Applicant Guide

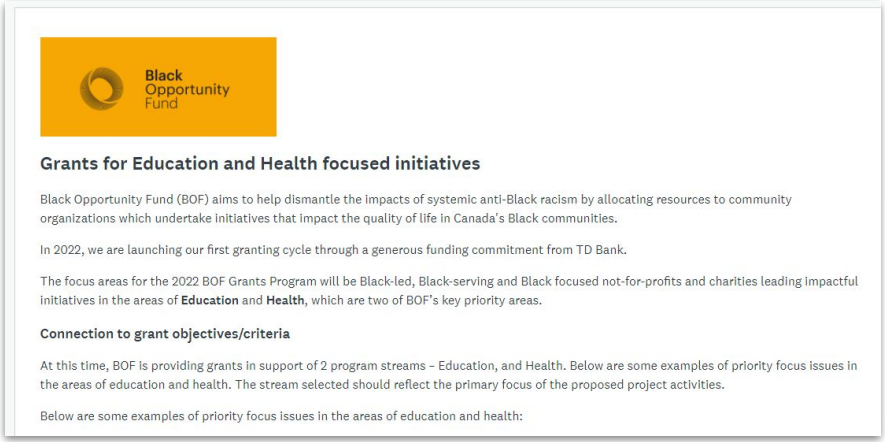
Using SurveyMonkey Apply as an Applicant

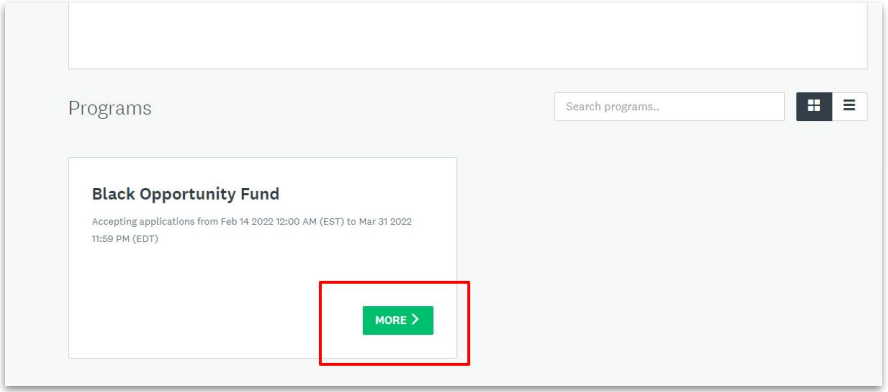
Black Opportunity Fund

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.





