

# FY26 Gateway Application Process

Each agency will receive an email with a direct link to its FY26 Gateway application. **You will need to sign into Submittable to access the application -** <https://csb.submittable.com/submit>.

Submit only one application per agency. Carefully review the FY26 Gateway Information Packet below to fill out the application.

**Due Date: March 13, 2025, at 5 p.m.**

If you or your agency submitted a Gateway application last year, sign into Submittable with the same user name and password to access the application. If you represent a new partner agency, create a user name and password.

- 1- Click on “Create Your Account” or “Sign Up”.

**Create one agency sign-on.** Using the same sign-on, multiple users at each agency can update the application prior to submission. The application will be saved as a draft until all required fields are completed and the application is submitted.

A screenshot of a web form for signing in. At the top, there are two tabs: "Sign Up" (selected) and "Sign In". Below the tabs are two input fields: "Email" and "Password". To the right of the "Password" field is a link that says "Forgot?". Below the input fields are two buttons: a dark blue "Sign In" button and a lighter blue "Sign In with Facebook" button.

Powered by [Submittable](#)

To ensure that all information is properly saved, only one person should update the application at a time.

- 2- All fields in the application are required and must be completed before the application can be submitted. You will need to provide your organization name and a point of contact email and phone number.

The image shows a web form with three input fields, each with a red asterisk indicating it is required. The first field is labeled "Organization Name" and has a "Limit: 300 characters" note to its right. The second field is labeled "Contact Email" and contains the text "email@example.com". The third field is labeled "Contact Phone Number (including area code)".

- 3- To complete the Program Description Word document and budget narrative document, click the link to download the files. Save the files on your computer to make updates. The Budget Excel Template will be emailed separately.

Last year's program description is saved as a Word document with track changes turned on and new questions added. Make sure to include updated information requested in each question. You can also remove information that is no longer applicable to a program, please make sure the deleted information is also visible in track changes. Please try not to duplicate information across responses. You can reference information if it is included in a prior response or identify what is different for each program within your response.

For example, if each program has the same services and collaborative partnerships, you can reference the first program where you provided those specifics. For questions regarding all programs, you can state what is applicable to all programs and then list any differences for a specific program. Responses should be as brief as possible.

**INSTRUCTIONS**

Click on 'CFSH program description' below to download last year's document. Make edits in track changes to remove or add information for FY26. Once completed, in the File upload section, select 'Choose Files' to upload the updated Word file with the track changes.

[CFSH program description](#) ←

**File upload (required)**

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx

*CSB will review and accept track changes, once approved. The final document will be the Gateway program description schedule 2 in the FY26 contracts.*

**INSTRUCTIONS**

Community Shelter Board will email agency budget when they become available.

Once completed, in the File upload section, select Choose Files to upload the completed Excel and Word files.

**File upload (required)**

Choose File

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .xls, .xlsx

*CSB will review and once approved, the final document will be the Gateway budget schedule 3 in the FY26 contracts.*

- 4- Once the files are completed, select “Choose Files” to upload them to the application.
- 5- At the bottom of the application you can select Save Draft or Submit. The application should only be submitted if you respond “Yes” confirming that the information is accurate and you accept the conditions to be considered for funding.

