



Old Bill's | SurveyMonkey Apply Tech Guide

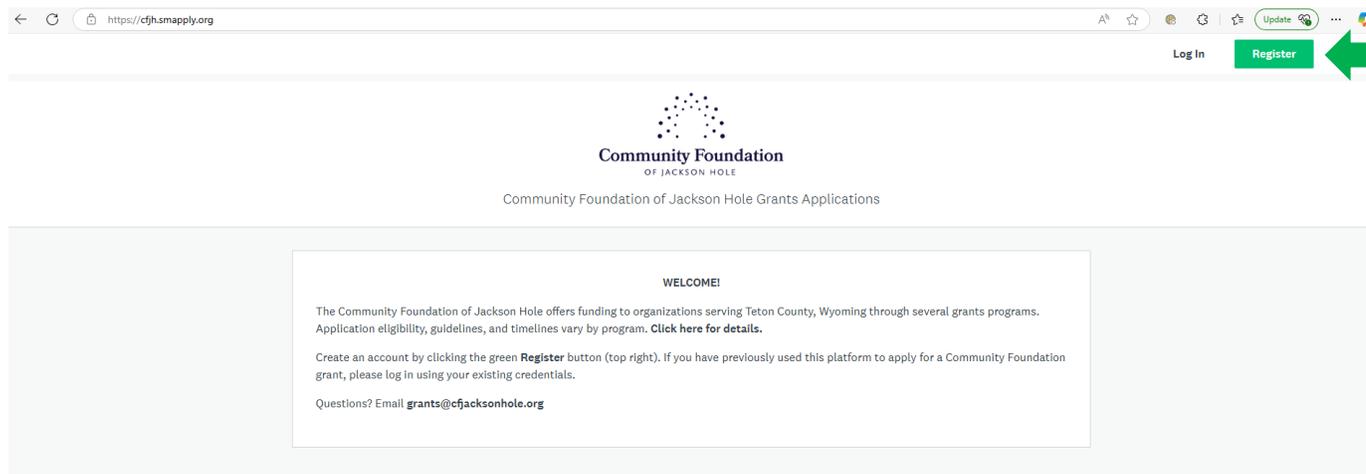
The Community Foundation is pleased to host its Old Bill's Application on the online platform **SurveyMonkey Apply (SMA)**. Our goal is to make the application process as easy, user-friendly, and streamlined as possible. This guide walks applicants through SMA registration and the updated Old Bill's application process. We welcome any questions or feedback: contact Maeve Stewart at mstewart@cfjacksonhole.org or 307-739-1026.

To access the new Old Bill's Fun Run Application, go to <https://cfjh.smapply.org> during the application period.

If you have applied for a Community Foundation grant via SMA in the past, you can skip Step 1 & 2 and login to your account.

Step 1: Create an SMA account

- Click the green Register button in the top right corner.
- Create an account using your email address and the password of your choice.
- Look for a confirmation email from the Community Foundation of Jackson Hole (grants@cfjacksonhole.org). Check spam if it's not in your inbox.
- Click on the green Confirm email address box in the email. *This is an important security step; without doing it, you won't be able to complete certain tasks in the application.*



- Accounts on SMA are created for individual users – *not* one account per organization. It's recommended that one staff (or board) member be the **Owner** of all your organization's grant applications, and that other colleagues be added to applications as **Collaborators**. This

approach helps keep applications organized across the platform and visible to all team members. More information on adding collaborators to your application is below.

Step 2: Complete your Eligibility Profile

- The confirmation link above will return you to SMA. Click **Continue**, then **View programs**.

No applications.

Please choose a program from our program listings page to get started

View programs



- Next, click on **Fill out eligibility profile**.

