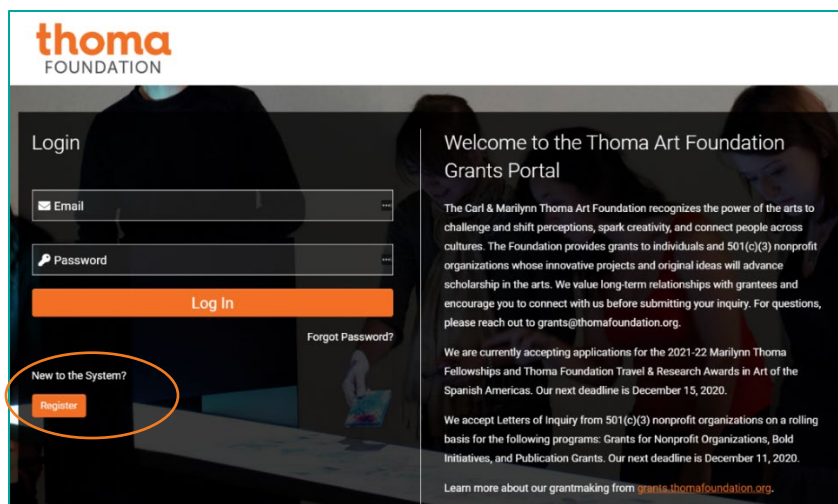


## Grant Portal (SmartSimple) Guide

As of August 2020, the Carl & Marilyn Thoma Art Foundation will be moving its grant portal from SlideRoom to SmartSimple. All applicants will be asked to create an account with SmartSimple.

1. Go to the link [thomafoundation.smartsimple.com](http://thomafoundation.smartsimple.com) to apply.



2. The first time you access the **grant portal**, you will need to make an account.

Please click the “**Register**” button to make an account.

**Registration**

I am applying as:

US Registered Non-profit Organization


Individual


3. If you are a **501(c)(3) organization** applying for GRANTS, please select “**US Registered Non-profit Organization**”


If you are a **scholar** applying for the Marilyn Thoma Fellowship or Research & Travel Awards, please select “**Individual**”


4. Please fill out the **registration form**, ensuring that the contact information is as complete and accurate as possible. This will help us communicate with you if your application is awarded.


### Contact Information


 Please enter all relevant information.


\* First Name 


\* Last Name 


\* Email 


\* Phone 


\* Country  
United States 

\* Address 

Address 2 

\* City 

\* State 

\* Zip Code 

**Submit**

For **organizations**, the option will look different. You can search by your organization's EIN number or name.

### Organization Search

**i** Instructions:

- Enter your organization **name** (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation") or Enter your organization **EIN** (do not include spaces or dashes, example: 123456789).
- Click "Search"
- Click on the name of your organization in the search results.

EIN

**Name**

Address

City

State

**Search**

Results will appear on the screen. Click on the appropriate record.

### Organizations **Refine Search**

**i** Instructions:

- Click on the chevron of the desired organization to select that organization.

#	EIN	Organization Name	Address	City	State	Zip Code
1.	465446388	CARL AND MARILYNN THOMA ART FOUNDATION	231 DELGADO ST	SANTA FE	NM	87501-2727

**Record searched : 1,930,696. Records found : 1. Time used : 2 milliseconds**

Some fields will be auto populated based on your selection. Fill out the remaining fields and click **“Submit.”**

### Organization Information

[Search IRS Database](#)

