HFFI 2023 PARTNERSHIPS PROGRAM
SMARTSIMPLE APPLICATION GUIDE

America's Healthy Food Financing Initiative – Local and Regional Healthy Food Financing Partnerships Program Application can be completed online through our grants management system, SmartSimple.

# I. CREATING A SMARTSIMPLE ACCOUNT

To submit an application, you will need to register and create a username for your organization in SmartSimple. **Use only one email address and password for your organization, which can be shared among multiple users or administrators**. A step by step tutorial guidance on creating a SmartSimple account is available at https://vimeo.com/reinvestfund/smartsimpleregistrationinstruction/.

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

II. COMPLETING AN APPLICATION

1. After creating an account, log in at https://reinvestmentfund.smartsimple.com.

2. From the home page, select the "Current Funding Opportunities" tile.

Welcome Test Grantee - Funding Opportunities & Applications

3	**1**	**0**	**0**
Current Funding Opportunities	Draft Applications	Submitted Applications	Approved/Declined Applications
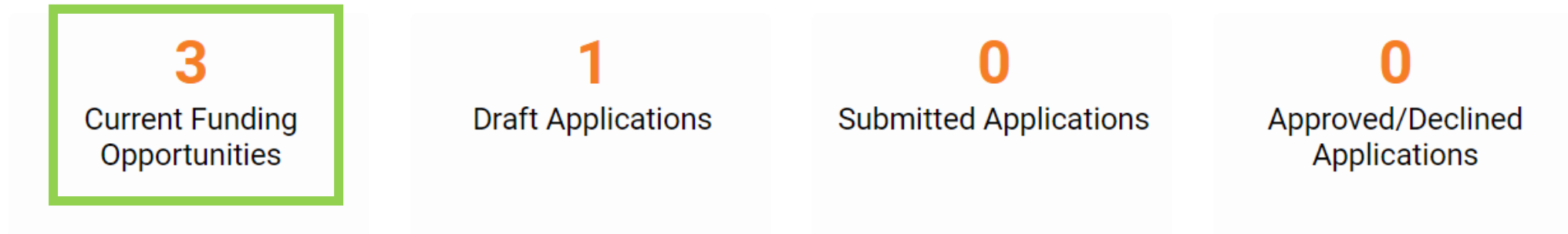
II. COMPLETING AN APPLICATION

3. Click "Apply Now" next to the HFFI 2023 Partnerships Program opportunity.

NOTE: *Before completing an application, ensure that you have reviewed in detail the HFFI 2023 Partnerships Program Request for Applications (RFA) available at* https://www.investinginfood.com/partnerships-program

II. COMPLETING AN APPLICATION

4. Once you have opened the application, complete the questions in the "Eligibility Check" tab to ensure you are eligible for the program before proceeding with the application.


NOTE: Application submissions determined to be ineligible by HFFI staff will not be reviewed or scored by the program review panel.

II. COMPLETING AN APPLICATION

5. After confirming your eligibility, click "Save Draft" at the bottom of the page. You may now return to your draft application at any time by selecting the "Draft Applications" tile on your SmartSimple account home page and opening your HFFI 2023 Partnerships Program Draft.
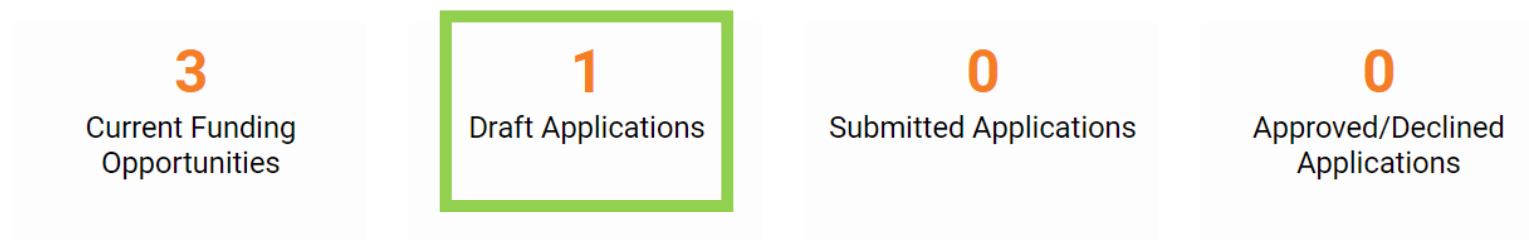
* Eligible

Please click "save draft" to complete the remaining application questions.

