



## How to register on the Smart Simple Grant Management System

All financial assistance is managed through the Smart Simple Electronic Grant Management system. To apply for financial assistance from Council, you need to create an account for your group, organisation or business.

1. Access the system here: <https://newrymouredowndc.smartsimpleuk.com>
2. Click on the register button.

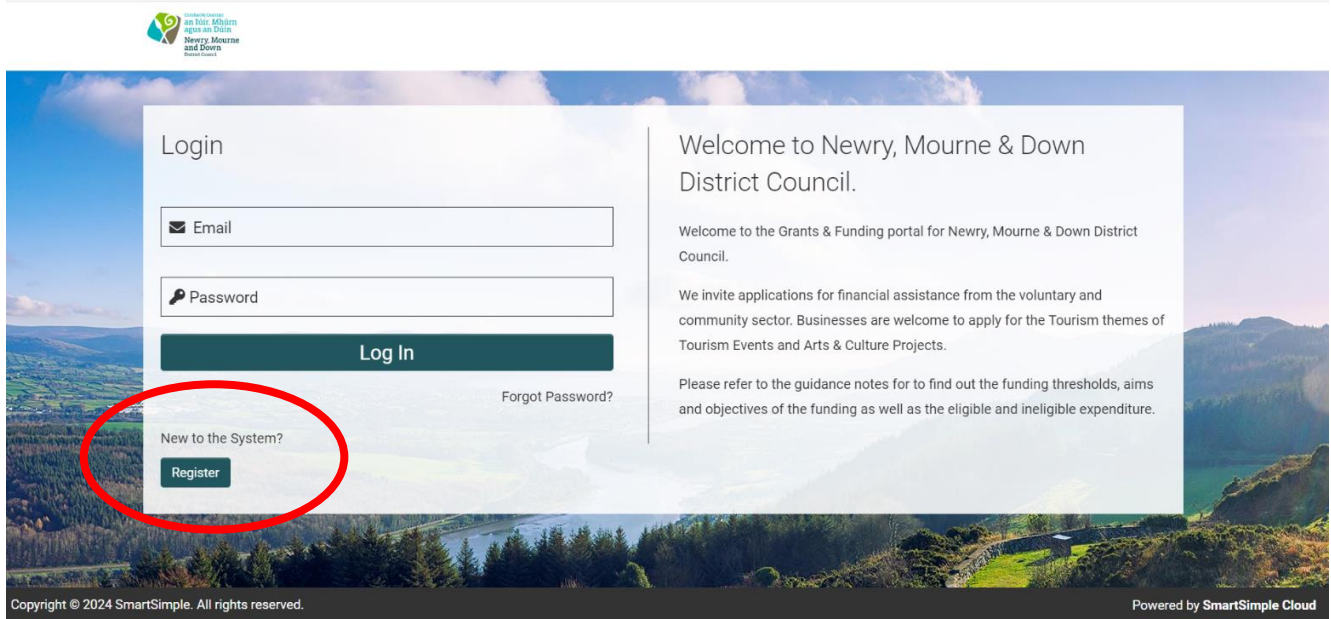


Figure 1 Screen shot of the landing page.

3. Select your organisation/group category from the options presented. This will determine your eligibility criteria.

### Registration Options

I am applying as:

**Business**  
Please choose the category which contains your main work organisation so that you can register yourself.

**Limited Company**  
Please choose the category which contains your main work organisation so that you can register yourself.

**Co-Operative**  
Please choose the category which contains your main work organisation so that you can register yourself.

**Community Body**  
Please choose the category which contains your main work organisation so that you can register yourself.

**Registered Charity**  
Please choose the category which contains your main work organisation so that you can register yourself.

**Other**  
Please choose the category which contains your main work organisation so that you can register yourself.

**Sole Trader**  
Please choose the category which contains your main work organisation so that you can register yourself.

Figure 2 Screen shot of the registration options available

4. Enter the information required in the fields provided, once you click submit you will need to validate your email address. SmartSimple will email you a link which you need to follow within five minutes of receipt to complete your organisation registration.