**i** Please enter all relevant information.

\* **Organization Name**  
CARL AND MARILYNN THOMA ART FOUNDATION

**Tax Exempt ID or EIN**  
465446388

\* **Address**  
231 DELGADO ST

Address 2

\* **City**  
SANTA FE

\* **State**  
New Mexico

\* **Zip Code**  
87501-2727

\* **Phone**

\* **Website**

### Contact Information

\* **First Name**

\* **Last Name**

\* **Email**

\* **Phone**

**Submit**

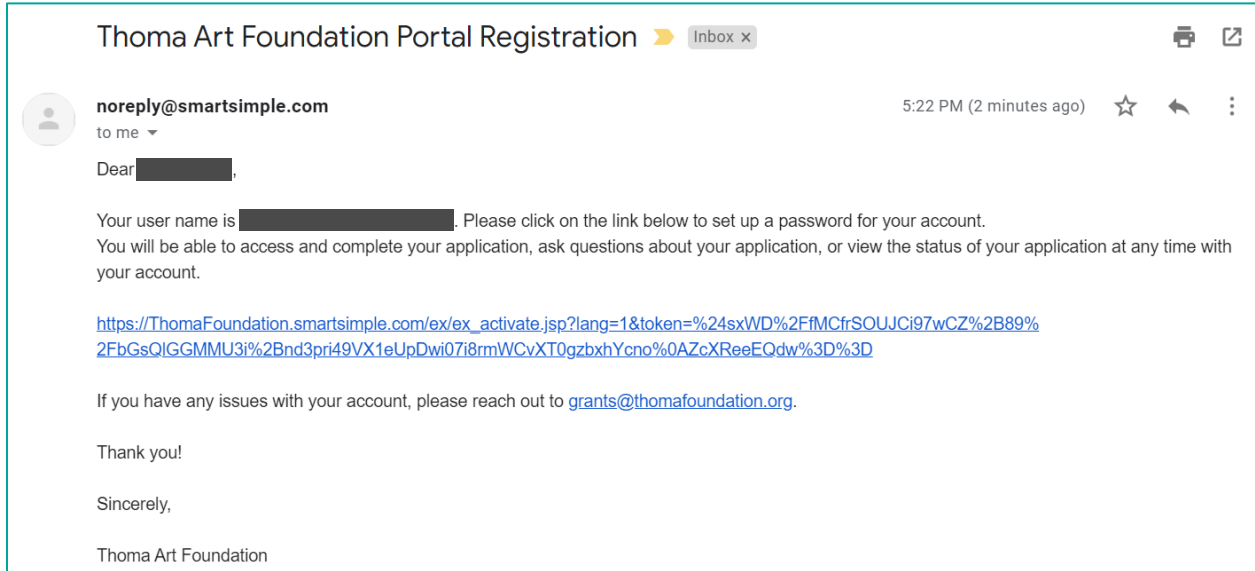
5. Once you submit, your registration will be complete, and you will receive an email with a link to set your password. If you do not receive this email after 5 minutes, please check your spam folder. If you still do not see an email, please email [grants@thomafoundation.org](mailto:grants@thomafoundation.org).

## Registration Complete

Thank you for registering with the Thoma Art Foundation! You will receive an email with a link to set your password in the next 5 minutes. For questions, please reach out to [grants@thomafoundation.org](mailto:grants@thomafoundation.org).

[Click here to return to main login page](#)

6. In the email, you will receive a unique link to **set your password**. The email address you provided in the registration form will be your username.



7. Set your password and click **“Submit”**


### Account Activation

New Password:

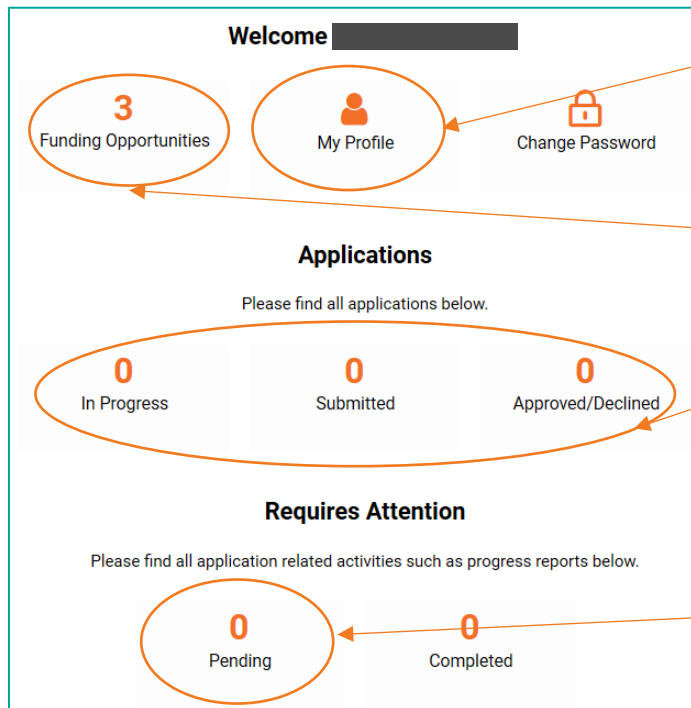
Confirm Password:

Policy:

- ✔ Password must have at least 8 characters
- ✔ Password must have at least one lowercase letter
- ✔ Password must have at least one uppercase letter
- ✔ Password must have at least one number
- ✔ Password must have at least one special character

