

Guide du candidat

Utilisation de SurveyMonkey Apply en tant que candidat

Utilisation du site

Lorsque vous cliquez sur le lien pour postuler, vous verrez ceci. Lisez ce document, car il contient des informations importantes sur la subvention et les **critères d'éligibilité**.

Faites défiler jusqu'au bas de la page et cliquez sur le bouton vert «More».



Grants for Education and Health focused initiatives

Black Opportunity Fund (BOF) aims to help dismantle the impacts of systemic anti-Black racism by allocating resources to community organizations which undertake initiatives that impact the quality of life in Canada's Black communities.

In 2022, we are launching our first granting cycle through a generous funding commitment from TD Bank.

The focus areas for the 2022 BOF Grants Program will be Black-led, Black-serving and Black focused not-for-profits and charities leading impactful initiatives in the areas of **Education** and **Health**, which are two of BOF's key priority areas.

Connection to grant objectives/criteria

At this time, BOF is providing grants in support of 2 program streams – Education, and Health. Below are some examples of priority focus issues in the areas of education and health. The stream selected should reflect the primary focus of the proposed project activities.

Below are some examples of priority focus issues in the areas of education and health:

Programs

Search programs...



Black Opportunity Fund

Accepting applications from Feb 14 2022 12:00 AM (EST) to Mar 31 2022 11:59 PM (EDT)

MORE >

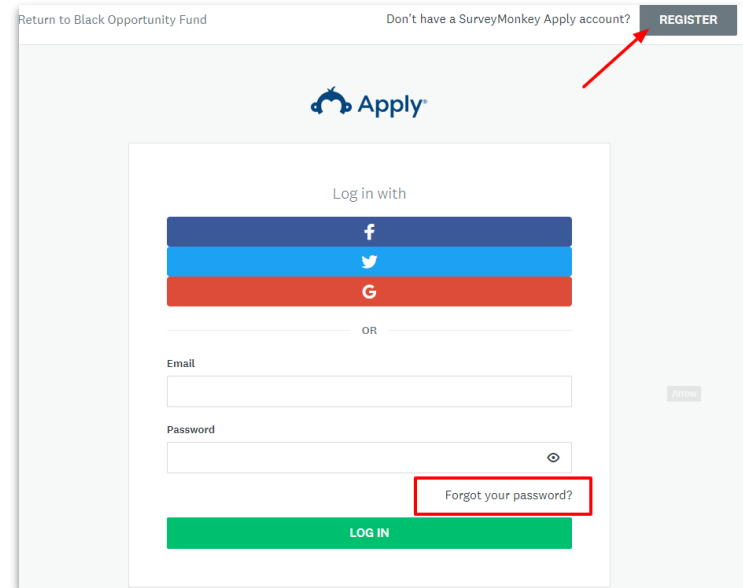
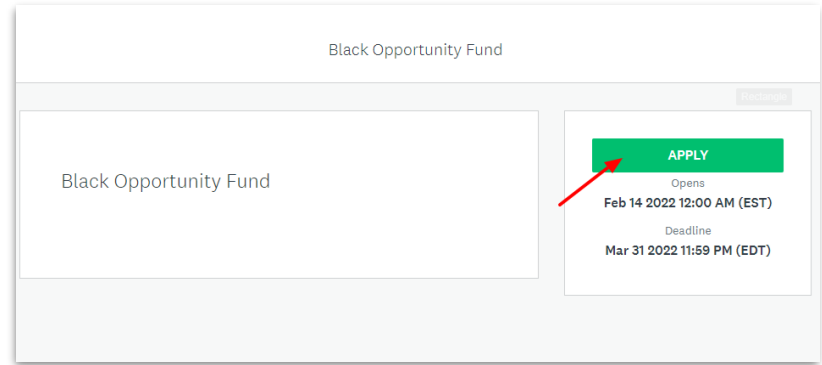


Page suivante

Vous serez dirigé vers une autre page. Cliquez sur le bouton vert «Apply» pour commencer votre processus de candidature.

