Introductory FAQs about The Lynde and Harry Bradley Foundation's New Online Grant Application System

What platform is the new Online Grant Application system built on?

SmartSimple, for company info: https://www.smartsimple.com

What is the preferred browser for SmartSimple?

The software is compatible with most commonly used browsers, but applications are updated regularly to be used with the latest versions. Older versions of Internet Explorer, for example, may not provide the most current display. Google Chrome is the recommended browser.

How can my organization create an online account?

All organizations, including previous applicants, must register to access the system. One person will be registered as the primary contact for each organization.

Initially, the Foundation will send credentials to current grantees and to prospective grantees with currently pending requests.

New registrations will be processed within 5-7 business days. Please factor in lag time as you prepare to submit applications.

When you have completed the registration process, click "Submit." Approved applicants will receive an email with login instructions to complete the process. Disqualified applicants will receive an email message denying access to the system.

Can we have more than one account?

For auditing and security reasons, The Bradley Foundation will limit each organization to one account, but an account can have multiple users. The process for adding new users and resetting passwords has been automated and simplified within the system. Any problems, please contact applications@bradleyfdn.org.

Can more than one person work on an application simultaneously?

The system is designed to facilitate collaboration. While two individuals cannot edit an application at the same time, once saved the application is available to others in the organization (with proper security rights) to view and update the application.

How does an organization access a registered account?

If you successfully complete the registration process, you will receive an authorization link via email. Clink on the link, and you will be asked to create a password.

What if I forget my password?

The Foundation's online grant portal page will include a "Forgot Password?" link. Click on it. Type your email address and click "Submit." Further instructions to reset your password will be sent to your email address.

Can I save an application and continue working on it later?

Yes. We encourage you to save your application often as you work by clicking the "Save" button. Upon reentry to the system, you can return to your application by clicking "In Progress" on your organizational dashboard.

Note: you may also print your application by clicking on the Printer icon.

What happens if my computer crashes when I'm submitting an application?

The system is designed to minimize information loss, but we encourage frequent use of the "Save" option. Each time you click "Save", the system automatically saves information you entered since the last time you saved.

Please note: the system will automatically log you out after 30 minutes of inactivity. Any unsaved work will be lost, if you are automatically logged out.

How do I submit attachments using the online grants application system?

Applicants can upload required documents via the online grantee portal by following the on-screen instructions. Uploads are specific supporting documents that all applicants are asked to submit. If you do not have a required attachment, you can create and attach a document to explain why it was omitted. If you have questions about attachments, please send a message to applications@bradleyfdn.org.

Does The Bradley Foundation application process require specific attachments?

Letters of Inquiry (LOIs) will not require attachments.

Applicants that are permitted to submit a full proposal will be prompted to upload specific documents that will be attached to their proposal within their account.

Full Proposals will require:

1. Annual Organization Budget
2. Itemized Project Budget
3. List of Officers and Directors
4. Audited Financial Statements
5. IRS Form 990

Note: The Bradley Foundation may request additional information for specific applications.

Is the application process private?

The Bradley Foundation will not share, rent or sell any information about your organization or your grant application.

How secure is the website that is handling the online application process?

Very secure. The SmartSimple GMS360 grants management system is hosted within the Amazon Web Services cloud. Amazon Web Services maintains ISO 27001 certification and publishes a SOC 1 Type 2 and SOC 2 reports. See http://aws.amazon.com/security/ for more details.

How do I get help?

Contact applications@bradleyfdn.org with questions about the system or specific applications.

I've submitted my application. What should I expect now?

When you click "Submit," you will receive an email receipt. If you do not receive an email confirmation, please contact applications@bradleyfdn.org.

Note: be sure to check your spam folder.

I submitted my application, but there's a mistake in it. Can I submit another one?

If you discover a mistake in your application or have any technical difficulties, please contact applications@bradleyfdn.org.

If I am awarded a grant, what are the reporting requirements, and how do I submit my reports?

Grant reporting requirements are outlined in all grant agreements. Please refer to your grant agreement for details.

You will be notified by email if a report is due, and an item will appear on your organizational dashboard in the "Requires Attention" section. Select "Reports Due" and complete the fields, upload any required attachments, and click "Submit." The reports will then appear in the "Submitted" section of your dashboard.

I submitted a request via email prior to the launch of SmartSimple. Will I have to resubmit the application in your new online grant application system?

No. Proposals that were received prior to The Bradley Foundation's transition to SmartSimple will be added by Foundation staff.

However, all organizations will have to register and create a SmartSimple account to manage their applications going forward. Any questions, please contact applications@bradleyfdn.org.

For general information about the Foundation's application process, please review the "How We Work" page on the Foundation's website, www.bradleyfdn.org.