

Fund for Quality Contact Sheet Smart Simple Instructions

To complete a FFQ Contact Sheet through our grants management system, Smart Simple, 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 Smart Simple, please contact teri.bell@reinvestment.com

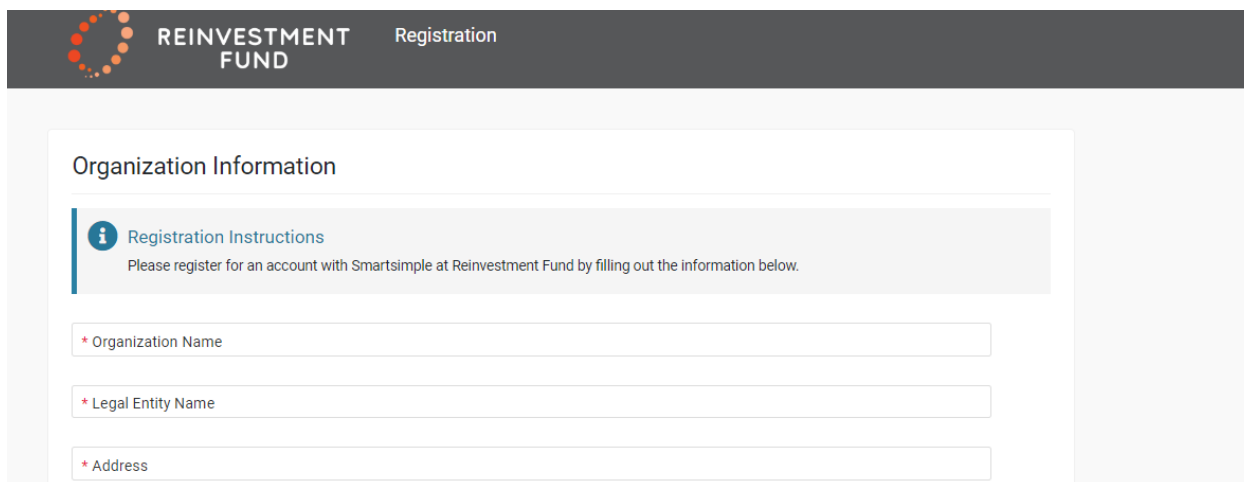
1. Log onto <https://reinvestmentfund.smartsimple.com>

2. Registration

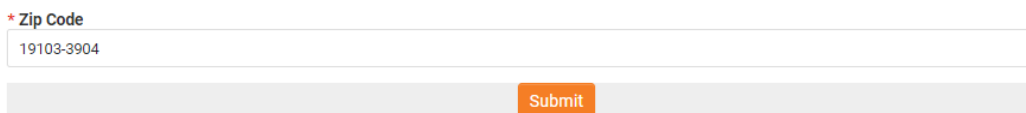
a. Click "Register Here"



b. Please fill out the organization information:

A screenshot of a web page for "REINVESTMENT FUND Registration". The page has a dark header with the logo and text. Below the header is a white box titled "Organization Information". Inside this box, there is a blue information icon and the text "Registration Instructions" followed by "Please register for an account with Smartsimple at Reinvestment Fund by filling out the information below." Below this are three input fields: "* Organization Name", "* Legal Entity Name", and "* Address".

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

A screenshot of the bottom of the registration form. It shows a field for "* Zip Code" with the value "19103-3904" entered. Below the field is a grey bar containing an orange "Submit" button.

3. Log in

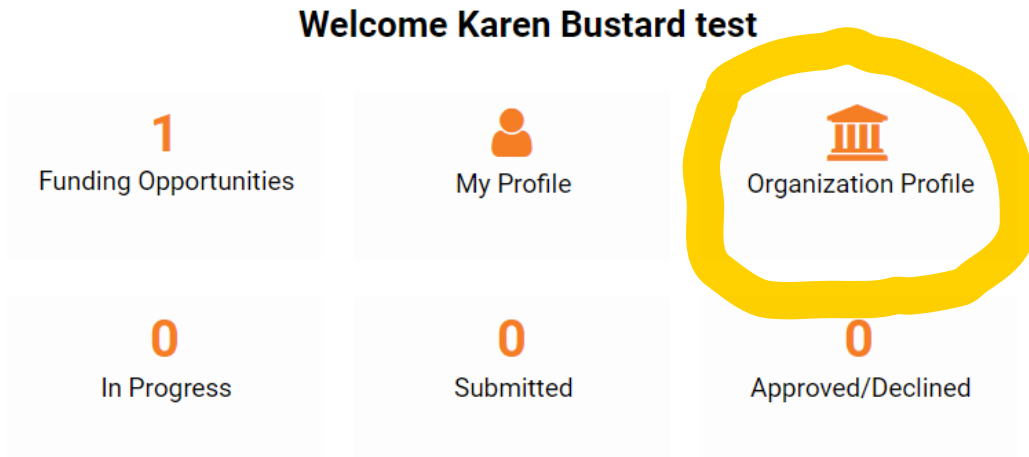
- a. Go to your email to retrieve your registration information from noreply@smartsimple.com (please check your spam folder if you do not see it within a few minutes).