I'm not a robot   
reCAPTCHA  
Privacy · Terms

**Submit**

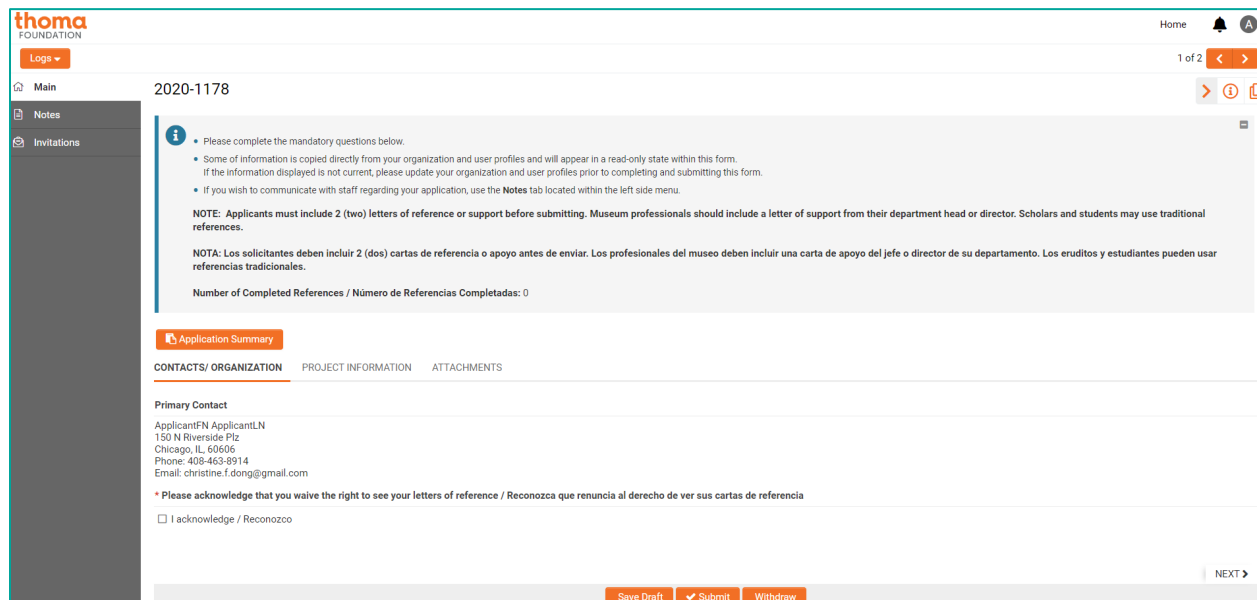


8. Upon logging in, this will be your **Homepage**. The first time you login, you will be requested to complete your **Profile**.

9. You can browse through the **Funding Opportunities** available to you and apply.

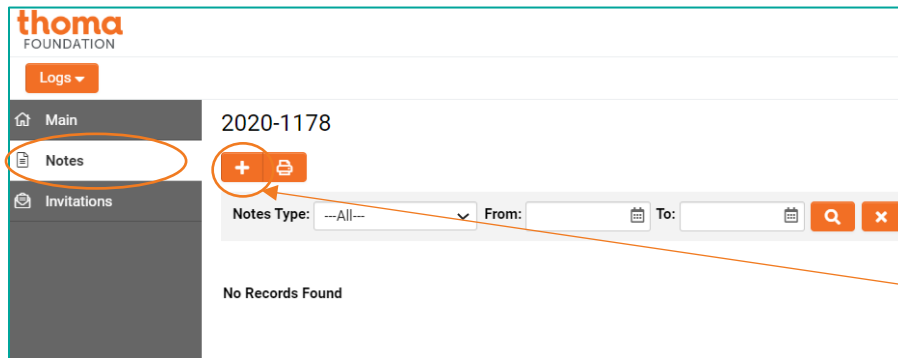
10. You can always save your application as a draft and come back to submit it at a later date. All records of your application will be available in the **Applications** section.

11. Any requested revisions or reports will be available here



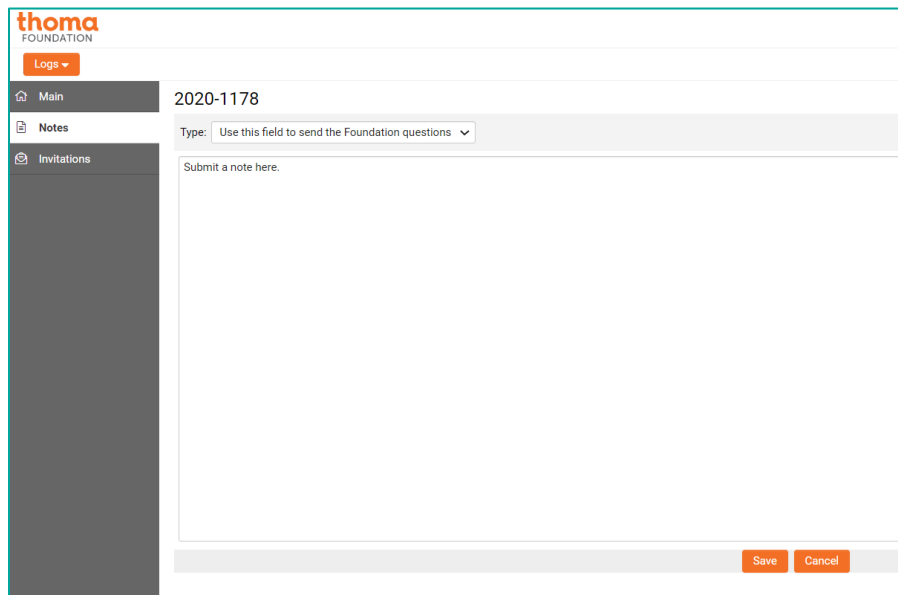
12. Some types of applications will have specific instructions in the gray box. You will be able to save your application at any stage by clicking **“Save Draft.”**

**IMPORTANT NOTICE FOR SCHOLARS APPLYING TO THE FELLOWSHIP OR RESEARCH AND TRAVEL AWARD:** You must include two references for your application to be considered. You will be *unable to submit the application* until the references are complete. You will receive an email notification once your references are completed, at which point you will be able submit your application.



13. Please use the “Notes” tab on the left toolbar to communicate with the Foundation about your application.

Click the “+” button to add a new note.



Click “Save” to send the note to the Foundation.