



# St. Louis County Children's Service Fund

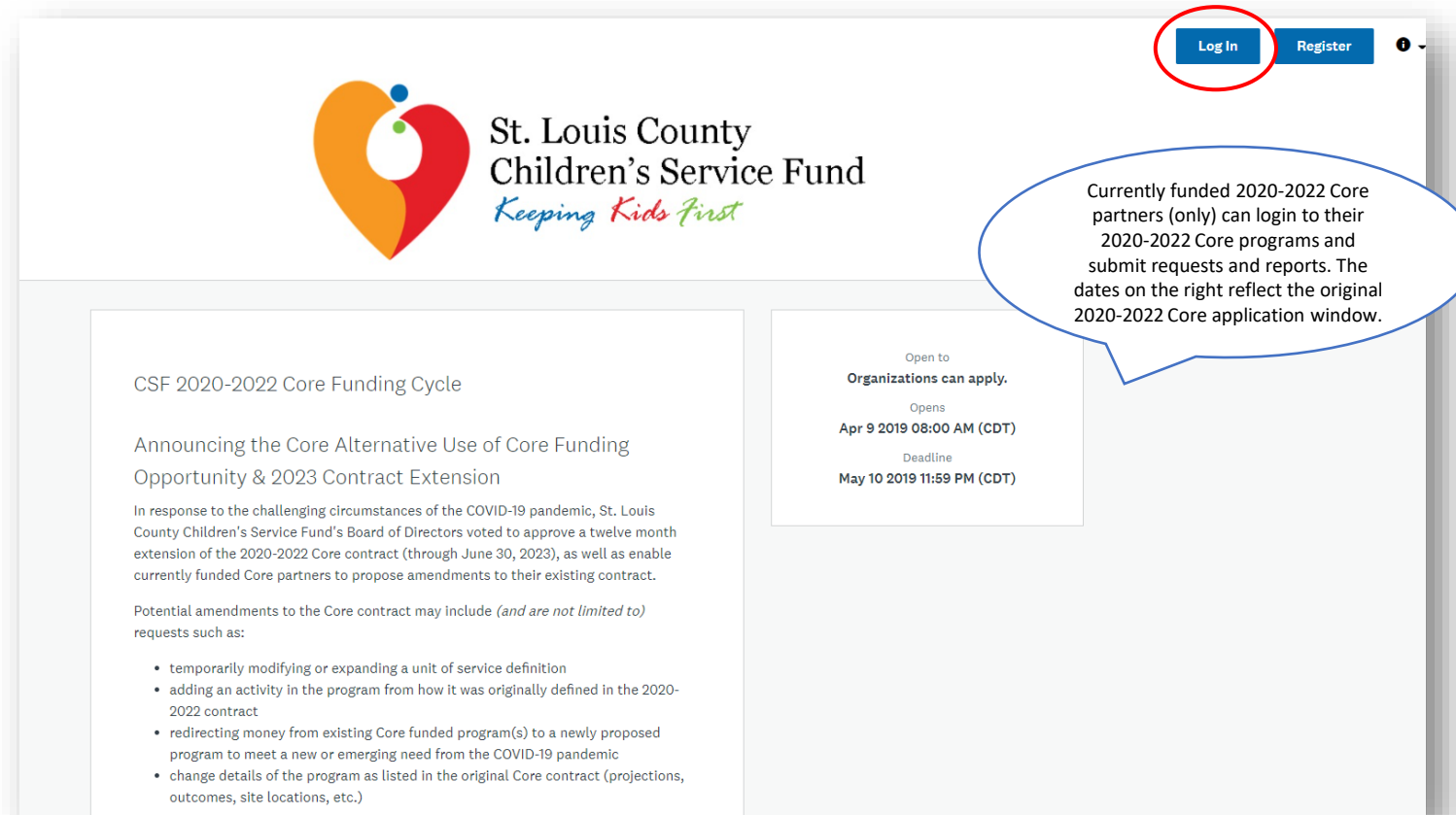
*Keeping Kids First*

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SurveyMonkey Apply User Tips

## Accessing the “Opportunities for Alt. Use of Core & ‘22-’23 Contract Extensions” in SMAppl

- Return to the [program site for CSF’s 2020-2022 Core contract cycle via SMAppl](#).
- Identify the organizational account’s current *primary administrator*. This can be changed to meet the needs of your organization.



