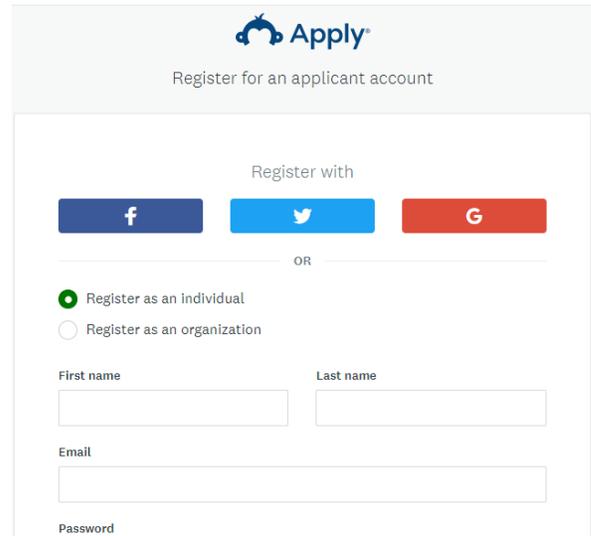


How To Apply

Step 1 - Create an Account

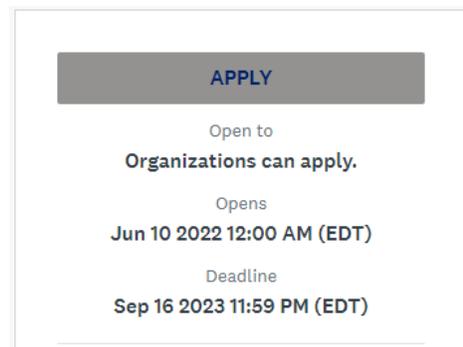
Before you can apply to any of the grants listed on the site, you will need to first register on Survey Monkey Apply. You will have two options to choose from: registering as an applicant or registering as an organization. Select the option that is relevant to the grants you are interested in applying for.



The screenshot shows the 'Apply' logo at the top, followed by the text 'Register for an applicant account'. Below this is a 'Register with' section with three buttons: Facebook (f), Twitter (T), and Google (G). An 'OR' separator follows. There are two radio button options: 'Register as an individual' (selected) and 'Register as an organization'. Below these are input fields for 'First name', 'Last name', 'Email', and 'Password'.

Step 2 - Selecting a program

Once you have created an account, you will be able to see the full list of programs under the “Programs” tab at the top of the page. To apply for one, click “More” on the program tile/list.



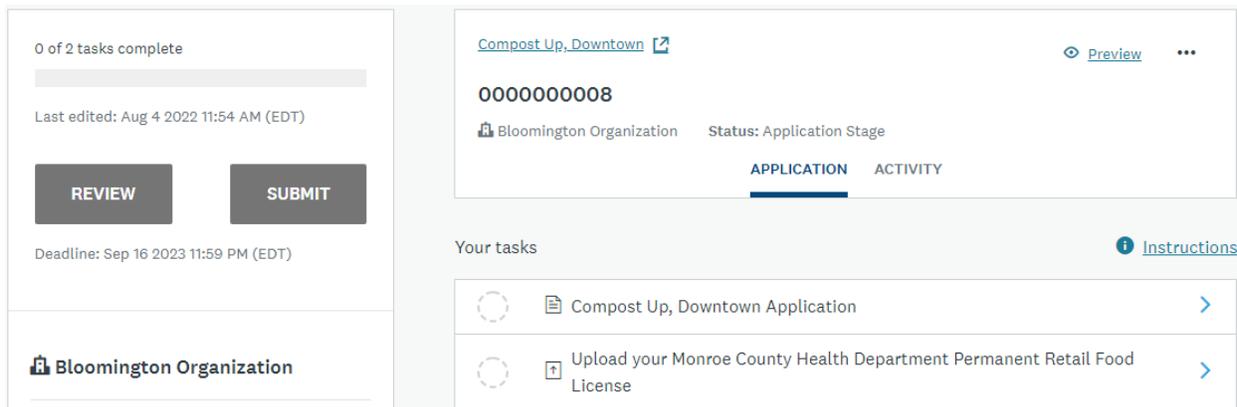
The screenshot shows a program application tile. At the top is a grey button labeled 'APPLY'. Below it, the text reads: 'Open to Organizations can apply.', 'Opens Jun 10 2022 12:00 AM (EDT)', and 'Deadline Sep 16 2023 11:59 PM (EDT)'.