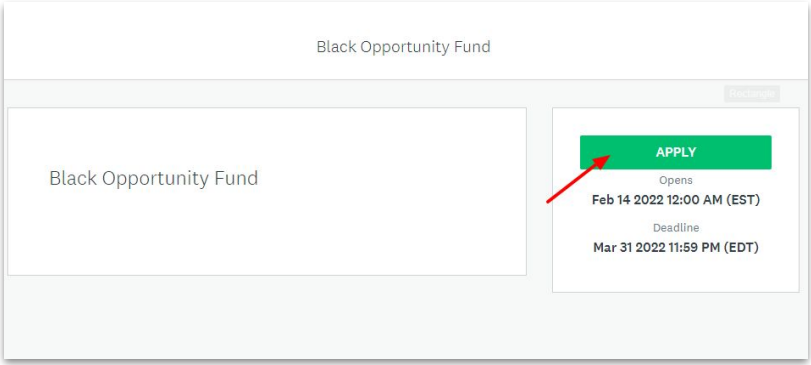
Black Opportunity Fund

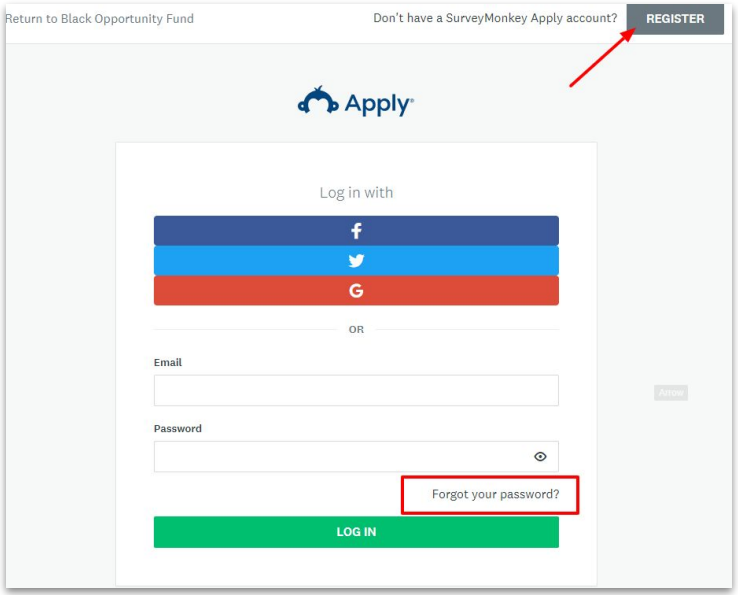
Next page

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.



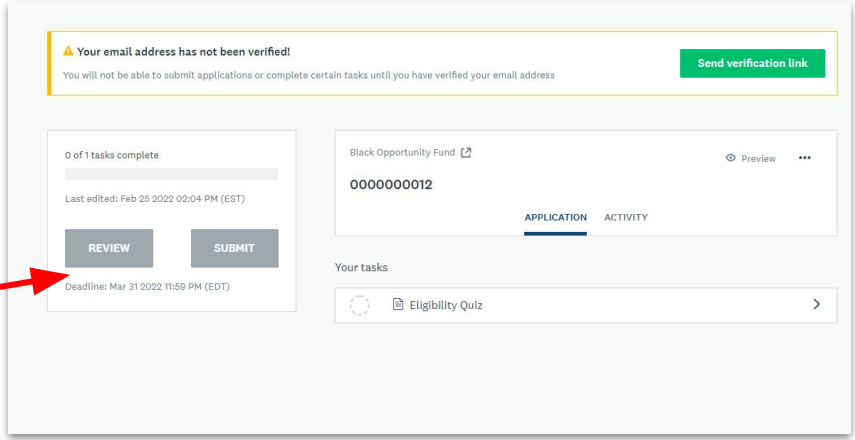


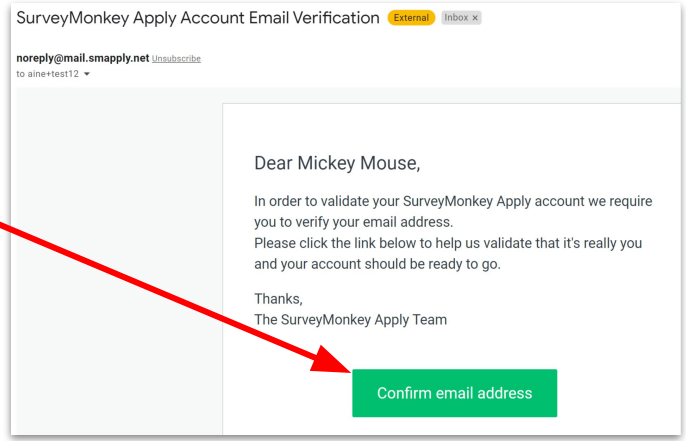
Black Opportunity Fund

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.

