

NEXT STEPS FOR BOSTON DANCE

SmartSimple Account Registration: New Users

If this is your first time using the Boston Foundation's SmartSimple grants portal, please follow the steps below:

1. Go to the SmartSimple login page: <https://bostonfoundation.smartsimple.com>
2. Use the "Forgot Password?" link and input your email when prompted. If you already have an account in our system, you will receive an email at the address you provided with a link to reset your password. **Please try the password reset link even if you have never used our SmartSimple system before.** If you are already in our database, then you likely already have an account.
3. If you do not receive an email after 10 minutes, then you may need to create a new account. Please follow the below steps. If you are blocked from creating a new account, please reach out to grantsinfo@tbf.org.

Creating a new account in Smart Simple

Login

Email

Password

Login

Forgot Password?

New to the System as a Grant Applicant?

For Grant Applicants Only: Please first try using the "Forgot password?" link to access your account. If you do not receive an email after 10 minutes and it is not in your spam folder, you may be new to our database. Please click the "Register" button below to set up an account. If you have any trouble, reach out to grantsinfo@tbf.org.

Register

The Boston Foundation Portal

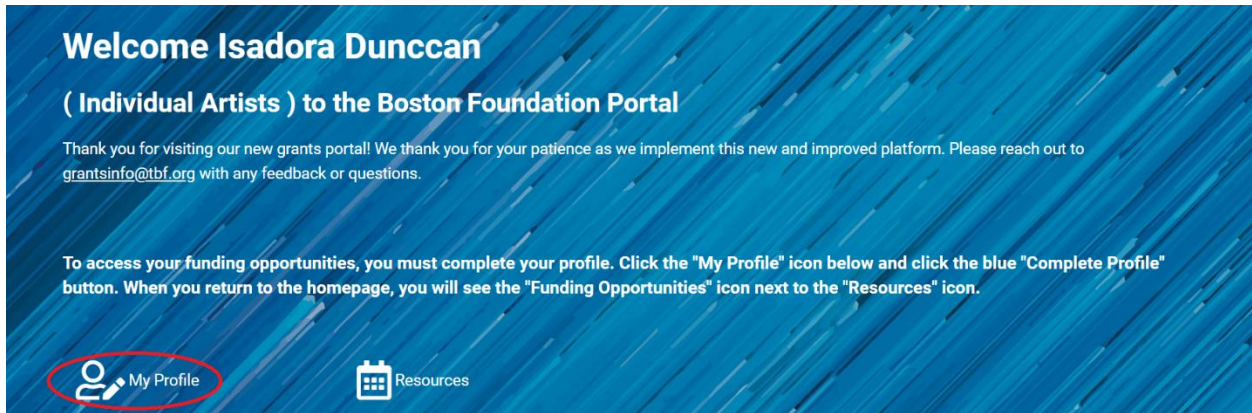
Welcome! In an effort to provide you with the best possible service, the Boston Foundation's online portal is customized specifically for fundholders, grant applicants, and grant reviewers. The portal provides streamlined experiences for:

- Donor Advised Fund holders to make grant recommendations, review pending grants, and access gift history, resources, and events
- Grant Applicants to apply for grants, review previously submitted applications, submit grant reports, and learn about upcoming offerings and opportunities
- Grant Reviewers to review applications and submit rubrics

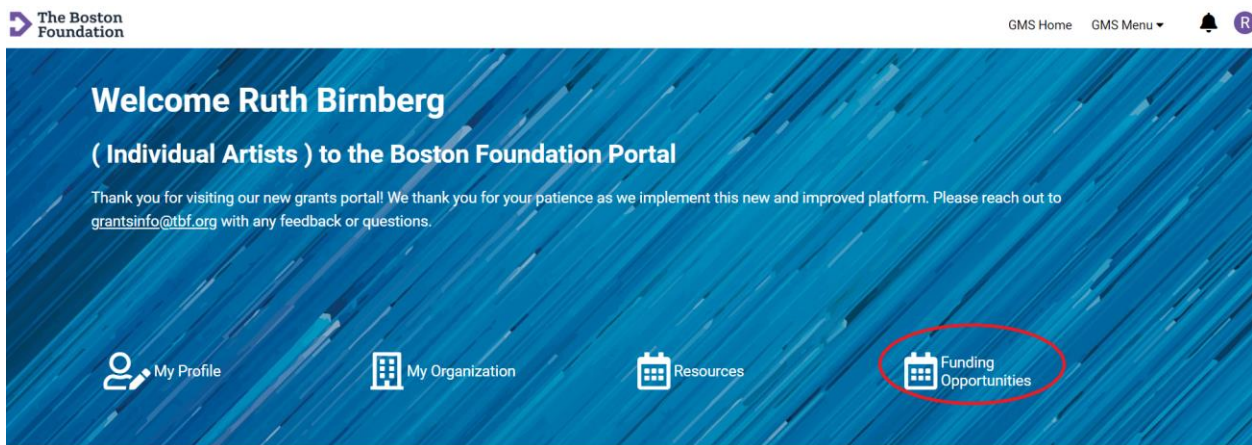
If you are logging in for the first time or have forgotten your password, click the "Forgot Password?" link underneath the Login button and enter the email address associated with your portal account. If you do not receive an email with password reset instructions after 10 minutes, please reach out to one of the following contacts:

- Donor Advised Fund holders, please email donorservices@tbf.org or call 617-338-

1. Click on the Register Button underneath the Login Box
2. Then click on the box that says you are applying as an **individual**. Even if you direct/manage a company for this grant you are applying as an individual.
3. After going through the required registration steps that include creating a new password after getting an email from Smart Simple you will be asked to fill out a profile page to verify. See the circled link below.



