

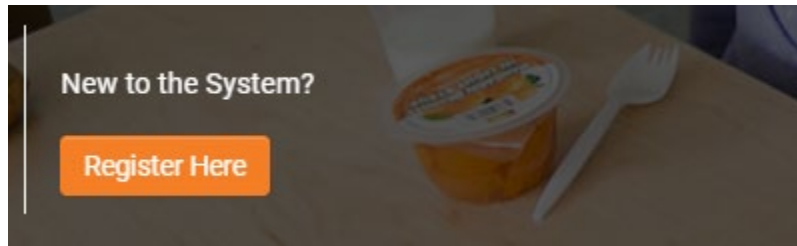
REINVESTMENT FUND
America's Healthy Food Financing Initiative
Targeted Small Grants Program

SmartSimple Registration and Application Instructions


America's Healthy Food Financing Initiative – Targeted Small Grants Program LOIs can be completed online through our grants management system, SmartSimple. Please register and create a new username for your organization. Please use one email address and password for your organization, which can be shared among multiple users or administrators.

For any questions about using SmartSimple, please contact info@investinginfood.com


1. Log onto <https://reinvestmentfund.smartsimple.com>
2. Click "Register Here"



3. Please fill out the organization information:

 **REINVESTMENT FUND** Registration

Organization Information

 **Registration Instructions**
Please register for an account with Smartsimple at Reinvestment Fund by filling out the information below.

* Organization Name

* Legal Entity Name

* Address

4. When finished, click "Submit" at the bottom of the page.

* Zip Code

Submit



5. Log in

- a. Go to your email to retrieve your registration information from noreply@smartsimple.com (please check your spam folder if you do not see it within a few minutes).

6. Reset Password

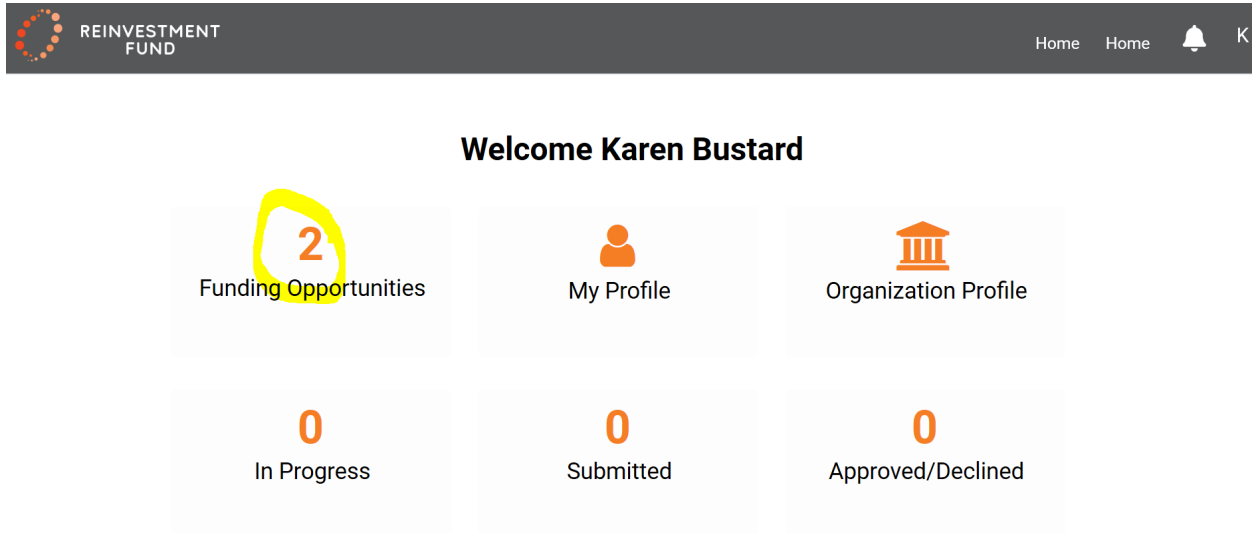
- a. Follow the email prompts to log back into the system, and please reset your password when prompted.