Log In Register

St. Louis County  
Children's Service Fund  
*Keeping Kids First*

Open to  
Organizations can apply.  
Opens  
Apr 9 2019 08:00 AM (CDT)  
Deadline  
May 10 2019 11:59 PM (CDT)

CSF 2020-2022 Core Funding Cycle

Announcing the Core Alternative Use of Core Funding Opportunity & 2023 Contract Extension

In response to the challenging circumstances of the COVID-19 pandemic, St. Louis County Children's Service Fund's Board of Directors voted to approve a twelve month extension of the 2020-2022 Core contract (through June 30, 2023), as well as enable currently funded Core partners to propose amendments to their existing contract.

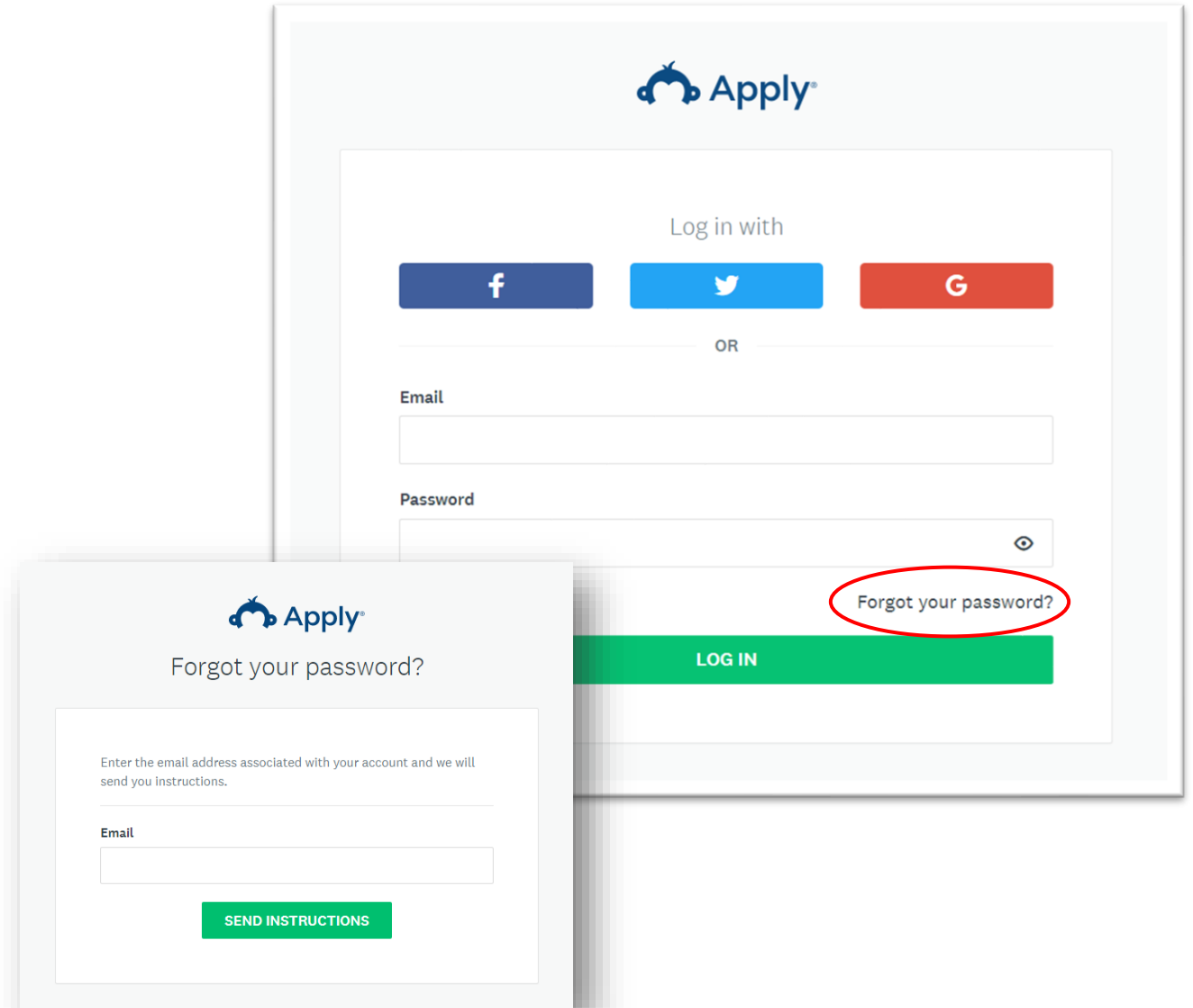
Potential amendments to the Core contract may include (*and are not limited to*) requests such as:

- temporarily modifying or expanding a unit of service definition
- adding an activity in the program from how it was originally defined in the 2020-2022 contract
- redirecting money from existing Core funded program(s) to a newly proposed program to meet a new or emerging need from the COVID-19 pandemic
- change details of the program as listed in the original Core contract (projections, outcomes, site locations, etc.)