Vous serez dirigé vers une page de connexion. Si vous avez déjà utilisé Survey Monkey Apply auparavant, connectez-vous avec votre nom d'utilisateur et votre mot de passe existants. Utilisez «Forget your password» si nécessaire.

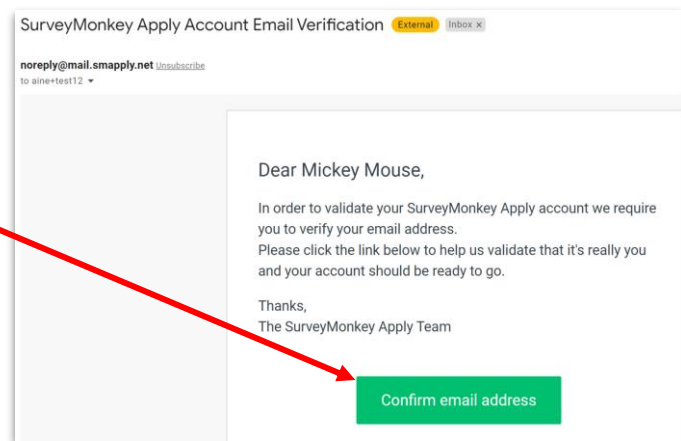
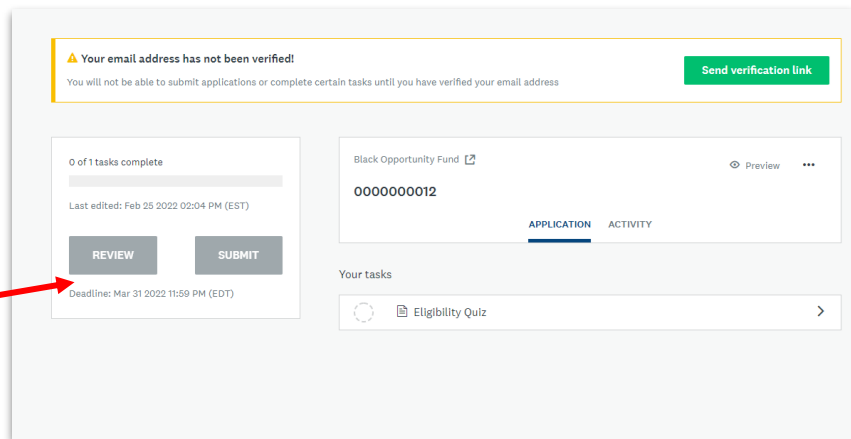
Si vous n'avez jamais utilisé SMA, cliquez sur «Apply» dans le coin supérieur droit.



Validation de votre courriel

Lorsque vous aurez terminé la procédure d'enregistrement de votre compte, vous serez dirigé vers la page du tableau de bord de vos applications.

Avant de continuer, vérifiez votre courriel et utilisez le lien dans le courriel SMA généré automatiquement pour vérifier votre compte.



Comprendre le tableau de bord

Possibilité de basculer vers le français

The screenshot shows the Black Opportunity Fund dashboard. At the top, there is a navigation bar with 'Programs', 'My Applications', a user profile icon, 'EN' (language), and 'Mickey Mouse' (user name). The main content area is divided into two columns. The left column contains a progress indicator '0 of 1 tasks complete' with a progress bar, the text 'Last edited: Feb 25 2022 02:04 PM (EST)', two buttons labeled 'REVIEW' and 'SUBMIT', and a 'Deadline: Mar 31 2022 11:59 PM (EST)'. The right column shows the application details for 'Black Opportunity Fund' with ID '0000000012', tabs for 'APPLICATION' and 'ACTIVITY', and a 'Your tasks' section. Under 'Your tasks', there is a task titled 'Eligibility_Quiz' with a document icon and a green arrow pointing right. Red arrows point from blue callout boxes to these specific elements.

le nombre de «tasks» à accomplir ;

« your tasks »
(formulaires à remplir) ;

Ajout d'un collaborateur

Si vous souhaitez ajouter des collègues qui examineront la demande, ajouteront du contenu ou seront chargés de signer la convention de subvention (si votre demande est acceptée), veuillez ajouter un collaborateur à votre demande.

