

Applicant Guide

Using SurveyMonkey Apply as an Applicant

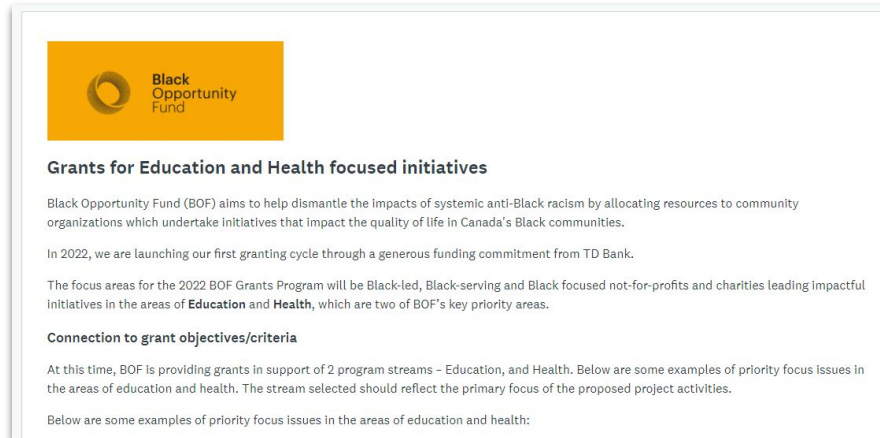
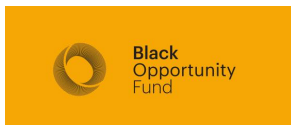


Black
Opportunity
Fund

Using the site

When you click on the link to apply you will see this. Read through this material as it contains important information about the grant and **eligibility criteria**.

Scroll to the bottom of the page and click on the green “More” button.



Black Opportunity Fund

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.

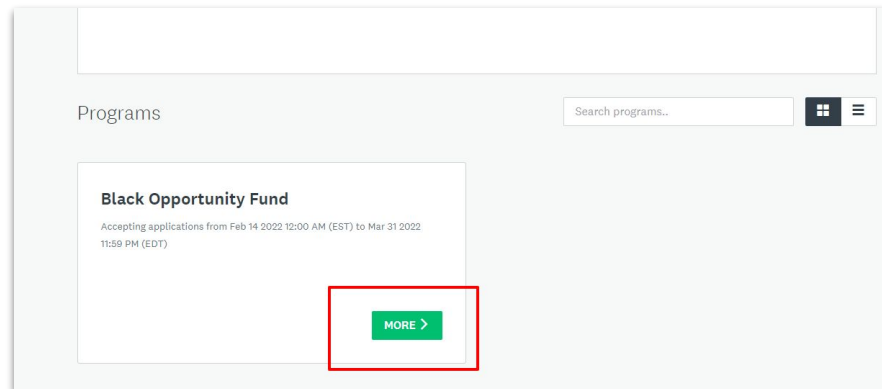
In 2022, we are launching our first granting cycle through a generous funding commitment from TD Bank.

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

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

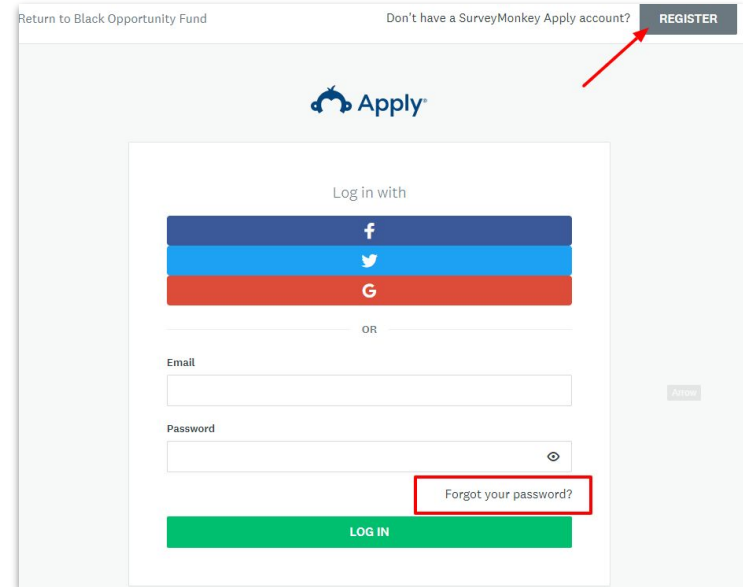
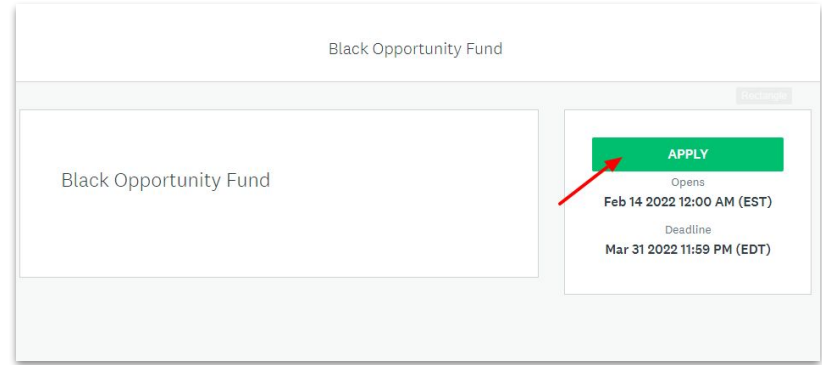
MORE >

