If you have questions or need tech support, please reach out to info@bngpwi.org. Click here for frequently asked questions and more information about the portal.

Click Here for the Account Setup Video Guide
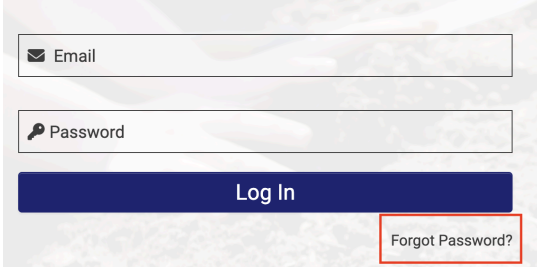
Creating Your Grant Portal Account

To set up your account, please select which of the following applies to you:

- I was the primary contact for a 2023 or 2024 grant application - Activate an Existing Account

- I was the executive director/primary leader for a 2023 application - Activate an Existing Account
  - Please note - only executive directors/primary leaders from the 2023 cycle were imported into the system. If you were the ED/primary leader but not the main contact for a 2024 grant application, you'll need to Create a New Account

- I was **not** the primary contact for a 2023 or 2024 grant application - Create a New Account

Activate an Existing Account

Anyone who was the primary contact for a 2024 application/letter of intent or who submitted a grant application in 2023* already has an account in BNGP's SmartSimple portal. Follow these steps to activate it and log in.

1. Visit https://bngpwi.us-1.smartsimple.com/
2. Under the Log In button, click "Forgot Password?"
3. Enter your email address and click "Submit"
4. If you have an existing account, you'll receive an email with a link to reset your password**
5. Click that link, follow the instructions on the password reset page, and click "Submit"
6. Congratulations—you're logged in!

Please note, accounts are based on email addresses. If you were the primary contact on an application in 2023 or 2024 but have since moved to a different organization, please use the account registration instructions instead to register as a new user with your new email address.
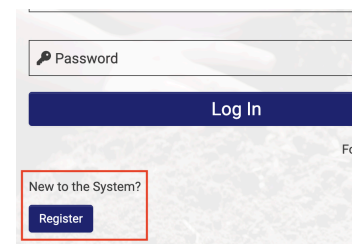
**If you don't receive an email, check your spam/junk folder. If it's still not there, use the "Create a New Account" instructions below.*

Create a New Account

Anyone who was not the primary contact for a grant application submitted in 2023 or an application/LOI in 2024 will need to create a new account.

To create your personal profile, you'll need to register under an organization. Even if your organization is already in the system, you'll be asked for a few details during the registration process. Anyone from your organization will be able to update your organization's information in the future as needed.

1. Visit https://bngpwi.us-1.smartsimple.com/
2. At the bottom left corner of the login box, click "Register"
3. Select which type of organization you're registering under
4. If you're registering under a **nonprofit**, follow the organization search instructions and select your organization
   - To select your organization, click on the row with its name

#	EIN	Organization Name	Street Address	City	State	Zip Code	
1.	881888411	BASIC NEEDS GIVING PARTNERSHIP INC	340 N BROADWAY STE 450	GREEN BAY	WI	54303-2825	Details

   - *If you can't find your organization using the search function, please email info@bngpwi.org*
5. If you're registering as **another type of organization**, enter your organization's information on the registration form
   - For fiscally-sponsored organizations that may already be in the system, ensure your organization's name is spelled correctly so your personal profile is correctly matched to your organization information
   - For government bodies, ensure your EIN is correct so your personal profile is correctly matched to your organization's information
   - *If you notice that a duplicate of your organization has been created, email info@bngpwi.org for support*
6. Enter your personal information, including your email address, and click "Submit"
7. You'll receive an email with a link to reset your password (if you don't see it, check your spam/junk folder)
8. Click the reset link, follow the instructions on the password reset page, and click "Submit"
9. Congratulations—you're logged in!