Une fenêtre s'ouvrira pour vous inviter à ajouter l'adresse électronique du collaborateur et à définir son autorisation d'accès.

Ils recevront un courriel généré par le système leur demandant de créer un compte et d'accepter votre invitation à collaborer.

5 of 6 tasks complete

Last edited: Feb 28 2022 04:32 PM (EST)

REVIEW SUBMIT

Deadline: Mar 31 2022 11:59 PM (EDT)

LS Lisa Simpson TEST (Owner)
aine+test100@ainemcglynn.com

Add collaborator

Black Opportunity Fund

0000000013

APPLICATION ACTIVITY

Your tasks

- Eligibility Quiz
Completed on: Feb 28 2022 03:54 PM (EST)
- Organization Information
Completed on: Feb 28 2022 04:24 PM (EST)
- Grant Applications Questions
Completed on: Feb 28 2022 04:25 PM (EST)
- Download/Upload Budget Template
Completed on: Feb 28 2022 04:29 PM (EST)

Collaborators

Add collaborators to view or contribute to your application. This is an important step if you will not be the one signing the grant agreement on behalf of the organization receiving the funding.

Email address of collaborators Separate addresses by commas
ainemcglynn@gmail.com

Type of access
 View & edit View only

Message (optional)

SEND INVITE

Quiz d'éligibilité

Cliquez sur «Eligibility Quiz» pour commencer à remplir le formulaire. Vous pouvez utiliser le bouton «Save and Continue Editing» si vous souhaitez terminer la tâche plus tard.

Après avoir répondu à toutes les questions, cliquez sur «Mark as complete».

Black Opportunity Fund
000000012
ID: 000000012

Eligibility Quiz

0 of 1 tasks complete

Last edited: Feb 25 2022 02:04 PM (EST)

REVIEW SUBMIT

Deadline: Mar 31 2022 11:59 PM (EDT)

Eligibility Quiz

Black Opportunity Fund (BOF) aims to help dismantle the impacts of systemic anti-Black racism by allocating resources to Black-led community organizations which undertake initiatives that impact the quality of life in Canada's Black communities.

In 2022, we are launching our first granting cycle through a funding commitment from TD Bank (the "BOF Grants Program").

The focus areas for the BOF Grants Program will be Black-led and Black-serving not-for-profits and charities leading impactful initiatives in the areas of Education and Health, which are two of BOF's key priority areas.

In order to determine your eligibility for the upcoming BOF Grants Program, please answer the following questions.

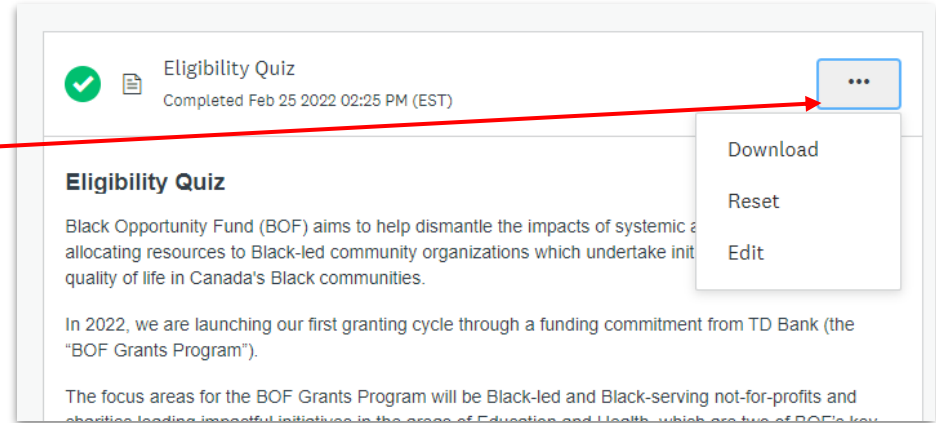
What is your preferred language of communication?

