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.

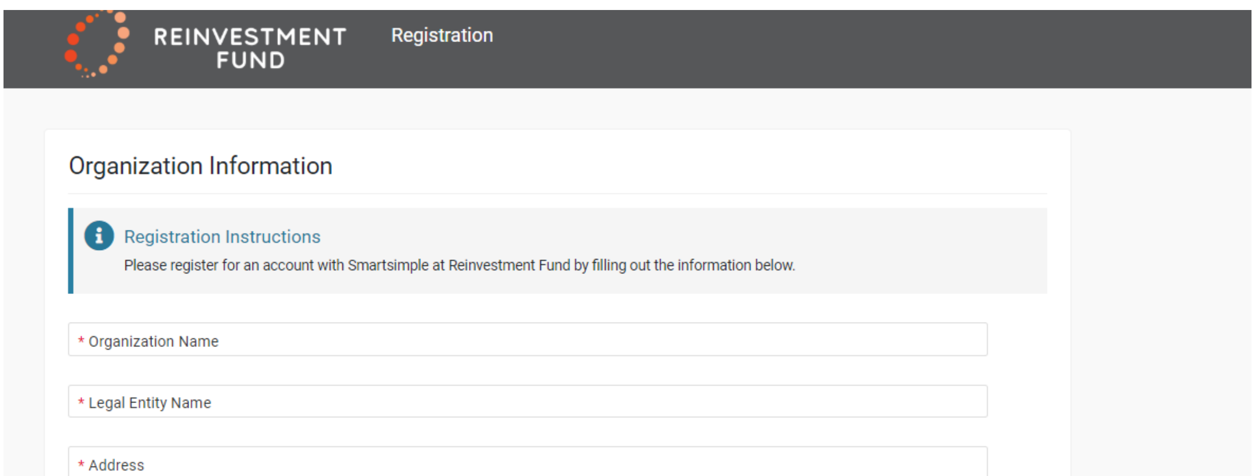
For any questions about using Smart Simple, please contact teri.bell@reinvestment.com

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

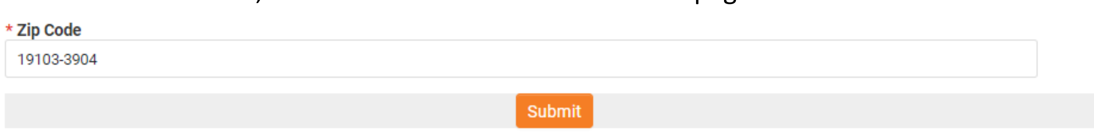
2. **Registration**

    a. Click "Register Here"

    b. Please fill out the organization information:



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



3. Log in

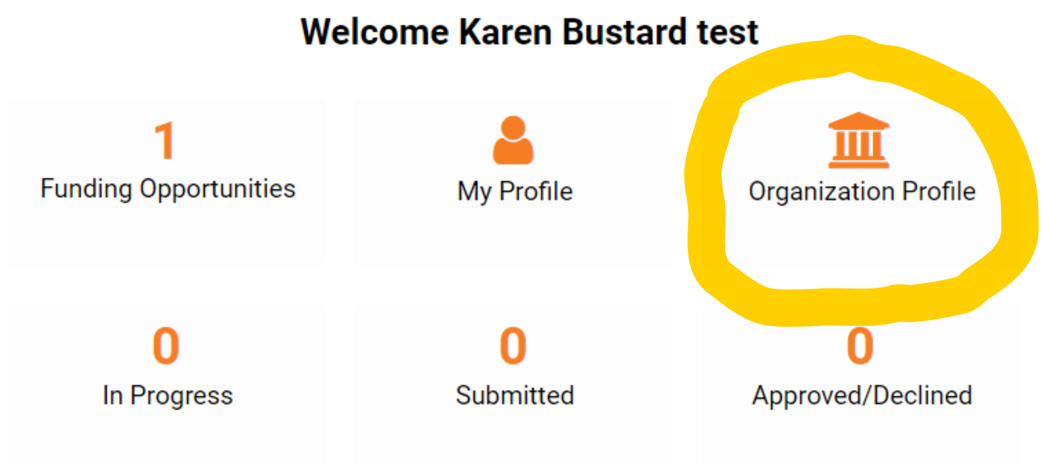
a. Go to your email to retrieve your registration information from noreply@smartsimple.com (please check your spam folder if you do not see it within a few minutes).