4. Reset Password

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

5. Complete your Organization Profile

- a. Click on “Organizational Profile” from the home page



b. Complete all information on the “Additional Information” tab:

* Organization Name: Reinvestment Fund

* City:

* State:

* Address:

Address 2:

* Zip Code:

i Please note that there can only be one legal entity name per account email address. To request funding for an additional organization, you will need to use a separate account utilizing a different email address.

ADDITIONAL INFORMATION OWNERSHIP DETAILS ATTACHMENTS CONFIRMATION

* Legal Entity Name

* Date Established

* 6-Digit NAICS Code

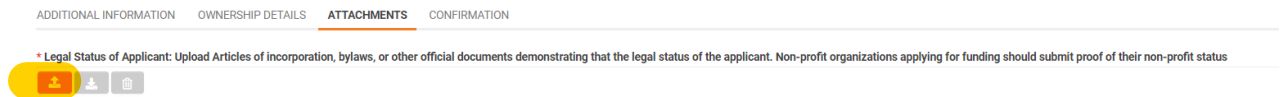
You can look up your NAICS Code at: <https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2017>

* Gross Annual Revenue from Business Operations in Most Recent Fiscal Year

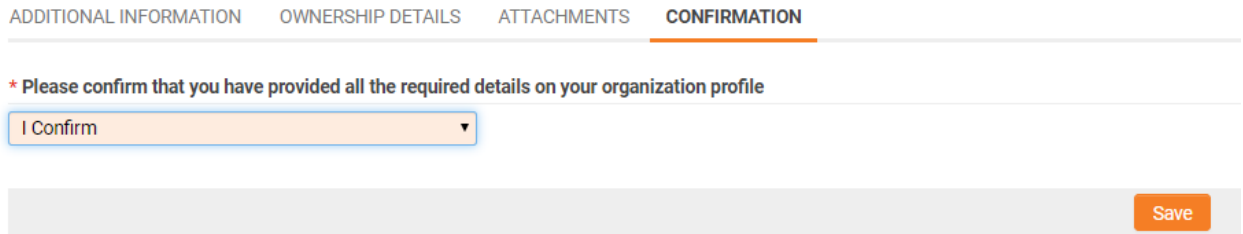
c. Click on “Ownership Details” tab and complete information



d. Upload attachment



e. Select “I Confirm” and then “Save” in the confirmation tab.

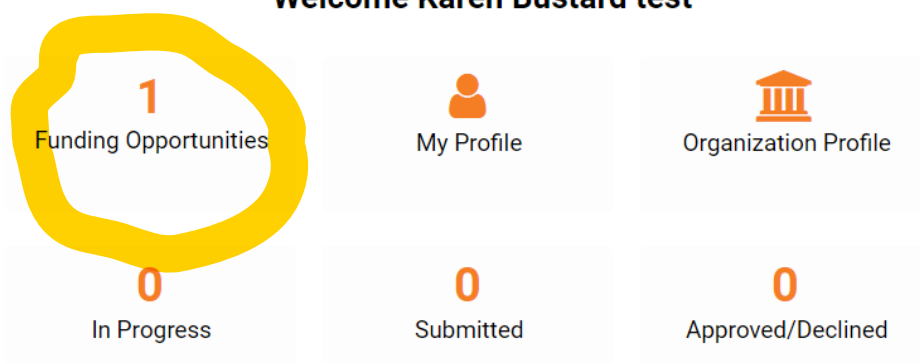


f. Click on “Home” button to return to the main screen.