Next page

You will be taken to another page. Click on the green “Apply” button to begin your application process.

You will be taken to a login page. If you have used Survey Monkey Apply before; login with your existing username and password. Use forgot password if necessary

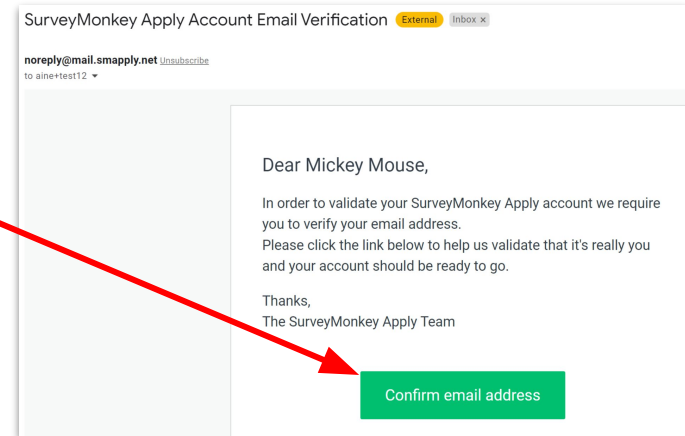
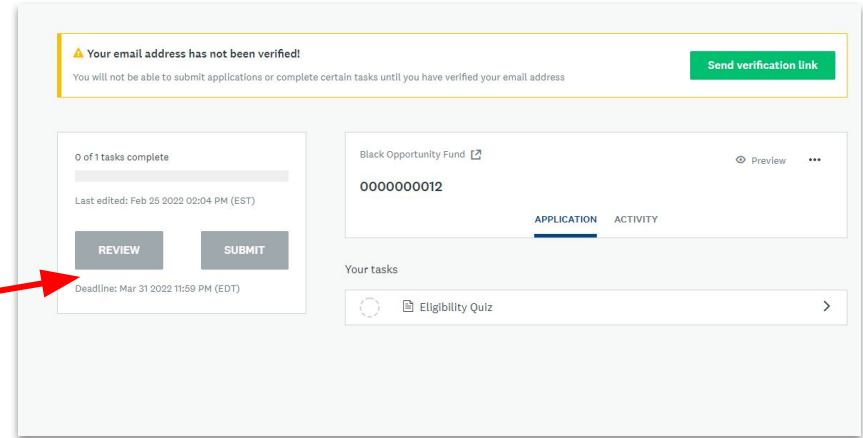
If you have never used SMA click “Register” in the top right corner.



Validating your email

When you complete the process of registering your account, you'll be taken to your applications dashboard page.

Before proceeding, check your email and use the link in the auto-generated SMA email to verify your account.



