SmartSimple Grants Portal Application Instructions

https://agesmart.smartsimple.com
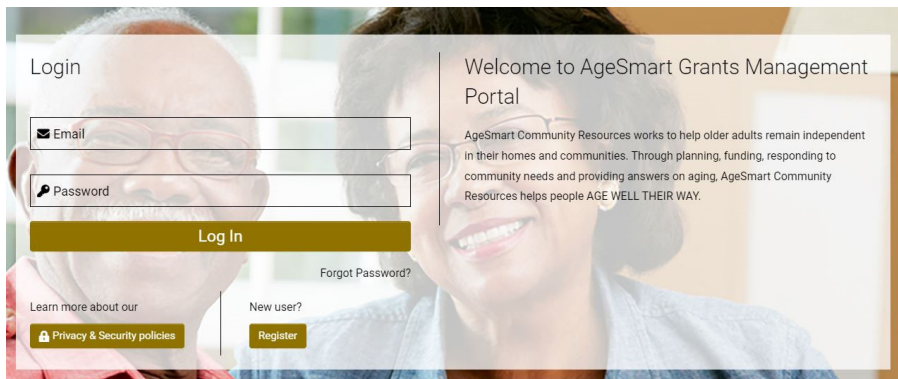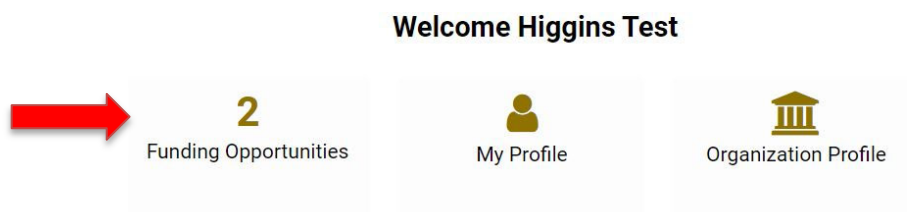
SmartSimple is the online grants management system for AgeSmart Community Resources.
All applicants will use SmartSimple to apply for AgeSmart grants. New applicants will need to register their organization. Refer to Registration Instructions.

1. Log into https://agesmart.smartsimple.com

2. Click Funding Opportunities.

3. Click Apply Now on the opportunity which you wish to apply for.

LETTER OF INTENT

1. The first step is to submit a letter of intent. Click Save Draft.

> • If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
>
> • You can view your responses by clicking on the **Application Summary** button.

CONTACT INFORMATION   GENERAL INFORMATION

Project Information

Organization Information

, ,
Phone:

Primary Contact

1098 A St.
O Fallon
Phone: 618-111-1234 x
Email: testsspsa08@gmail.com   NEXT ❯

🖫 Save Draft

2. The organization information is automatically filled in based on the organization profile.

CONTACT INFORMATION   GENERAL INFORMATION

Project Information

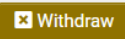Demo Only-FY2024 Older Americans Act Title III-B

Organization Information

Wellness One
1098 A St.
O Fallon, IL, 62269
Phone: 618-111-1234

Primary Contact

Higgins Test
1098 A St.
O Fallon
Phone: 618-111-1234 x
Email: testsspsa08@gmail.com

NEXT ❯

🖫 Save Draft   ✔ Submit   ✖ Withdraw

3. Click GENERAL INFORMATION tab.

Applicants should review the RFP document and service guidelines before submitting a letter of intent.

Complete the entire section and click Submit. Once your letter of intent is approved, you will receive an email notification. You can then access your draft application under the **In Progress** section on your home screen.
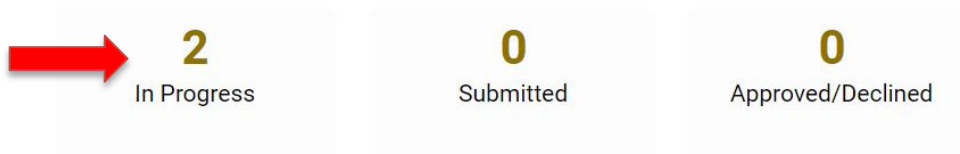
1. Open the application under **In Progress**. Notice there are 6 tabs. Click Program Narrative.

