

The Philadelphia Food Justice Initiative (PFJI)

PDPH Division of Chronic Disease and Injury Prevention | Reinvestment Fund

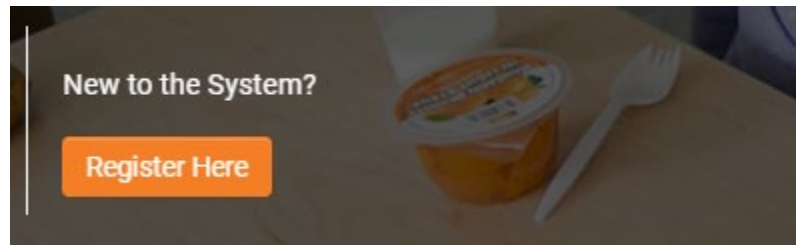
SmartSimple Registration and Application Instructions

Philadelphia Food Justice Initiative (PFJI) applications can be completed online through our grants management portal, SmartSimple. Please register and create a new username for your organization. Please use one email address and password for your organization, which can be shared among multiple users or administrators.

If you have questions about using SmartSimple, please contact phillyfoodjustice@reinvestment.com

REGISTER YOUR ORGANIZATION

1. Log onto <https://reinvestmentfund.smartsimple.com>
2. Click “Register Here”



3. Please fill out the organization information:

A screenshot of a web page. At the top, there is a dark grey header with the Reinvestment Fund logo (a circle of orange dots) on the left, the text 'REINVESTMENT FUND' in white in the center, and 'Registration' in white on the right. Below the header is a white form titled 'Organization Information'. Inside the form, there is a grey box with an information icon and the text 'Registration Instructions' and 'Please register for an account with Smartsimple at Reinvestment Fund by filling out the information below.' Below this are three input fields, each with a red asterisk and a label: '* Organization Name', '* Legal Entity Name', and '* Address'. The form is set against a light grey background.

4. When finished, click “Submit” at the bottom of the page.

A screenshot of a web form. It shows a single input field with the label '* Zip Code' and the value '19103-3904'. Below the input field is a grey bar containing an orange button with the text 'Submit' in white.

5. Log in

- a. Go to your email to retrieve your registration information from noreply@smartsimple.com (please check your spam folder if you do not see it within a few minutes).

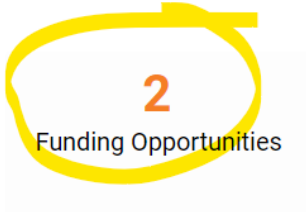
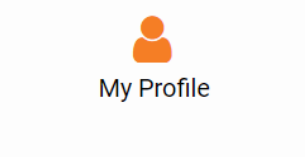
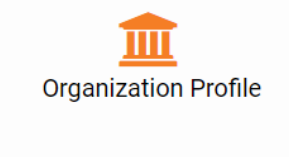
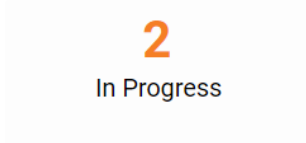
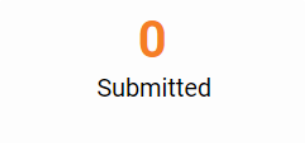
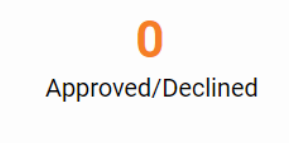
6. Reset Password

- a. Follow the email prompts to log back into the system, and please reset your password when prompted.

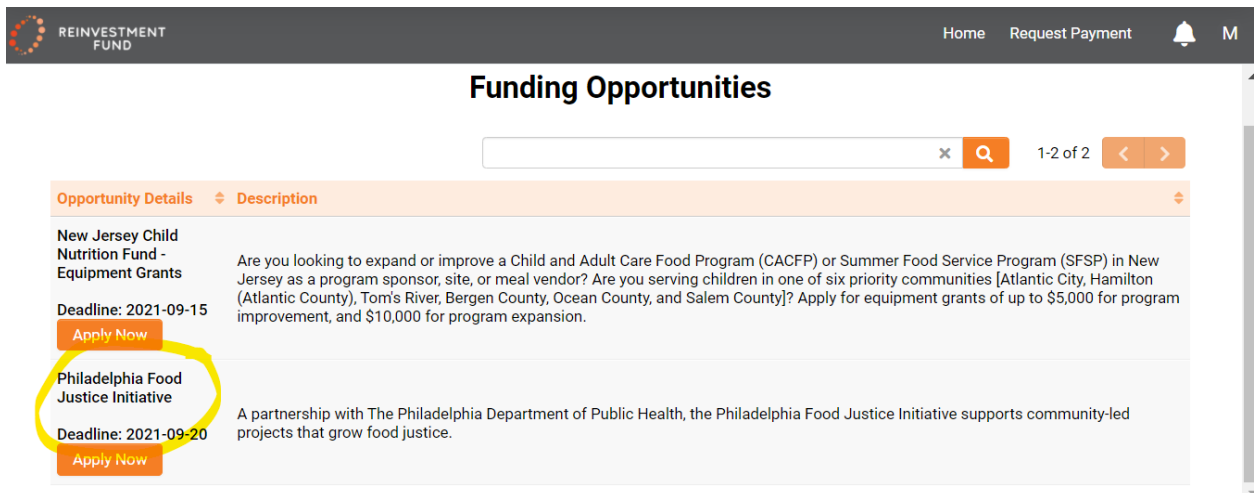
COMPLETE YOUR PHILADELPHIA FOOD JUSTICE INITIATIVE APPLICATION

- 1. From the home page, select “Funding Opportunities”