Understanding the dashboard

Ability to toggle to French

The screenshot shows the Black Opportunity Fund dashboard. At the top, there is a navigation bar with 'Programs', 'My Applications', a language dropdown set to 'EN', and a user profile 'Mickey Mouse'. The main content area is divided into two columns. The left column features a progress bar labeled '0 of 1 tasks complete' with a red arrow pointing to it. Below the progress bar, it shows 'Last edited: Feb 25 2022 02:04 PM (EST)' and two buttons: 'REVIEW' and 'SUBMIT'. At the bottom of this column, it displays 'Deadline: Mar 31 2022 11:59 PM (EST)'. The right column shows the application details for 'Black Opportunity Fund' with ID '0000000012'. It has tabs for 'APPLICATION' and 'ACTIVITY'. Below this, a section titled 'Your tasks' contains a single task: 'Eligibility_Quiz' with a red arrow pointing to it and a green arrow icon on the right.

the number of "tasks" to complete;

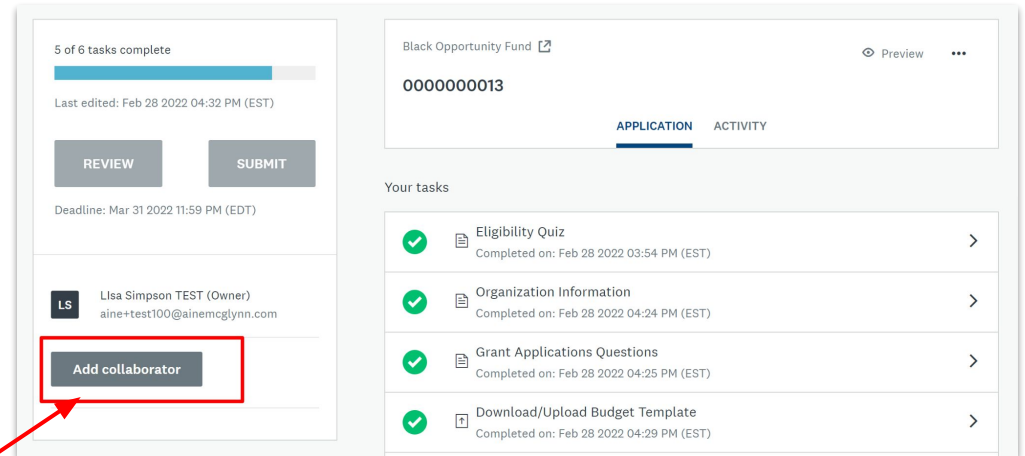
"your tasks" (forms to complete);

Adding a collaborator

If you would like to add colleagues who will be reviewing the application, adding content or who will be responsible for signing the grant agreement (should your application be successful), please add a collaborator to your application.

A window will pop up to prompt you to add the email address of the collaborator and set their access permission.

They will receive a system-generated email asking them to create an account and accept your invitation to collaborate.



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

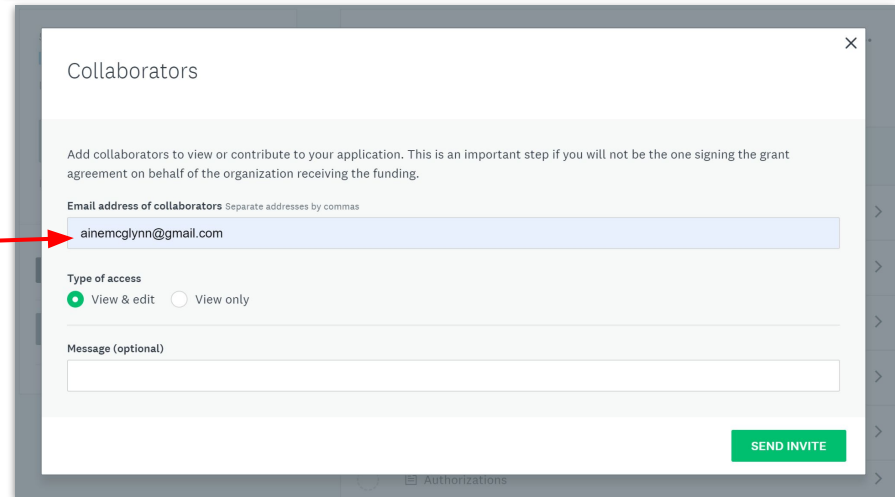
Black Opportunity Fund

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

aine+test100@gmail.com

Type of access

View & edit View only

Message (optional)

SEND INVITE

Eligibility Quiz

Click on the Eligibility Quiz task to begin to fill out the form. You can use the “Save and Continue Editing” button if you’d like to finish the task later.

