

## Smart Simple Manual for Community Safety & Wellness Grant Applicants

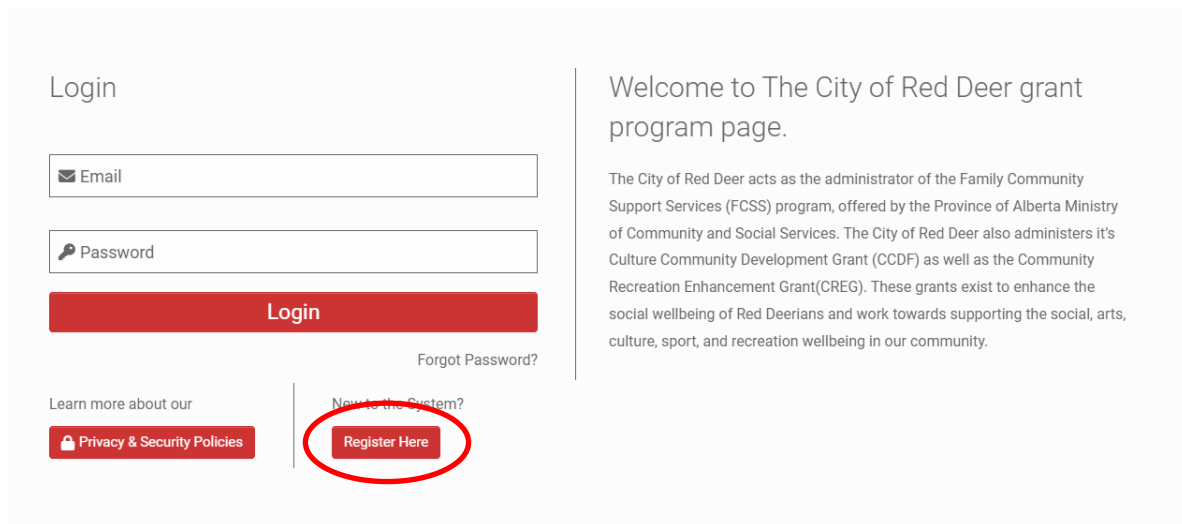
If you find issues with the instructions in this document please let us know at [communitysafety@reddeer.ca](mailto:communitysafety@reddeer.ca)

### General notes:

- SmartSimple will require you to log in again after 30 minutes of inactivity.
- Do not put “www” in front of this web address when pulling up the login page.

### Registration

1. If an account has not already been set up for your organization, register as a new user on the SmartSimple login page: [reddeer.smartsimple.ca](http://reddeer.smartsimple.ca).
  - a) If you don't know if your organization has an account or don't know your organization's login information, email [communitysafety@reddeer.ca](mailto:communitysafety@reddeer.ca) and copy your organization's Executive Director or President.
  - b) One organizational account should be used to apply for all available City grants, present and future.



Login

Email

Password

Login

[Forgot Password?](#)

[Learn more about our Privacy & Security Policies](#)

[New to the System?](#)

[Register Here](#)

Welcome to The City of Red Deer grant program page.

The City of Red Deer acts as the administrator of the Family Community Support Services (FCSS) program, offered by the Province of Alberta Ministry of Community and Social Services. The City of Red Deer also administers its Culture Community Development Grant (CCDF) as well as the Community Recreation Enhancement Grant (CREG). These grants exist to enhance the social wellbeing of Red Deerians and work towards supporting the social, arts, culture, sport, and recreation wellbeing in our community.

2. Register under FCSS.

### Registering As:


FCSS

Culture

Sport and Recreation

Environmental Initiatives

Downtown Activation-Vacant Spaces Grant

Community Safety and Wellness 





3. Enter in basic agency and staff information in the fields with a red asterisk \* next to them. Press the red 'Submit' button at the bottom of the page.

4. An e-mail will be sent out with a temporary password. When signing in for the first time, you will be prompted to change your password.

Home Page: Once signed in you will be able to view your "Home Page".

### Welcome Test, to the Red Deer Funding Portal!

#### Overview

 Update my Organization Profile	<p><b>1</b></p> Grant Opportunities	<p><b>0</b></p> Reports to Complete
 Applicant Q&A	 Red Deer Grant Guiding Documents	 FCSS Grant Documents <small>FCSS grant documents and messaging reside here</small>

From this page you can (from left to right):

- *Update your Organization profile*- there are instructions on how to complete this next.

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- *Grant Opportunities*- see what grant opportunities that are currently open to apply for.
- *Reports to Complete*- see what reports you need to complete if your application is approved.
- *Applicant Q&A*- access the FCSS Addenda with FAQ's.
- *Red Deer Grant Guiding Documents*- like this manual and Funding Guides.

Organization Profile

1. On the Home Page, click on *Update my Organization Profile* to enter in your organization's details.
  - a) **You do not need to enter all the information requested in the Organization Profile**- please complete as outlined in this table.

