

ANN BANCROFT FOUNDATION GRANT APPLICATION INSTRUCTIONS

1. Once you have registered for a SurveyMonkey Apply account and have verified your email address, you will be able to log in and view your application dashboard (see below). There you will have access to complete each of the 8 required parts (1, 2, 3, 4, 5, and 7 by the applicant – 6 and 8 done by the mentor). The circled button is where you will add your mentor as a ‘collaborator’ and the button in a square is where you will submit your application once all 8 parts are complete.

2. To add your mentor as a collaborator to your application, click the ‘Add Collaborator’ button in your application dashboard. The collaborator screen (see below) will ask for your mentor’s email address and will allow you to write a personal message. Once your mentor has received this email invite, they will be prompted to create their own SurveyMonkey Apply account. Then they will be able to access your application and complete parts 6 and 8.

Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

info@annbancroftfoundation.org

Type of access

View & edit View only

Message (optional)

Hi Info - Would you please create an account in SurveyMonkey Apply in order to log in and complete the Mentor sections of the ABF grant application? |

SEND INVITE

3. All 8 parts of the application may be done simultaneously, or in order – whatever works best for the applicant, mentor, and parent/guardian. The application allows for you to save and exit and come back at a later time. So, you may complete the parts of the application as time allows. Just make sure they are all complete by the deadline!
4. As you complete each of the 8 parts, be sure to press the “Mark as Complete” button (see below).