After you have answered all the questions click “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.

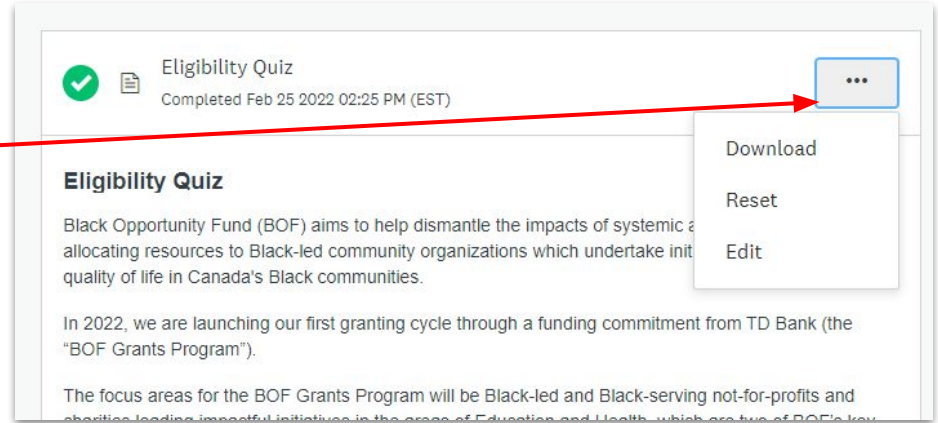
What is your preferred language of communication?

What type of organization are you?

SAVE & CONTINUE EDITING MARK AS COMPLETE

Editing your response

Once you have clicked “Mark as Complete” you still have the opportunity to edit your responses. If you have made an error in filling out this form this edit function allows you to change your response.

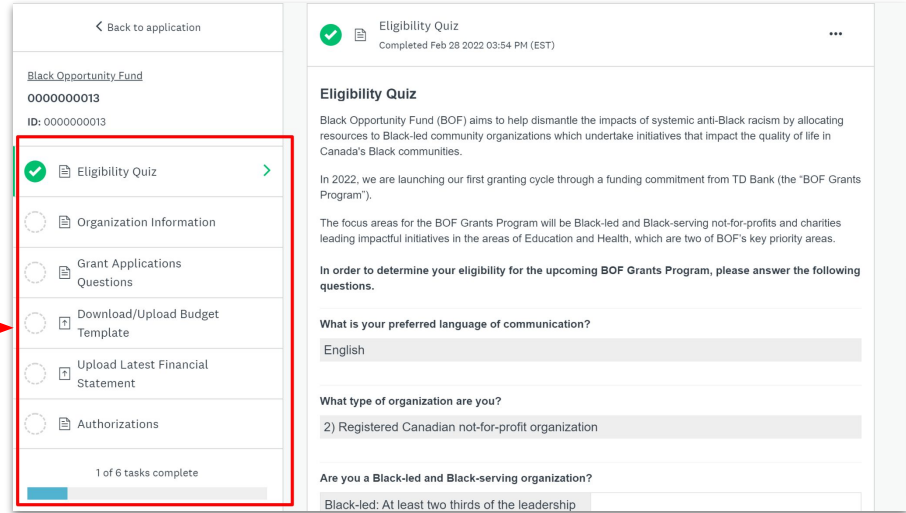


Editing your response

Once you have clicked “Mark as Complete” you will either see additional tasks appear (if you are eligible to apply),

or

immediately receive an email that unfortunately you do not meet the eligibility criteria at this time.



Back to application

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?

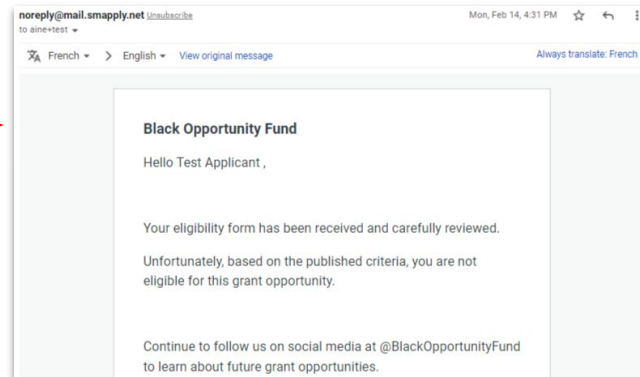
English

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



Organization information and Grant Application Questions

These two tasks are the main application forms. They ask information about your organization, your project and its intended impact.

