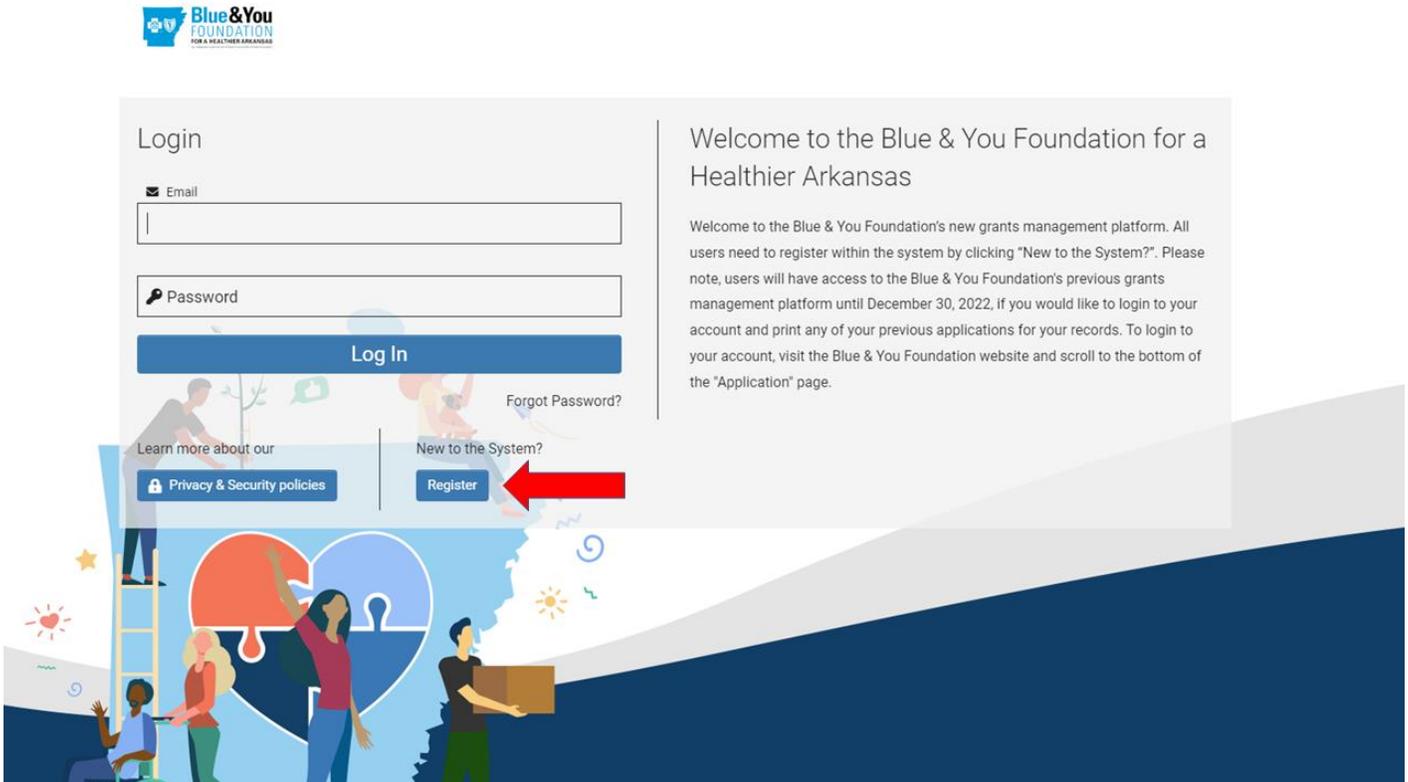


Smart Simple Quick Tips

Getting Started

All users will have to click “New to the System?” when registering for the first time in this portal.



- Select your organization type.



Registration Options

I am applying as:

501(c)(3) Non-Profit Organization

Public School, College, or University

Governmental Agency

Non-Profit Hospital

Church

- Start typing your organization name in the database. Your organization may appear as a registered organization.
 - Click your organization when it appears in the textbox and continue to enter your personal details.
 - DO NOT use a personal email address when creating your account.
- When you are finished, click Submit at the bottom of the page and a password link will be emailed to you to create a password.
- If your organization does not appear when you search for it, follow the instructions in the instructions box at the top of the page.



Registration

501(c)(3) Non-Profit Organization Information

Already have an account? [Login](#)

i **Instructions**

Enter your organization's name in the field below to search for your organization in our system. Please note this is a new system and if you or your staff have not registered on this platform, you will need to [click here to add a new organization](#).
Required fields are marked with an asterisk **

Contact Information

New Contact #1

Applying for a Grant

- Once you login, you will be taken to your home screen.
- Select Funding Opportunities to see grant cycles currently accepting applications.

The screenshot displays a user profile for Mary Claire Thomas, Smart Lady, at the University of Arkansas Foundation Inc. The dashboard is divided into two main sections: APPLICATIONS and REPORTS. A red arrow points to the '0 Funding Opportunities' card in the APPLICATIONS section.

Category	Count	Status
Funding Opportunities	0	In Progress
In Progress	8	Under Review
Under Review	5	Completed
Completed	5	
Draft	0	Revisions Required
Revisions Required	0	Under Review
Under Review	2	Completed
Completed	0	

- All applicants must take the eligibility quiz before applying for a grant.
 - If you pass the eligibility quiz, the application will automatically load for you, and you can begin to answer the questions.
- The application will look very similar to the previous applications. Continue to enter your information and save your work.
- The application will save under “In Progress” when you need to go back to finishing your grant application.