Currently funded 2020-2022 Core partners (only) can login to their 2020-2022 Core programs and submit requests and reports. The dates on the right reflect the original 2020-2022 Core application window.

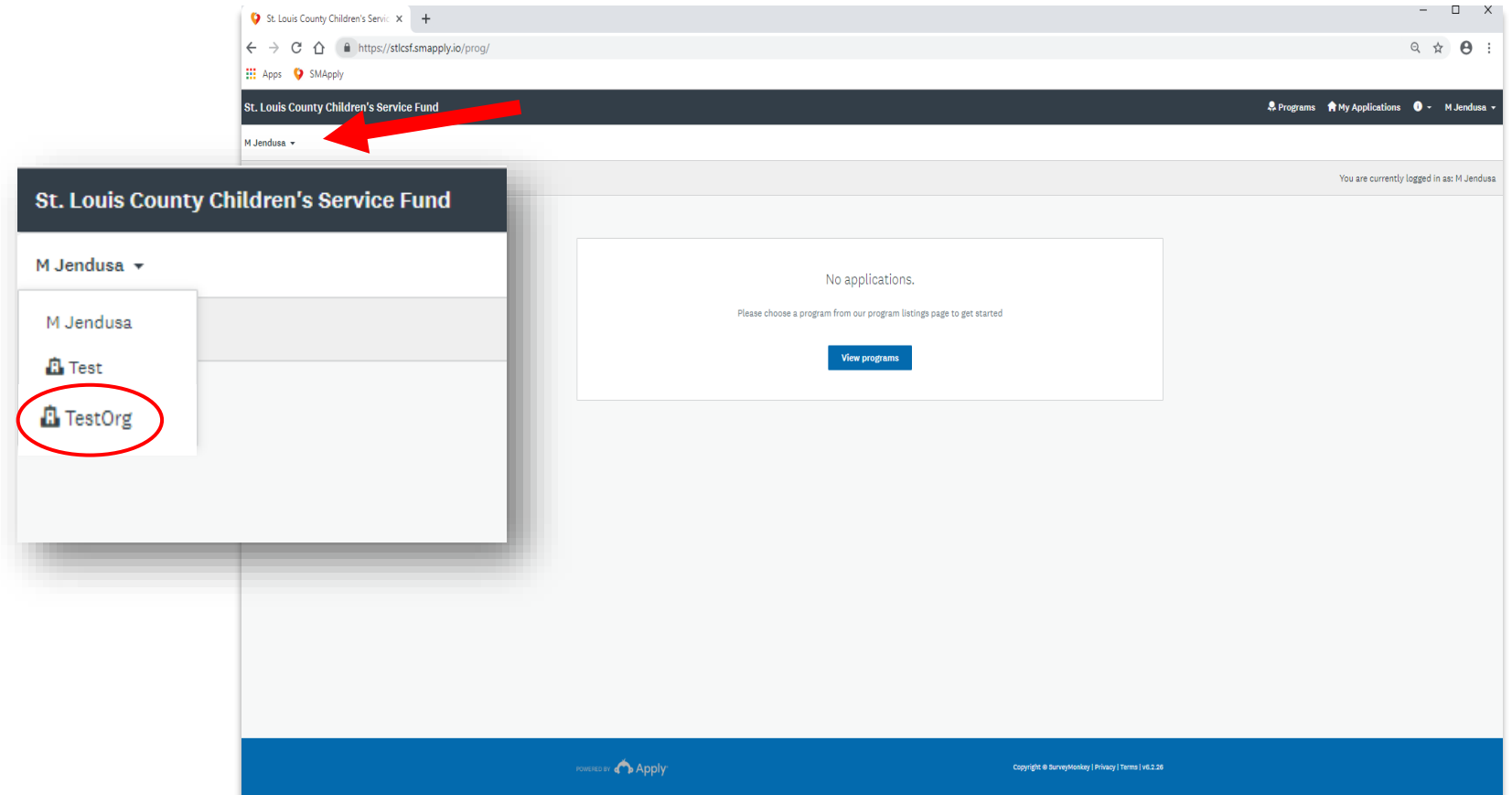
# SurveyMonkey Apply Login

- ❑ [Login to your SMAApply account](#) which was setup in fall 2019 as part of the 2020-2022 Core application process.
- ❑ If you forgot your password and need to reset it, click, “Forgot your password?”
  - SMAApply will ask for the email address registered to your account and will send an email to this address with a link to reset your password.
  - Please ensure your email account’s firewall allows for delivery of emails from SMAApply ([noreply@mail.smapply.net](mailto:noreply@mail.smapply.net)) to your inbox.
