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.

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.

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 You can also remove information that is no longer applicable to a program, please make sure the deleted information is also visible in track changes.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, .wpf, .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.
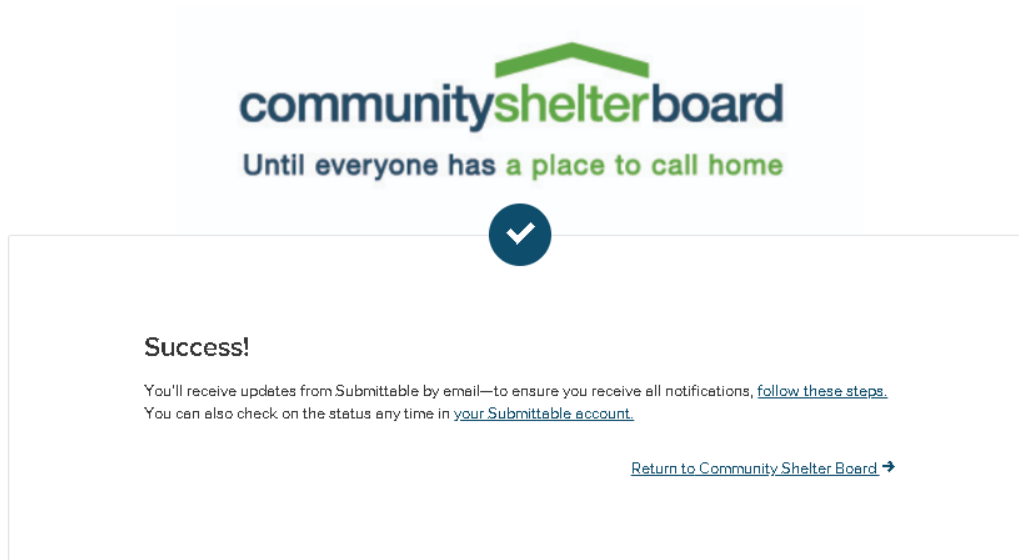
[Save Draft] [Submit]

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".
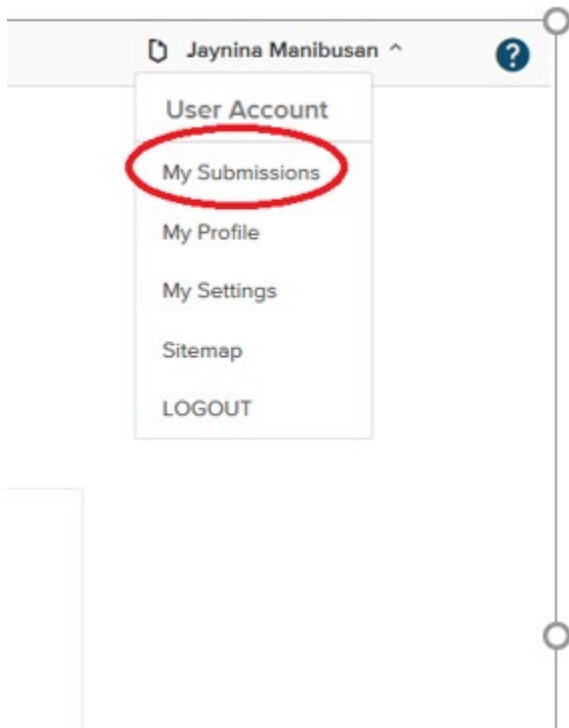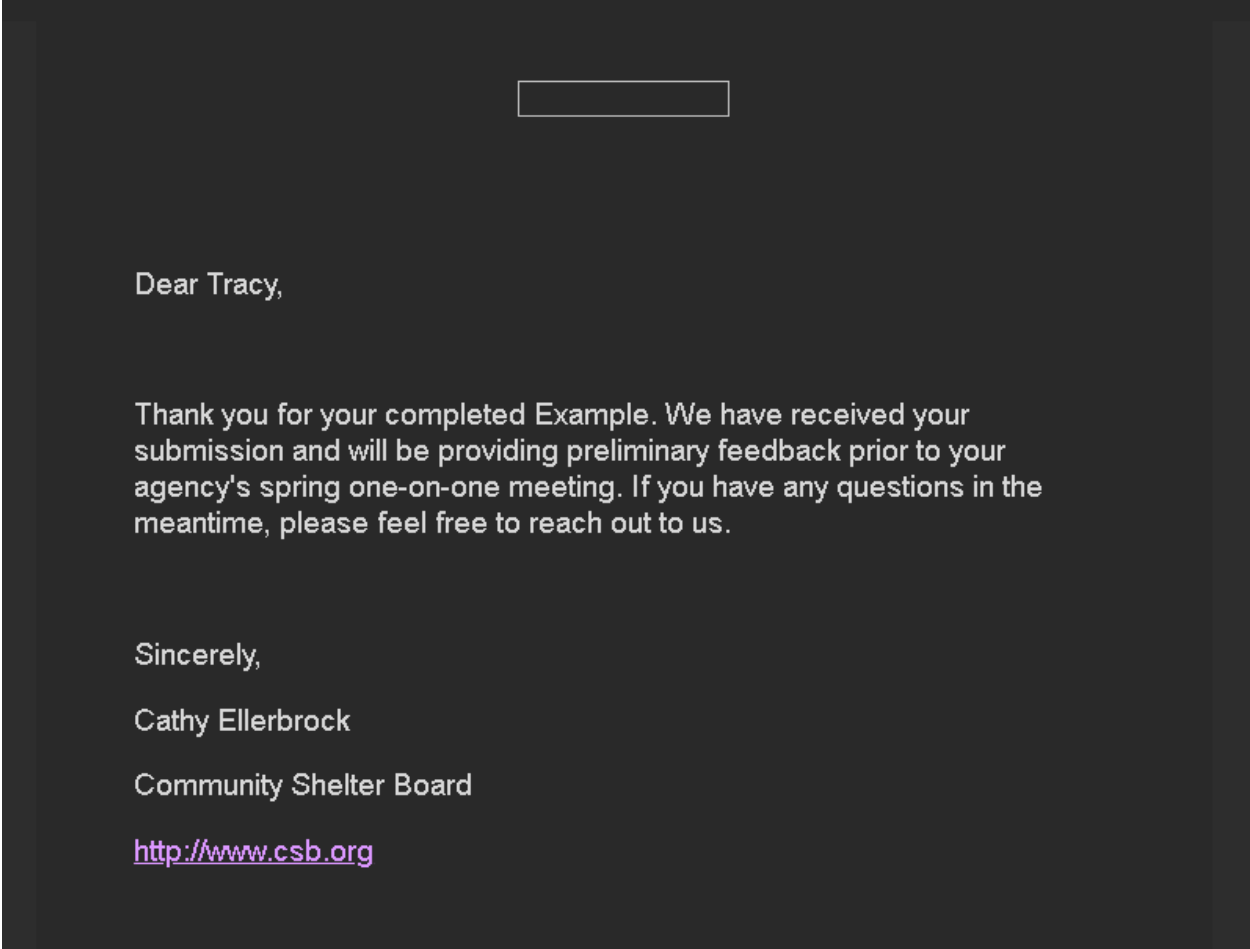

