



## Competitive Grants | SurveyMonkey Apply Tech Guide

The Community Foundation is pleased to transition its grants applications to the online platform **SurveyMonkey Apply (SMA)**, beginning with Competitive Grants in fall 2022. Our goal is to make the application process more user-friendly and streamlined for local organizations. This guide walks applicants through the SMA registration and application process. We welcome any questions or feedback as you dig in: [programservices@cfjacksonhole.org](mailto:programservices@cfjacksonhole.org) or 307.739.1026.

### Step 1: Create an SMA account

- Go to <https://cfjh.smapply.org>
- Click the green **Register** button in the top right corner.
- Create an account using your email address and the password of your choice.
- Look for a confirmation email from the Community Foundation of Jackson Hole ([programservices@cfjacksonhole.org](mailto:programservices@cfjacksonhole.org)). Check spam if it's not in your inbox.
- Click on the green **Confirm email address** box in the email. *This is an important security step; without doing it, you won't be able to submit applications or complete certain tasks.*

### Step 2: Complete your Eligibility Profile

- The confirmation link above will return you to SMA. Click **Continue**, then **View programs**.

No applications.

Please choose a program from our program listings page to get started

[View programs](#)

- Next, click on **Fill out eligibility profile**.

To get started, fill out your eligibility profile

[Fill out eligibility profile](#)

- The **Eligibility Profile** requires applicants to attest to five statements in order to proceed. Details on the [Competitive Grants webpage](#) (Eligibility & Requirements section). These are requirements to be able to apply for all Community Foundation grants.
- After attesting to all five statements, click the green **Save my profile** box.
  - When you return to SMA to apply for future grants, you will bypass this section. If ever needed, you can edit your profile under **My Account** in the top right corner.

### Step 3: Apply for a Competitive Grant!

- After completing your eligibility profile, you'll land on the Programs page. Click on **More**.
- On the Competitive Grants summary page, click **Apply**.
- Next you'll land on your application dashboard:

- On the right is a column of application tasks.
- On the left is an **Add Collaborator** button. Click this at any point to invite a colleague to co-author or review your application.
- Click on and complete the application tasks in whatever order you want. When you've answered all the questions on a given task page, click **Mark as Complete** at the bottom. If you start but need to finish later, click **Save and Continue Editing**.

SAVE & CONTINUE EDITING

MARK AS COMPLETE

- The application questions are designed with branching logic: your initial answers will determine subsequent questions. This means you should only be asked questions that are pertinent to your organization and the nature of your request. *Time savings – yesss!*
- Each time you click **Mark as Complete**, a green check mark will appear next to the associated task in your task list. A half-full circle means the task has been started but not yet completed.
- Once you have a complete column of green check marks next to your task list, the **Submit** option will be available to click at the top left of your application dashboard.

8 of 8 tasks complete

Last edited: Oct 1 2022 01:13 PM (MDT)

REVIEW SUBMIT

Deadline: Oct 28 2022 05:00 PM (MDT)

TEST Annie 4 TEST Riddell 4 (Owner)  
anniejridell+test4@gmail.com

Add collaborator

Competitive Grants [CG-000000019](#) Preview

APPLICATION ACTIVITY

Your tasks

- Applicant Information  
Completed on: Oct 1 2022 12:44 PM (MDT)
- Verify nonprofit status  
Completed on: Oct 1 2022 01:10 PM (MDT)
- Grant Request Information  
Completed on: Oct 1 2022 01:11 PM (MDT)
- Grant Request Narrative  
Completed on: Oct 1 2022 01:11 PM (MDT)
- Impact Video  
Completed on: Oct 1 2022 01:11 PM (MDT)
- Supplemental Information  
Completed on: Oct 1 2022 01:12 PM (MDT)
- Project Budget  
Completed on: Oct 1 2022 01:12 PM (MDT)
- Financial Statements Upload  
Completed on: Oct 1 2022 01:13 PM (MDT)

- Anytime prior to the October 28 5pm application deadline, you may edit your application – even if you’ve clicked **Mark as Complete** and/or **Submit**. Click on the ellipsis (three dots) in the top right corner of the specific task page that needs editing. Once done, re-click **Mark as Complete**.

Applicant Information  
Completed Oct 1 2022 12:44 PM (MDT)

Download  
Reset  
Edit

Applicant Information  
My organization is applying for a grant:  
As a 501(c)(3) serving Teton County, Wyoming

- At any point, you can download your application by clicking on the ellipsis (three dots) in the top right corner of your application dashboard.

Competitive Grants [CG-000000019](#) Preview

APPLICATION ACTIVITY

Download  
Delete

### Questions?

- Community Foundation: [programservices@cfjacksonhole.org](mailto:programservices@cfjacksonhole.org) | 307.739.1026
- SMA Help Desk (~24-hour response time): [support@smapply.io](mailto:support@smapply.io)