  - Save your log-in information in a safe place. The site administrator (CSF) cannot restore your password; you will have to send a request to SMAApply directly to reset or recover account information.



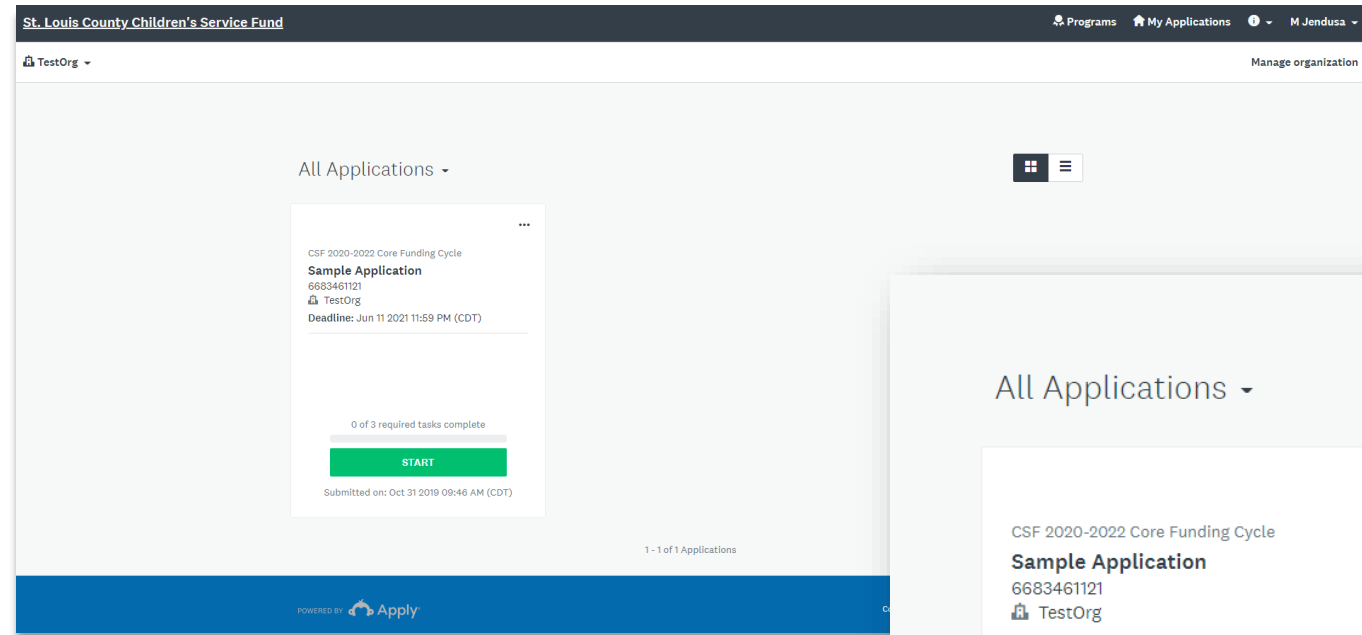
# SurveyMonkey Apply Login

- ❑ Immediately upon logging into your individual account, you will find that you do not have any program applications available to open.
- ❑ You will need to tell SurveyMonkey Apply that you want to open an application for your organization by clicking on your username in the upper left-hand corner of your screen and selecting the organization's name.
- ❑ If the drop-down menu with your organization is not available, follow the steps on page 6 to make sure that your individual account is linked to the agency's organizational account.