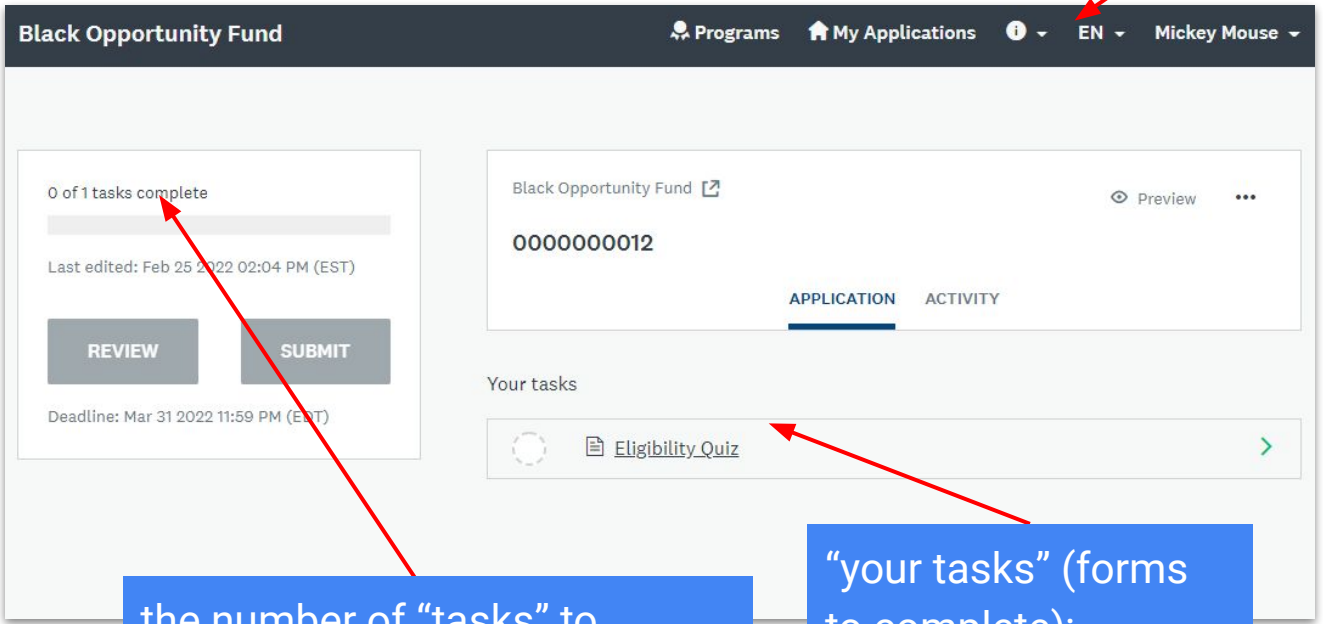




Black Opportunity Fund

Understanding the dashboard

Ability to toggle to French



the number of “tasks” to complete;

“your tasks” (forms to complete);

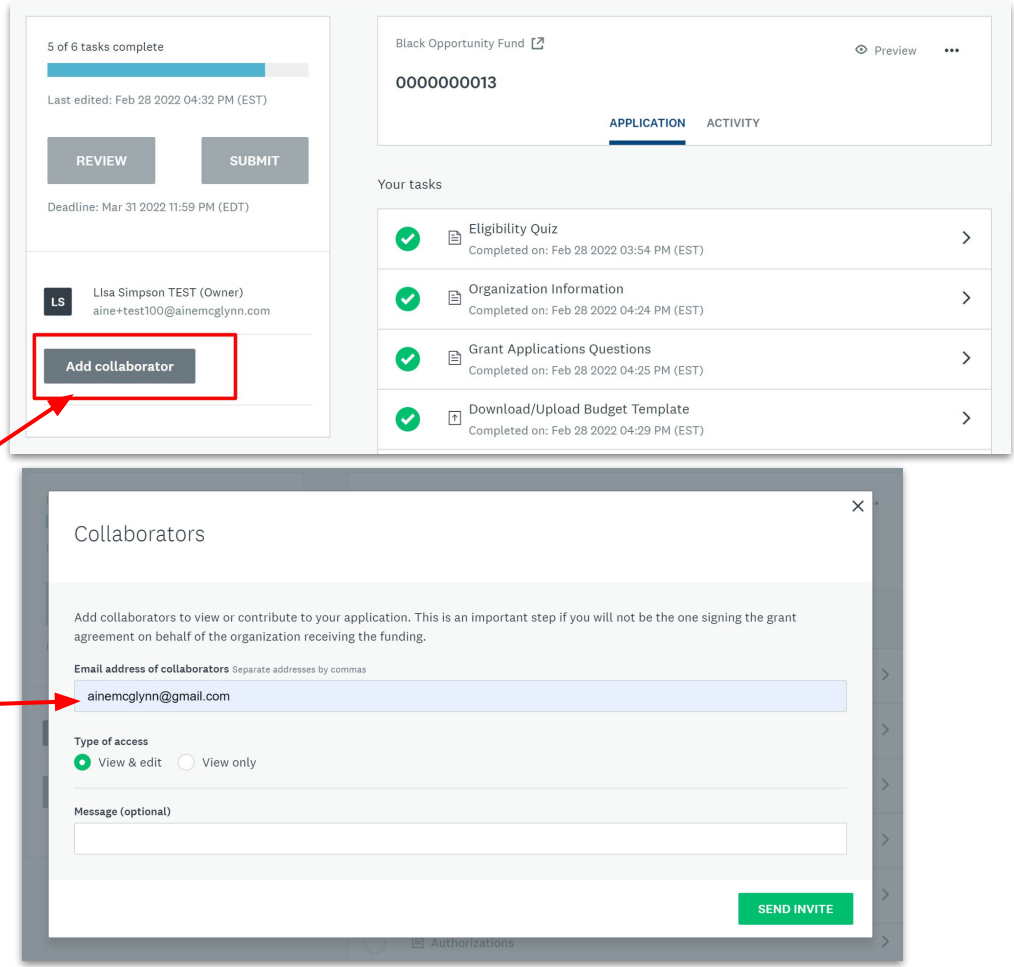
Black Opportunity Fund

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.