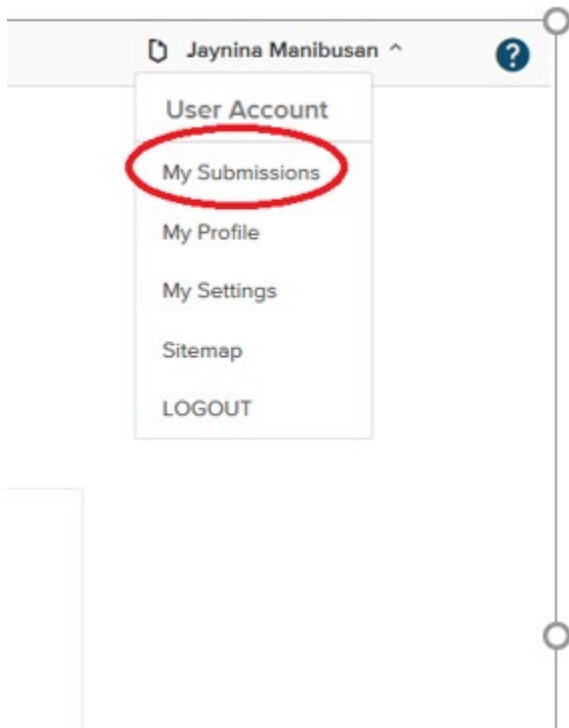
I hereby affirm that the information submitted in the application is true and accurate. The governing body of the above named organization has reviewed and is in agreement to be considered for funding (if applicable) by Community Shelter Board. \*

- Yes
- No

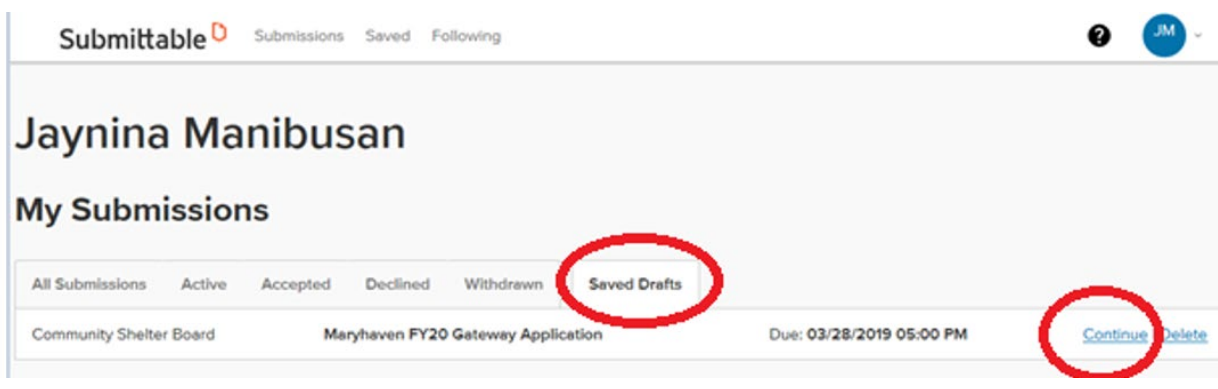
This is confirmation that your organization accepts all the conditions described in the FY24 Gateway Information Packet.

Save Draft Submit

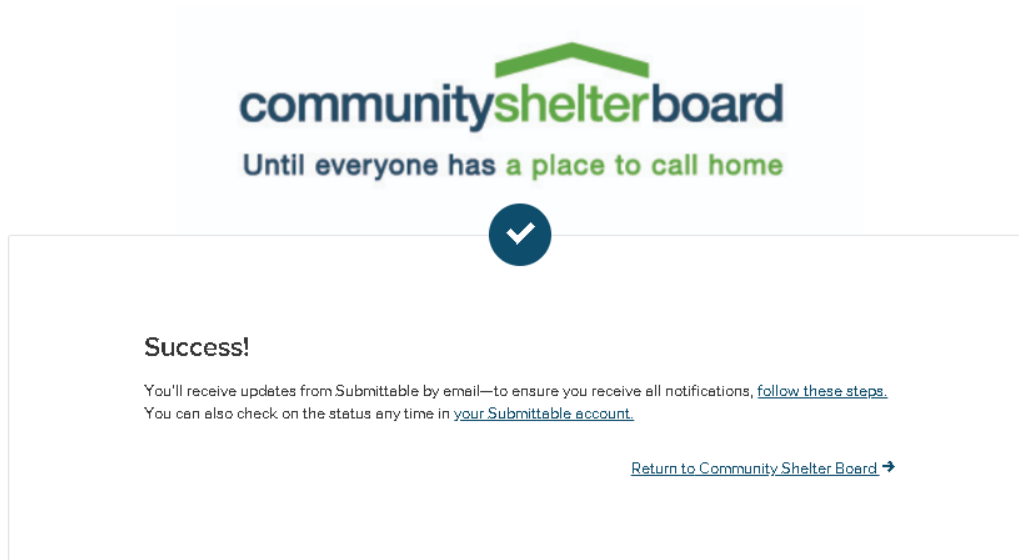
- 6- To find a Saved Draft, select View Your Submissions and Sign In. If you are already signed in, select the drop down beside your sign in name and select “My Submissions” and then “Saved Drafts”.