What type of organization are you?

SAVE & CONTINUE EDITING MARK AS COMPLETE

Modifier votre réponse

Une fois que vous avez cliqué sur «Mark as complete», vous avez encore la possibilité de modifier vos réponses. Si vous avez fait une erreur en remplissant ce formulaire, cette fonction de modification vous permet de changer votre réponse.



Modifier votre réponse

Une fois que vous aurez cliqué sur «Mark as Complete», vous verrez apparaître des tâches supplémentaires (si vous êtes éligible pour postuler),

ou

Vous recevrez immédiatement un courriel indiquant que, malheureusement, vous ne remplissez pas les critères d'éligibilité pour le moment.

Black Opportunity Fund
000000013
ID: 000000013

- ✓ Eligibility Quiz
- Organization Information
- Grant Applications Questions
- Download/Upload Budget Template
- Upload Latest Financial Statement
- Authorizations

1 of 6 tasks complete

Eligibility Quiz
Completed Feb 28 2022 03:54 PM (EST)

Eligibility Quiz

Black Opportunity Fund (BOF) aims to help dismantle the impacts of systemic anti-Black racism by allocating resources to Black-led community organizations which undertake initiatives that impact the quality of life in Canada's Black communities.

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In order to determine your eligibility for the upcoming BOF Grants Program, please answer the following questions.

What is your preferred language of communication?

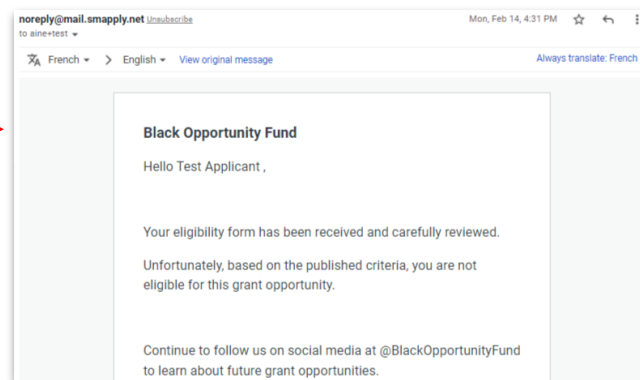
English

What type of organization are you?

2) Registered Canadian not-for-profit organization

Are you a Black-led and Black-serving organization?

Black-led: At least two thirds of the leadership



Informations sur l'organisation et questions relatives à la demande de subvention

Ces deux tâches constituent les principaux formulaires de candidature. Ces formulaires demandent des informations sur votre organisation, votre projet et son impact prévu.

Une fois chaque tâche terminée, cliquez sur «Mark as complete».

Comme pour le test d'éligibilité, vous pouvez revenir en arrière et modifier vos réponses.

This screenshot shows the 'Organization Information' form. On the left, a sidebar lists the application steps: 'Eligibility Quiz' (completed with a green checkmark), 'Organization Information' (highlighted with a red box and a green vertical bar), and 'Grant Applications Questions'. The main content area is titled 'Organization Information' and includes a 'General Information' section with a text field for 'Organization Description (maximum 200 words)'. A red box highlights the 'Organization Information' header in the top right, and another red box highlights the 'Organization Information' item in the sidebar.

This screenshot shows the 'Grant Applications Questions' form. The sidebar on the left lists the steps: 'Eligibility Quiz' (completed), 'Organization Information', and 'Grant Applications Questions' (highlighted with a red box and a green vertical bar). The main content area is titled 'Grant Applications Questions' and includes a text field for 'Project or Program Title (20 words or less)' and a dropdown menu for 'Program or Project Area of focus'. A red box highlights the 'Grant Applications Questions' header in the top right, and another red box highlights the 'Grant Applications Questions' item in the sidebar. A red arrow points from the 'Grant Applications Questions' item in the sidebar of the previous screenshot to the 'Grant Applications Questions' header in this screenshot.