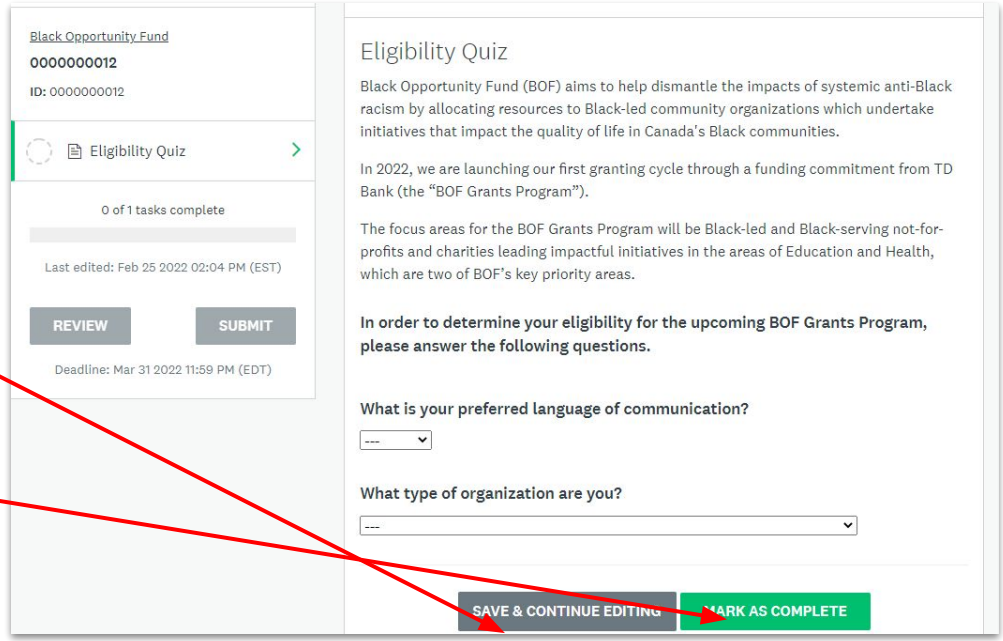


Black Opportunity Fund

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.

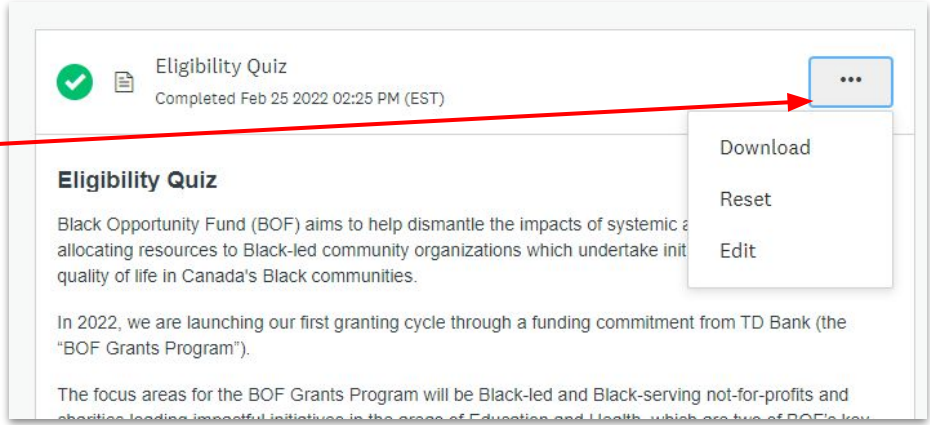
After you have answered all the questions click “Mark as complete”



Black Opportunity Fund

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.



