Greater Kansas City Community Foundation
SurveyMonkey Apply for Grant Applications and Reports
User Guide

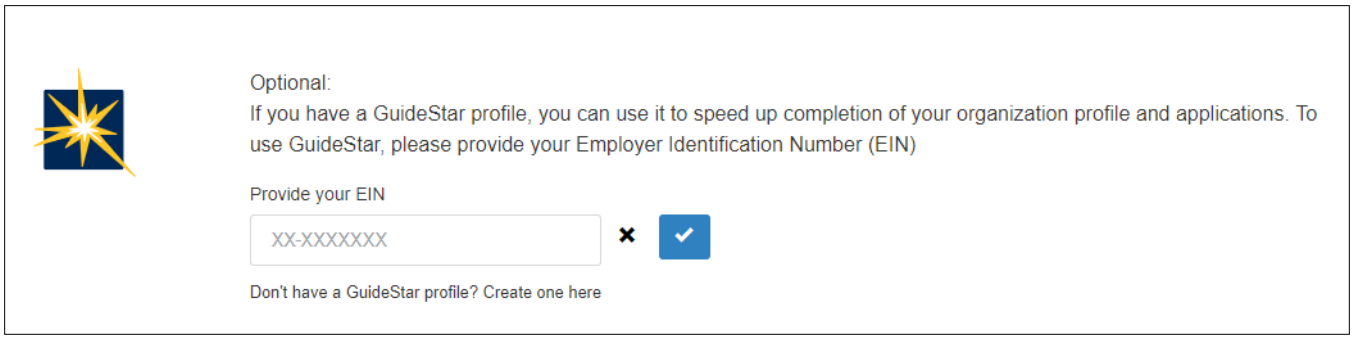
Part One: Registering

A new user must register for an account. You are a new user if you have never used the Greater Kansas City Community Foundation's SurveyMonkey Apply site. Login information from IGAM or Nonprofit Search does not transfer to SurveyMonkey Apply.

To register for an account:

1. Go to https://grants.growyourgiving.org/ and click the **Register** button in the upper right-hand corner of the screen. Fill in the Name, Email and Password fields.

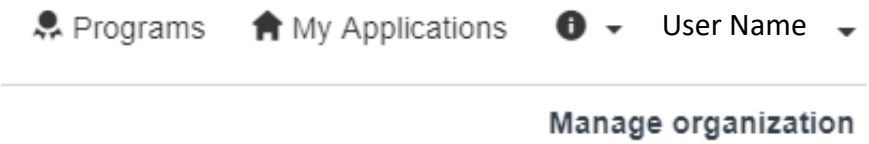
2. Add your organization's information. You can use the GuideStar feature to automatically import your organization's information from GuideStar into this form.



3. You will receive an email verification from grants@growyourgiving.org after you register for an account.
4. Follow the instructions here to whitelist emails from SurveyMonkey Apply and grants@growyourgiving.org.

Part Two: Navigating the Home Tabs

The following options in the upper right-hand corner of the screen will help you to manage your account and submit grant applications and reports:

