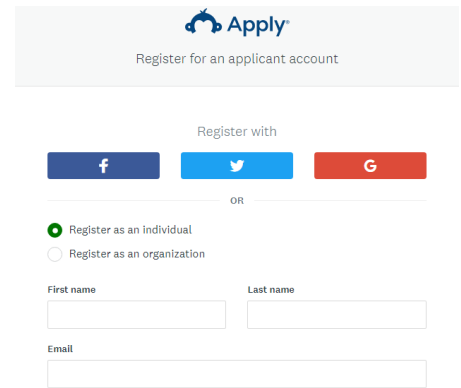


How To Apply

Step 1 - Create an Account

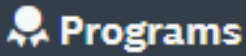
Before you can apply to any of the grants listed on the site, you will need to first register on Survey Monkey Apply. You will have two options to choose from: registering as an applicant or registering as an organization. Select the option that is relevant to the grants you are interested in applying for.



The screenshot shows the 'Apply' registration page. At the top, it says 'Apply' with a logo and 'Register for an applicant account'. Below this, there are three social media login buttons: Facebook (f), Twitter (T), and Google (G). Underneath these is an 'OR' separator. There are two radio button options: 'Register as an individual' (which is selected) and 'Register as an organization'. Below the radio buttons are input fields for 'First name' and 'Last name', and an 'Email' field.

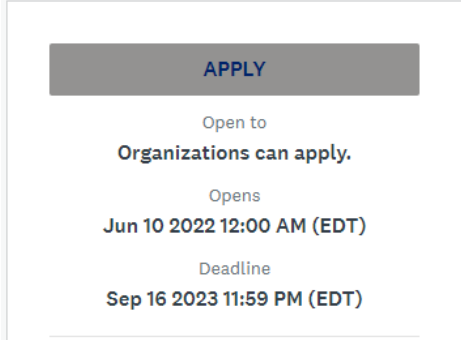
Step 2 - Selecting a program

Once you have created an account, you will be able to see the full list of programs under the “Programs” tab at the top of the page. To apply for one, click “More” on the program tile/list.



Step 3 - Applying for a program

After making an account, you will be able to select a button that says “Apply”.



The screenshot shows a program tile. At the top is a grey button with the word 'APPLY' in blue. Below the button, it says 'Open to Organizations can apply.' followed by 'Opens Jun 10 2022 12:00 AM (EDT)' and 'Deadline Sep 16 2023 11:59 PM (EDT)'.

Step 5 - Use your tasks bar

Once you click apply, you will see a list of the tasks required for your application. The taskbar located on the left hand side of your screen will show your progress on all the tasks you will have to complete before submitting your application. When you're ready, start with the first task by selecting it in the list.

The screenshot shows the application interface. On the left, a progress bar indicates '0 of 2 tasks complete'. Below it, the text 'Last edited: Aug 4 2022 11:54 AM (EDT)' and 'Deadline: Sep 16 2023 11:59 PM (EDT)' are visible. There are 'REVIEW' and 'SUBMIT' buttons. The organization name 'Bloomington Organization' is at the bottom. On the right, the application details for 'Compost Up, Downtown' (ID: 0000000008) are shown, with a status of 'Application Stage'. Below this, a 'Your tasks' section lists two tasks: 'Compost Up, Downtown Application' and 'Upload your Monroe County Health Department Permanent Retail Food License', both with right-pointing arrows.

Step 6 - Track Task Completeness

Three buttons are shown: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE'.

Once you finish the first task, mark it as complete. This does not submit your application, it just lets you track which items you have left to finish before submitting.

Step 7 - Repeat steps 5 and 6 for all tasks

Once you have completed all steps, make sure your tasks bar shows them all as complete.

Step 8 - Submit your application

Now that you have finished all the required tasks, you can submit your application via the submit button below your task tracker. You will receive confirmation of your submission via the email attached to your profile.

The screenshot shows the application interface with two tasks completed. The progress bar is now full and purple, indicating '2 of 2 tasks complete'. The text 'Last edited: Aug 2 2022 10:46 AM (EDT)' is visible. There are 'REVIEW' and 'SUBMIT' buttons. A red arrow points to the 'SUBMIT' button. The task list shows 'Compost Up, Downtown Application' and 'Upload your Monroe County Health Department Permanent Retail Food License', both with checkmarks and right-pointing arrows.

The screenshot shows the application interface with the status 'Eligibility Check in Review'. Below this, there is a green checkmark and the word 'SUBMITTED'. At the bottom, there is a 'VIEW' button.

Step 9 - Check the status of your application at any point

After you've submitted your initial application, you can utilize the "My Applications" tab at the top of the page to go back and view your responses or check the status of your application(s).

A button with a house icon and the text 'My Applications'.