

CAHF SmartSimple GMS for Applicants

Chapter 10: Covid-19 Relief Grant Applications

Covid-19 Relief Grant Applications

- Most of the tabs similar to CAHF/NNMHGG application
- View the Help Videos:
<http://conalma.org/smartsimple/>
 - How to register/activate a user profile
 - How to update/add an organization profile
 - How to create an application and complete it

Similar/Same Application Elements

- Eligibility Quiz to be completed first
- “Fiscal Sponsor” tab when “Not an eligible 501(c)(3) organization was selected in the Eligibility Quiz
- Application Information tab has some of the same text questions used in CAHF/NNMHGG applications
- Geographic Information selections are similar

New! “Activities” Tab

- Six Activity Categories:
 - Health Care
 - Emergency Social Services
 - Food
 - Shelter and Housing
 - Other Emergency Assistance
 - Emergency Human and Civil Rights
- Each Activity Category will have multiple possible selections
- Create a new activity in a category with the “+” button

Activities Modal (“Pop Up”) Window

- Selections are described at the top of the Activities modal window
- Scroll down to choose and describe: Activity type, Recipients, and Units of help
- Click “complete” to save the Activity, and create another with the “+” button
- Edit by opening, changing & saving, or ‘cancel’ to delete

Budget Template

- Enter the grant amount you are applying for
- Enter Organizational Administrative expenses and (if applicable) Fiscal Sponsorship costs
- Activities you created will be listed. Enter the total expense amount for each activity.
- Organizational Administrative expenses plus Fiscal Sponsor expenses may not exceed 20% of application amount

Attachments

- Tribal Jurisdiction endorsement ONLY if you will be working in an area under the legal government of a sovereign nation. Use the link for more information or contact Program Director Nelsy Dominguez.
- Acceptable formats: .doc, .docx, .pdf, .xls, .xlsx

Authorization Tab: Same

- Grant Communications
- Additional/Alternate Contact
- Invite your Principal Officer to collaborate and “sign”

Submitting

- Submit Errors
- Every error is a link!
- Use each link to fix the error

Getting Help

- Your System Administration Team:
 - Cecile LaBore, CAHF Information Manager
 - Nelsy Dominguez, CAHF Program Director
 - Dennis McCutcheon, CAHF Communications & Outreach Coordinator
- Reach us at: sysadmin@conalma.org