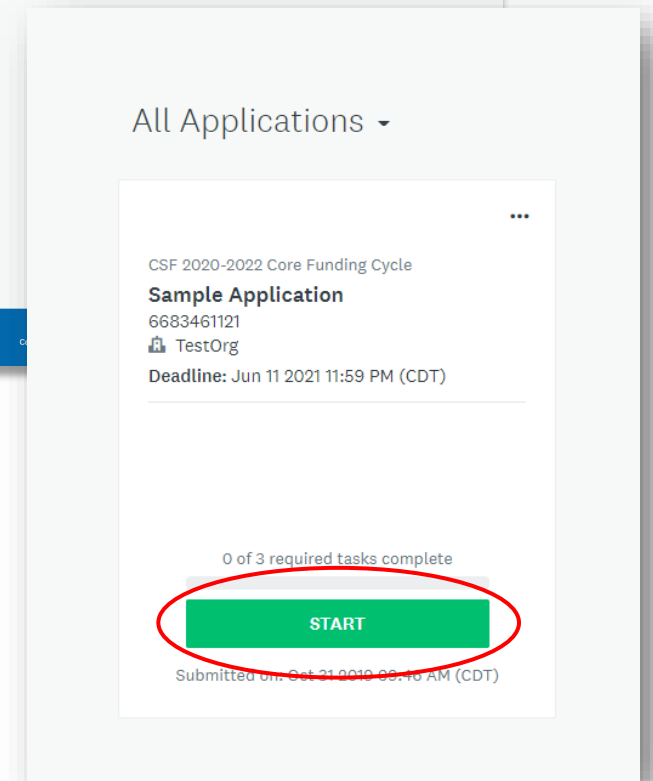


The screenshot shows the SurveyMonkey Apply interface for St. Louis County Children's Service Fund. The browser address bar displays the URL <https://stlcsf.smapply.io/prog/>. The page header includes the organization name, navigation links for Programs and My Applications, and the user name M Jendusa. A red arrow points to the user name in the top navigation bar. A dropdown menu is open, showing the user name M Jendusa and two organization options: Test and TestOrg, with TestOrg circled in red. The main content area displays "No applications." with a "View programs" button. The footer includes "POWERED BY Apply" and "Copyright © SurveyMonkey | Privacy | Terms | v6.2.26".

- ❑ Now you will see a dashboard with all your CSF programs listed.
- ❑ Click the green “START” or “CONTINUE” buttons on the programs listed under 2020-2022 Core Funding Cycle.



