



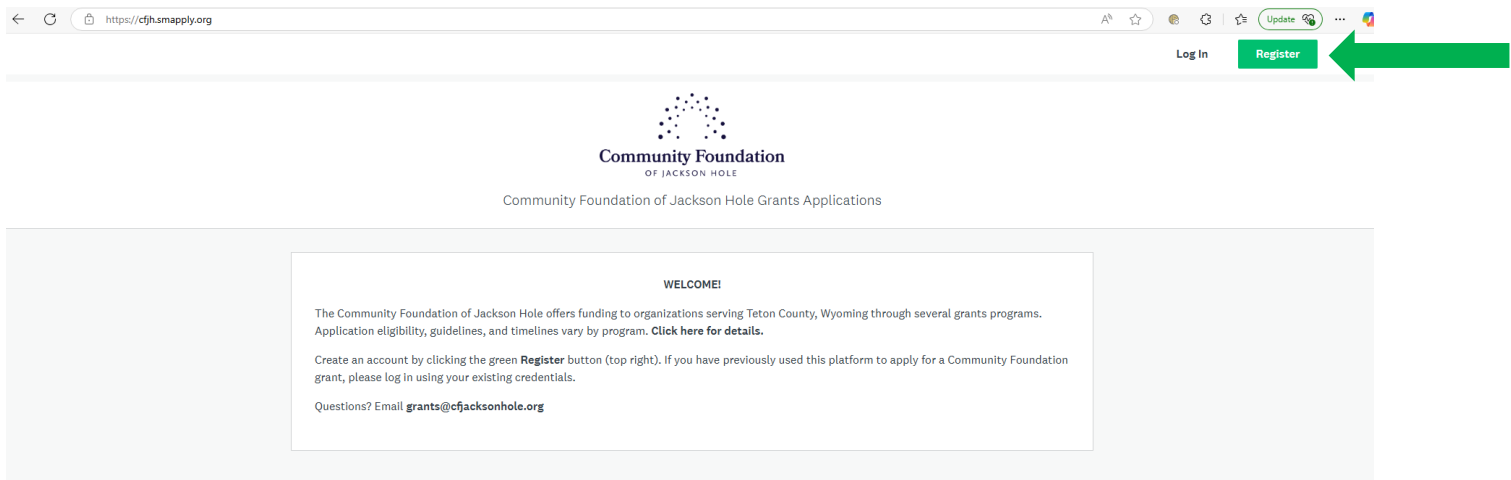
SurveyMonkey Apply Tech Guide

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. **To access the Old Bill's 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**.

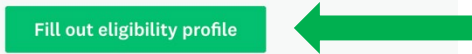
No applications.

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



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

To get started, fill out your eligibility profile

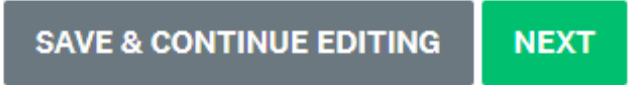


- The **Eligibility Profile** requires applicants to respond to a few qualifying questions. Please see the [Old Bill's Rules & Procedures](#) document for more information on eligibility requirements.
- After responding to the Eligibility questions, click the green **Save my profile** box. If needed, 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 2025, 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 a dashboard for 'Old Bill's Application' with ID OB-0000000025. On the left, a progress bar shows '1 of 5 tasks complete' with a 'REVIEW' and 'SUBMIT' button. Below this is the user profile for Maeve Stewart (Owner) with an 'Add collaborator' button. On the right, a 'Your tasks' list includes: 'New or Returning Nonprofit' (completed), 'Organization Information', 'Verify Nonprofit Status', 'Grant Report' (highlighted with a green arrow), and 'Attestation'.

- 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.

5 of 5 tasks complete

Last edited: Apr 4 2025 10:44 AM (MDT)

REVIEW **SUBMIT**

Deadline: Apr 5 2025 05:00 PM (MDT)

MS Maeve Stewart (Owner)
mstewart@cfjacksonhole.org

Add collaborator

Old Bill's Application [↗](#) Preview ...

