

WHAT IS SURVEYMONKEY APPLY? SurveyMonkey Apply is an online system through which applicants apply for Bravo grant funding.

HOW DO I KNOW IF I AM ELIGIBLE TO APPLY FOR A BRAVO GRANT? Prior to logging in, all applicants must confirm funding eligibility by reviewing the GC22 Grant Guidelines to check eligibility for your organization for our [grant programs](#).

WHERE DO I FIND THE APPLICATION? Go to <https://bravogreaterdesmoines.smapply.io> or click on the link available at <http://bravogreaterdesmoines.org/grantmaking/>

HOW DO I LOG IN TO MY ACCOUNT? First-time users must create an account by clicking “Register” on the top, right-hand side of the [homepage](#) and following the prompts. Use the contact information for the person primarily responsible for completing the grant application. Once you have submitted the registration form, you will receive a confirmation email (be sure to check your Junk/Spam folder). Follow the instructions in the email to finalize your registration.

If you have used SurveyMonkey Apply in the past, click “Log In” on the top right-hand corner. Enter your email address and password in the provided “Log In” box fields. You may select “Forgot your password?” if you have forgotten your password. Please note that each user has a unique, personal password; there is no shared password for a team of multiple users, and Bravo staff does not have the ability to find or reset passwords.

HOW DO I BEGIN? Bravo is now running three grant programs at the same time. Each organization must receive confirmation and a link to the correct application prior to beginning an application. Please contact Bravo staff for more information. Once you receive the link, click “MORE,” then click “APPLY.” Once you have begun the application, the button will change to “CONTINUE.” You will see other grant programs available on our site, but please only complete the application for the program for which you are eligible.

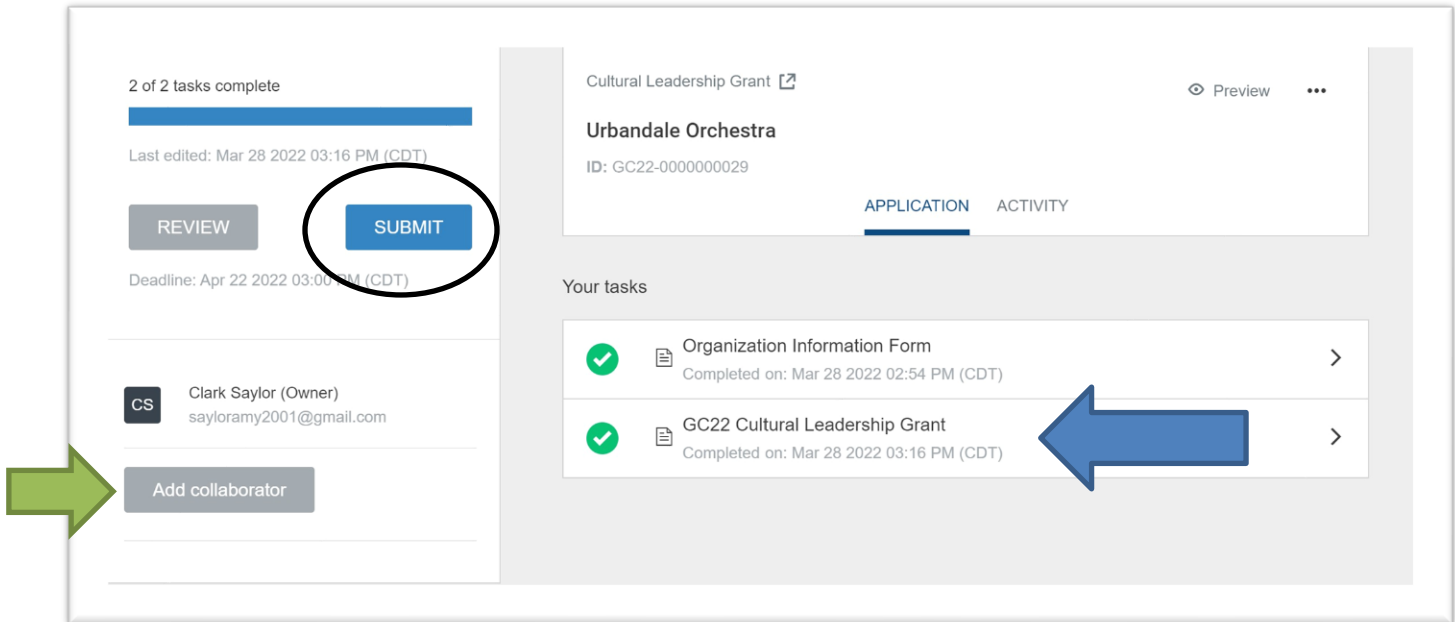
CAN MULTIPLE PEOPLE WORK ON AN APPLICATION? You may invite other people to review and work on your application. To add collaborators, go to the application landing page and click “Add collaborator” (green arrow next page) to invite other people to create an account. You may add collaborators to either view and edit or view only.