Téléchargez/téléversez le modèle de budget

Cette tâche vous fournit un modèle de budget pour indiquer les coûts associés au fonctionnement de votre programme. Veuillez inclure tous les coûts du programme – pas seulement les coûts associés à cette demande de financement.

Vous n'êtes pas obligé d'utiliser le modèle de budget fourni. Vous pouvez téléverser un budget de programme préexistant. Lorsque vous avez téléversé votre fichier, cliquez sur «Mark as Complete».

The screenshot displays a user interface for a Black Opportunity Fund application. On the left, a sidebar lists several tasks: 'Eligibility Quiz', 'Organization Information', 'Grant Applications Questions', 'Download/Upload Budget Template', 'Upload Latest Financial Statement', and 'Authorizations'. The 'Download/Upload Budget Template' task is highlighted with a red box. The main content area shows the details for this task, including a 'Download Template' button, instructions to upload a budget spreadsheet, an 'ATTACH FILE' button, and a 'MARK AS COMPLETE' button. A red arrow points from the 'MARK AS COMPLETE' button to the right.

Téléversez les états financiers

Cette tâche vous demande de téléverser vos derniers états financiers.

Une fois que vous avez téléversé vos déclarations, cliquez sur «Mark as complete».

The screenshot shows a user interface for a grant application. On the left is a sidebar with a list of tasks: 'Eligibility Quiz', 'Organization Information', 'Grant Applications Questions', 'Download/Upload Budget Template', 'Upload Latest Financial Statement', and 'Authorizations'. The 'Upload Latest Financial Statement' task is highlighted with a red box and a right-pointing arrow. Below the sidebar, a progress bar shows '4 of 6 tasks complete'. The main content area is titled 'Upload Latest Financial Statement' (also highlighted with a red box) and contains instructions: 'Please provide your most recent financials (e.g Audited Financial Statement, Notice to Readers, Independent Auditor's Report, Unaudited Financial Statements or interim Income Statement/Balance Sheet, etc). If your organization has been in existence for less than a year, please provide your forecast budget for the next year.' Below the text is a large upload icon and a green 'ATTACH FILE' button. A link 'Show accepted formats' is also present. At the bottom right of the main area is a green 'MARK AS COMPLETE' button. A red arrow points from the 'Upload Latest Financial Statement' task in the sidebar to this button.

Autorisations

Cette tâche vous demande de répondre à une série de déclarations concernant votre candidature et de fournir une signature.

Lorsque vous avez terminé, cliquez sur «Mark as Complete».

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. In the sidebar, the 'Authorizations' task is highlighted with a red box. The main content area contains two confirmation sections, each with a checkbox and a text block. Below these are input fields for 'Your Name', 'Your Title', and 'Your Email'. A large red box highlights the 'Signature' field, which contains a horizontal line and a 'Clear' button. At the bottom of the page, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. A red arrow points from the 'MARK AS COMPLETE' button back to the 'Authorizations' task in the sidebar.

Upload Latest Financial Statement

Authorizations

5 of 6 tasks complete

Last edited: Feb 28 2022 04:32 PM (EST)

REVIEW SUBMIT

Deadline: Mar 31 2022 11:59 PM (EDT)

In checking this box, the applicant confirms that this project has not secured funds from another source to cover the specific costs and expenses of the activities described in this application.

We confirm

In checking this box, you have appropriate signing authority to submit this proposal on behalf of the organization.