Registration Complete

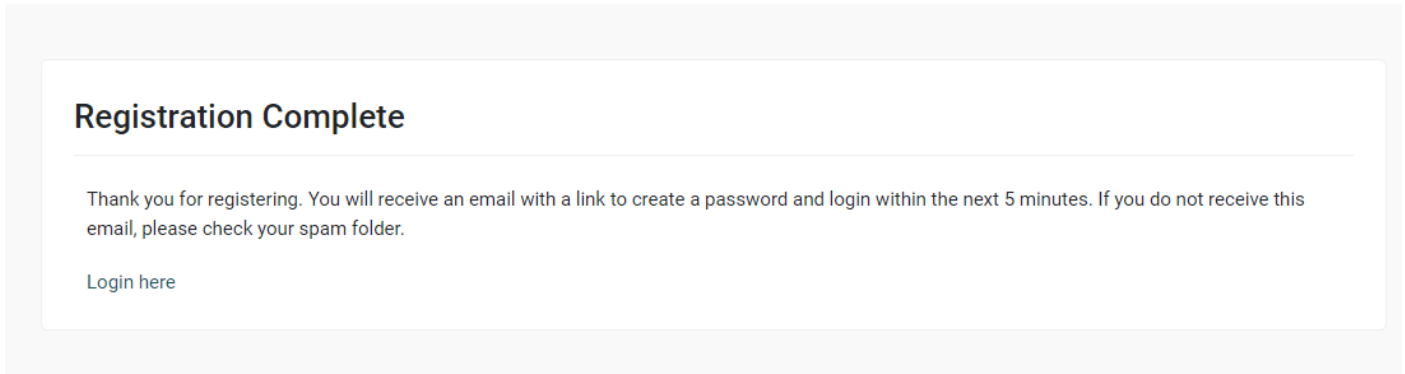


Figure 3 Registration notification

5. Once logged int, in order to finalise your registration, you need to click on 'Organization profile' and upload your organisation's legal documentation, annual accounts and the bank details for your nominated bank account. **Please note**, all project transactions must go through this account to be eligible for reimbursement.

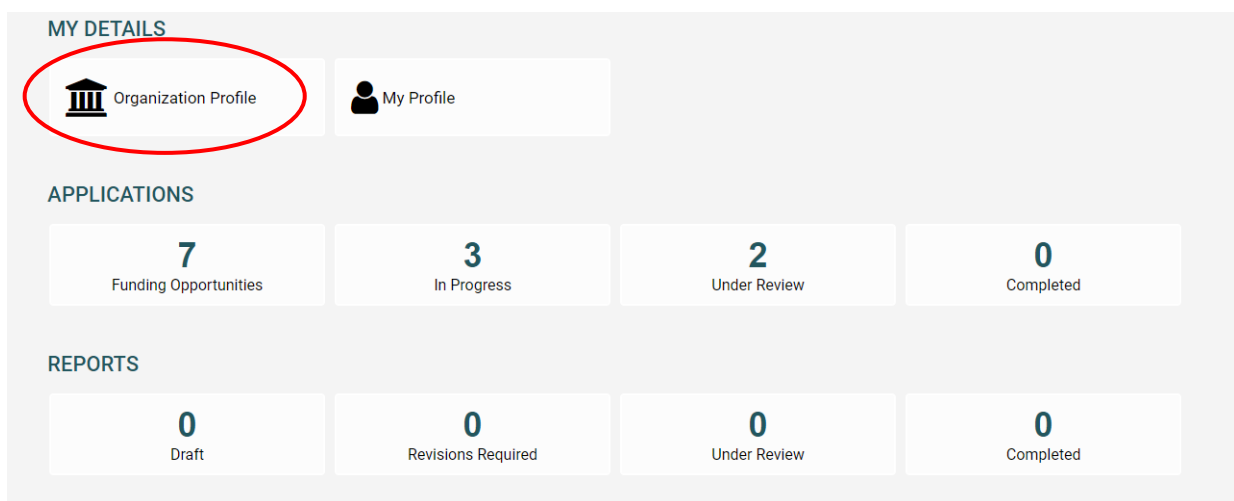


Figure 4 Screen shot of applicant account landing page.

Once you have completed the above steps you will be able to access any open funding opportunities available via the Funding Opportunities box.

**Should you require further assistance please contact:**

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