

Fund for Quality Contact Sheet Smart Simple Instructions

To complete an FFQ Contact Sheet through our grants management system, Smart Simple, please 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

I. CREATE AN ACCOUNT


1. Log onto <https://reinvestmentfund.smartsimple.com>
2. Click “Register Here”



3. Please fill out the organization information:

 **REINVESTMENT FUND** Registration

Organization Information

 **Registration Instructions**
Please register for an account with Smartsimple at Reinvestment Fund by filling out the information below.

* Organization Name

* Legal Entity Name

* Address

4. When finished, click “Submit” at the bottom of the page.

* Zip Code



Submit

5. **Log in:** 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).
6. **Reset Password:** Follow the email prompts to log back into the system, and please reset your password when prompted.

II. Complete your FFQ Contact Sheet

1. Select “Funding Opportunities”

Welcome Karen Bustard test

1 Funding Opportunities	 My Profile	 Organization Profile
0 In Progress	0 Submitted	0 Approved/Declined

2. Under Fund for Quality, click “Apply Now”

Funding Opportunities

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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.

Deadline: 12/31/2019

[Apply Now](#)

3. Completing the “Project Information” on the first tab

New Submission

Note: Please complete all questions under each tab before hitting the "submit" button.

PROJECT INFORMATION ADDITIONAL INFORMATION

* Project Name

4. Click “Save Draft” at the bottom of the page to continue work

[Save Draft](#) [Submit](#)

5. 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

6. 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

7. 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

8. **Review:** Click “PDF view” to review your submission.

9. **Submit:** Click “Submit” to submit your Contact Sheet

Save Draft ✓ Submit