

WHAT IS SURVEYMONKEY APPLY? SurveyMonkey Apply (SMA) 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 should confirm funding eligibility by reviewing the [GC24 Operating Grant Overview](#). For questions regarding your organization's eligibility, please contact [staff](#) as soon as possible.

WHERE CAN I FIND AN APPLICATION? Go to <https://bravogreaterdesmoines.smapply.io> or click on the link available at <http://bravogreaterdesmoines.org/grantmaking/>. PDFs of application tasks and questions are also available [here](#). *Please note that SurveyMonkey Apply works best with Google Chrome. Please avoid using Safari as your browser.

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 [SurveyMonkey Apply 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 of the SMA homepage. Enter your email address and password in the provided "Log In" fields.

NOTE: 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.

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 on the left side, click the "Add collaborator" button 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. Only the official Owner of the account can sign and submit applications and grant agreements.

HOW DO I BEGIN? Each applicant organization must complete an eligibility form prior to accessing the correct application. After you confirm eligibility, click "APPLY." Once you have started an application, the button will change to "CONTINUE."

NOTE: If you need to edit the eligibility form, 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 green "Update your Eligibility Profile" box above the Eligibility Profile; Make the corrections and then Mark as Complete.

Next, 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 full application and support material tasks.

Click "GC24 (Application Name)" (green arrow next page) under "Your tasks" to begin the full 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.

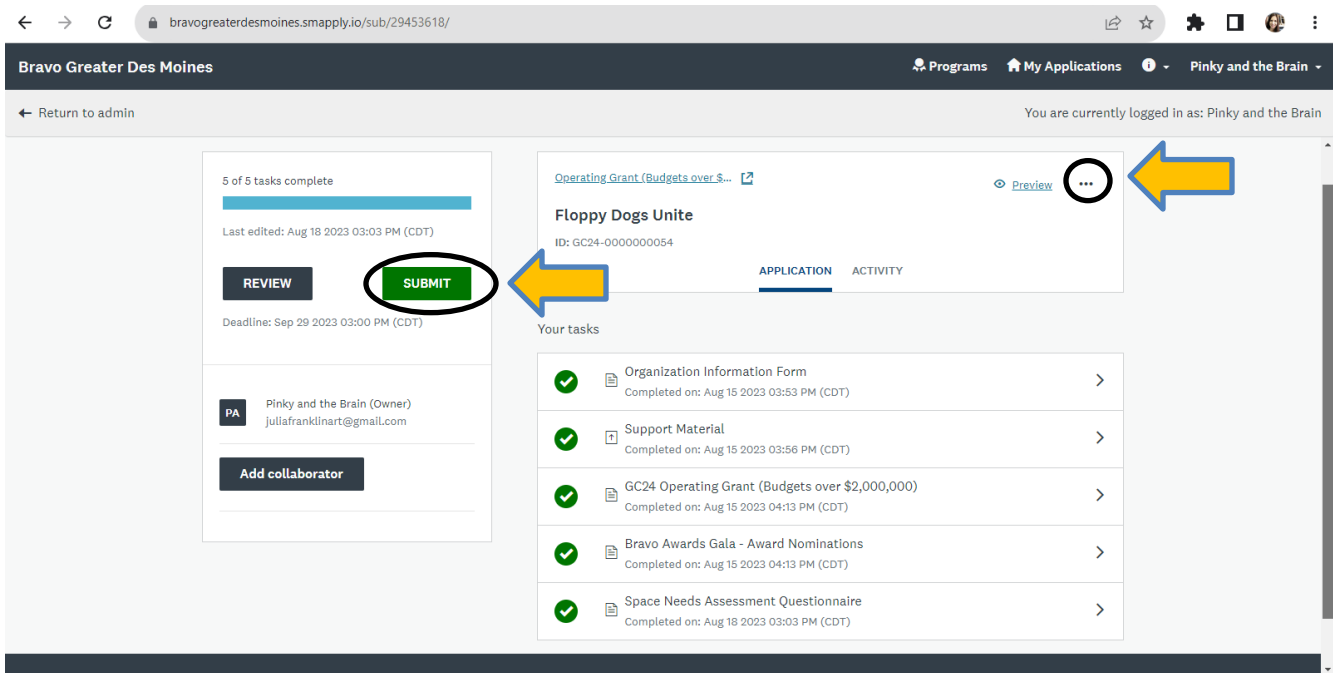
To edit your answers, click on the three dots to the right of the “GC24 (Application Name)” heading.

NOTE: If you select “Reset,” all your answers will be deleted, and you will need to complete the application again.

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 anything, click on the task section and then the 3 dots in the top right to edit.

When you are completely satisfied with your application, click “SUBMIT” (circled below). The application is not complete until you click on the blue “SUBMIT” button. Only the Owner of the account can view and click the “SUBMIT” button. Collaborators do not have this option and cannot submit the application.

NOTE: After clicking “SUBMIT,” you may no longer edit the GC24 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, please contact Bravo staff by [email](mailto:grants@bravogreaterdesmoines.org) or call 515.243.0388.



Once your application is complete, a check mark next to the “GC24 (Application Name)” task will be visible under your applications.

HOW DO I PRINT MY APPLICATION? To print and/or download a copy of your GC24 application after final submission, click “Go to My Application” and then click the three dots to the right of the grant application title and make your selection.

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](#)