Florida Blue and Florida Blue Foundation

Online Grant Application Information Guide
SmartSimple Is Florida Blue’s and Florida Blue Foundation’s New Grants Management System

Login:  https://floridablue.smartsimple.com/welcome/gms/?u=1

The registration page for all applicants.

Click here to register.

Please note if you were previously registered in our old system, you will have to register here as a new applicant.

If you have already created an account in this system and forgot your password or are having trouble accessing your account, please use the **Forgot Password** button.
If in the past you have applied for a grant with Florida Blue or the Florida Blue Foundation, please enter your organization name. Some organizations may have multiple locations; please look at the address to verify your location.

- A dropdown box will appear. Select the one that matches, fill out your information, and hit Submit. A password will be e-mailed to you.

- If you are registering for the first time or your organization does not appear in the dropdown box, perform an advanced search (instructions on slide 4)

- If you are not a 501(c)(3), or if you are a government agency or public school that does not exist in the IRS database, you can request registration by email (instructions on slide 5)
Advanced Search – Using the IRS Database

- Once you click on the advanced search feature you will be taken to the Organization Information page. Click on **Search IRS Database**.

- Enter your organization’s name (keyword search is sufficient, example: “Jones” instead of "The Jones Foundation") or Enter your organization’s FEIN/TIN (do not include spaces or dashes, example: 123456789)

- Click **Search**

- Click on the name of your organization in the search results

- Once you make a selection, close the box. Your organization’s information will pre-populate. Enter your contact information and hit **Submit**. A password will be emailed to you.
If you are unable to find your organization using the two previous search criteria or if your organization does not exist in the IRS database for any of the following reasons:

- not a 501(c)(3)
- a government agency
- a public school
- other type of organization

Click on this link to send an email to Florida Blue or the Florida Blue Foundation with your organization and contact information. We will register you and email your log in information.
Grant Submission Portal

This is the Grant Portal. Under Quick Links you will find the following:

**Organization Profile:** Click on this link to update your organization profile - must be updated prior to submitting an application.

**My Profile:** Click on this link to update your contact information.

**Change Password:** Click here to change your password.

**Funding Opportunities:** This is a list of competitive applications. Click on the **Details** button to learn more about these opportunities and guidelines for applying.

**In Progress:** Any application that has been saved or is currently being worked on by an applicant.

**Under Review:** Any submitted application that is being reviewed by a Florida Blue Team Member or that has been sent back to the applicant for further information.

**Complete:** Includes applications in the following status - Approved, Declined or Withdrawn.
Completing an Application

- All applicants must complete the eligibility quiz. If after answering all questions, the system states that you are not eligible, but you feel you qualify, please click the **Contact Us** button to send an email and a member of our team will respond.

- All organization information must be up to date. Click on the organization’s profile to enter your mission, board and contact information.

- Follow all guidelines and tips as you fill out the application. Some applications may require attachments and/or an evaluation matrix.

- It may be helpful to print the application to review before you begin. Click on the **Printer Friendly Version** button and export the document to a pdf, then print or save the pdf.

- **Save your application often to avoid losing your work in the case of a time out.**

- Once you have answered all questions, hit the **Review and Submit** button. If there are any errors, they will appear in red at the top of the page. Click on each error item to correct the issue. Once there are no errors, hit **Submit**.
Inviting A Grant Writer to Assist

If you would like to use a grant writer or have multiple team members assisting with the grant writing process, please use the Invite Co-Applicant button. Enter the name of the person and their email address to invite them to see the application.
Uploading Attachments

To upload an attachment(s), complete the following steps:

• Save the document on your computer or to a drive
• Click on the **Single File or Multiple Files** button
• Click on browse and select the document you would like to attach
• Click **Upload or Start Upload**
• Close the open window
• Look at the application and verify that the attachment(s) shows as a link
What Happens Once I Submit My Application?

Once an application is submitted to Florida Blue or the Florida Blue Foundation, it is routed to a team member for review. Our team will review and respond within 60 days for Build Healthy, Strong Communities applications. Review of applications for other programs may take longer.

An e-mail, or phone call where appropriate, will be sent to the contact person for the following reasons:

- More information is needed on your application
- Your application is declined
- Your application is approved
More Information Is Needed
(used only for some applications)

Next Steps:

- Log into your account
- Review the email – this will have the details being requested and the due date of the information
- Go to the In Progress tab and open the application
- Update the requested information by the due date
- Submit the application with changes
- If you are unsure of the changes being requested – click on the Contact Us button and send an email requesting clarification
My Application Has Been Approved – Now What?

If your application has been selected for funding:

• You will receive either a phone call or an e-mail with details.

• Log into your account and proceed to the **In Progress** tab to check any requirements and due dates:
  • Reports
  • Grant Agreement
  • Thank You Letters
Questions or Need Help

Click the Contact Us button and send an email with your questions and your contact information

Or

Email us at: floridabluefoundation@floridablue.com