6. Complete your FFQ Contact Sheet
- a. Select "Funding Opportunities"

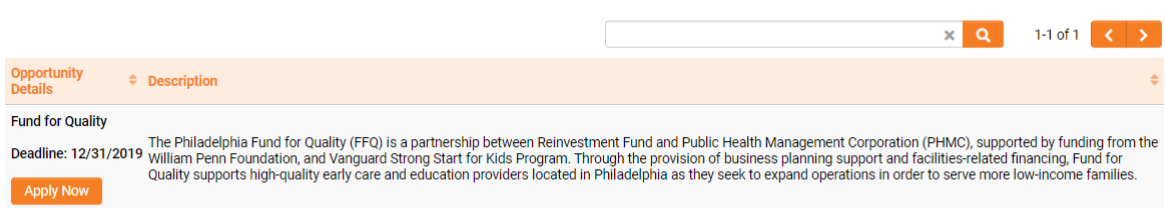
Welcome Karen Bustard test



The dashboard displays a grid of statistics. The first cell shows '1 Funding Opportunities' with a yellow circle around the number '1'. Below it is '0 In Progress'. The second cell shows '0 Submitted'. The third cell shows '0 Approved/Declined'. Other cells include 'My Profile' and 'Organization Profile'.

- b. Under Fund for Quality, click "Apply Now"

Funding Opportunities

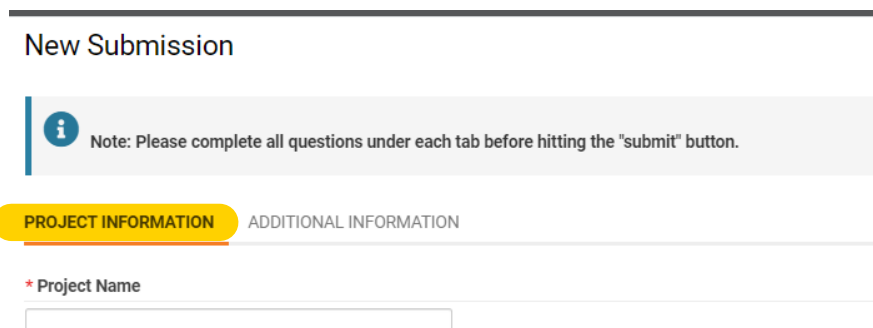


The screenshot shows a search bar at the top right with '1-1 of 1' results. Below is a table with one row for 'Fund for Quality'. The table has columns for 'Opportunity Details' and 'Description'. The 'Apply Now' button is highlighted in orange.

Opportunity Details	Description
Fund for Quality	The Philadelphia Fund for Quality (FFQ) is a partnership between Reinvestment Fund and Public Health Management Corporation (PHMC), supported by funding from the William Penn Foundation, and Vanguard Strong Start for Kids Program. Through the provision of business planning support and facilities-related financing, Fund for Quality supports high-quality early care and education providers located in Philadelphia as they seek to expand operations in order to serve more low-income families.

- c. Completing the "Project Information" on the first tab

New Submission



The form has two tabs: 'PROJECT INFORMATION' (selected) and 'ADDITIONAL INFORMATION'. A note says: 'Note: Please complete all questions under each tab before hitting the "submit" button.' Below the tabs is a text input field for '* Project Name'.

- d. Click "Save Draft" at the bottom of the page to continue work



The bottom of the page features two orange buttons: 'Save Draft' and 'Submit'.

- e. Click on the “Additional Information” tab to complete the second set of questions

PROJECT INFORMATION **ADDITIONAL INFORMATION**

*** What is the approximate proportion of total ECE enrollment receiving subsidy across the organization?**


Public subsidy sources include, but are not limited to: Child Care Works, PreK Counts, HeadStart, PHI preK

- f. In order to complete the enrollment summary chart select the “Add Details” button (note: you must click “Save Draft” in order to view this button).

Please provide additional detail on capacity and enrollment per care level using the button below

Add Details

- g. Complete the window that appears and click “Save”. Your results will then appear on the application screen

 Please provide the details for each care level listed below

	Current operating capacity	Current enrollment	Projected number of new slots
Infant	<input type="text"/>	<input type="text"/>	<input type="text"/>
Younger Toddler	<input type="text"/>	<input type="text"/>	<input type="text"/>
Older Toddler	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool	<input type="text"/>	<input type="text"/>	<input type="text"/>
School-age	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Close

- 7. Review
 - a. Click “PDF view” to review your submission

 PDF View

PROJECT INFORMATION **ADDITIONAL INFORMATION**

- 8. Click “Submit” to submit your Contact Sheet

Save Draft **Submit**