

## How to register on the SmartSimple Grant Management System

All financial assistance applications are managed through the SmartSimple Grant Management System. Before applying for financial assistance, you must create an account for your group, organisation or business.

### To register on SmartSimple:

**Step 1:** [Access the SmartSimple Grant Management System](#)

**Step 2:** Click on the register button, see Figure 1

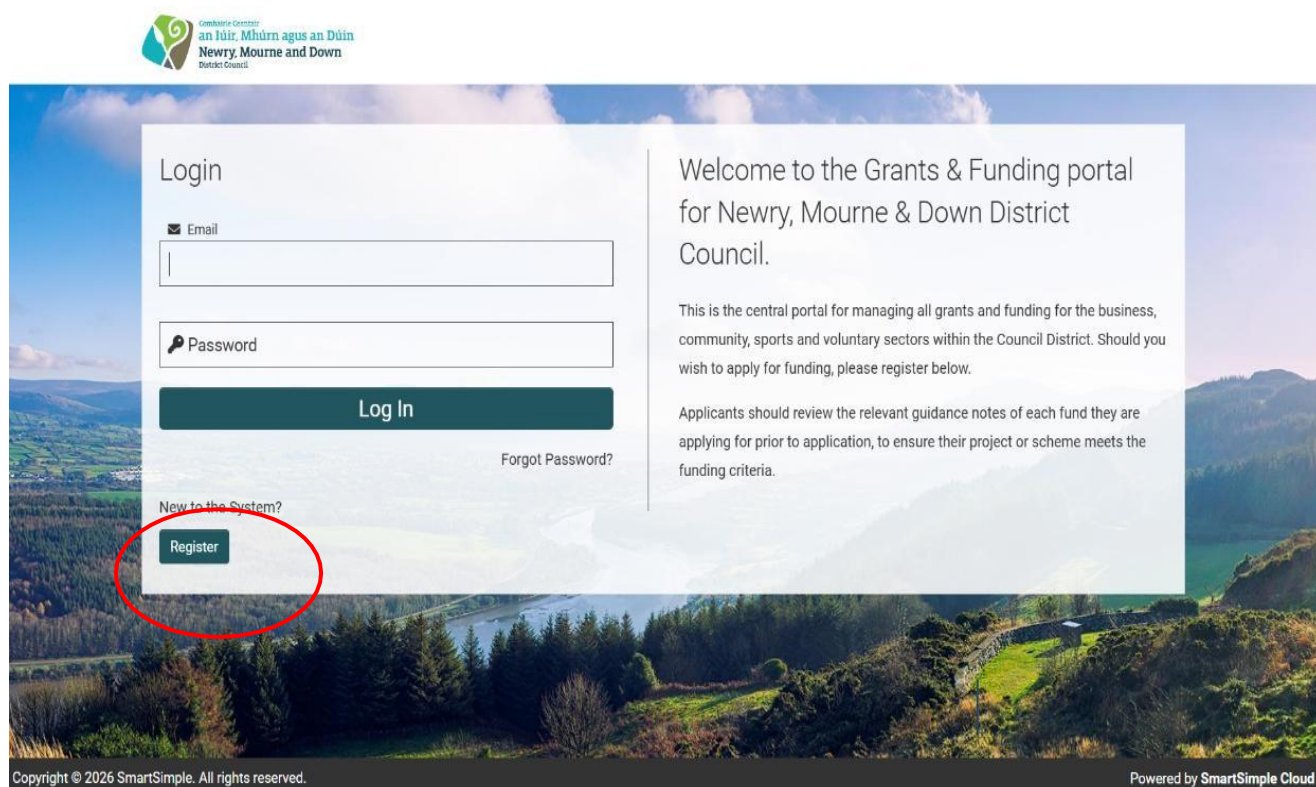


Figure 1. SmartSimple landing page showing the Register button.

**Step 3:** Select the category that best describes your organisation or business; see Figure 2. This information will be used to determine which funding opportunities are available to you.

## Registration Options

I am applying as:

### **Business**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Limited Company**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Co-Operative**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Community Body**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Registered Charity**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Other**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Sole Trader**

Please choose the category which contains your main work organisation so that you can register yourself.

*Figure 2 Registration Options available in SmartSimple*

**Step 4:** Enter the information required in the fields provided.

**Step 5:** Click submit.

**Step 6:** Validate your email address by clicking the link in the SmartSimple email sent to your registered email address.

## **Important**

Check your spam/junk folder in case the verification email is sent there.

To complete registration, validate your email address within five minutes of receiving the SmartSimple email.

you do not receive an email within 15 minutes, check that you entered your email address correctly. In this instance, please contact the Grants and Funding Unit using the details below.