After that you are all set to gain access to the Next Steps for Boston Dance Application. On the Welcome Page click on Funding Opportunities. [see below]



There may be more than one grant listed in Funding Opportunities. Make sure to click on Apply for Grant with Next Steps for Boston Dance next to it.

Funding Opportunities

This page is regularly updated to share grant opportunities open for application at the Boston Foundation. If you do not see any open opportunities below, please be sure to check back at this page periodically, or, [subscribe to the Nonprofit Update e-newsletter at this link](#) to be informed of open opportunities as they arise.

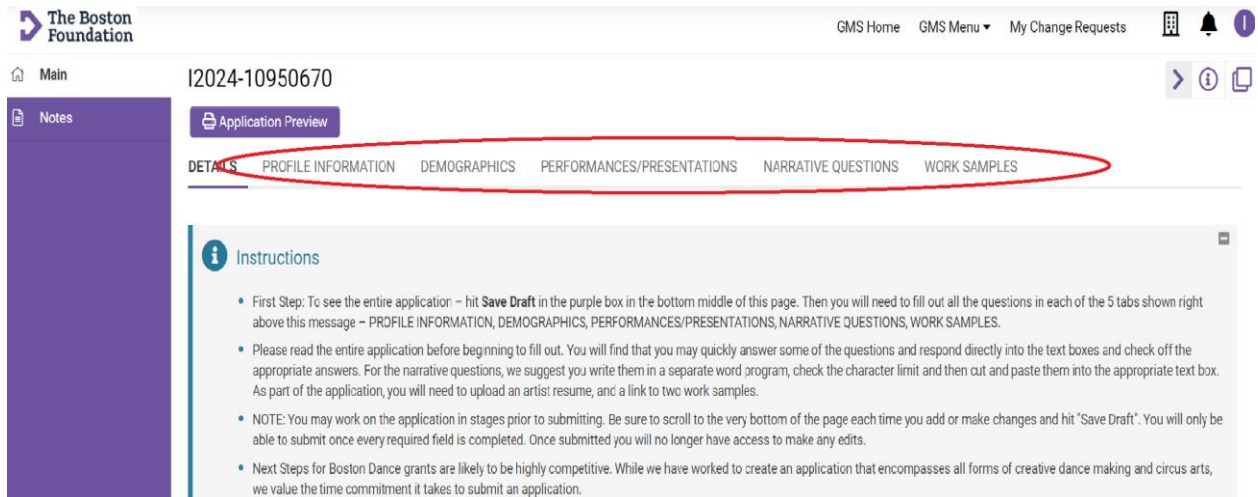
Please note that grant programs will close on 11:59pm of the listed "Closed On" date. For example, if the Closed On date is listed as 2/20/23, then applications must be submitted by 11:59pm on 2/20/23.

OPEN FUNDING OPPORTUNITIES (2)

1-2 of 2 < >

| # | Name | Description | Closed On |
|---|--------------------------------|--|------------|
| 1 | Next Steps for Boston Dance | Next Steps for Boston Dance Open Application | 10/25/2023 |
| 2 | Safety Net Grants FY24 Round 1 | The Safety Net grants program is designed to support social service organizations that respond to essential needs for marginalized communities in Greater Boston. Applications are due at 9/26 at 11:59pm. | 09/26/2023 |

After following instructions to SAVE DRAFT on the top of the Details page you will then get to full application. Note that there are 5 sections to complete before you can submit. Click on each tab.



The Boston Foundation

GMS Home **GMS Menu** ▾ My Change Requests

Main I2024-10950670

Notes Application Preview

DETAILS PROFILE INFORMATION DEMOGRAPHICS PERFORMANCES/PRESENTATIONS NARRATIVE QUESTIONS WORK SAMPLES

Instructions

- First Step: To see the entire application – hit **Save Draft** in the purple box in the bottom middle of this page. Then you will need to fill out all the questions in each of the 5 tabs shown right above this message – PROFILE INFORMATION, DEMOGRAPHICS, PERFORMANCES/PRESENTATIONS, NARRATIVE QUESTIONS, WORK SAMPLES.
- Please read the entire application before beginning to fill out. You will find that you may quickly answer some of the questions and respond directly into the text boxes and check off the appropriate answers. For the narrative questions, we suggest you write them in a separate word program, check the character limit and then cut and paste them into the appropriate text box. As part of the application, you will need to upload an artist resume, and a link to two work samples.
- NOTE: You may work on the application in stages prior to submitting. Be sure to scroll to the very bottom of the page each time you add or make changes and hit "Save Draft". You will only be able to submit once every required field is completed. Once submitted you will no longer have access to make any edits.
- Next Steps for Boston Dance grants are likely to be highly competitive. While we have worked to create an application that encompasses all forms of creative dance making and circus arts, we value the time commitment it takes to submit an application.

Be sure to save your drafts as you work on the application. When you log back in you will see your drafts listed.