

Registering A New Organization:

- 1.) Visit cicf.smartsimple.com.
- 2.) Click the Orange "Register Here" button at the bottom of the page.

New to the system? Try "Forgot Password" first. Many previous contacts of CICF will already be registered.

Register here

- 3.) Select "Grant seeking organization" .

Pre-registration

Please select the option which best describes the account you require.

Grant seeking organization

Scholarship applicant

- 4.) If you are a NEW organization click the link in the gray shaded box to register your organization.

Instructions

Please find your organization name by typing a keyword into the **Name** field. If you are unable to find your organization within the Organization Name field below [click here](#) to register.

- 5.) Use the orange SEARCH IRS DATABASE button to locate your organization's information in Guidestar (DO NOT PUT A HYPHEN IN YOUR EIN NUMBER).

If you are a returning user, [click here](#) to login.

Instructions

Please click the **Search IRS Database** button below to find your organization.

Organization Information

 Search IRS Database

6.) When your organization is located, click anywhere in the row.

Organizations Refine Search

#	EIN	Name	Address	City	State	Zip Code
1.	351384739	HENDRICKS COUNTY HUMANE SOCIETY ARK INC	3033 E MAIN ST	DANVILLE	IN	46122-9129

Record searched : 1,902,669. Records found : 1. Time used : 7 milliseconds

Close

7.) The information from Guidestar will auto fill to create your organizational profile. Below these fields you will need to enter your personal information before submitting.

Contact Information

* Email
info@cicf.org

* First Name
Haley

* Last Name
Logan

Submit

8.) Your username & password will be emailed to you from donotreply@cicf.org. **If you do not see the message in your inbox, be sure to check your spam folder!

9.) Return to cicf.smartsimple.com to login with the password sent to you via email.

10.) The system will prompt you to update your password. In the space where it asks for current password, enter the one you received in the email. Where it asks for NEW password, enter what you'd like for your permanent password to be.

Current Password: Password sent in email

New Password: Your new Password

Confirm New Password: Your new Password

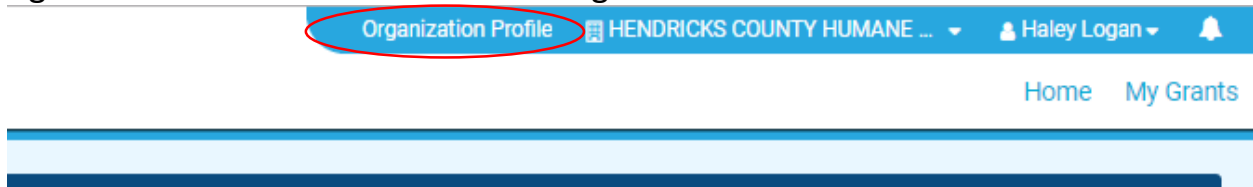
Policy: Password must be a minimum of 8 characters
Password must contain at least one of each of the following: Letters and Numbers
Password must only contain: Letters and Numbers

Submit Cancel

IF YOU WERE NOT ABLE TO LOCATE YOUR ORGANIZATION IN GUIDESTAR AND AS A RESULT COULD NOT CONTINUE WITH THIS PROCESS, EMAIL Hector Morales Hernandez (HECTORMH@CICF.ORG) A COPY OF YOUR 501C3 DETERMINATION LETTER AND YOUR ORGANIZATION'S PROFILE WILL BE CREATED MANUALLY.

Completing the Organizational Profile:

- 1.) Visit cicf.smartsimple.com and login.
- 2.) Once logged in, you will be directed to the home page. There you will see in the upper right hand corner a button labeled "Organization Profile". Click here.



- 3.) On the Organization Profile Page, you will see a series of tabs in the middle of the page. You will need to click through each tab (highlighted below) and complete empty fields.

Summary: [Organization Summary](#)

Instructions for applicants

This is the only place to enter and edit staff. Please enter the Key Staff using the orange "Add Staff Member" button below for your organization (we do not want your complete roster), you CEO/President (or equivalent) and board chair are required staff.

[Add Staff Member](#)

[ORGANIZATIONAL DETAILS](#) [MISSION AND PROGRAMS](#) [STAFFING AND GOVERNANCE](#) [FINANCIAL INFORMATION](#) [DOCUMENTATION](#)

EIN: 351384739

Organization Logo:

* Name:

* Address:

Address 2:

* City:

* Country:

* State:

* Zip Code:

- 4.) It is encouraged to press the orange "Save Draft" button located at the bottom of the page often.
- 5.) Once you believe to have completed your organizational profile, press the orange COMPLETE PROFILE button at the bottom of the page.
- 6.) If any fields were left blank in error, you will receive a message prompting to go back and try again.