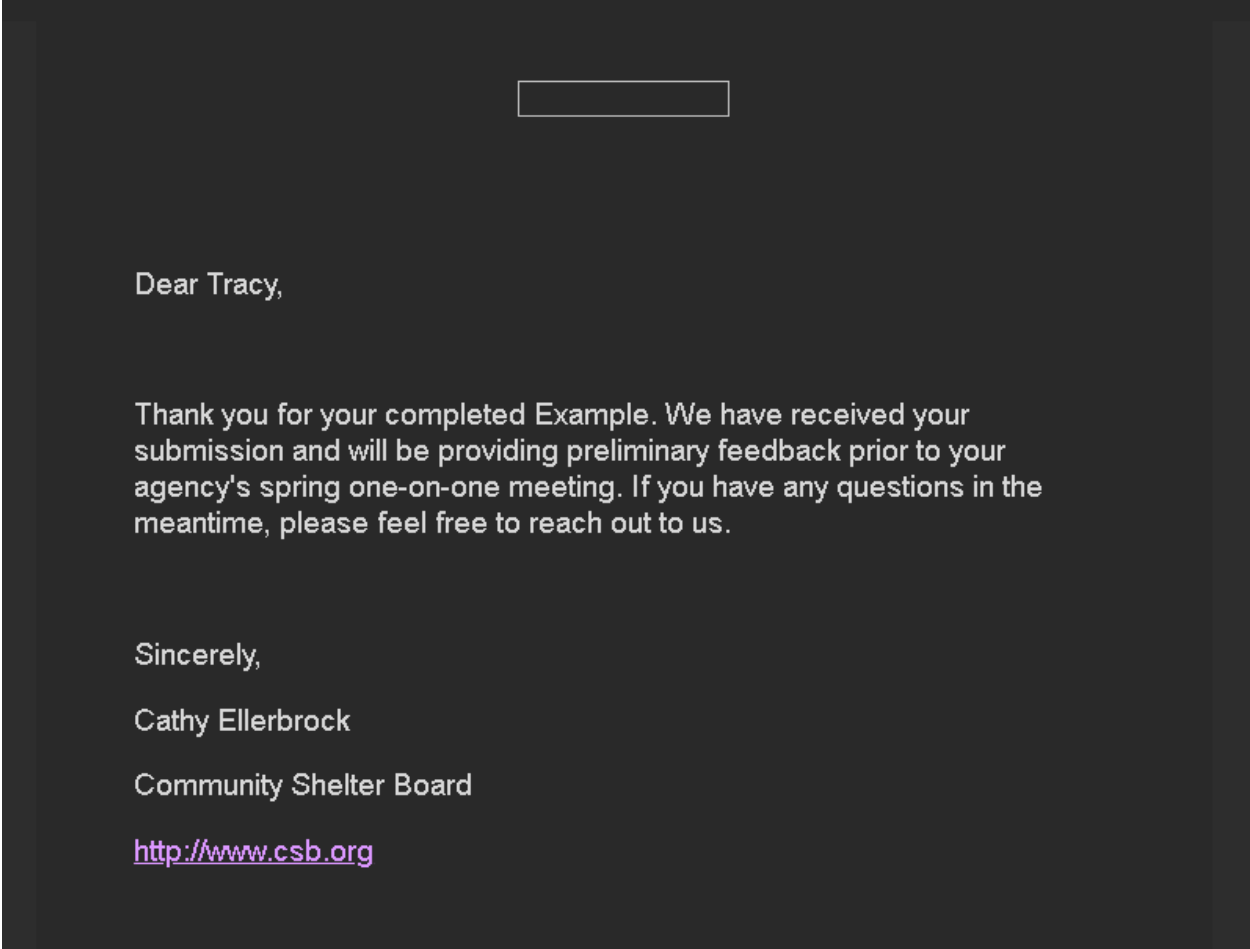


- 7- Select “Saved Drafts” and then click “Continue” beside your application to continue updating the application.



- 8- You will see the below screen and email once your application is submitted. If you do not see the message below confirming that your submission was successful, verify that all questions have been answered and select “Submit” again. If you do not receive a confirmation email, check your junk email folder and mark @submittable as an allowed domain.





9- Once your application is submitted, the status will display as either “Received “or “In-Process”.

A screenshot of a web application interface titled "My Submissions". It features a search bar, navigation tabs for "My Submissions", "Drafts", and "External Submissions", and a table of submissions. The table has columns for STATUS, SUBMISSION, ORGANIZATION, OPPORTUNITY, and DATE. One submission is listed with the status "Received", the submission name "Example", the organization "Community Shelter Board", the opportunity "Example", and the date "Feb 13, 2025".

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Received	<a href="#">Example</a>	Community Shelter Board	Example	Feb 13, 2025

10- If any additional information or changes are needed to your application during the review process, CSB will send an email from Submittable notifying you that the application is editable and indicating the corrections or clarifications needed.

## My Submissions

All Submissions	Active	Accepted	Declined	Withdrawn	Saved Drafts
Editable	Jaynina	Community Shelter Board - Maryhaven FY20 Gateway Applicat...			01/28/2019

11- Make sure you are in the “FORMS” tab of the application. Select “Edit”.