To get started, fill out your eligibility profile

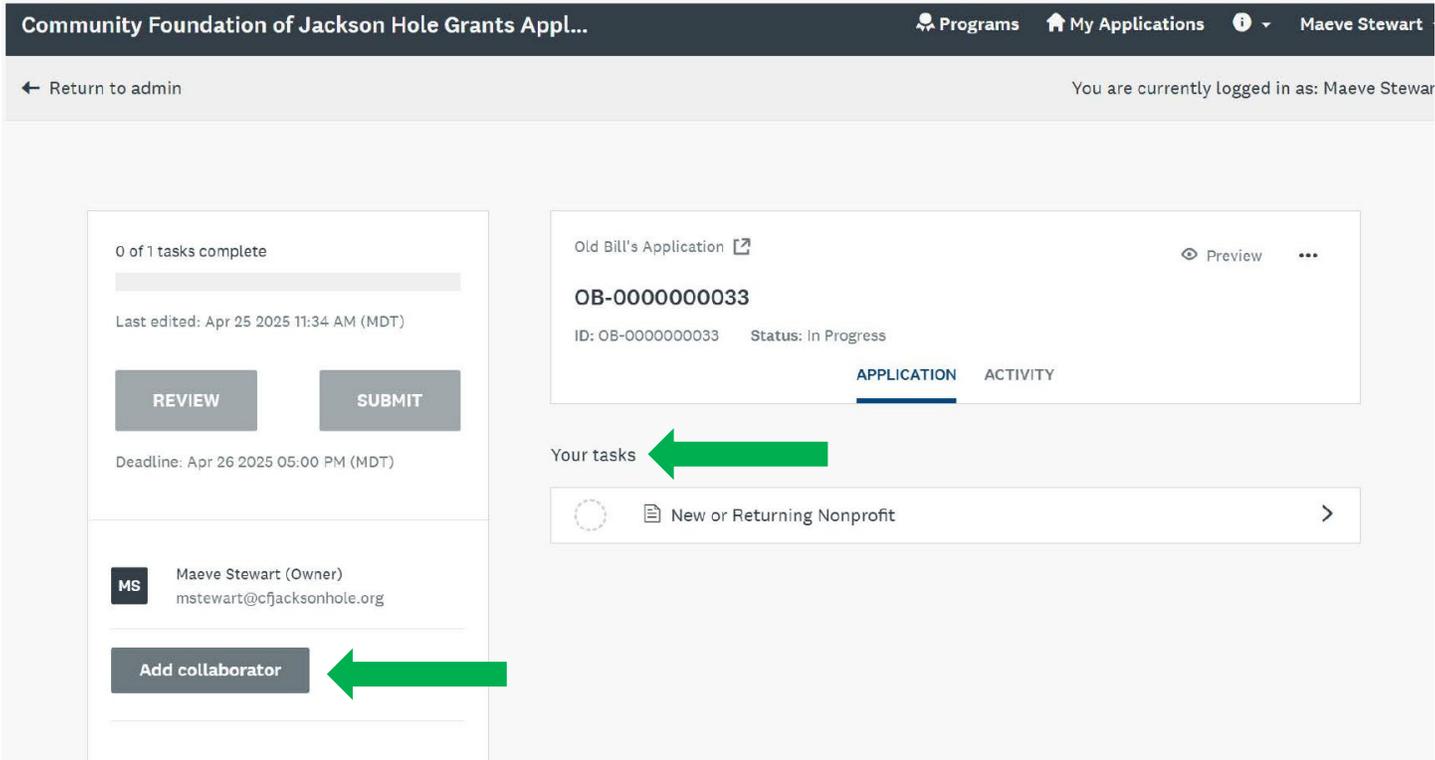
Fill out eligibility profile



- The **Eligibility Profile** requires applicants to respond to a few qualifying questions. Please see the [Old Bill's Rules & Procedures](#) document for more information on eligibility requirements.
- After responding to the Eligibility questions, click the green **Save my profile** box. If needed, you can edit your profile under My Account in the top right corner.

Step 3: Apply for Old Bill's

- After completing your eligibility profile, you'll land on the Programs page. Click on **More**.
- If you are logging in you'll land on the Applications page. Click on **View Programs**.
- On the Programs page you'll see the Old Bill's Application. Click **Apply**.
- Next, you'll land on your application dashboard:



- On the right is a column of application tasks. Once you complete the New or Returning Nonprofit task, more tasks will appear on your dashboard.
- On the left is an **Add Collaborator** button. Click this at any point to invite a colleague to co-author, edit, or review your application. Your teammates will not have visibility into your application unless they have been invited to collaborate AND accepted the associated email invitation.
- When you've answered all the questions on a given page click **Next**.