Upon finishing each task, click “Mark as Complete”.

Similar to the eligibility quiz, you can go back and edit your answers.

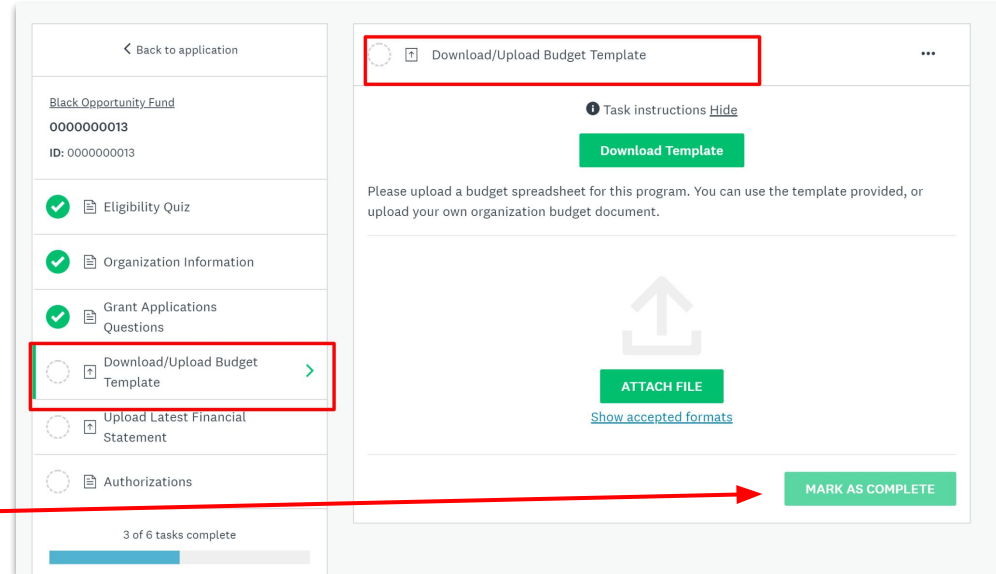
This screenshot shows the 'Organization Information' form. On the left sidebar, the 'Organization Information' menu item is highlighted with a red box. The main content area is titled 'Organization Information' and includes a 'General Information' section with a text box for 'Organization Description (maximum 200 words)'. A red box highlights the 'Organization Information' menu item, and another red box highlights the 'Organization Information' header area.

This screenshot shows the 'Grant Applications Questions' form. On the left sidebar, the 'Grant Applications Questions' menu item is highlighted with a red box. The main content area is titled 'Grant Applications Questions' and includes a text box 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' menu item, and another red box highlights the 'Grant Applications Questions' header area. A red arrow points from the text 'back and edit your answers' to the three-dot menu icon in the top right corner of the form.

Download/Upload Budget Template

This task provide you with a budget template to indicate the costs associated with running your program. Please include all program costs - not just costs associated with this funding request.

You do not need to use the budget template provided. You can upload a pre-existing program budget. When you've uploaded your file, click "Mark as Complete".



The screenshot displays a web application interface. On the left is a sidebar with a task list for 'Black Opportunity Fund' (ID: 0000000013). The tasks are: Eligibility Quiz (checked), Organization Information (checked), Grant Applications Questions (checked), Download/Upload Budget Template (highlighted with a red box and a right arrow), Upload Latest Financial Statement, and Authorizations. A progress bar at the bottom of the sidebar shows '3 of 6 tasks complete'. The main content area shows the details for the 'Download/Upload Budget Template' task, which is also highlighted with a red box. It includes a 'Download Template' button, instructions to upload a budget spreadsheet, an 'ATTACH FILE' button with a link to 'Show accepted formats', and a 'MARK AS COMPLETE' button. A red arrow points from the 'MARK AS COMPLETE' button in the task detail view back to the 'Download/Upload Budget Template' item in the sidebar.

Upload Financial Statements

This task asks you to upload your latest financial statements.

Once you have uploaded your statements, click “Mark as Complete”.