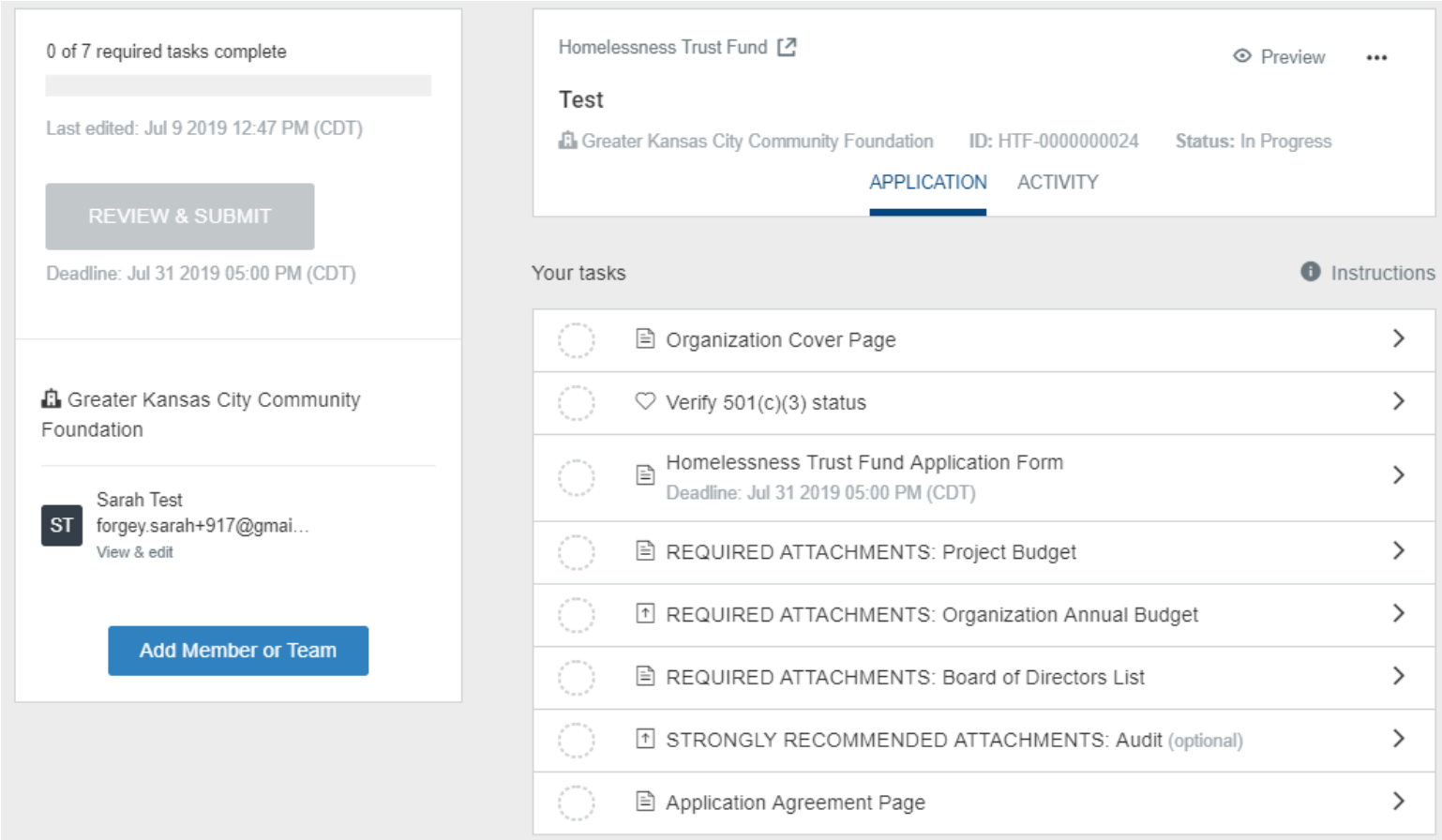


Programs	View all open and upcoming grant opportunities. If you have received an invitation to an invite-only application, that opportunity will also be listed under Programs.
My Applications	Access your In Progress and Submitted applications.
	Contact grants@growyourgiving.org, review system FAQs and contact technical support. This icon is also available in the screens before you login. Use this icon to contact support if you are locked out of your account or need help resetting your password.
User Name	Click your user name to Log Out or to update your account information including your username, email address, password, time zone preference or the types of notifications you receive.
Manage organization	Update your organization's information including name, address, phone number, email address or website. You can also add additional users to access applications you have created. Please see **Part Four** below to add additional team members.