✘ Please correct the following errors and try again.

- Please enter a 10 digit phone number
- Invalid numeric input of Annual Unduplicated Numbers Served
- Organization Mission (100 words or less) cannot be empty.

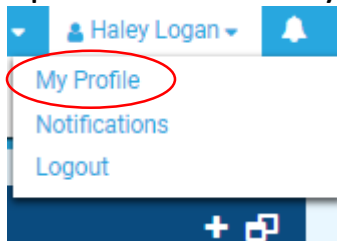
- a. ****HELPFUL TIP:** The line items in the error message are clickable and will take you directly to where the information is missing from.

Completing Personal Profile:

- 1.) Login at cicf.smartsimple.com.
- 2.) Once logged in, you will be directed to the home page. There you will your name listed in the upper right hand corner. Click there.



- 3.) Once you click your name, a drop down menu will appear. Click the first option labeled "My Profile".



- 4.) Enter information requested in blank fields.
- 5.) Once you have completed the form, press the orange "Complete Profile" button at the bottom of the page.

Applying for SYPF:

- 1.) Login at cicf.smartsimple.com.
- 2.) Once logged in and on the home screen, under the “OPEN CALLS” section (located on the lower left hand side of the page) you will see a line item for Summer Youth Program Fund. Click the orange “Apply” button.
IF THERE IS NO APPLY BUTTON, CONTACT HECTOR MORALES HERNANDEZ AT HECTORMH@CICF.ORG OR CALL 317-631-6542 ext. 138.
- 3.) Once the application loads, your screen will look like this:

The screenshot shows the CICF application portal interface. The top navigation bar includes links for Home, Submission Manager, Program Manager, Committee Manager, Budget Manager, Contacts, Organizations, Organization Hierarchy, and Dashboard (in beta). The user is logged in as Haley Logan. The main content area displays the 'Application' form for the Summer Youth Program Fund (SYPF). The form includes the following fields and values:

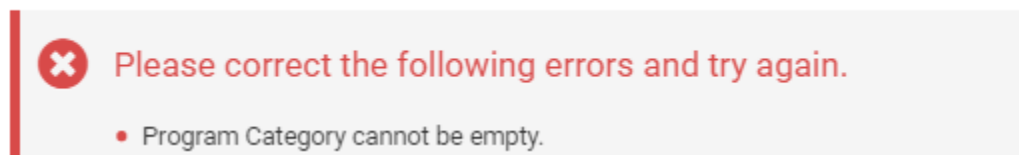
- Application Type: Summer Youth Program Fund (SYPF)
- Submission ID: -4693
- Organization: HENDRICKS COUNTY HUMANE SOCIETY ARK INC
- Status: Draft
- Created Date: 08/15/2019 10:07 am
- Created By: Haley Logan
- Applicant Name: Haley Logan
- Submission Deadline Date: 09/30/2019
- Submission Deadline Time: 16:00:00
- Grant PDF: [Upload]
- Call Name: [Empty]

The 'ORGANIZATIONAL OVERVIEW' tab is active, displaying the following information:

- Legal Name: HENDRICKS COUNTY HUMANE SOCIETY ARK INC
- DBA: [Empty]
- EIN: 351384739
- Type of Organization: [Empty]
- Street Address 1: 2033 E MAIN ST
- Street Address 2: [Empty]
- City: DANVILLE

At the bottom of the form, there are buttons for 'Save Draft', 'Submit', 'Withdraw', and 'Delete'. A 'NEXT >' button is also visible on the right side.

- 4.) The application consists of 16 tabs total. The first two tabs (Organizational Overview & Applicant Information) do not require action. You will begin your application starting with the “Program” tab and work your way to the right.
- 5.) It is encouraged to press the orange “Save Draft” button located at the bottom of the page often.
- 6.) Submitting your application:
 - a. Once you have completed your application, press the orange submit button located at the bottom of the page.
 - b. If any fields were left blank in error, you will receive a message prompting to go back and try again.



- c. ****HELPFUL TIP:** The line items in the error message are clickable and will take you directly to where the information is missing from.

Contact Information:

Technical Support & General Information:

Hector Morales Hernandez

hectormh@cicf.org

317-631-6542 x138

Guadalupe Pimentel Solano

Community Leadership Officer

guadalupeps@cicf.org

317-634-2423 x503