7- Select "Saved Drafts" and then click "Continue" beside your application to contine updating the application.
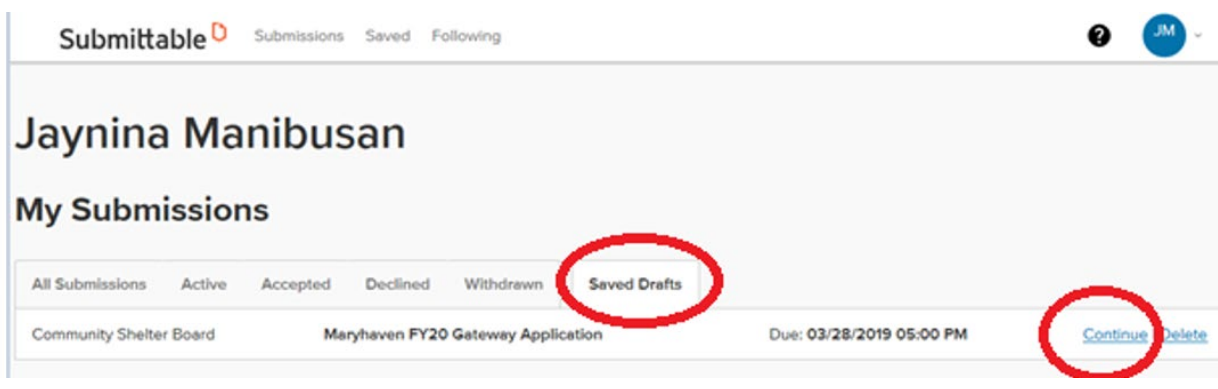
8- You will see the below screen and email once your application is submitted. If you do not see the message below confirming that your submission was successful, verify that all questions have been answered and select "Submit" again. If you do not receive a confirmation email, check your junk email folder and mark @submittable as an allowed domain.

Dear Tracy,

Thank you for your completed Example. We have received your submission and will be providing preliminary feedback prior to your agency's spring one-on-one meeting. If you have any questions in the meantime, please feel free to reach out to us.

Sincerely,

Cathy Ellerbrock

Community Shelter Board

http://www.csb.org

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

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.

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

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.

[Save Draft] [Submit Form]

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 |

In-Progress **Beth Fetzer Rice** Community Shelter Board - Homeless Families Foundation FY2...