2. Complete the program narrative for each service that you are applying for.

3. Carefully read each question and provide thorough, complete responses. The text box is expandable. It is recommended that applicants write their responses in a Word document first, then copy and paste the text into the application.

4. Click **Save Draft**. Once all program narratives are complete, click **Submit**. This will not submit the entire application but will finalize your narrative and add it to the Application Package.

5. Proceed to the next tab by clicking on the tab header or **Next** button in the bottom right corner.

BUDGET

1. Click **BUDGET** tab.

   Download the budget template and instructions. Applicants must use the budget template provided in the application. It is an Excel form that is specifically designed for AgeSmart grant applications.

2. Save the budget template onto your computer and complete it offline.

   When it is complete, log into your user portal and upload the budget.

3. Click **Save Draft.**

   It will populate the summary of the budget in the table below.

   * Fiscal Year

2024

   > After you have uploaded the Budget Excel Template, click "Save Draft" to update the information in the table below.

CFDA	Service	Total Expenditures	AAA Funds	In Kind Revenue	Local Funds	Program Income	Total Other Funds	Total Funding
93.044	III-B I and A/OC	$17,219.00	$13,580.00	$1,152.00	$1,487.00	$1,000.00	$3,639.00	$17,219.00
NA	NONE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NA	NONE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NA	NONE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NA	NONE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NA	NONE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NA	NONE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NA	NONE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$17,219.00	$13,580.00	$1,152.00	$1,487.00	$1,000.00	$3,639.00	$17,219.00

CFDA	Service	Agency Reimbursement Unit Rate	Non - Federal Match %	Federal State Share %	Units	Total Cost per Unit	Persons Served
93.044	III-B I and A/OC	$4.85	16.27%	83.73%	2800	$6.15	45
NA	NONE	$0.00	0.00%	0.00%	0	$0.00	0
NA	NONE	$0.00	0.00%	0.00%	0	$0.00	0
NA	NONE	$0.00	0.00%	0.00%	0	$0.00	0
NA	NONE	$0.00	0.00%	0.00%	0	$0.00	0
NA	NONE	$0.00	0.00%	0.00%	0	$0.00	0
NA	NONE	$0.00	0.00%	0.00%	0	$0.00	0
NA	NONE	$0.00	0.00%	0.00%	0	$0.00	0
		$4.85	16.27%	83.73%	2800	$6.15	45

4. Verify the budget information. Fill in the Fiscal Year.

5. **Save Draft** to proceed to the next section.

ATTACHMENTS

1. Click **ATTACHMENTS**.
   Upload the required program-specific attachments.

2. Click **Upload Organizational Documents**.

| CONTACT INFORMATION | GENERAL INFORMATION | PROGRAM NARRATIVE | ASSURANCES | BUDGET | **ATTACHMENTS** |

ⓘ Please Upload Organizational Documents under your Organization Profile.

* **Job Descriptions of staff and volunteers who will be involved in the program for each service the applicant is applying for**

[⬆ upload]

* **Letters of Recommendation - New/Past-funded Applicants Only**

[⬆ upload]

‹ BACK

3. Upload the required organizational documents. The applicants that currently receive AgeSmart funds need to update the information where applicable.

⌄ Attachments

* **Organization Chart**

[⬆ upload]

* **A Certificate of Good Standing**

It must be verified that your organization is in "good standing" with the State of Illinois. You can obtain a Certificate of Good Standing online or by phone (217.782.6875).

[⬆ upload]

* **Tax Status Letter**

[⬆ upload]

* **Current listing of Board of Directors and Advisory Council members. Mark the members who are 60 years of age or older**

[⬆ upload]

* **IRS 990 or 990-T Form or other appropriate tax form as filed with the IRS**

[⬆ upload]

* **Most recent financial audit**

[⬆ upload]

* **Program Accessibility Self Evaluation**

Download Program Accessibility Self Evaluation.

[⬆ upload]

* **Disaster Coordinator Contact Sheet**

Download Disaster Coordinator Contact Sheet.

[⬆ upload]

4. When all sections of the application are complete, submit your application by clicking

✔ Submit