< BACK   NEXT >

Save Draft
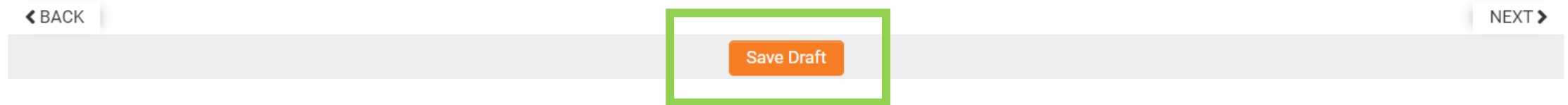
Return to your draft by selecting "Draft Applications" on the home page

Welcome Test Grantee - Funding Opportunities & Applications

| 3 | 1 | 0 | 0 |
| Current Funding Opportunities | Draft Applications | Submitted Applications | Approved/Declined Applications |

II. COMPLETING AN APPLICATION

6. The following sections in the SmartSimple application should be completed by the applicant:

   - Applicant Information
   - Partnerships Information
   - Narrative
   - Budget
   - Attachments
   - Attestations & Supplemental Questions

All questions and application requirements can be found in the RFA. It is possible to copy and paste answers from an external document into the SmartSimple application.

NOTE: Be sure to click "Save Draft" often while completing these sections to prevent loss of application data.

II. COMPLETING AN APPLICATION

7. Complete the "Applicant Information" tab. The information submitted in this section should only be related to the Lead Applicant (the entity that is submitting the application on behalf of the partnership).

NOTE: The process for obtaining SAM Registration can take many weeks to complete. Organizations can register with SAM at https://sam.gov/SAM/. SAM is an official website of the U.S. government. There is no cost to use SAM. For more information and assistance with using SAM, please review the HELP page at: https://sam.gov/content/help and/or contact SAM directly. Reinvestment Fund cannot answer any questions about SAM registration.

II. COMPLETING AN APPLICATION

8. Complete the "Partnerships Information" tab.
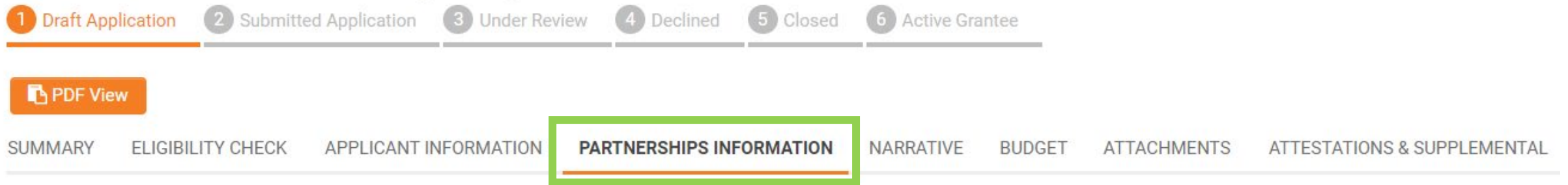
Please refer to the RFA for guidance on the amount of funding and the length of the grant you can request.

For service area, you may use the eligibility map at https://www.investinginfood.com/eligibility or another methodology/map that meets the criteria for Underserved Areas (see the RFA for the definition).

II. COMPLETING AN APPLICATION

9. Complete the "Narrative" tab.
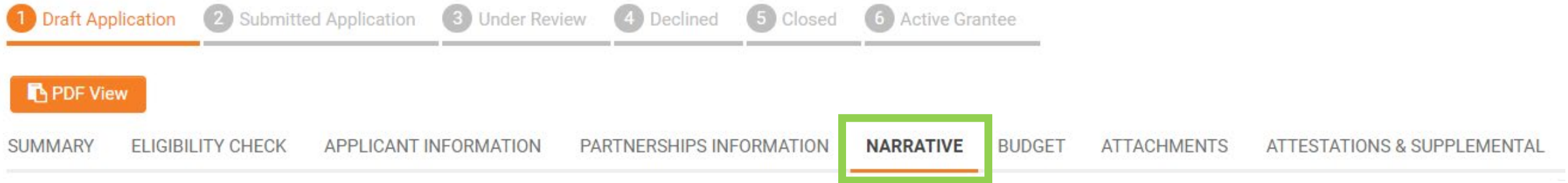
The Financing Narrative section needs to be completed if the Partnership is applying for Credit Enhancement activities. If you are only applying for Capacity Building activities, you may put N/A in each Financing Narrative question.

The Priorities section is optional. You may get additional points for each priority area that you meet.

