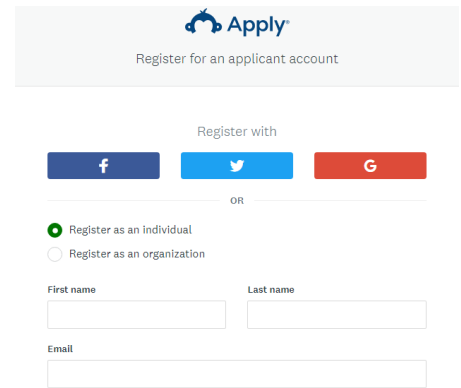


## How To Apply

### 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 with the text 'Register for an applicant account'. Below this are three social media login buttons for 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', and 'Email'.

### Step 2 - Selecting a program

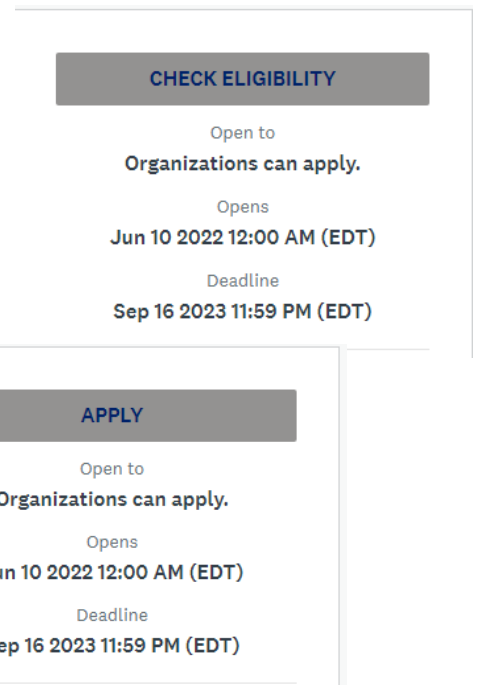
Once you have created an account, you will be able to see the full list of programs under the “Programs” tab at the top of the page. To apply for one, click “More” on the program tile/list.

 Programs

### Step 3 - Complete your registration form

As a first time applicant, you will see a “Check Eligibility” button. Once you click that button, you will be prompted to complete a registration form that gives us more info about who is applying. ***These will be broad questions that do not impact your ability to apply. Your eligibility will be confirmed at a later point, once you’ve submitted your application.***

Upon completing the registration form, you will now be able to select a button that says “Apply”.



The top screenshot shows a grey button labeled 'CHECK ELIGIBILITY'. 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)'. The bottom screenshot shows a grey button labeled 'APPLY' with the same text below it: 'Open to Organizations can apply.', 'Opens Jun 10 2022 12:00 AM (EDT)', and 'Deadline Sep 16 2023 11:59 PM (EDT)'.

## Step 5 - Use your tasks bar

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 interface. On the left, a progress bar indicates '0 of 2 tasks complete'. Below the bar, it says 'Last edited: Aug 4 2022 11:54 AM (EDT)'. There are two buttons: 'REVIEW' and 'SUBMIT'. Below these, it says '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, ID '0000000008', and 'Status: Application Stage'. Below this, there are tabs for 'APPLICATION' and 'ACTIVITY'. A section titled 'Your tasks' contains a list of tasks: 'Compost Up, Downtown Application' and 'Upload your Monroe County Health Department Permanent Retail Food License'. An 'Instructions' link is also visible.

## Step 6 - Track Task Completeness

Three buttons are shown: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and '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.

The screenshot shows the application interface with two tasks completed. The progress bar is now purple and shows '2 of 2 tasks complete'. The tasks listed are 'Compost Up, Downtown Application' and 'Upload your Monroe County Health Department Permanent Retail Food License', both with checkmarks. Below the tasks, it says 'Last edited: Aug 2 2022 10:46 AM (EDT)'. There are two buttons: 'REVIEW' and 'SUBMIT'. A red arrow points to the 'SUBMIT' button.

The screenshot shows the application interface with the status 'Eligibility Check in Review'. Below this, there is a green checkmark and the word 'SUBMITTED'. At the bottom, there is a 'VIEW' button.

## 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).

A button with a house icon and the text 'My Applications'.