Field	Response required
Organization Name	Yes
Phone	Yes
Fax	No
Website	If you have one
Profile Image	No
Address and Address 2	Yes
City	Yes
Country	Yes
Province	Yes
Postal Code	Yes
Primary Contact	Select the staff member identified when registering
Owner	<p>This is the person that the reports will be assigned to- this is the person who will be the primary administrator of the grant.</p> <p>It is recommended that the ED or head of the organization be the owner of the application as this will give them access to the application and all the subsequent reports generated to the project.</p> <p>They do not have to personally complete all reports, but they will be accountable.</p> <p>Choose a contact by clicking the binoculars next to the field. You may need to add them as a contact first- see instructions below.</p>
Upload Company Image	No
Organization History	Yes- 200 WORDS MAX
Organization Chart	No

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Mission and Vision	Yes- 200 WORDS MAX
Board of Directors questions	No
Staff questions	No
Volunteers question	No
Applicant Authorization	Yes- the person completing this application must certify that they are authorized to do so.
Audited Financial Statement	Yes- the person competing the application must confirm that the organization has an audited financial statement from the organization's most recent fiscal year end.
Does your organization have reliable funding sources?	No
Organization Budget questions	No
Financial Control Systems	No

2. Click the red *Save My Work* button, circled in red- **do not click on *Validate* at the bottom of the screen.**
  - a) Because you have not completed all the required fields, you will not be able to validate but you will still be able to submit an application.
  - b) Ignore any prompts to validate your Organization Profile.

\* Organization Budget

Please provide details on your organization's overall budget below for the most recent year.

\$ Budget

Revenue

Expenses

\* Financial Control Systems

Please describe the financial control systems in place to manage the FCSS funding, if funding is received.

600 words left

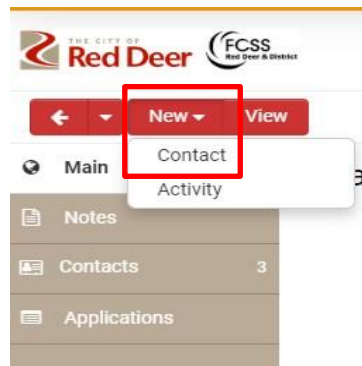
Save My Work Validate

3. You may want to give other people from your organization access to the account: people who will contribute to the application or be ultimately responsible for the grant (i.e. Executive

**SAFE & HEALTHY COMMUNITIES**

Director or President).

- a) If this is the case, email [communitysafety@reddeer.ca](mailto:communitysafety@reddeer.ca) to upgrade your role in the system and we will provide you with additional control to add a new contact.
  
4. Once your role has been changed, you will be able to add a contact by pressing *Update my Organization Profile* on the Home page, then clicking *New* at the top left side of the screen and choosing *Contact*.



- a) Check *Agency Staff*, fill in the required fields and click *Activate*
- b) Click on *Options* and *Roles and Access* from the dropdown.
- c) Click *Enable User Access* and then save.



Roles and Access

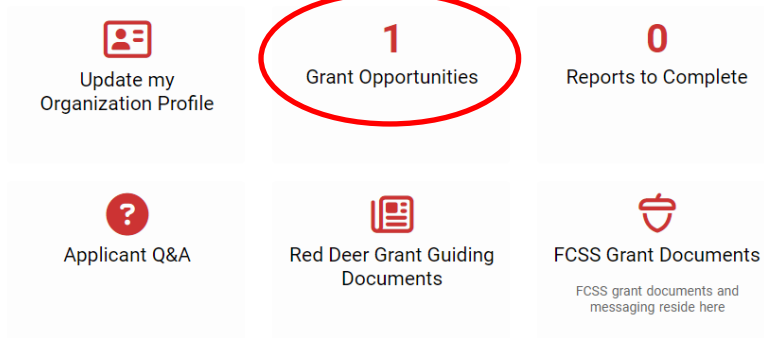
Enable User Access:

### Grant Application

1. On the Home Page, click on the *Grant Opportunities* button.

Welcome Test, to the Red Deer Funding Portal!

Overview




The Overview dashboard contains six cards:

- Update my Organization Profile (person icon)
- Grant Opportunities (1) (highlighted with a red circle)
- Reports to Complete (0)
- Applicant Q&A (question mark icon)
- Red Deer Grant Guiding Documents (document icon)
- FCSS Grant Documents (cup icon) with subtext: "FCSS grant documents and messaging reside here"

- Click on the red *Begin Application* button on the Community Safety and Wellness Grant row.

Grant Opportunities


Search: [ ] 1-1 of 1 [ < ] [ > ]

#	Program Name	Description	Deadline	
1	Community Safety and Wellness Grant	2024 Grant Application	17/07/2024 16:00	<div style="background-color: red; color: white; padding: 5px; display: inline-block;">Begin Application</div> 

- Choose the “Owner” of the application by clicking the red binocular icon across from the *Applicant* text box.
  - This should be the head of the organization as this will give them access to the application and all of the subsequent reports required.
    - You can change the owner of the report after they are created.
    - This is the person that the reports will be assigned to.