II. COMPLETING AN APPLICATION

10. In the **Narrative tab**, ensure that you have completed the timeline table by clicking the orange "Edit Timeline" button. A new window will open where you will provide the timeline for the proposed activities, identifying key milestones throughout the grant period, as well as a description of the overall timing and relevant factors influencing proposed activities and success.
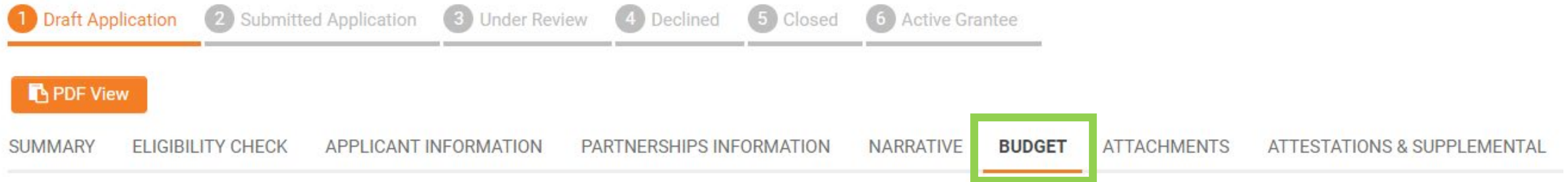

To add an activity to the table, click the "+" button. To remove an acitvity, click the "x" button on the right of the table. Once a row has been added for each activity, click "Save" before closing the table window.

II. COMPLETING AN APPLICATION

11. Complete the "Budget" tab.

12. To complete each of the tables in this tab, click the orange "Edit" button associated with each table. Be sure to click "Save" before closing each table window.

More details about the tables on the next slide.

II. COMPLETING AN APPLICATION

12. To complete each of the tables in the **Budget tab**, click the orange "Edit" button associated with each table. Be sure to click "Save" before closing each table window.

BUGDET TABLE - For each row in this table, you should provide the total amount of HFFI Funds that is being requested for that line item, and a description of what exactly the HFFI Funds will be used for. If there are any line items that you will not use HFFI funds for, enter 0 in the respective *Requested Amount From HFFI* cell.

OTHER FUNDING SOURCES TABLE - In this table, provide a list of other funding sources that will support the partnership's Food Financing Program. To add a funding source to the table, click the "+" button. To remove a funding source, click the "x" button on the right of the table. For each funding source, a dollar amount and status (pending or secured) need to be indicated in the row.

CREDIT ENHANCEMENT USE OF FUNDS TABLE - If requesting Credit Enhancement funds, use this table to provide a budget by type of enhancement for the total grant amount you are requesting specifically for Credit Enhancement activities ($500,000 – $3,000,000) such as: Regrants, Loan Loss Reserve, Loan Guarantee, Interest Rate Buydown, etc. To add a credit enhancement activity to the table, click the "+" button. To remove an activity, click the "x" button on the right of the table.

II. COMPLETING AN APPLICATION

13. Complete the "Attachments" tab.
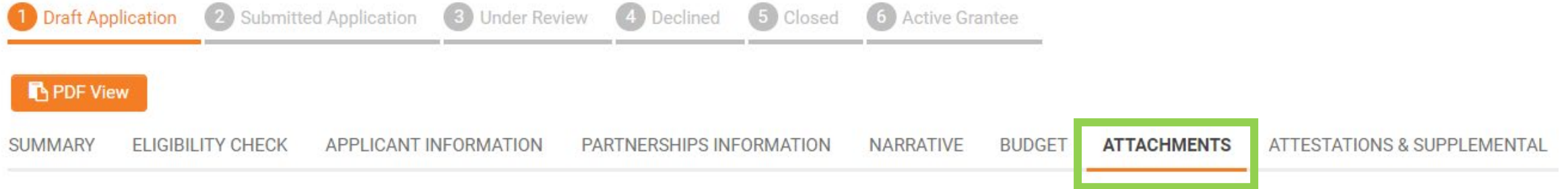
II. COMPLETING AN APPLICATION

14. In the **Attachments tab**, ensure that you have completed the Project Pipeline table by clicking the orange "Edit Project Pipeline" button. A new window will open where you will provide current pipeline of eligible Healthy Food Retail and Food Enterprise projects.

To add a project to the table, click the "+" button. To remove a project, click the "x" button on the right of the table. Once a row has been added for each project, click "Save" before closing the table window.

II. COMPLETING AN APPLICATION

15. Complete the "Attestations and Supplemental Questions" tab.

NOTE: You should answer the race and ethnicity questions with numbers (not percentages).

II. COMPLETING AN APPLICATION

16. Click "PDF View" to review your submission. You may save it for your records and it will also be emailed to you once you submit.

17. Once you have completed questions on each tab and you have reviewed your responses, click "Submit" to submit your HFFI 2023 Partnerships Program Application. You will not be able to make changes once you've submitted. **If you do not press submit, your application will not be reviewed.**
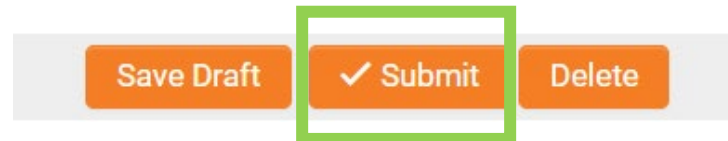
Funding decisions will be made no earlier than February 2024. Selected grant award recipients will be notified of their selection electronically and should be ready to work with Reinvestment Fund to begin the Grant Agreement and funding process.