Back to application

Black Opportunity Fund
000000013
ID: 000000013

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

4 of 6 tasks complete

Upload Latest Financial Statement

Task instructions [Hide](#)

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.

ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

Authorizations

This task asks you to respond to a series of statements about your application and provide a signature.

When you have finished, click “Mark as Complete”

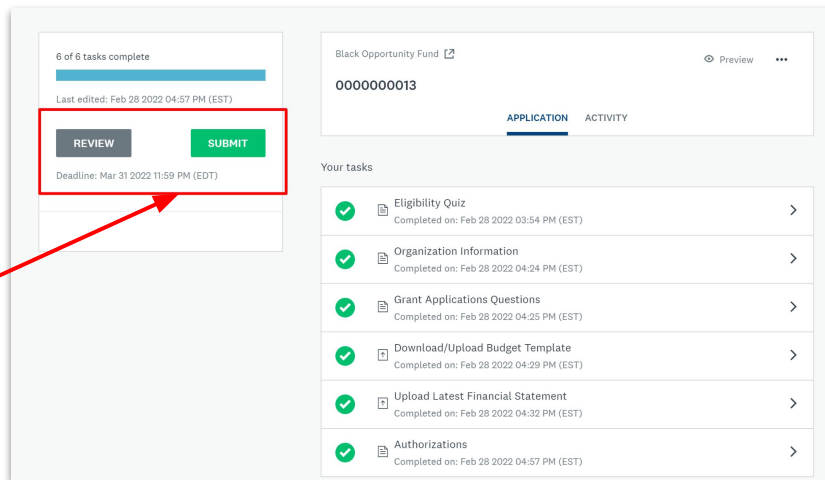
The screenshot shows a web application interface for 'Authorizations'. On the left, a sidebar contains a task list with 'Upload Latest Financial Statement' (checked) and 'Authorizations' (highlighted with a red box). Below the list is a progress bar for '5 of 6 tasks complete', a 'Last edited' timestamp, 'REVIEW' and 'SUBMIT' buttons, and a 'Deadline'.

The main content area contains two confirmation statements, each with a checkbox: 'We confirm' and 'I confirm'. Below these are input fields for 'Your Name', 'Your Title', and 'Your Email'. A large 'Signature' field is highlighted with a red box, containing a horizontal line and a 'Clear' button. At the bottom, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE' (highlighted with a red arrow).

6 of 6 tasks complete

Once you have marked all 6 tasks complete, the Review and Submit buttons will become clickable.

Click Review to read through all your application tasks. You can also download your application from here.



6 of 6 tasks complete

Last edited: Feb 28 2022 04:57 PM (EST)

REVIEW **SUBMIT**

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

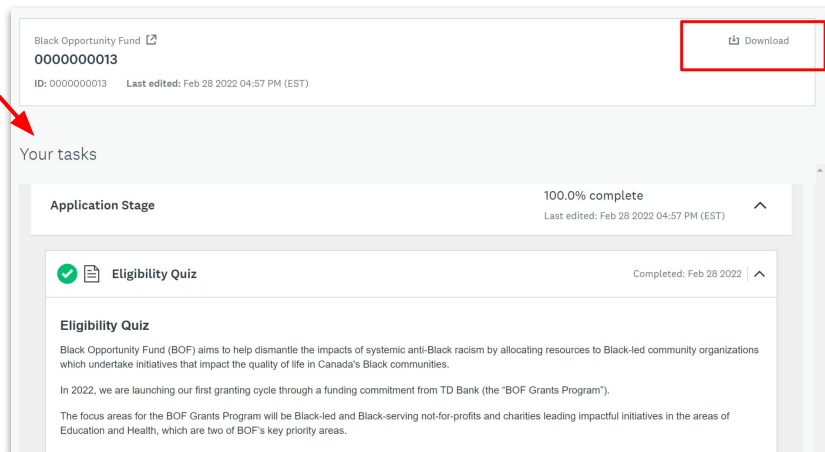
Black Opportunity Fund [🔗](#) 🔍 Preview ⋮

000000013

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) >
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Completed on: Feb 28 2022 04:32 PM (EST) >
- ✓ Authorizations
Completed on: Feb 28 2022 04:57 PM (EST) >



Black Opportunity Fund [🔗](#) 🔍 Download

000000013

ID: 000000013 Last edited: Feb 28 2022 04:57 PM (EST)