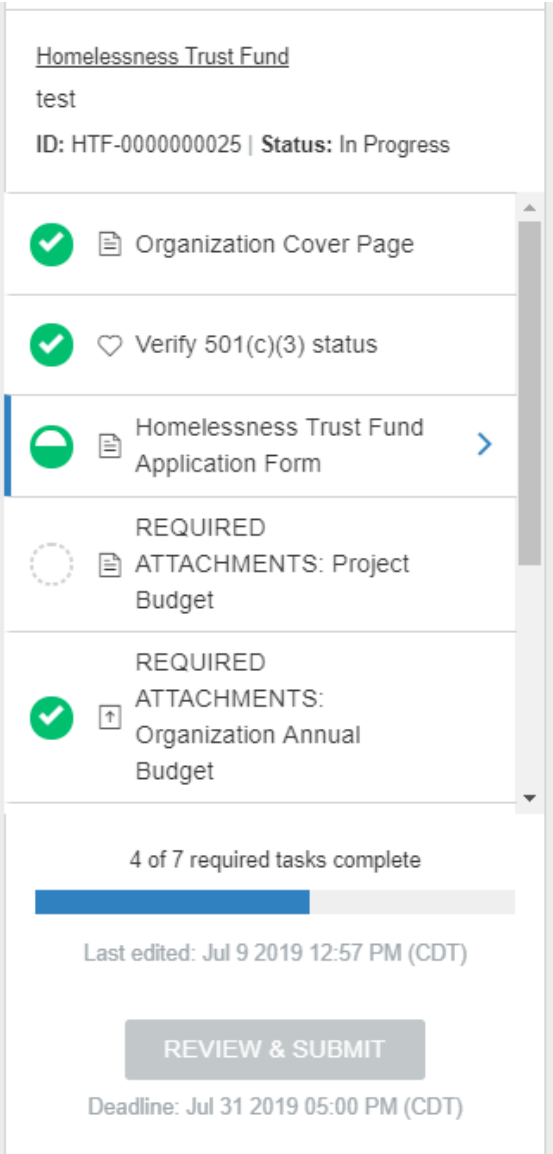
Part Three: Finding Programs and Completing an Application

Once on the **Programs** page, click the MORE > button to learn more about an application and to apply.

You will see a list of tasks with empty bubbles after you begin an application. Click on the first task to start the application.