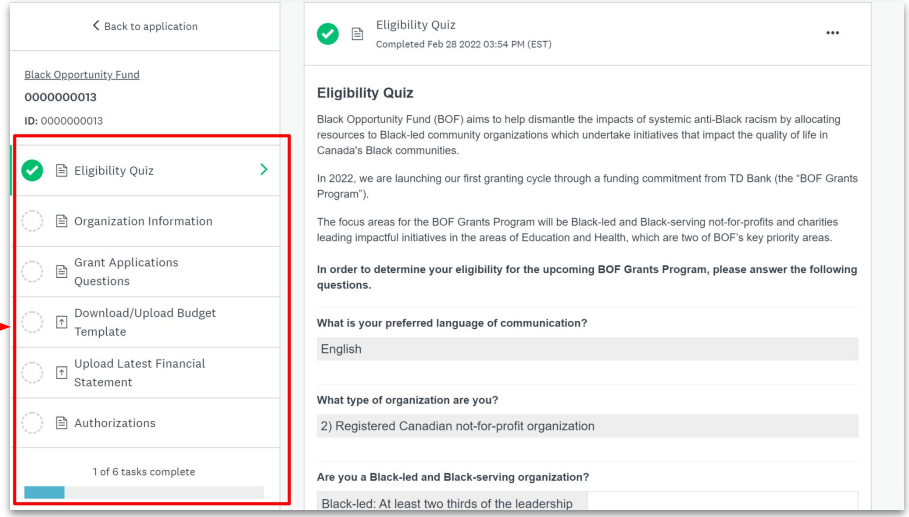
Black Opportunity Fund

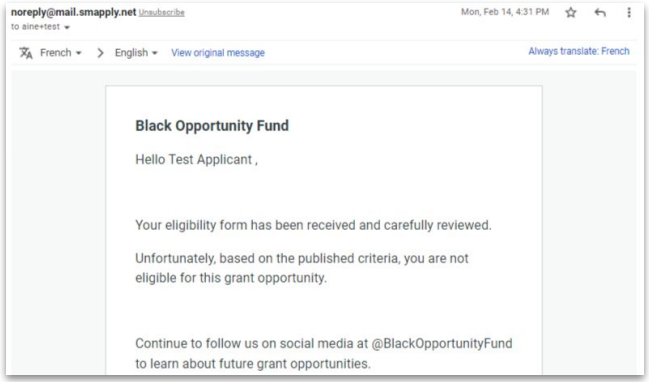
Editing your response

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.





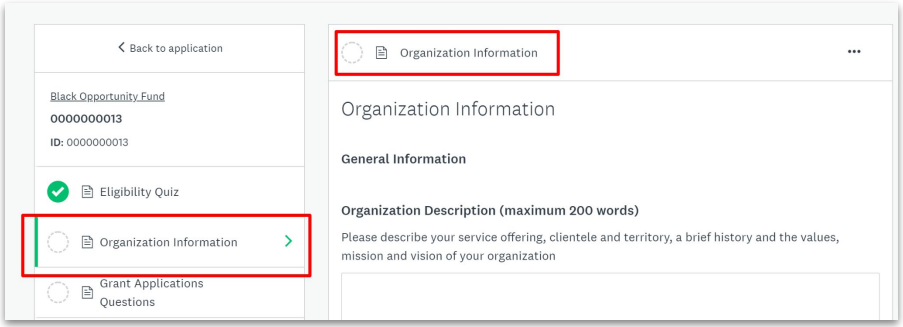
Black Opportunity Fund

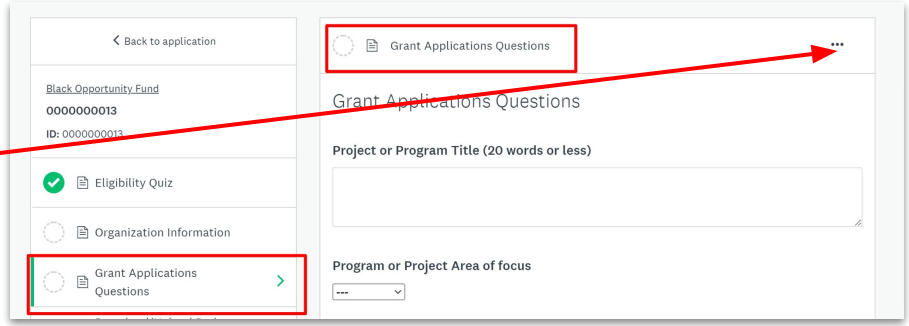
Organization information and Grant Application Questions

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.