New Application

\* Organization: Test Agency 

\* Applicant:   



Save My Work

- Press the *Save My Work* button to begin entering in information.
- Your saved application can be found in the *Draft* tab under *My Applications* on the home

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page. Click this row to fill out your application.

**Welcome Test, to the Red Deer Funding Portal!**


**Overview**

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**My Applications**

 **DRAFT (1)**  
  SUBMITTED (0)  
  UNDER REVIEW (0)  
  BUDGET REVISIONS (0)  
  COMPLETED (0)

1-1 of 1  

#	Application ID	Program	Type	Program Location	Program Span	Status
 1	FCSS-24-1332	Test Agency:	Community Safety and Wellness Grant		2024	Draft




5. Move through the tabs (ORGANIZATIONAL PURPOSE, PROJECT OVERVIEW, OUTCOMES FOCUS, etc.) and fill in required fields.
  - a) Refer to the *Community Safety & Wellness Grant Application: Questions & Information Needed* document for assistance.

## SAFE & HEALTHY COMMUNITIES

Test Agency:


Application ID: FCSS-24-1332

Application Type: Community Safety and Wellness Grant

\* Organization: Test Agency 

\* Applicant:   

Project Span: 2024

Print Preview: 

Application PDF:

**APPLICATION GUIDELINES** ORGANIZATIONAL PURPOSE PROJECT OVERVIEW OUTCOMES FOCUS BUDGET AGREEMENT NOTICE

At the bottom of every screen select "SAVE MY WORK" frequently as your answers are not automatically saved. Always save your work before choosing "NEXT" or closing your application. You can save your work and return to your application. When you logon and see the Welcome screen scroll down to My Applications.

The Community Safety and Wellness Grant is a one-time grant intended to support a multitude of community-based initiatives throughout Red Deer. The grant aligns with Red Deer's Community Safe promote safety and wellbeing for citizens of Red Deer.

Applications for the grant must be received no later than July 17th and expended fully by December 31st, 2024. The approved funds will be adjudicated within two weeks of the application deadline. dispersed within two weeks.

The goal of the Community Safety and Wellness Grant is to increase resiliency of vulnerable citizens, ensure basic needs security, enhance community safety, foster relationship building and connect grant need to relate to community safety issues at either the individual, family, peer, neighborhood, or community level.

- b) Clicking on your browser's back arrow will bring you to the previous tab, but it also may log you out.
- c) Change tabs by clicking on these individual tabs highlighted in red above.
  - Navigate with these tabs instead of clicking *Next* in the lower right corner of the screen.


6. **Press *SAVE MY WORK* frequently as your answers are not automatically saved-** always save your work before switching tabs or closing your application.

APPLICATION GUIDELINES **ORGANIZATIONAL PURPOSE** PROJECT OVERVIEW OUTCOMES FOCUS BUDGET AGREEMENT NOTICE

\* Programs and Services

250 words left

\* Upload the following documents

 Drop files here or browse files  
Maximum file size: 2 GB

< BACK

 Save My Work  Submit Application

- a) You can save your work and return to your application.
- b) Do not begin a new application if you have saved previously. Your application can



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be found on the Home page under *My Applications*.

- Once you have entered all the required information and uploaded the required documents you can click the *Submit Application* button at the bottom of the screen.

Test Agency:


Application ID: FCSS-24-1332

Application Type: Community Safety and Wellness Grant

\* Organization: Test Agency 

\* Applicant:   

Project Span: 2024

Print Preview: 

Application PDF:

APPLICATION GUIDELINES ORGANIZATIONAL PURPOSE PROJECT OVERVIEW OUTCOMES FOCUS BUDGET AGREEMENT NOTICE

\* To receive funding, successful applicants must sign a Funding Agreement that will include the following



\* Acknowledgement

 [BACK](#)


 Save My Work  **Submit Application**

- The application will now appear in the *Submitted* tab under *My Applications* on the Home Page.

 **My Applications**

 DRAFT (0)  **SUBMITTED (1)**  UNDER REVIEW (0)  BUDGET REVISIONS (0)  COMPLETED (0)

1-1 of 1  

#	Application ID	Program	Type	Program Category	Program Location	Program Span	Overall Budget
	1	FCSS-24-1332	Test Agency: Community Safety and Wellness Grant			2024	\$0.00

- You will be able to view the status of your application in your Portal from “Submitted”, to “Under Review”, to “Completed” once/if the application has been approved.

- You will be notified by e-mail if your application has been approved or denied.

Reporting





- Once an application is approved, reports for each funded project will be created and found

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in the main contact's Home Page in *Reports to Complete*.

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2. You can go into the report and change the owner by clicking on the binoculars and choosing a contact from your organization.

\* Owner:  

- a) The report will now appear in that staff's Home Page under *Reports to Complete*.

**For further support please contact the Social Wellness & Integration Supports team at**

[communitysafety@reddeer.ca](mailto:communitysafety@reddeer.ca)