Welcome Molly Hartman

 <p>Funding Opportunities</p>	 <p>My Profile</p>	 <p>Organization Profile</p>
 <p>In Progress</p>	 <p>Submitted</p>	 <p>Approved/Declined</p>

- 2. Under Philadelphia Food Justice Initiative, click “Apply Now”



REINVESTMENT FUND

Home Request Payment

Funding Opportunities

1-2 of 2

Opportunity Details	Description
New Jersey Child Nutrition Fund - Equipment Grants Deadline: 2021-09-15 Apply Now	Are you looking to expand or improve a Child and Adult Care Food Program (CACFP) or Summer Food Service Program (SFSP) in New Jersey as a program sponsor, site, or meal vendor? Are you serving children in one of six priority communities [Atlantic City, Hamilton (Atlantic County), Tom's River, Bergen County, Ocean County, and Salem County]? Apply for equipment grants of up to \$5,000 for program improvement, and \$10,000 for program expansion.
Philadelphia Food Justice Initiative Deadline: 2021-09-20 Apply Now	A partnership with The Philadelphia Department of Public Health, the Philadelphia Food Justice Initiative supports community-led projects that grow food justice.

3. Complete the “Applicant Information” questions on the first tab. Click “Save Draft” at the bottom of the page to continue work.

REINVESTMENT FUND Home Request Payment M

Main 2021-3828 Philadelphia Food Justice Initiative

Notes PDF View

PROGRAM INFORMATION **APPLICANT INFORMATION** PROJECT INFORMATION MILESTONES BUDGET ATTESTATIONS AT >

* Primary Contact: Molly Hartman

* Primary Contact Email: michaelahartman+1@gmail.com

Organization Name: Molly's Test Food Org

* Project Title:

Organization Website:

If available: < BACK NEXT >

Save Draft Submit

4. NOTE: you may now leave and return to this same application from the home page at any time by selecting “In Progress”

REINVESTMENT FUND Home M

Welcome Molly Hartman

2 Funding Opportunities

My Profile

Organization Profile

2 In Progress

0 Submitted

0 Approved/Declined

5. Find the application draft you worked on and select “open”

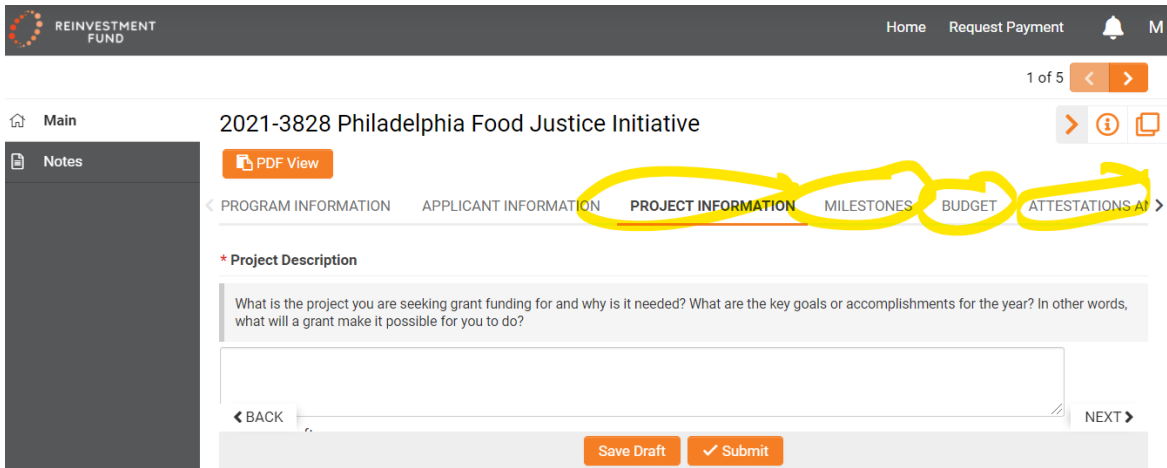
REINVESTMENT FUND Home Request Payment M

In Progress

1-5 of 5 < >

#	Application ID	Grant Type	Project Name	Organization	Created Date	Status	
1	2021-3828 Philadelphia Food Justice Initiative	Philadelphia Food Justice Initiative		Molly's Test Food Org	2021-07-28 21:30	Draft Application	Open

6. Continue, and make sure to complete all information on each tab, saving often.



7. Submit

Once you have completed questions on each tab and you have reviewed your responses, click “Submit” to submit your PFJI Application. You will not be able to make changes once you’ve submitted. After you submit, you will be emailed a confirmation of your submission, which will include a PDF copy of your application for your records.

