



CIRCLE OF SERVICE FOUNDATION

Supporting great organizations to enhance community, opportunity and well-being

How to Make Revisions to your Application

[Click here](#) to watch the video on how to revise an application if requested by COSF.

This how-to guide and accompanying video will give you step-by-step instructions on how to revise an application if requested by a COSF staff. An email should have notified you of the additional information needed.

1. If you received an email with a Subject line “Revisions Requested to your Application”, please login to the grantee portal at <https://circleofservice.us-1.smartsimple.com/> to modify your applications.
2. On your home page, click the “In Progress” tile to access the application requiring revisions.
3. The specific application that needs revisions should be listed, click “Open” to access.
4. Refer to notes from the Circle of Service Foundation’s program staff with a description if the requested changes.
5. Determine where updates should be made on either the pre-application or application tab and update as needed.
6. Make sure you save draft on these changes, otherwise your revisions will not save.
7. After revisions are complete, click “Submit Revisions” for resubmission to program staff to continue their review process.
8. Click “Yes” when the Alert box appears.
9. An automatic email will be sent to you confirming the re-submitted application and a PDF for your reference.
10. A member of the program team will review your revisions, and if further revisions are needed, go back to the first step and repeat.