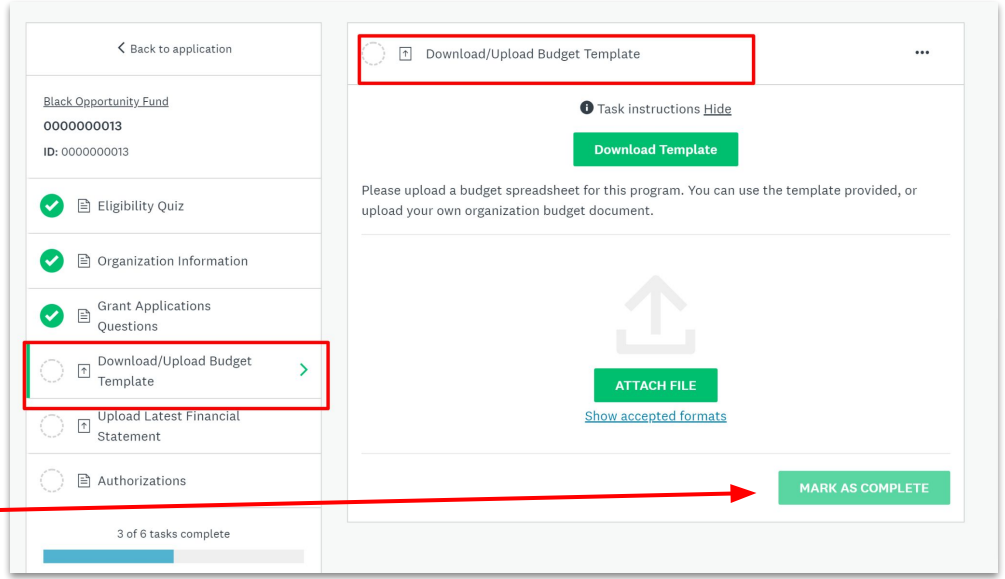


Black Opportunity Fund

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".

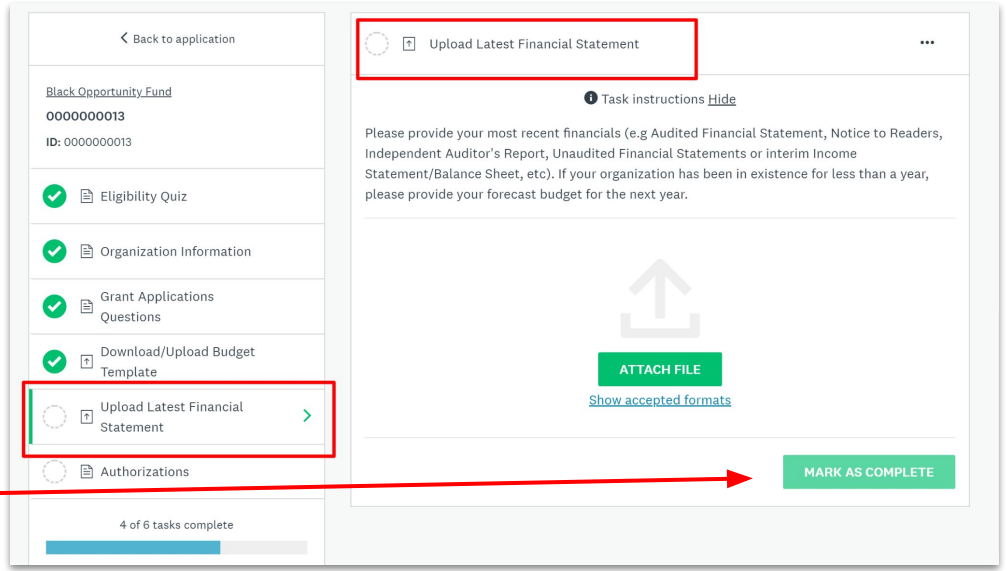


Black Opportunity Fund

Upload Financial Statements

This task asks you to upload your latest financial statements.