HOW DO I START THE GC22 APPLICATION? New for GC22 is the “Organization Information Form.” This is a reusable task that will store information on your organization from one grant cycle to the next. You must complete this form before gaining access to the application. If you’ve completed the Organization Information form in the past, SurveyMonkey Apply will ask you if you want to reuse the data previously provided by clicking “Add Data”. **NOTE:** You can make edits and updates once the information is filled in. Once you have completed the Organization Information form, please click “Mark as Complete.” Then you will have access to the application.

Click “GC22 (Application Name)” (blue arrow next page) under “Your tasks” to begin your application. Work may be saved, edited and changed throughout the application. We recommend clicking “SAVE AND CONTINUE EDITING” as you complete each page. Click “NEXT” to advance to the next page of the application. If you have not completed a required question, you will be prompted to complete the question before continuing to the next page. If you need to leave the application and return at another time, click “SAVE & CONTINUE EDITING” at the bottom of the page. You may then leave the system and your work will be saved for the next time you log in.

When you are satisfied with your answers and have electronically signed your application, click “MARK AS COMPLETE” at the bottom of the page. To download for your records or to edit your answers, click on the

three dots to the right of the “GC22 (Application Name)” heading. **NOTE:** If you select “Reset,” all your answers will be deleted and you will need to complete the application again.



Once your application is complete, a check mark next to the “GC22 (Application Name)” task will be visible on the left-hand side (see above).

HOW DO I SUBMIT MY APPLICATION? Before submitting your application, you will have a chance to review. Click “REVIEW” for one final review of your GC22 Application before submitting. If you need to edit either document, click “Back to Application” on the top left-hand side.

When you are completely satisfied with your application, click “SUBMIT” (circled above). The application is not complete until you click on the blue “SUBMIT” button. In addition, collaborators do not have access to the “SUBMIT” button so it must be submitted by the owner of the application. **NOTE: After clicking “SUBMIT,” you may no longer edit the GC22 Application.**

Upon submission, you will receive a confirmation email. Don’t forget to check your Junk/Spam folder. If you do not receive a confirmation email within 24-hours contact Bravo staff at 515.243.0388 or grants@bravogreaterdesmoines.org.

HOW DO I PRINT MY APPLICATION? To print and/or download a copy of your GC22 Application after final submission, click “Go to My Application” and then click the three dots to the right of the Grant Application title. You will be able to download the Application.

IS BRAVO STAFF AVAILABLE TO HELP? Bravo staff is available to answer questions about the application and to provide technical support. However, staff will not conduct application reviews prior to submission. Contact Bravo staff at 515.243.0388 or grants@bravogreaterdesmoines.org.

IS OTHER SUPPORT AVAILABLE? Technical system support is available by clicking the “I” dropdown in the upper, right-hand corner of your screen, then click “Need help with using SurveyMonkey Apply?.” This service is available 24/7 via online help articles or by phone. For additional assistance, please refer to SurveyMonkey Apply’s [Completing an Application FAQ](#).