The screenshot shows the 'Test' application page. At the top left, there is a purple 'Editable' button. Below it, the title 'Test' is displayed, followed by the submission details: 'Submitted to Community Shelter Board - TEST: Community Housing Network FY23 Gateway Application on 01/25/2022 (a day ago)'. A navigation bar contains four tabs: 'ACTIVITY', 'MESSAGES', 'FORMS', and 'NOTE'. The 'FORMS' tab is circled in red. To the right of the tabs are links for 'Download', 'Edit', and 'Withdraw'. Below the navigation bar, the application details are shown: 'TEST: Community Housing Network FY23 Gateway Application', 'Submitted on 01/25/2022', 'Organization Name: Test', and 'Contact Email: cellerbrock@csb.org'. A purple 'Edit' button is circled in red on the right side of the application details.

12- To remove and replace a file upload, select the trash can, then upload the new document. When you are finished making all the edits, select “Submit Form” at the bottom of the application.

### INSTRUCTIONS

Click on 'CHN program description' below to download last year's document. Make edits in track changes to remove or add information for FY23. Once completed, in the File upload section, select 'Choose Files' to upload the updated Word file with the track changes.

[CHN program description](#)

### File upload \*



CHN\_FY23\_Program\_Description.docx



No more files may be attached here.

Acceptable file types: .doc, .docx

*CSB will review and accept track changes, once approved. The final document will be the Gateway application schedule 2 in the FY23 contracts.*

I hereby affirm that the information submitted in the application is true and accurate. The governing body of the above named organization has reviewed and is in agreement to be considered for funding (if applicable) by Community Shelter Board. \*

- Yes
- No

This is confirmation that your organization accepts all the conditions described in the FY23 Gateway Information Packet.

Make sure you receive a submission complete message and that the status is back to In Process.

# Cathy Ellerbrock

## My Submissions

All Submissions	Active	Accepted	Declined	Withdrawn	Saved Drafts	Sort by date
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In-Progress Beth Fetzer Rice Community Shelter Board - Homeless Families Foundation FY2...