I confirm

Your Name

Your Title

Your Email

Signature

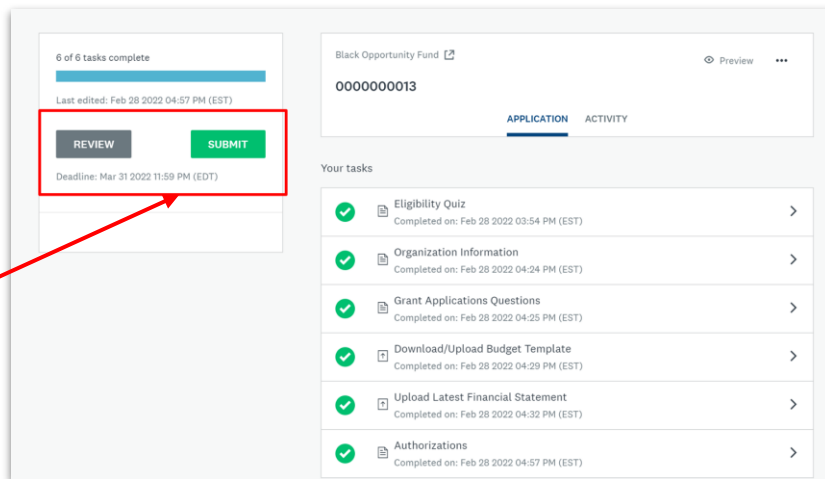
Clear

SAVE & CONTINUE EDITING MARK AS COMPLETE

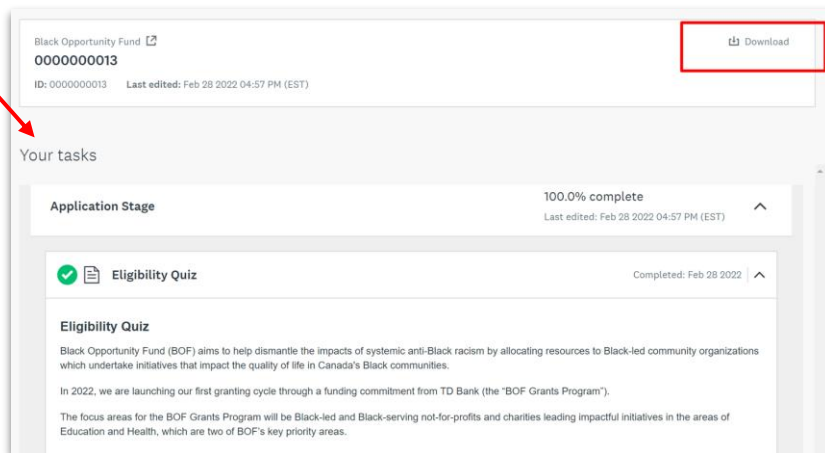
6 tâches sur 6 terminées

Une fois que vous avez marqué les 6 tâches comme étant complètes, les boutons Review et Submit deviennent cliquables.

Cliquez sur Review pour lire toutes les tâches de votre candidature. Vous pouvez également télécharger votre candidature à partir d'ici.



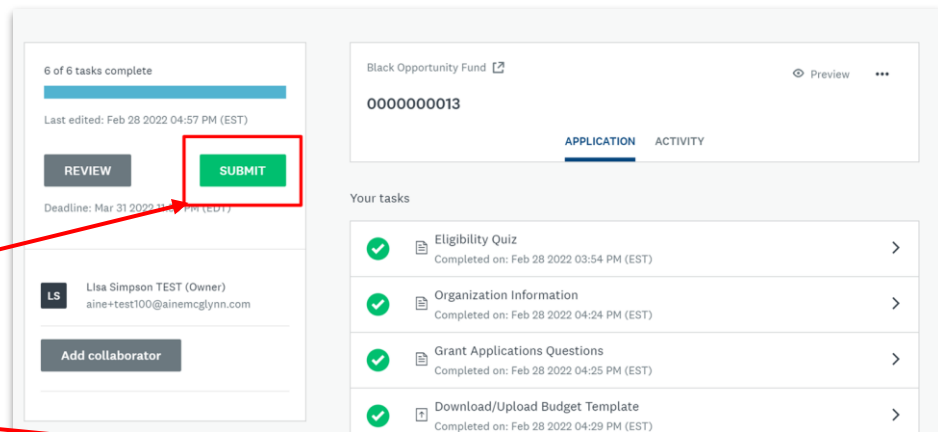
This screenshot shows the application dashboard for the Black Opportunity Fund. At the top left, a progress bar indicates "6 of 6 tasks complete". Below it, a box highlights the "REVIEW" and "SUBMIT" buttons, with a red arrow pointing from the text below. The dashboard also displays the application ID "000000013" and a list of six completed tasks: Eligibility Quiz, Organization Information, Grant Applications Questions, Download/Upload Budget Template, Upload Latest Financial Statement, and Authorizations. Each task has a green checkmark and a completion timestamp.



