y's Applications 👻	Revie
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	Program Eligibility					
	Applying on behalf	ofPlease Select				
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3. This available grants for the YMCA you selected will appear on the screen.

					Primary Y Profile 🔒 Pr	ivacy Policy	🛎 Key Test 1 Dowdel	
the					Apply My Applicat	ions 👻 My 🕅	Y's Applications 🔻	
	Program Eligibili	ity						
	Applyir	ng on behalf o	f YM	CA of the U	SA (National Board)			
	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_REACH_Guidelines	s.pdf Details	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. The screen below appears.

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YMCA of the USA	A:						
Opportunity Name:	2019-2020 REACH Grant (Year Two) (NOC191070)						
Opportunity Guidelines:	2019-2020 State_REACH_Guidelines.pdf						
You are about to start a new 2 button to continue	019-2020 REACH Grant (Year Two) (NOC191070) applicat	ion on beha	alf of YM	CA of the USA,	click the Beg	in Application	n
	🖒 Begin Application	Cancel					
For assistance, please contact	he YMCA of the USA at grants@ymca.net.						

- 7. Select **Begin Application** to proceed. You will complete all required (\*) sections of the application.
- 8. At any time during the application, you can leave and return to the application later. Please remember to click **Save My Work** often.
- 9. 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.
- 10. To print your application, click **Print Form**.
- 11. 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.



12. 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

New to our application process, **all opportunities require active approval from the applying Y's CEO**. When you click CEO Review (step 12), 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**.

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

	Primary Y I	Profile	Privacy Poli	cy 🛔 K	(ey Test 1	Dowdell 1	- 🔶
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Application Sent to YMCA CEO							
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14. You can view the status of your application by selecting My Applications  $\rightarrow$  Applications from the header menu.

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2	3981	YMCA of the USA	Key Test 1 Dowdell 1	Review Draft, Pending CEO Review	10/14/2019			NOC19- 0000001803	9 (NOC19107 2019-2020 3 Grant (Year (NOC19107	70) REACI Two) 70)