- Once you complete a task click **Mark as Complete** at the bottom. If you start but need to finish later, click **Save and Continue Editing**. Please note, if you save while you are in the middle of a page you will see *"The form contains errors. Please check your answers below and correct them before continuing."* Your answers will still be saved, you can exit out and return to your application later.



- The application is designed with branching logic: your initial answers will determine subsequent tasks and questions. This means you should only be asked questions that are pertinent to your organization.

- For example: if you are a returning nonprofit who participated in Old Bill's 2024, you will see a Grant Report task pop up after you complete the New or Returning Nonprofit task. New nonprofits will not complete a Grant Report.

The screenshot shows an application dashboard for 'Old Bill's Application' with ID OB-0000000025. The status is 'In Progress'. On the left, a progress bar shows '1 of 5 tasks complete'. Below the progress bar, it says 'Last edited: Apr 4 2025 10:24 AM (MDT)'. There are 'REVIEW' and 'SUBMIT' buttons. The deadline is 'Apr 5 2025 05:00 PM (MDT)'. The owner is Maeve Stewart (Owner) with email mstewart@cfjacksonhole.org. A green arrow points to the 'Grant Report' task in the 'Your tasks' list.

- Once you have a complete column of green check marks next to your task list, the **Submit** option will be available to click at the top left of your application dashboard.

The screenshot shows the same application dashboard, but now all five tasks are completed, indicated by green checkmarks in the 'Your tasks' list. The progress bar shows '5 of 5 tasks complete'. The 'SUBMIT' button is now highlighted in green, and a green arrow points to it from the right.

- You will receive a confirmation email from grants@cfjacksonhole.org once your application has been submitted.

- At any point, you can download your application by clicking on the ellipsis (three dots) in the top right corner of your application dashboard.
- If you need to edit your application after submitting it, please reach out to our team.

The screenshot displays the application dashboard for 'Old Bill's Application'. On the left, a 'Submitted' status is confirmed with a green checkmark and a timestamp of 'Submitted on: Apr 4 2025 10:48 AM (MDT)'. Below this, the owner's name 'Maeve Stewart (Owner)' and email 'mstewart@cfjacksonhole.org' are listed, along with an 'Add collaborator' button. The main application card shows the ID 'OB-0000000025' and status 'In Review'. A green arrow points from the application ID to a 'Download' button in the top right corner. Below the application card, a 'Previous tasks' list includes: 'New or Returning Nonprofit' (Completed on: Apr 4 2025 10:24 AM (MDT)), 'Organization Information' (Completed on: Apr 4 2025 10:39 AM (MDT)), 'Verify Nonprofit Status' (Completed on: Apr 4 2025 10:40 AM (MDT)), 'Grant Report' (Completed on: Apr 4 2025 10:43 AM (MDT)), and 'Attestation' (Completed on: Apr 4 2025 10:44 AM (MDT)).

Forgot Password

- Go to <https://cfjh.smapply.org>
- Click Log In
- Click on **Forgot your password?**

The screenshot shows the login page for 'Apply'. It features social login options for Facebook, Twitter, and Google. Below these, there are input fields for 'Email' (containing 'mstewart@cfjacksonhole.org') and 'Password'. A green arrow points to the 'Forgot your password?' link, which is circled in green. At the bottom of the form is a green 'LOG IN' button.

- Applicants will enter the email address associated with their account and SMA will send instructions



Forgot your password?

Enter the email address associated with your account and we will send you instructions.

Email

SEND INSTRUCTIONS

[← Back to Log In](#)

Questions?

For additional help, you can check out the SurveyMonkey Apply [Completing an Application FAQ](#) or reach out to [Maeve Stewart](#) or [Cindy Corona](#) via email or call us at 307-739-1026.