

# CAHF SmartSimple GMS for Applicants

Chapter 8: Finish and Submit a Grant  
Application

# Another Look at the Resources Tab

- Guidelines
- Application .rtf files
- Application help references
- Key Concepts and Helpful Definitions

# Pro Tip: Working Offline

- Find your application .rtf in the “Resources” tab
- Download a copy and complete/refine your text field application answers
- Cut and paste your answers into the application
- Pay attention to word limits!

# Fiscal Sponsor Information

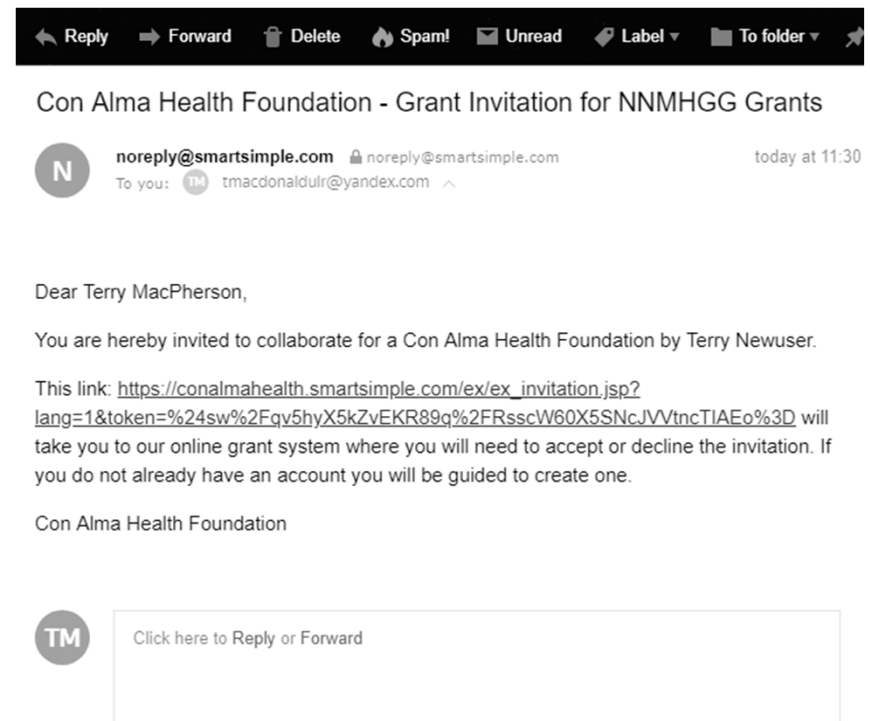
- “Fiscal Sponsor” tab appears when “Not an eligible 501(c)(3) organization was selected in the Eligibility Quiz
- Contact information must be complete and correct

# More Geographic Information

- Tribal areas selections
- Tribal Jurisdiction dynamic visibility
- “Statewide” impact

# Sharing and Collaborating

- Enter a note
- Invite your collaborator
- Collaborator must accept/decline invitation and have or establish an account
- Application will be in collaborator's "In Progress" bucket



# Attachments

- Attachments will always include your current Organizational budget
- Tribal Jurisdiction endorsement
- Acceptable formats: .doc, .docx, .pdf, .xls, .xlsx

# Authorization Tab

- 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](mailto:sysadmin@conalma.org)