## Setting up your organisation profile

Before starting an application, you must complete your Organisation Profile and upload the required documentation, including your governing document, annual accounts and bank account details.

### Important

All project transactions must go through this account to be eligible for reimbursement.

To complete your Organisation profile:

**Step 1:** Log in to SmartSimple using your new credentials.

**Step 2:** Click **Organisation Profile**, see Figure 3.

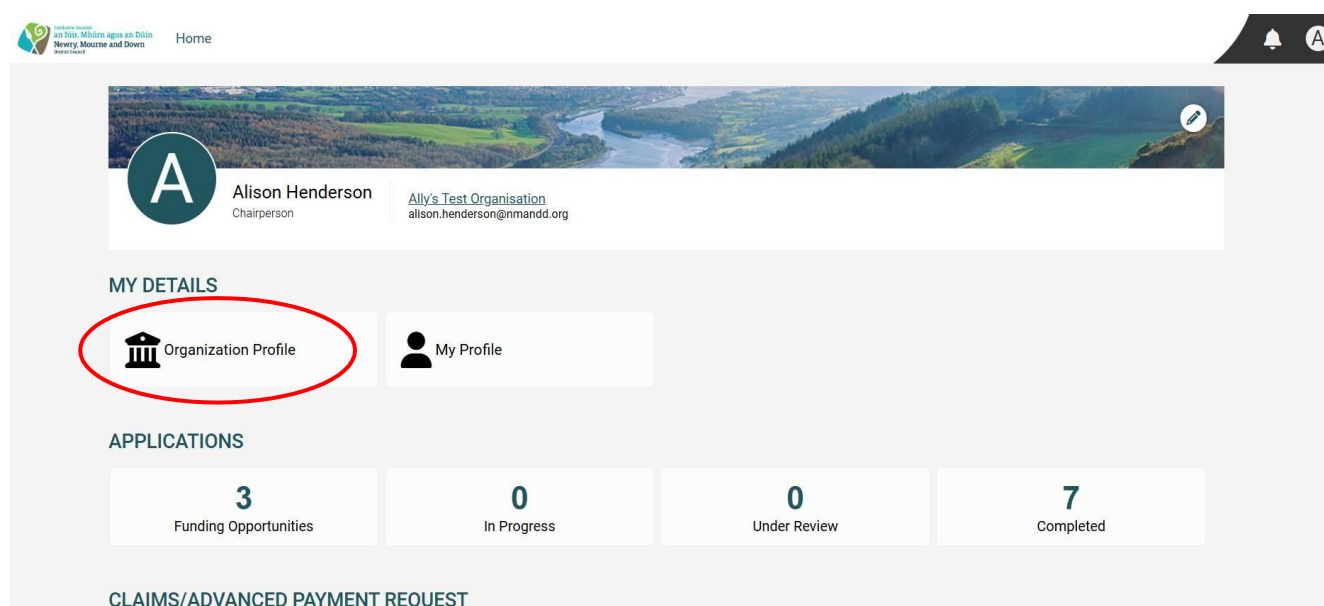


Figure 3 Applicant dashboard showing Organisation Profile.

**Step 3:** Enter the required information in the question fields.

**Step 4:** Upload documentation detailing your organisation's legal status and accounts.

### Important

Accounts must be dated within two years of the application closing. Bank statements alone cannot be accepted as annual accounts and are not sufficient to meet this.

**Step 5:** Click **Save**.

**Step 6:** Click Bank Account Details.

**Step 7:** Enter the required information and click **Save**.

**Step 8:** Click on **Home** to return to the landing page.

---

## Applying for financial assistance

Currently open financial assistance opportunities will appear in the **Funding Applications** box. Each open theme has a hyperlink to the guidance notes and a short summary of the funding available under each theme.

To submit an application through SmartSimple:

- Step 1:** Click Funding Opportunities.
- Step 2:** Click the hyperlink of the relevant guidance notes.
- Step 3:** Read the guidance notes carefully to confirm your eligibility and ensure your project meets the theme requirements.

### Important

The guidance notes also contain information on eligibility; project requirements and the type of information assessment panels will consider when evaluating applications.

- Step 4:** Click **Apply now** to begin your application.
- Step 5:** Click **Save Draft** before you start entering information.
- Step 6:** Enter the data requested in the application.
- Step 7:** Once complete, click **Submit**.

## Getting help

If you are unsure about any part of the SmartSimple system, the themes or the application process, please contact the Grants and Funding Team. We are happy to help.



**Telephone:** 0330 137 4040



**Email:** [grantsandfunding@nmandd.org](mailto:grantsandfunding@nmandd.org)



**Office Hours:** Monday to Friday, 9.00am – 5.00pm