



Youth Philanthropy | SurveyMonkey Apply Tech Guide

The Community Foundation is pleased to transition its grants applications to the online platform **SurveyMonkey Apply (SMA)** 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 or 307.739.1026.

*If you applied for a Competitive Grant this fall and already have a SurveyMonkey Apply account, log in at <https://cfjh.smapply.org>. Click on **Programs** (top right) to find the Youth Philanthropy application. From here, proceed to Step 3 below.*

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). 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 [Youth Philanthropy 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.

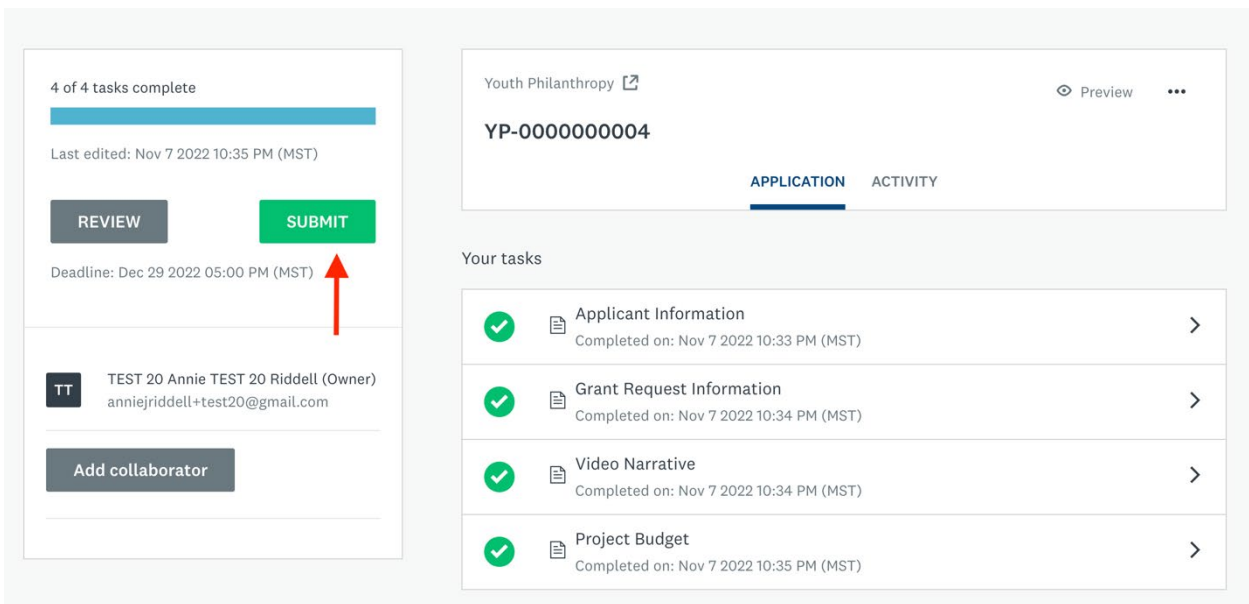
Step 3: Apply for Youth Philanthropy

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

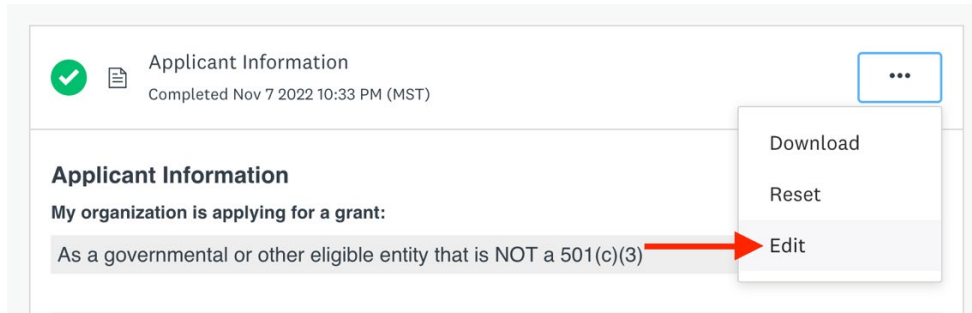
- On the right is a column of application tasks.
- On the left is an **Add Collaborator** button. Click this at any point to invite a colleague to co-author or review your application.
- Click on and complete the application tasks in whatever order you want. When you've answered all the questions on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



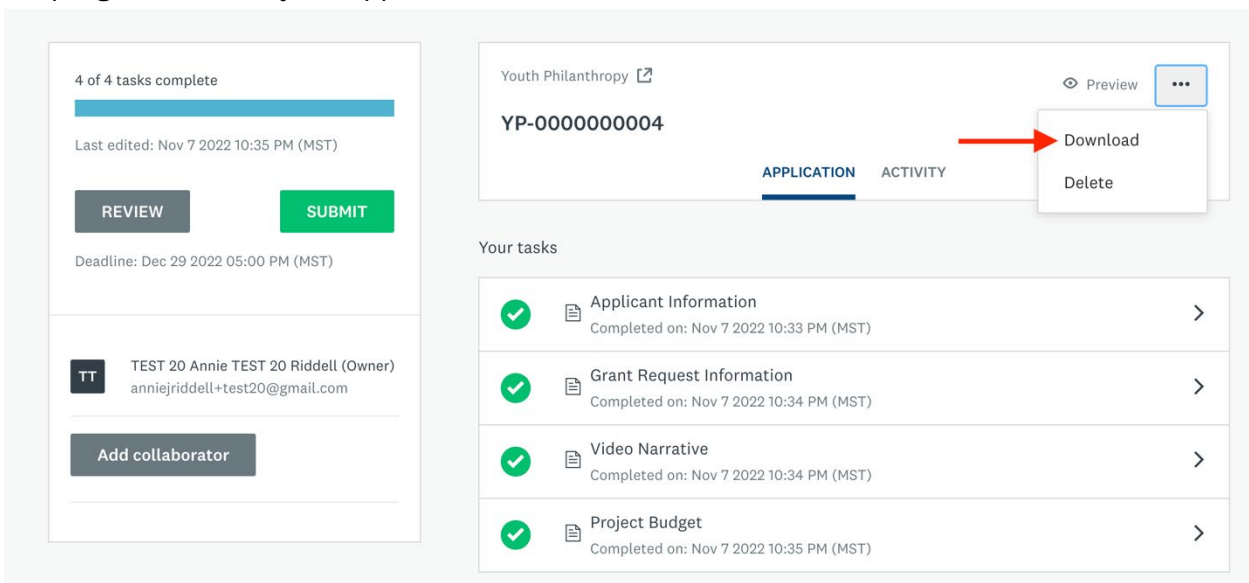
- The application questions are designed with branching logic: your initial answers will determine subsequent questions. This means you should only be asked questions that are pertinent to your organization and the nature of your request. *Time savings – yesss!*
- Each time you click **Mark as Complete**, 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.



- Anytime prior to the December 29 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**.



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



Questions?

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