

## **How to Apply for Grants through the CCI Go System**

### **Create a Profile:**

In order to apply for a grant, you will first need to make a User Profile in the Go System.

1. Go to <https://ccigrants.gosmart.org/> and click the tab that says “Login”.
2. At the bottom of the page click the link that says “Click Here to create a new profile”.
3. Click the blue “Yes, I agree” button to agree to the terms and conditions.
4. Create your profile by filling out all the required information, then click “Submit” at the bottom of the page.
5. After clicking submit, you will be returned to the main page and will be automatically logged in. You will also receive an email with the subject line “Profile Received” with a reminder of your User Name and a link to the Go System Login page. Now you have created your profile and are ready to apply for grants!

### **Apply for Grants:**

1. Log in to the profile you created at <https://ccigrants.gosmart.org/>
2. Click the tab that says “Current Programs and Applications”  
*Here, you will see a list of all active grants. Find the grant you wish to apply for. You can click “Preview” to view the pages of the application before beginning to apply.*
3. When you are ready to begin your application click the blue link that says “START”.
4. Once you click “START” you will be taken to the grant application.  
*At the top of the page, you will see the name of the grant you are applying for, and a bulleted list with the components of the application you will need to complete. You are required to answer all questions and fields marked with an asterisk (\*).*
5. After completing all the fields on the page click the blue “Save Work” button at the bottom of the page. If you do not click “Save Work” your answers will not be saved!
6. Click the “Next” button in the bottom right corner of the page.  
*If you have not filled out all the required fields, or if you forgot to click the “Save Work” button, you will receive a notification that you must fill out the incomplete fields before advancing to the next page.*

7. Continue completing each page of the application until you reach the final page. Click the “View PDF” button at the bottom of the page to review your answers.
8. When your PDF opens check for accuracy in your application responses.  
*If you need to make changes to your application, use your browser’s back button to go back to the application. You may navigate through the application by using the “Previous” button in the lower left corner, or by clicking the bulleted list at the top of the page to go directly to the individual components of the application.*
9. When you are satisfied with your application, click the “Final Submission” radio button, then click the blue “Submit” button.
10. After you click the “Submit” button a screen will appear confirming your submission.