

**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 [GC23 Operating Grant Overview](#) to check eligibility for your organization.

**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?** Each applicant organization must complete an eligibility form prior to accessing the correct application. Please contact Bravo staff for more information or for assistance with eligibility. Once you confirm eligibility, click “APPLY.” Once you have begun the application, the button will change to “CONTINUE.” **NOTE:** If you need to edit the eligibility form, do the following: Click on the down arrow next to your name in the top right-hand corner; Click on “My Account”; Under Account Settings, click on “Eligibility”; Click on the blue “Update your Eligibility Profile” box above the Eligibility Profile; Make the corrections and then Mark as Complete.

**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. **NOTE:** Collaborators do not have access to submit applications once they are complete.

**HOW DO I START THE GC23 APPLICATION?** Please complete and/or update the information in 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 and support material tasks. 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 and support material tasks.

Click “GC23 (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.

Please also complete the support material task. Formats accepted are .pdf, .png, .jpg as well as YouTube and Vimeo links.

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 “GC23 (Application Name)” heading. **NOTE:** If you select “Reset,” all your answers will be deleted and you will need to complete the application again.

3 of 3 tasks complete

Last edited: Aug 22 2022 03:00 PM (CDT)

REVIEW SUBMIT

Deadline: Sep 30 2022 03:00 PM (CDT)

Clark Saylor (Owner)  
operations@bravogreaterdesmoines.org

Add collaborator

Operating Grant (Budgets over ...)

Urbandale Orchestra

ID: GC23-000000042

APPLICATION ACTIVITY

Your tasks

- Organization Information Form  
Completed on: Aug 22 2022 02:30 PM (CDT)
- Support Material  
Completed on: Aug 22 2022 02:56 PM (CDT)
- GC23 Operating Grant (Budgets over \$2,000,000)  
Completed on: Aug 22 2022 03:00 PM (CDT)

Once your application is complete, a check mark next to the “GC23 (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 one last chance to review by clicking “REVIEW”. 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 GC23 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](mailto:grants@bravogreaterdesmoines.org).

**HOW DO I PRINT MY APPLICATION?** To print and/or download a copy of your GC23 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](mailto: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](#).