Your tasks

Application Stage 100.0% complete
Last edited: Feb 28 2022 04:57 PM (EST) ^

✓ Eligibility Quiz Completed: Feb 28 2022 ^

Eligibility Quiz

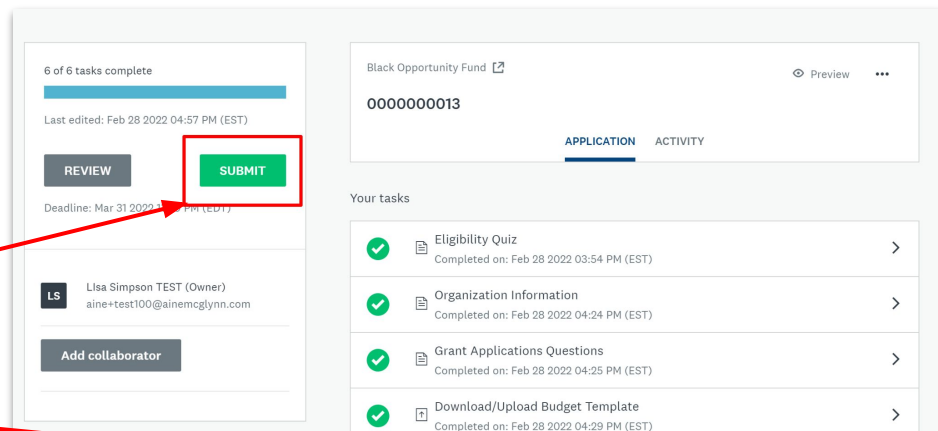
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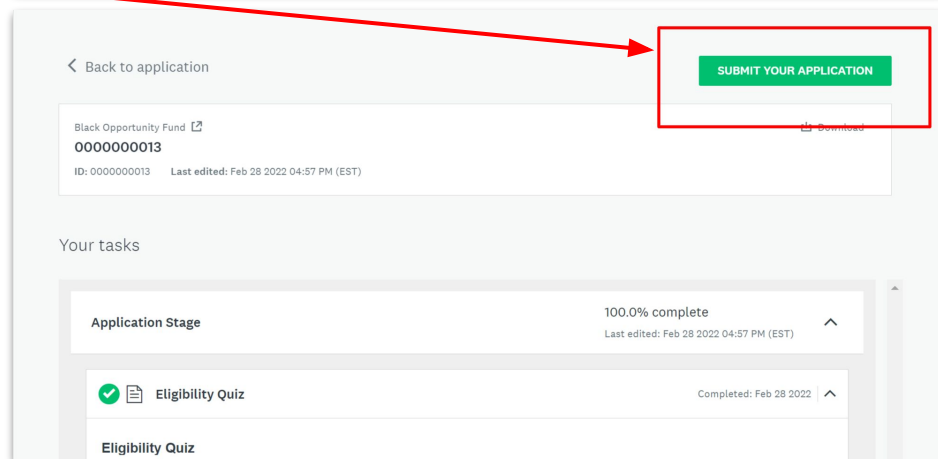
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Submitting your application

Once you have reviewed your responses and are ready to submit your application, click the Submit button from the main application screen or from the review screen.



This screenshot shows the review interface for a Black Opportunity Fund application. At the top left, it indicates '6 of 6 tasks complete' with a progress bar. Below this, there are 'REVIEW' and 'SUBMIT' buttons. The 'SUBMIT' button is highlighted with a red box, and a red arrow points from it towards the text on the left. The application ID is '000000013'. A 'Your tasks' list on the right shows four completed items: Eligibility Quiz, Organization Information, Grant Applications Questions, and Download/Upload Budget Template.



This screenshot shows the main application screen. At the top left, there is a '< Back to application' link. The application ID is '000000013'. A 'SUBMIT YOUR APPLICATION' button is highlighted with a red box, and a red arrow points from it towards the text on the left. Below the application details, there is an 'Application Stage' section showing '100.0% complete' and a 'Your tasks' list with one item: 'Eligibility Quiz' which is marked as completed.

Acknowledgement of submission

When you submit your application, you will receive an acknowledgement email notifying you that your application has been received and is under review.

You will be notified of its status in early May, 2022.