4. Reset Password

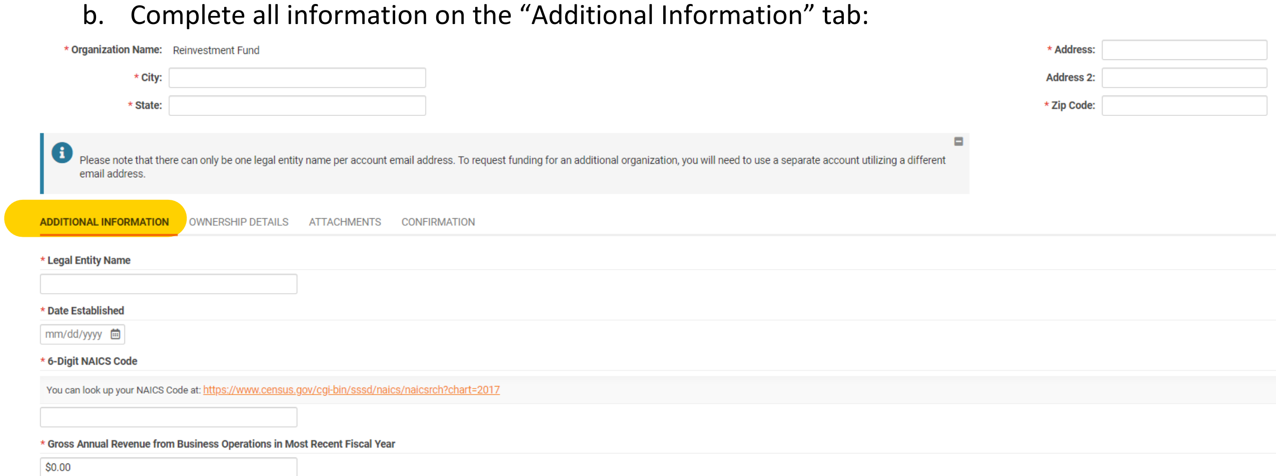
a. Follow the email prompts to log back into the system, and please reset your password when prompted.

5. Complete your Organization Profile

a. Click on "Organizational Profile" from the home page

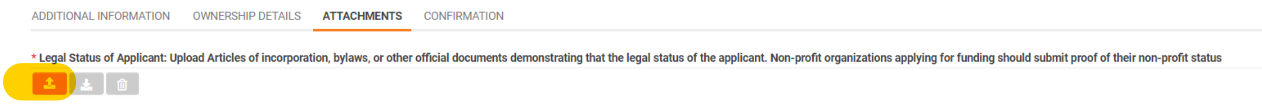


b. Complete all information on the "Additional Information" tab:

