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.

3.) Select “Grant seeking organization”.

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

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

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.

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.

IF YOU WERE NOT ABLE TO LOCATE YOUR ORGANIZATION IN GUIDESTAR AND AS A RESULT COULD NOT CONTINUE WITH THIS PROCESS, EMAIL HALEY LOGAN (HALEYL@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.

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.

**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 HALEY LOGAN AT HALEYL@CIC.ORG OR BY PHONE AT 317.634.2423 X112.**

3.) Once the application loads, your screen will look like this:

![Application Screen Screenshot](image_url)

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:
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Community Leadership & Effective Philanthropy Coordinator
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317-634-2423 x112

General Information:
Haley Logan
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