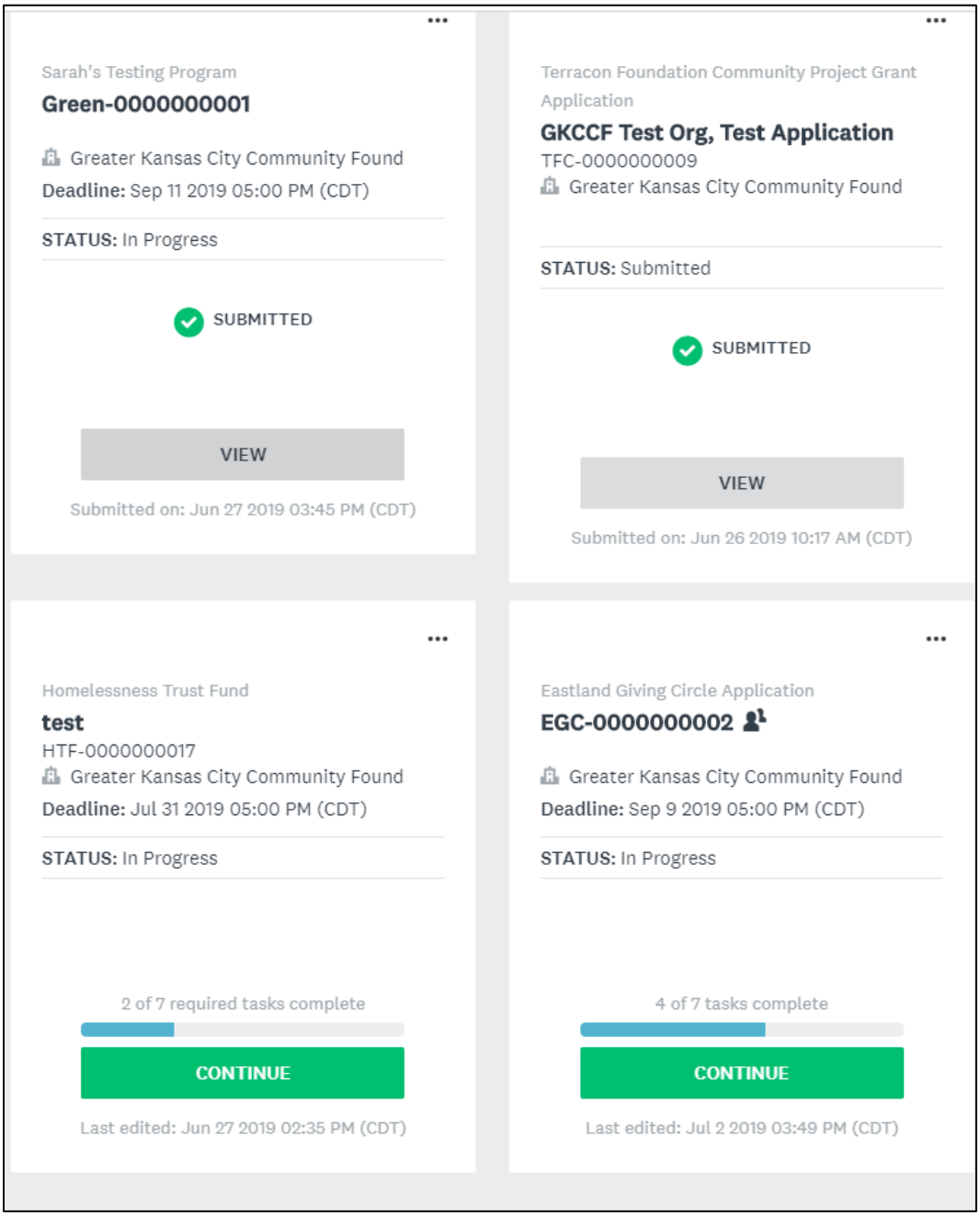


As you save and complete each task, the bubbles will indicate which tasks are complete, which have been started and which have not been started yet.
The blue status bar indicates how many required tasks have been completed.



The system automatically saves as you work on an application. You may click the **SAVE & CONTINUE EDITING** button at the bottom of any task to save your work at any time.

Click the **My Applications** tab to view submitted applications or return to in progress applications. Click **VIEW** to view and download submitted applications. Click **CONTINUE** to complete applications previously started but not submitted.

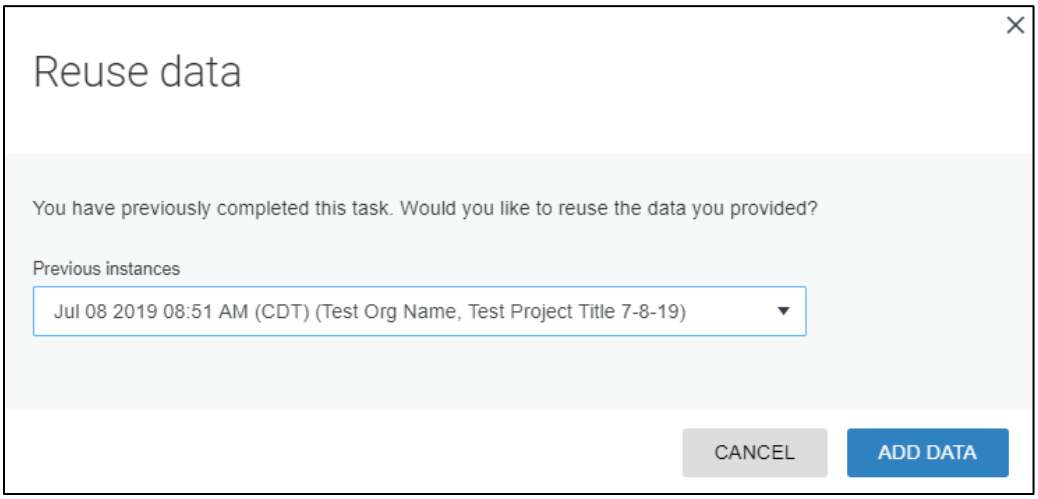


Part Four: Reusable Applicant Tasks

Some application tasks can be completed one time and then copied into subsequent applications. These include the following forms:

- Organization Cover Page
- Verify 501(c)3 status
- REQUIRED ATTACHMENTS: Organization Annual Budget
- REQUIRED ATTACHMENTS: Board of Directors List
- STRONGLY RECOMMENDED ATTACHMENTS: Audit

You will see the following message anytime you can reuse a previously completed task:



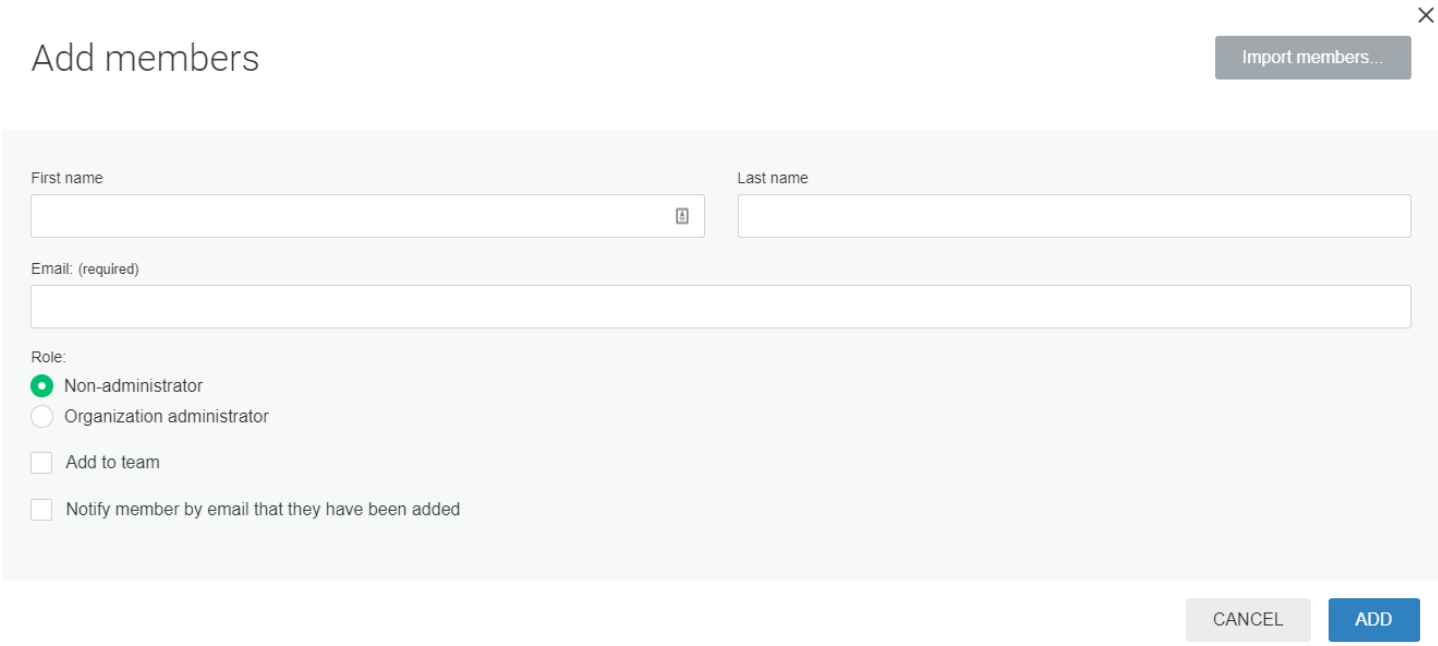
Part Five: Adding Team Members

Follow the instructions below to invite other people to view or edit applications.

1. Click the **Manage Organizations** link in the upper right-hand corner of the home page.
2. Click the **Members** link at the top of the page.

   Profile Members Teams

3. Click the **Add member** button and complete the following information:



4. Select if the member will have **Organization administrator** (may add other members and create and submit applications) or **Non-administrator** access (may not add other members or submit applications; may view or edit applications).
5. Check the **Notify member** box. The new member will receive an email notifying them that they have been added to your organization account. They will also receive registration instructions if they are a new user.

Give a Member Access to an Application

1. **Start a new application or open an existing application.**
2. Click the **Add Member or Team** button on the left panel.

   Add Member or Team

3. Select the person you wish to have access to the application and click **Add.**
4. Once added, you may click the three dots by the member's name to adjust their access from **View & Edit** to **View Only**.

Part Six: Resetting Your Password

To reset your password from the login screen, click the Forgot your password? link. You will receive an email with instructions on how to reset your password.

If you do not receive the password reset email or need other assistance resetting your password, click on the icon in the upper right-hand corner of the screen and choose the **Having technical issues with the site?** option to contact the support team.

If you enter the wrong password repeatedly and receive a message that you are locked out of your account, wait five minutes before trying the correct password again.

Contact

For technical assistance with the application process or questions about the system, please contact grants@growyourgiving.org or 816.627.3452.