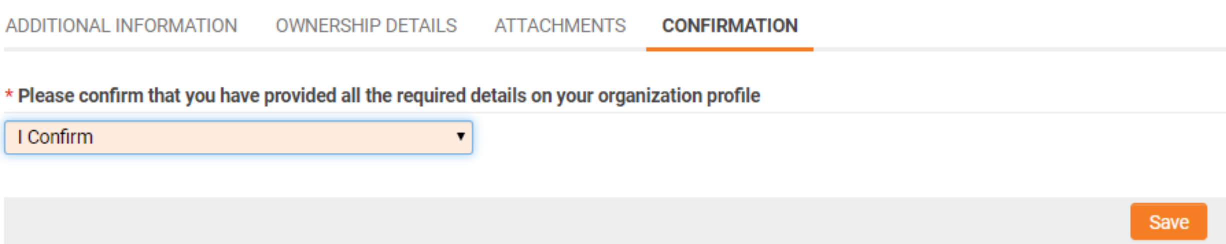


c. Click on “Ownership Details” tab and complete information

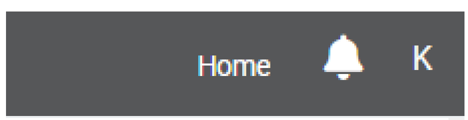
d. Upload attachment



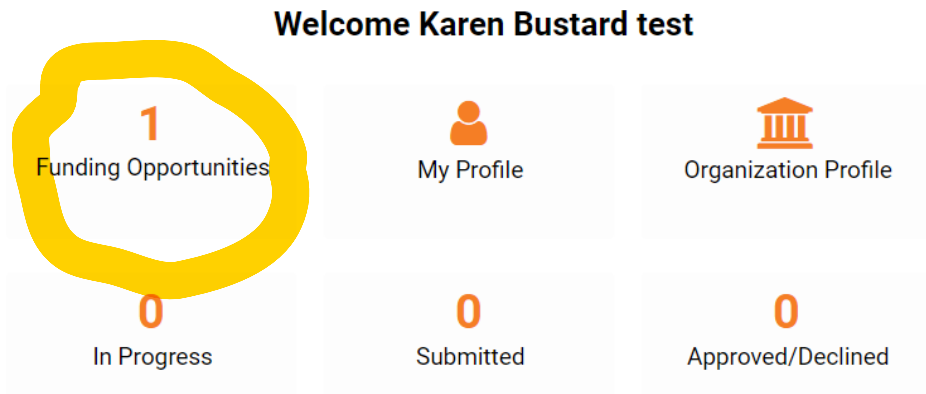
e. Select “I Confirm” and then “Save” in the confirmation tab.



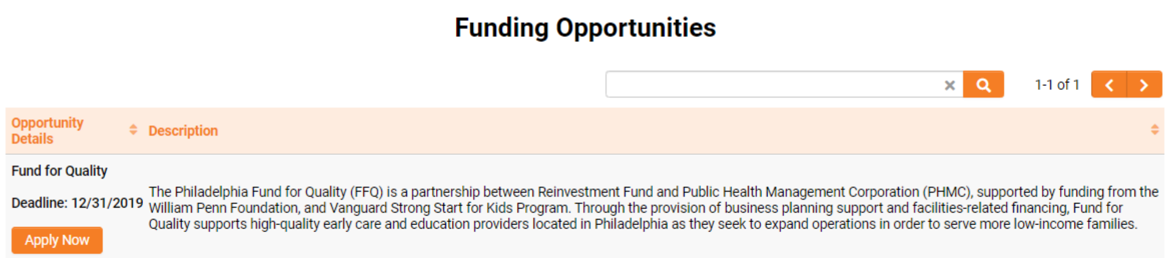
f. Click on “Home” button to return to the main screen.



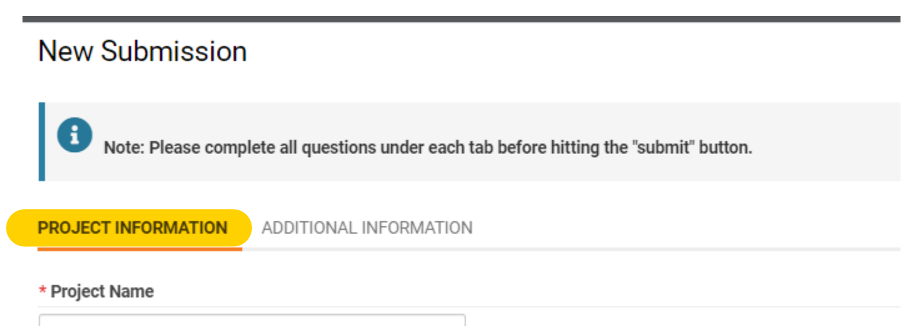
6. **Complete your FFQ Contact Sheet**
    a. Select "Funding Opportunities"