Step 3 - Start your application

When you are ready to start an application, you will select the “apply” button on that program page.

Step 4 - Use your tasks bar to track your progress

Once you click apply, you will see a list of the tasks required for your application. The taskbar located on the left hand side of your screen will show your progress on all the tasks you will have to complete before submitting your application. When you're ready, start with the first task by selecting it in the list.



The screenshot shows the application progress and task list. On the left, a progress bar indicates '0 of 2 tasks complete'. Below it, the text reads: 'Last edited: Aug 4 2022 11:54 AM (EDT)'. There are two buttons: 'REVIEW' and 'SUBMIT'. Below these, the text reads: 'Deadline: Sep 16 2023 11:59 PM (EDT)'. At the bottom left, there is a logo for 'Bloomington Organization'. On the right, the application details are shown: 'Compost Up, Downtown' with a link icon, a 'Preview' link, and a three-dot menu. Below this is the application ID '000000008' and the status 'Bloomington Organization Status: Application Stage'. There are two tabs: 'APPLICATION' (selected) and 'ACTIVITY'. Below the tabs, the text reads: 'Your tasks' and 'Instructions'. The task list contains two items: 'Compost Up, Downtown Application' and 'Upload your Monroe County Health Department Permanent Retail Food License', both with right-pointing arrows.

Step 6 - Track Task Completeness

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

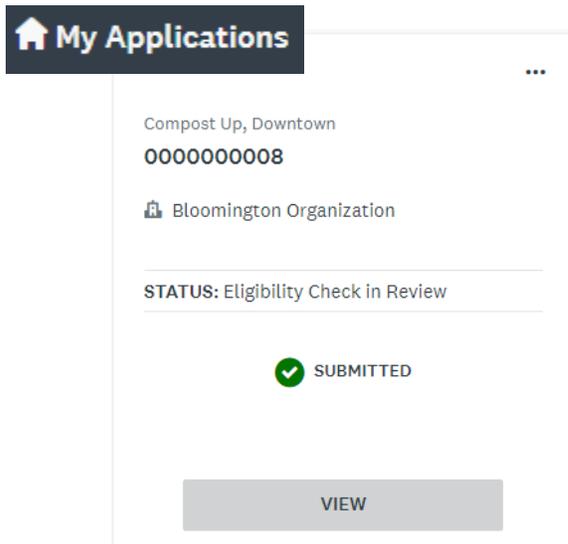
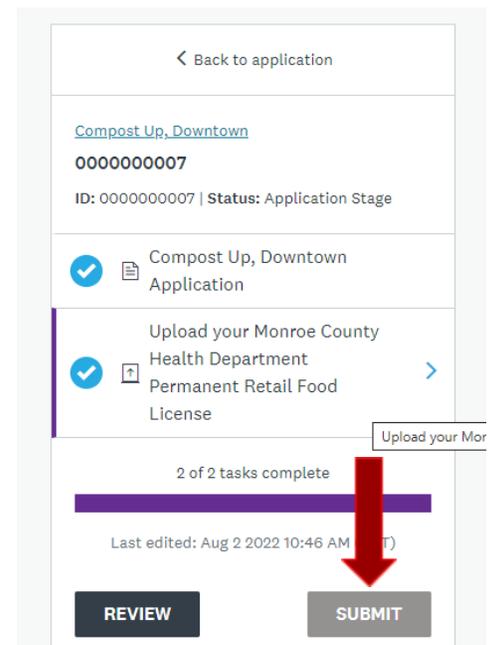
Once you finish the first task, mark it as complete. This does not submit your application, it just lets you track which items you have left to finish before submitting.

Step 7 - Repeat steps 5 and 6 for all tasks

Once you have completed all steps, make sure your tasks bar shows them all as complete.

Step 8 - Submit your application

Now that you have finished all the required tasks, you can submit your application via the submit button below your task tracker. You will receive confirmation of your submission via the email attached to your profile.



Step 9 - Check the status of your application at any point

After you've submitted your initial application, you can utilize the "My Applications" tab at the top of the page to go back and view your responses or check the status of your application(s).