GrantCentral Registration

Overview
The Chicago Community Trust and its affiliates use an online grant portal called GrantCentral to collect and track all grant applications, payments, reports and other activities. You must have an account in GrantCentral in order to apply for funding opportunities and receive grants.

Use this document as a guide to register your organization in GrantCentral and/or create a new account for yourself and associate it with an organization that already has a GrantCentral profile.

Please note: The Organization Profile uses pop-up boxes to collect some information. Be sure to enable pop-ups in your web browser to ensure you are able to access all sections of the online form.

Questions? Email grants@cct.org for assistance.

1. Navigate to GrantCentral at https://cct.smartsimple.com
   If you already have a GrantCentral account, enter your email address (aka your username) and your password and click the “Login” button. Click the “Forgot Password” link or email grants@cct.org if you cannot access your account.
   If your organization is new to the Trust and its affiliates and you need to create an account for the first time, click the “Register Here” button.

2. To create a new account for your organization in GrantCentral, select the correct option for you:
GrantCentral Registration

3. **If you select that your organization is a nonprofit with evidence of tax-exempt 501c3 status**, first click the “Search IRS Database” button, which opens a pop-up box. Use the search function in this pop-up box to find your organization by EIN and/or legal name. Select the correct organization by clicking on it from the search results that populate.

Your selection in the pop-out box will populate the Organization Information fields. Next, scroll down to enter your own contact information. Finally, click the Submit button at the bottom of page. Your username and password should be emailed to you. If you don’t receive the email, email [grants@cct.org](mailto:grants@cct.org) for assistance.
GrantCentral Registration

4. If you select that your organization is a nonprofit organization that does not have its own 501c3 status, but uses a fiscal agent that has 501c3 status to receive grants, enter your organization’s name, address, city, county and state. Then click the Search IRS Database button, which opens a pop-up box. Use the search function in this pop-up box to find your fiscal agent organization by EIN and/or legal name. Select the correct organization by clicking on it from the search results that populate.

Your selection in the pop-out box will populate the Organization Information fields for your fiscal agent organization. Next, scroll down to enter your own contact information. Finally, click the Submit button at the bottom of page. Your username and password should be emailed to you. If you don’t receive the email, email grants@cct.org for assistance.
5. If you are not sure of your organization’s 501c3 status but know that it has received grants from the Trust and/or its affiliates in the past, your organization most likely already has a GrantCentral profile. Begin typing in your organization’s legal name in the “Legal Name” search bar and see if your organization’s name populates. If it does, select the correct organization and then scroll down to enter your contact information. Click the Submit button at the bottom of the page to create an GrantCentral account for yourself that is associated with your organization. Your username and password should be emailed to you. If you don’t receive the email, email grants@cct.org for assistance.