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

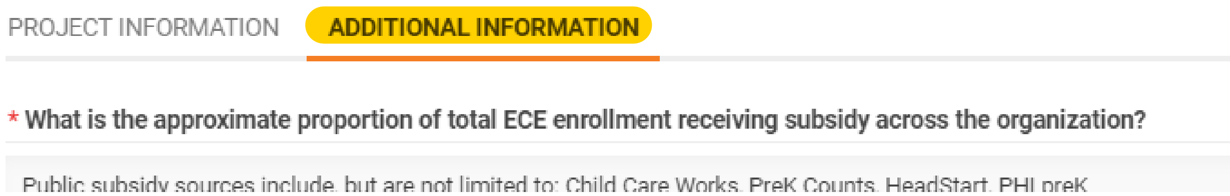


    c. Completing the "Project Information" on the first tab

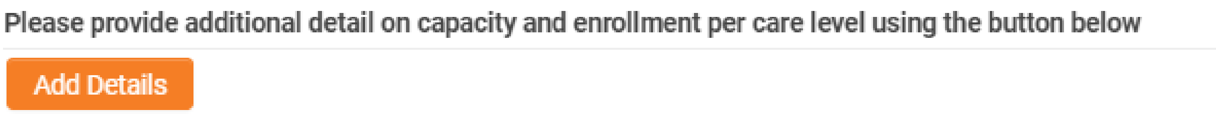


    d. Click "Save Draft" at the bottom of the page to continue work

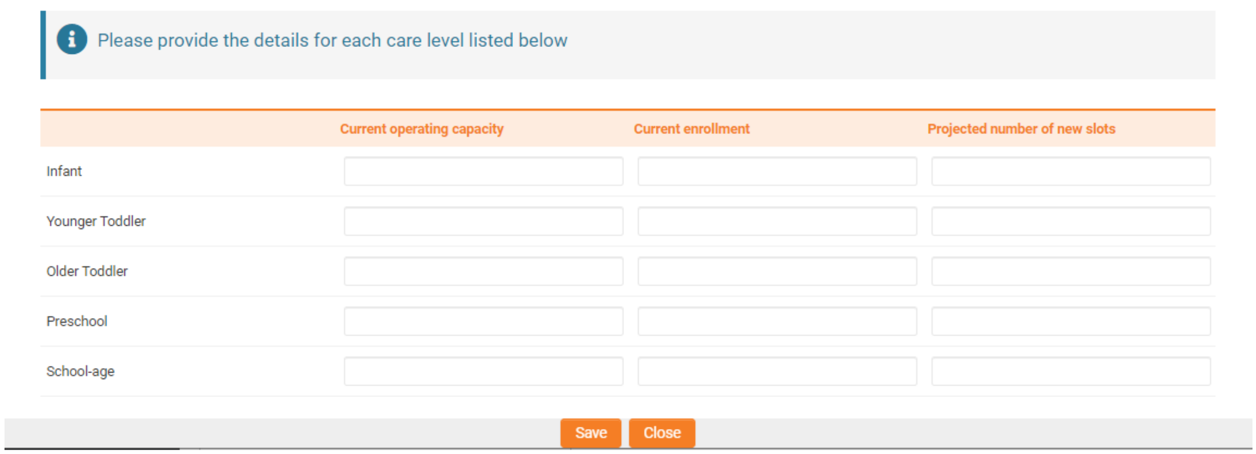
e. Click on the “Additional Information” tab to complete the second set of questions



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.



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



7. Review

a. Click “PDF view” to review your submission

8. Click “Submit” to submit your Contact Sheet