Welcome Karen Bustard

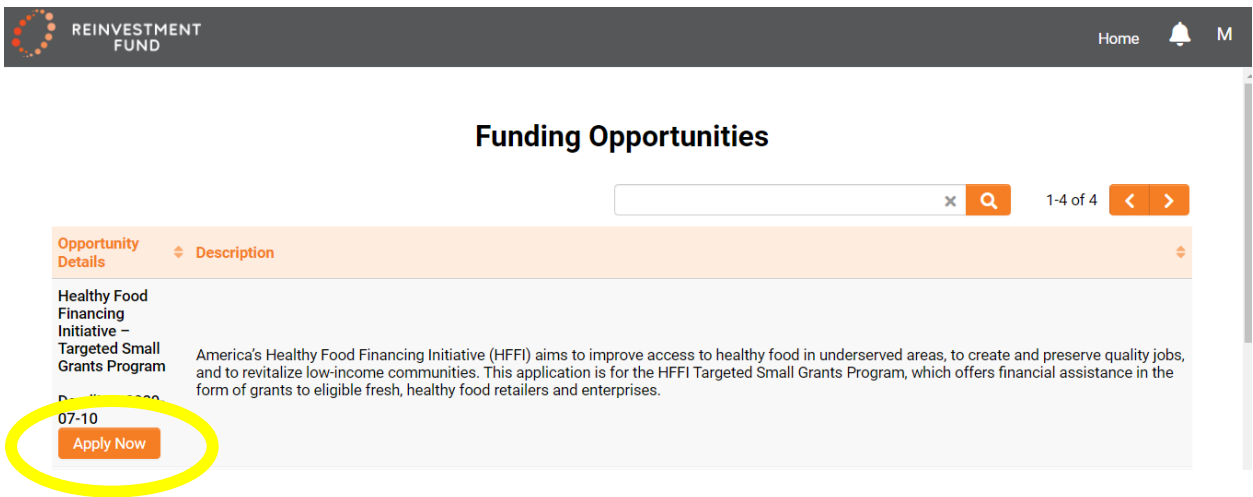
<p>1</p> <p>Funding Opportunities</p>	<p></p> <p>My Profile</p>	<p></p> <p>Organization Profile</p>
<p>0</p> <p>In Progress</p>	<p>0</p> <p>Submitted</p>	<p>0</p> <p>Approved/Declined</p>

I. Complete your HFFI Targeted Small Grants Program LOI

1. From the home page, select "Funding Opportunities"



2. Under HFFI – Targeted Small Grants Program, click "Apply Now"



3. Complete the “Applicant Information” questions on the first tab. Click “Save Draft” at the bottom of the page to continue work.

REINVESTMENT FUND

New Submission

PDF View

INSTRUCTIONS **APPLICANT INFORMATION** PROJECT INFORMATION BUDGET ATTACHMENTS ATTESTATIONS AND OPTIONAL QUESTIONS INTERNAL

* Legal Entity Type
Please Select

* DUNS Number
ex. 111222333

* Do you have an active registration with SAM.gov?
 Yes
 No

Save Draft Submit

4. NOTE: you may now return to this same application from the home page at any time by selecting “In Progress”

REINVESTMENT FUND

Welcome Karen Bustard

2 Funding Opportunities	My Profile	Organization Profile
1 In Progress	0 Submitted	0 Approved/Declined

5. Find the application draft you worked on and select “open”

In Progress

#	Application ID	Grant Type	Project Name	Organization	Created Date	Status	
1	2020-2715 Healthy Food Financing Initiative – Targeted Small Grants Program	Healthy Food Financing Initiative – Targeted Small Grants Program			2020-05-18 18:25	Draft LOI	Open

6. Continue, and make sure to complete all information on each tab, saving often.

2020-2706 Healthy Food Financing Initiative – Targeted Small Grants Program

Modified By: Molly Hartman Created Date: 2020-05-14 11:47

Created By: Molly Hartman

PDF View

INSTRUCTIONS APPLICANT INFORMATION PROJECT INFORMATION **BUDGET** ATTACHMENTS ATTESTATIONS AND OPTIONAL QUESTION

* Grant Amount Requested

(Grant award amounts may be from \$20,000 to \$200,000)

ex. \$100,000

request Table

Save Draft Submit Delete

7. Review

Click “PDF view” to review your submission. You may save it for your records, and will also be emailed a copy of this PDF once you submit.

8. Submit

Once you have completed questions on each tab and you have reviewed your responses, click “Submit” to submit your HFFI – Targeted Small Grants Program LOI. You will not be able to make changes once you’ve submitted.

Save Draft Submit