SAVE & CONTINUE EDITING

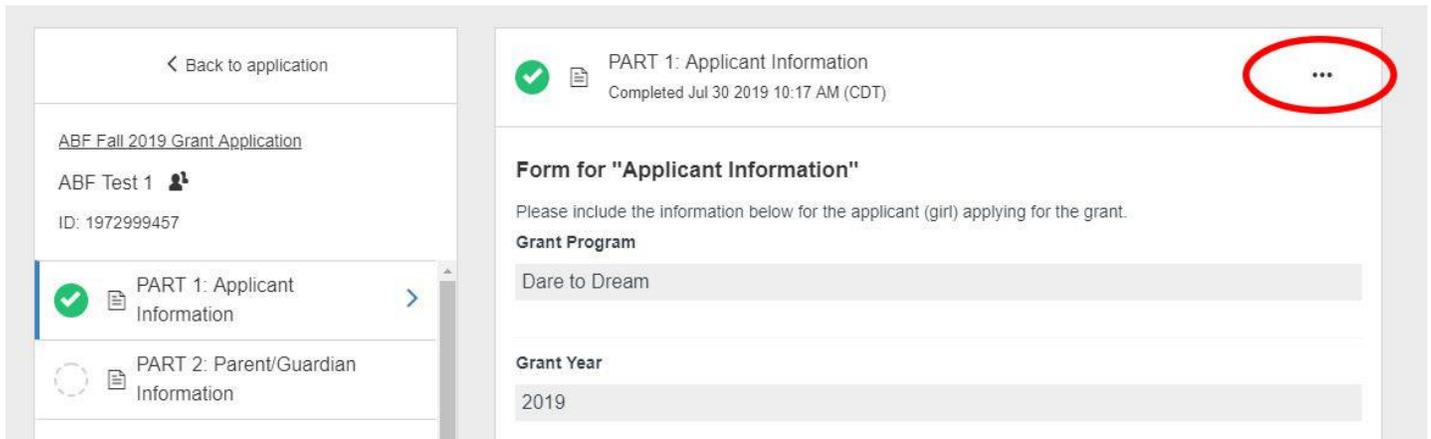
MARK AS COMPLETE

5. When all 8 parts are completed, your application dashboard should look like this:

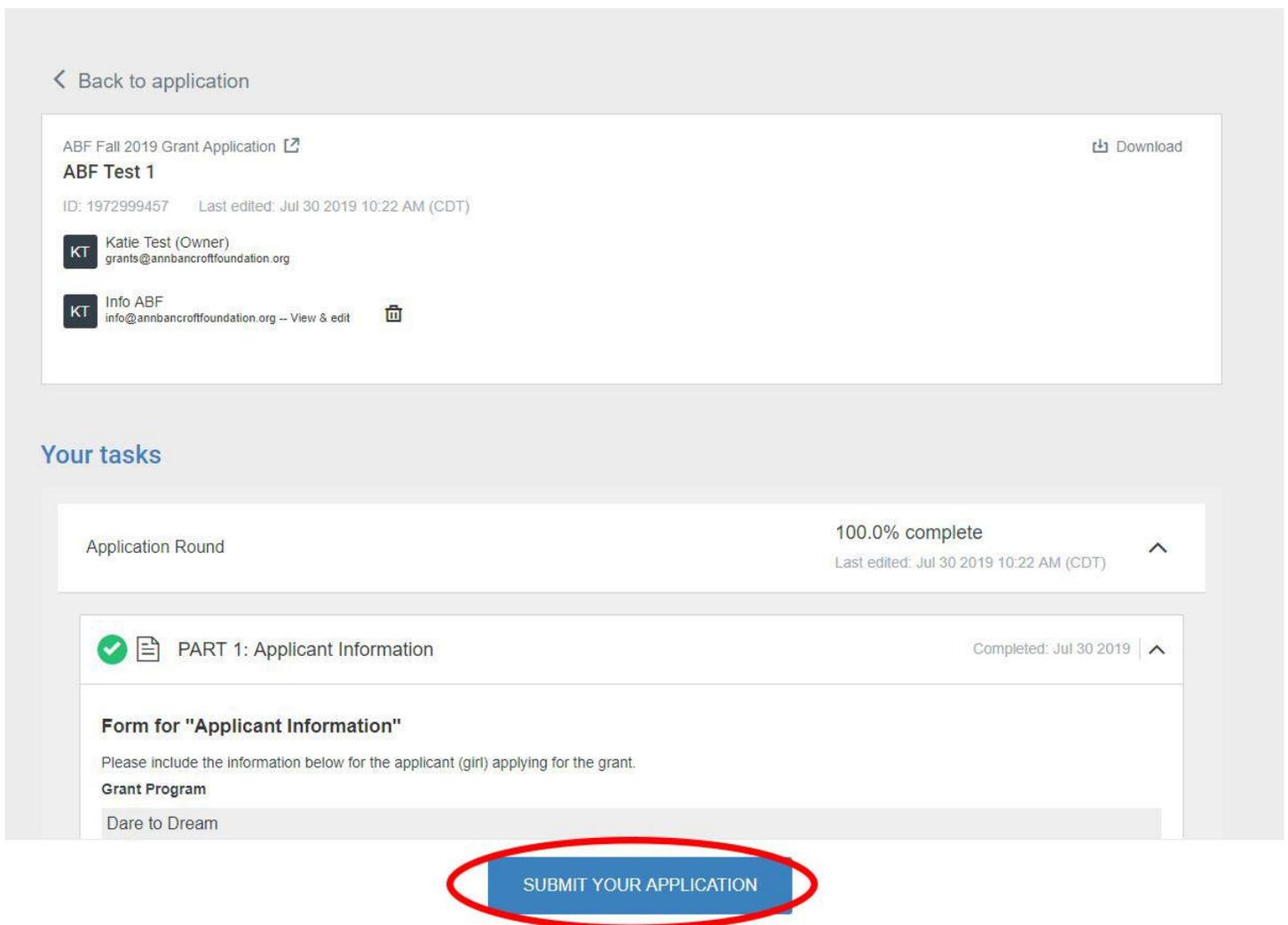
The screenshot displays a dashboard for an application. On the left, a summary box indicates '8 of 8 required tasks complete' with a progress bar, the last edit time 'Jul 30 2019 10:22 AM (CDT)', a 'REVIEW & SUBMIT' button, and a deadline of 'Oct 1 2019 11:59 PM (CDT)'. Below this is the user profile for Katie Test (Owner) with email grants@annbancroftfoundation.org and a collaborator list including 'Info ABF' with email info@annbancroftfound... and a 'View & edit' link. The main content area shows the application title 'ABF Fall 2019 Grant Application' with a 'Preview' button and ID '1972999457'. It has tabs for 'APPLICATION' and 'ACTIVITY'. Under 'Your tasks', a list of 8 parts is shown, all marked as completed with green checkmarks and document icons, including completion times and 'Info ABF' links. The final task is 'Upload any Additional Documents (optional) (optional)' with a dashed circle icon.

6. At this time, you may press the “Review & Submit” button in the top left corner of your dashboard.

7. This will bring you to a page where you can review all of your application answers to make sure that all information is correct. If you find something you need to change, click “Back to application” to return to your dashboard. Select the part you would like to edit and find the ellipse icon in the right corner (see below) – click that to reopen the part you want to correct.



8. If everything within your application responses is to your liking, press the “Submit Your Application” button:



9. Your application is complete! 😊