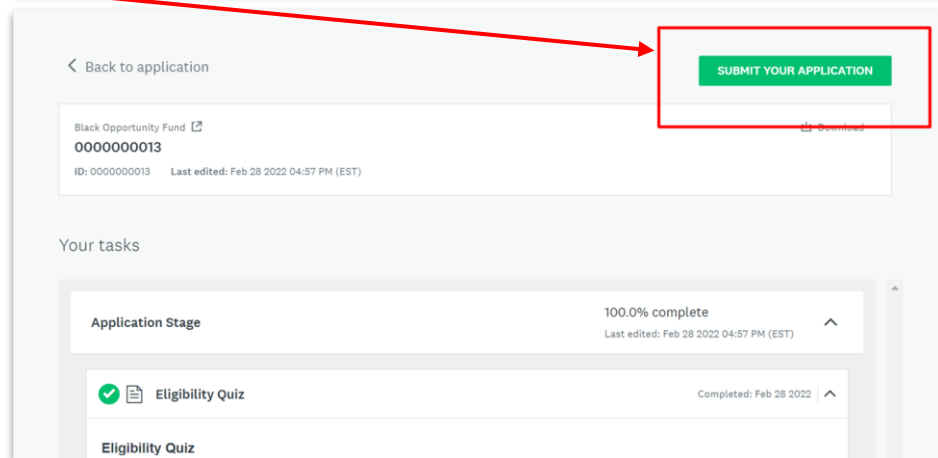
This screenshot shows the "Application Stage" section of the dashboard, which is marked as "100.0% complete". A red box highlights the "Download" button in the top right corner. Below the progress bar, the "Eligibility Quiz" task is shown as completed. The text below the task provides details about the Black Opportunity Fund (BOF) and its goals, including a mention of the "BOF Grants Program" and its focus areas in Education and Health.

Soumettre votre candidature

Une fois que vous avez examiné vos réponses et que vous êtes prêt à soumettre votre demande, cliquez sur le bouton Submit à partir de l'écran principal de la demande ou de l'écran de révision.



This screenshot shows the 'REVIEW' stage of an application. At the top left, it indicates '6 of 6 tasks complete' with a progress bar. Below this, there are buttons for 'REVIEW' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box. A red arrow points from the text 'cliquez sur le bouton Submit' to this button. The right side of the screen shows the application details for 'Black Opportunity Fund' with ID '000000013' and tabs for 'APPLICATION' and 'ACTIVITY'. Below this, a 'Your tasks' section lists four completed tasks: 'Eligibility Quiz', 'Organization Information', 'Grant Applications Questions', and 'Download/Upload Budget Template', each with a green checkmark and a right-pointing arrow.



This screenshot shows the 'SUBMIT YOUR APPLICATION' screen. At the top left, there is a 'Back to application' link. The application details for 'Black Opportunity Fund' (ID: 000000013) are displayed. A red box highlights the 'SUBMIT YOUR APPLICATION' button, with a red arrow pointing from the text 'cliquez sur le bouton Submit' to it. Below the application details, the 'Your tasks' section shows 'Application Stage' as '100.0% complete' and 'Eligibility Quiz' as 'Completed: Feb 28 2022'.

Accusé de réception de la soumission

Lorsque vous soumettez votre demande, vous recevrez un accusé de réception par courriel vous informant que votre demande a été reçue et est en cours d'examen.

Vous serez informé de son statut au début du mois de mai 2022.