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

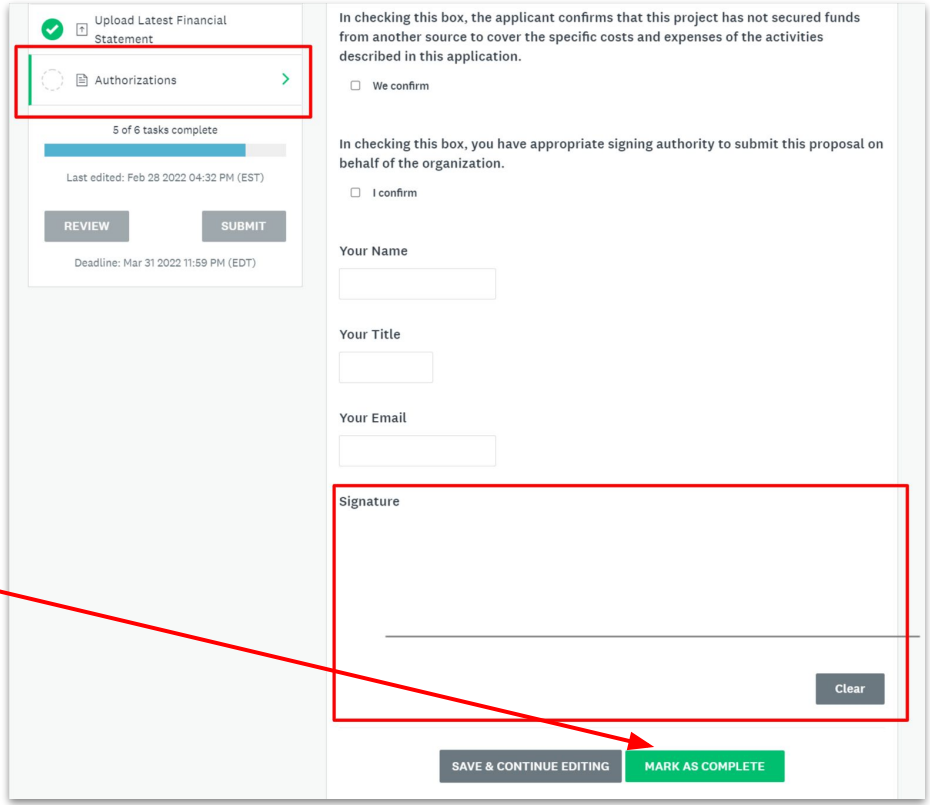


Black Opportunity Fund

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”

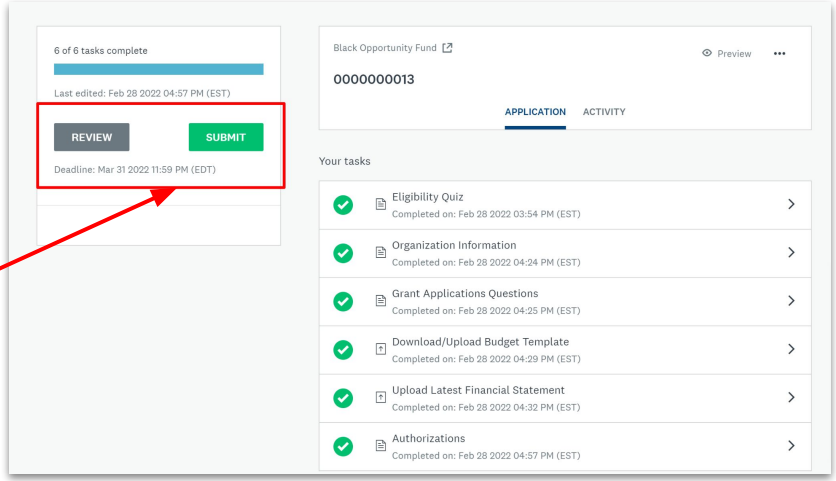


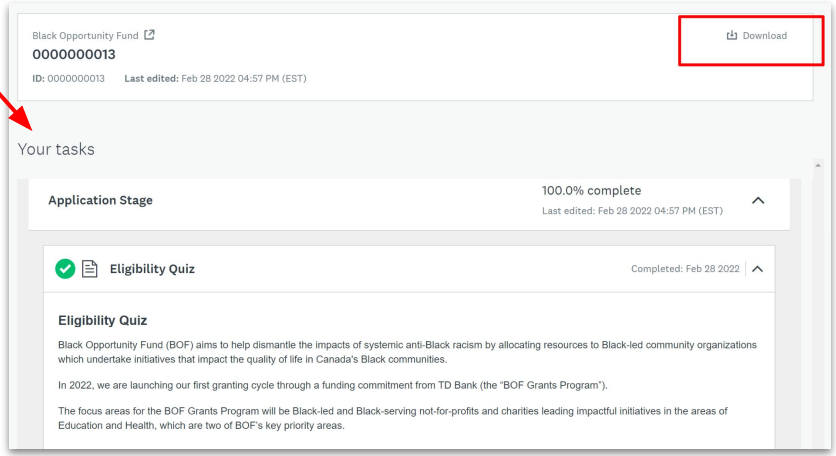
Black Opportunity Fund

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.