OB-0000000025

ID: OB-0000000025 Status: In Progress

APPLICATION ACTIVITY

Your tasks

- ✔ 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) >
- ✔ Attestation
Completed on: Apr 4 2025 10:44 AM (MDT) >

- 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.

✔ **Submitted**

Submitted on: Apr 4 2025 10:48 AM (MDT)

MS Maeve Stewart (Owner)
mstewart@cfjacksonhole.org

Add collaborator

Old Bill's Application [↗](#) Preview ...

OB-0000000025

ID: OB-0000000025 Status: In Review

APPLICATION ACTIVITY

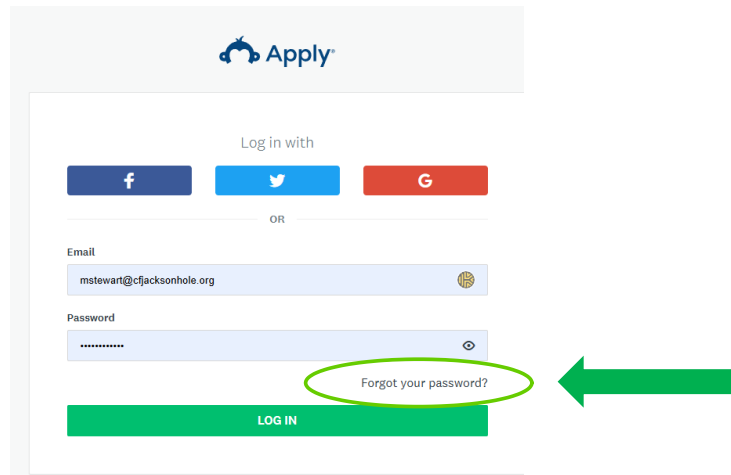
Download

Previous tasks

- ✔ 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) >
- ✔ Attestation
Completed on: Apr 4 2025 10:44 AM (MDT) >

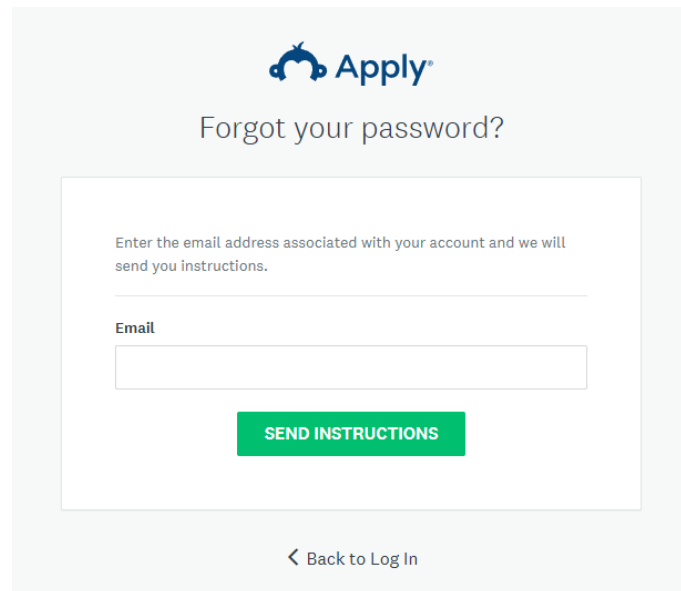
FORGOT PASSWORD

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



The screenshot shows the Apply login interface. At the top is the Apply logo. Below it are social media login buttons for Facebook, Twitter, and Google. A horizontal line with "OR" in the center separates these from the email and password fields. The email field contains "mstewart@cfjacksonhole.org". The password field is masked with dots and has an eye icon to its right. Below the password field is a green button labeled "LOG IN". A link labeled "Forgot your password?" is located below the password field and is circled in green. A large green arrow points from the right towards this link.

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



The screenshot shows the "Forgot your password?" page. At the top is the Apply logo. Below it is the heading "Forgot your password?". The main content area contains the text "Enter the email address associated with your account and we will send you instructions." followed by an empty text input field labeled "Email". Below the input field is a green button labeled "SEND INSTRUCTIONS". At the bottom of the page is a link that says "< 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. We welcome any questions or feedback.