Y-USA ONLINE GRANT APPLICATION SYSTEM

Starting a SmartSimple® 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.

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

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.
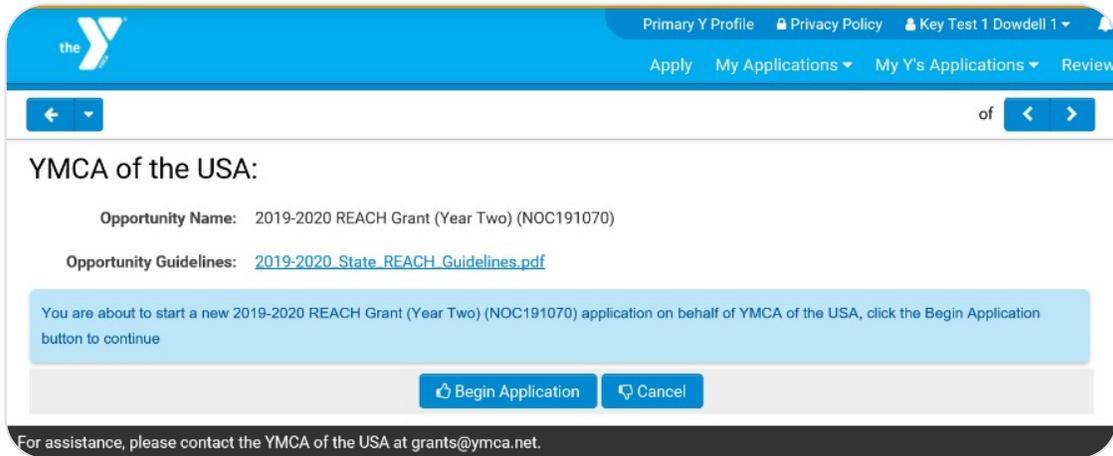
7. Select **Begin Application** to proceed. You will complete all required (*****) sections of the application.

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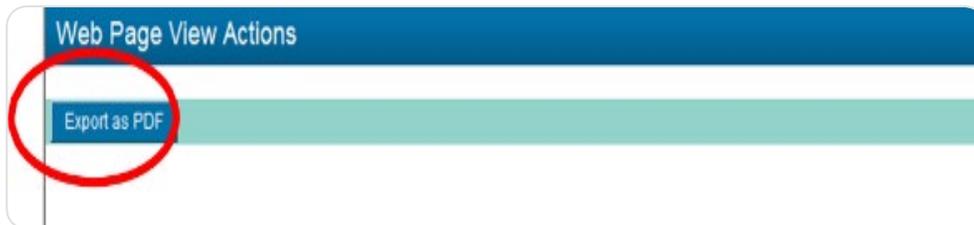
12. Once you have responded to all prompts in the application, click **CEO Review** to send this application to your Y's CEO for review and approval. Remember, the applying Y will need CEO approval **before** submission.

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.
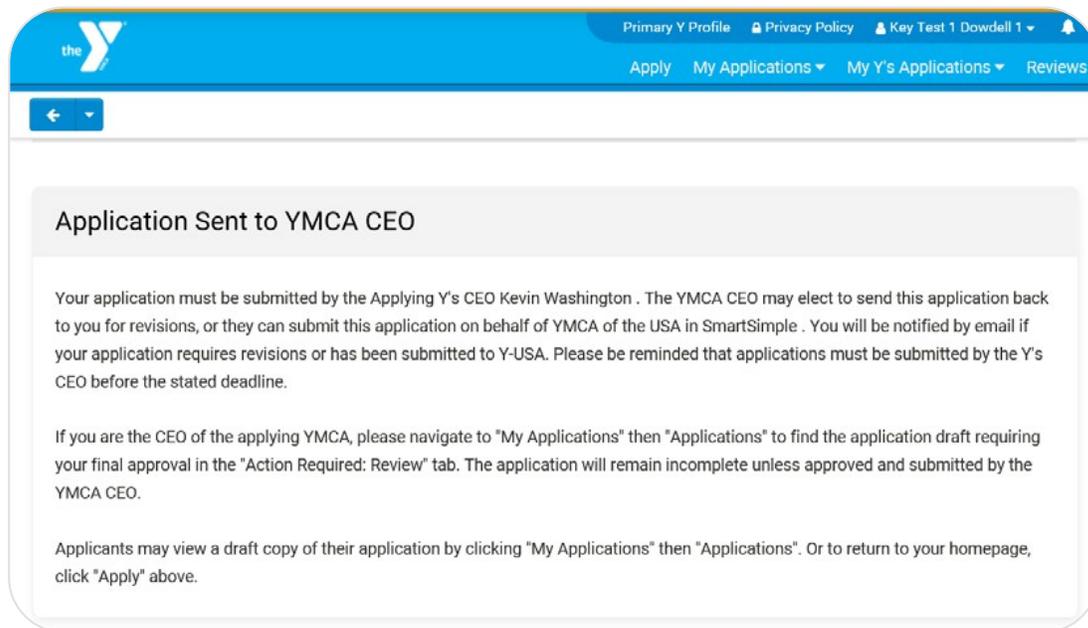
14. You can view the status of your application by selecting My Applications → Applications from the header menu.