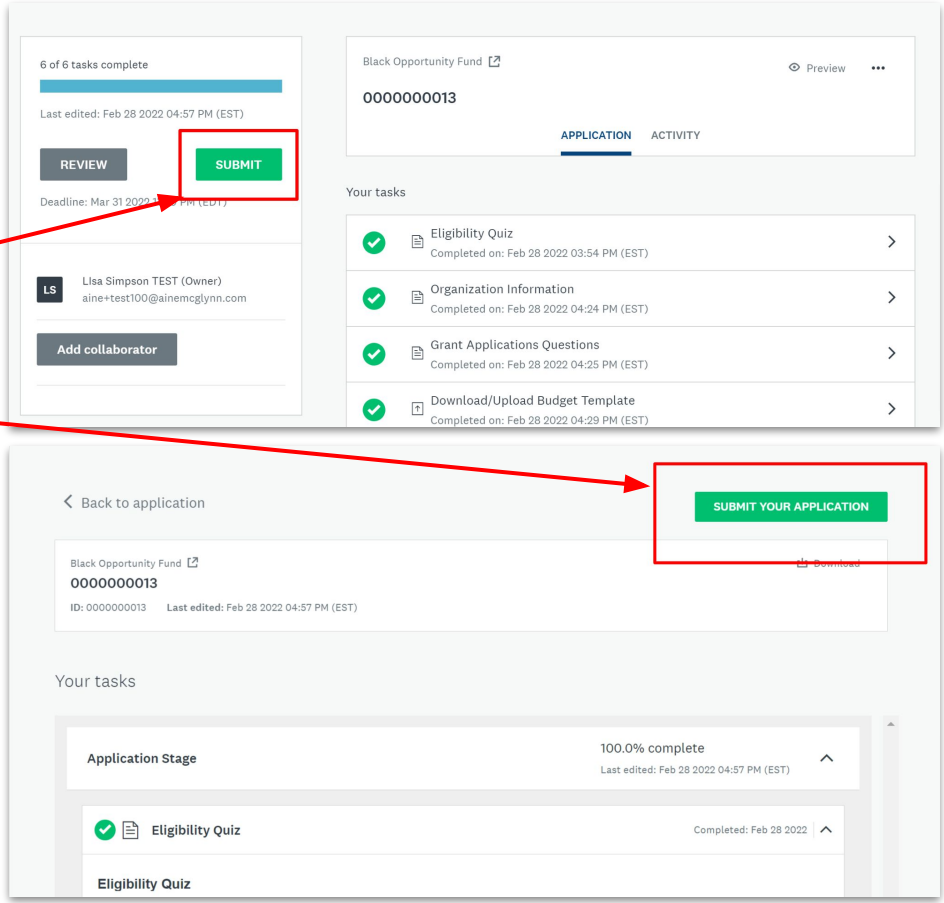




Black Opportunity Fund

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.

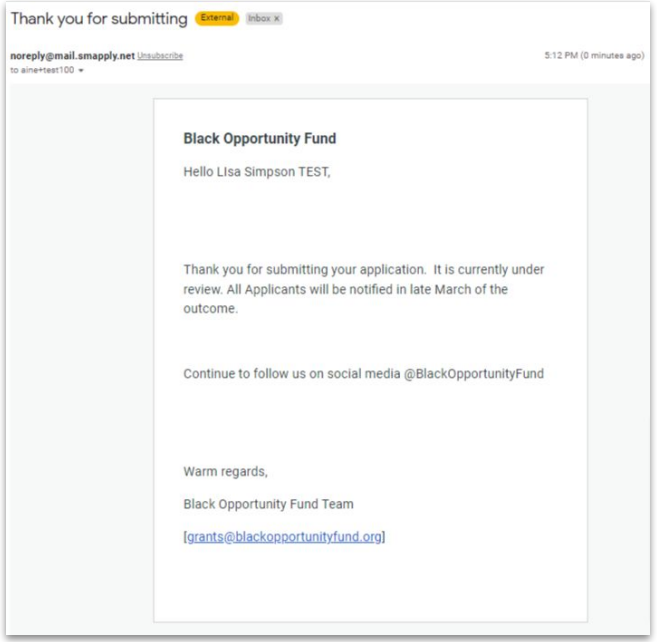


Black Opportunity Fund

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.



Black Opportunity Fund