

## SmartSimple Set-Up Instructions

- Applicants must apply using the online software <https://mcaca.smartsimple.com/> (no www).
- Codes are supplied by drop-down tabs in the SmartSimple system.
- The term “project” in the instructions refers to all activities that funds are being requested for, regardless of which category you select.
- Please use the **same** SmartSimple account for each/all applications. Be sure to write down your username and password. If you should lose login information, please contact SmartSimple via link on the login page.
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Documents must be uploaded as “.pdf” files (portable document format). Media files: SmartSimple supports a variety of video, audio, and image file formats that may be attached.

Before applying for an MCACA grant, it is important to note that applicants must first:

- create an account in SmartSimple
- complete ORGANIZATION INFORMATION section
- complete ADA/504 INFORMATION section
- complete ORGANIZATIONAL HISTORY/BOARD section
- complete DEMOGRAPHICS section

Upon creating an account and completion of the above sections, an applicant may view eligible grants and begin application(s) by selecting icon(s) under “My Opportunities.”

Some sections have tool tips (indicated with a \*) and/or descriptions for guidance.

Do NOT click “Submit” until the project information, summary information, attachments, and fee processes have all been completed.

Use the “Next” button to move on to the next page or click on the tabs.

Make Sure you are clicking “Save Draft” often as the system will time out.

When you have completed your SmartSimple setup is complete, you may now go to “My Opportunities”. Select “Apply Now” button on the grant program line you will work on/submit. If you have already begun the application process, click on “Applications and Grants” in the top right corner to access your draft application.

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