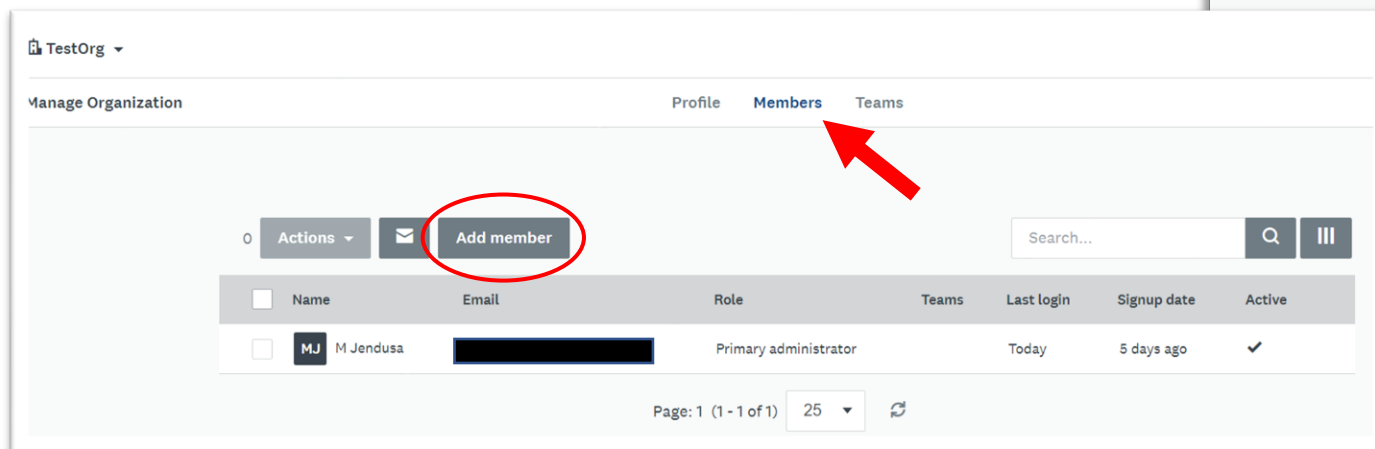
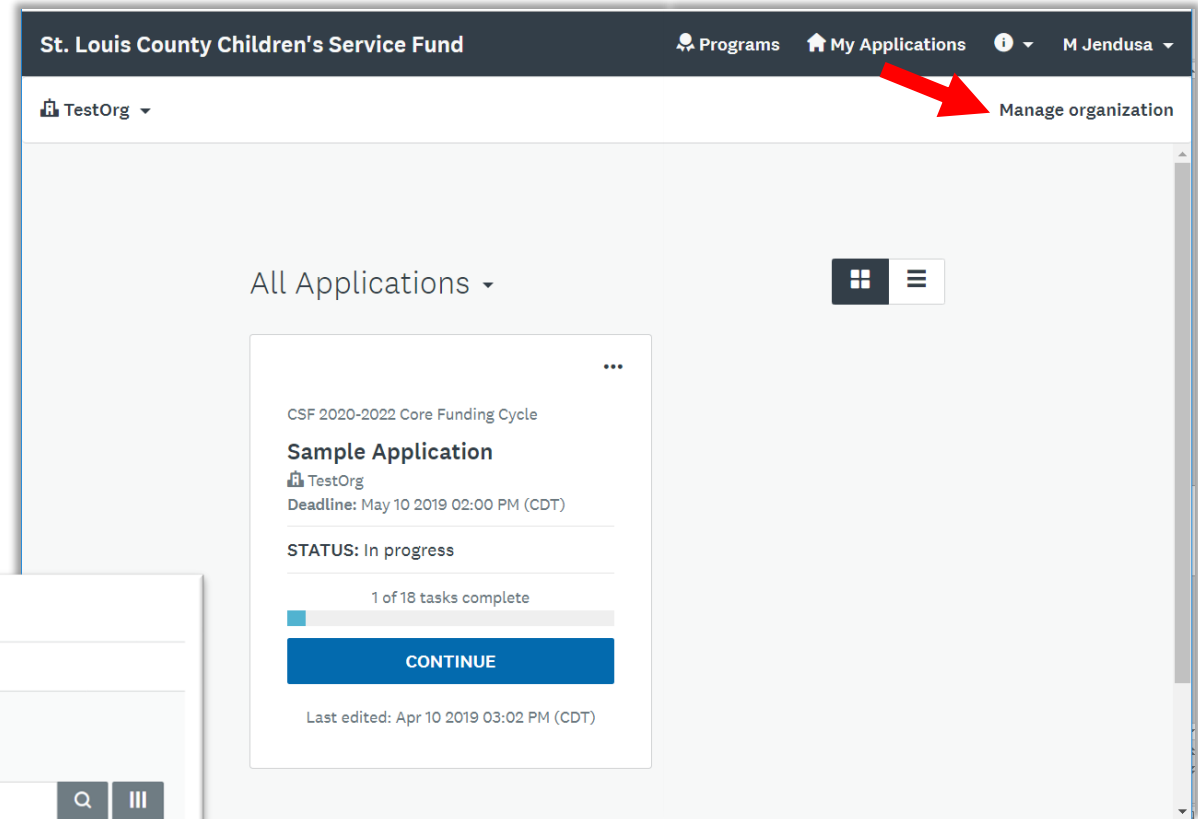
The screenshot shows the SurveyMonkey Apply dashboard for St. Louis County Children's Service Fund. The header includes the organization name, navigation links for Programs, My Applications, and M. Jendusa, and a Manage organization link. The main content area is titled "All Applications" and displays a single application card for "Sample Application" under the "CSF 2020-2022 Core Funding Cycle". The card shows the application ID 6683461121, the organization TestOrg, and a deadline of Jun 11 2021 11:59 PM (CDT). A progress bar indicates "0 of 3 required tasks complete" and a green "START" button is visible. The submission date is Oct 31 2019 09:46 AM (CDT). The footer of the dashboard includes the "POWERED BY Apply" logo.



This is a close-up view of the application card from the dashboard. It highlights the "START" button, which is circled in red. The card details include the application title "Sample Application", ID "6683461121", organization "TestOrg", and deadline "Jun 11 2021 11:59 PM (CDT)". The progress bar shows "0 of 3 required tasks complete" and the submission date is "Oct 31 2019 09:46 AM (CDT)".

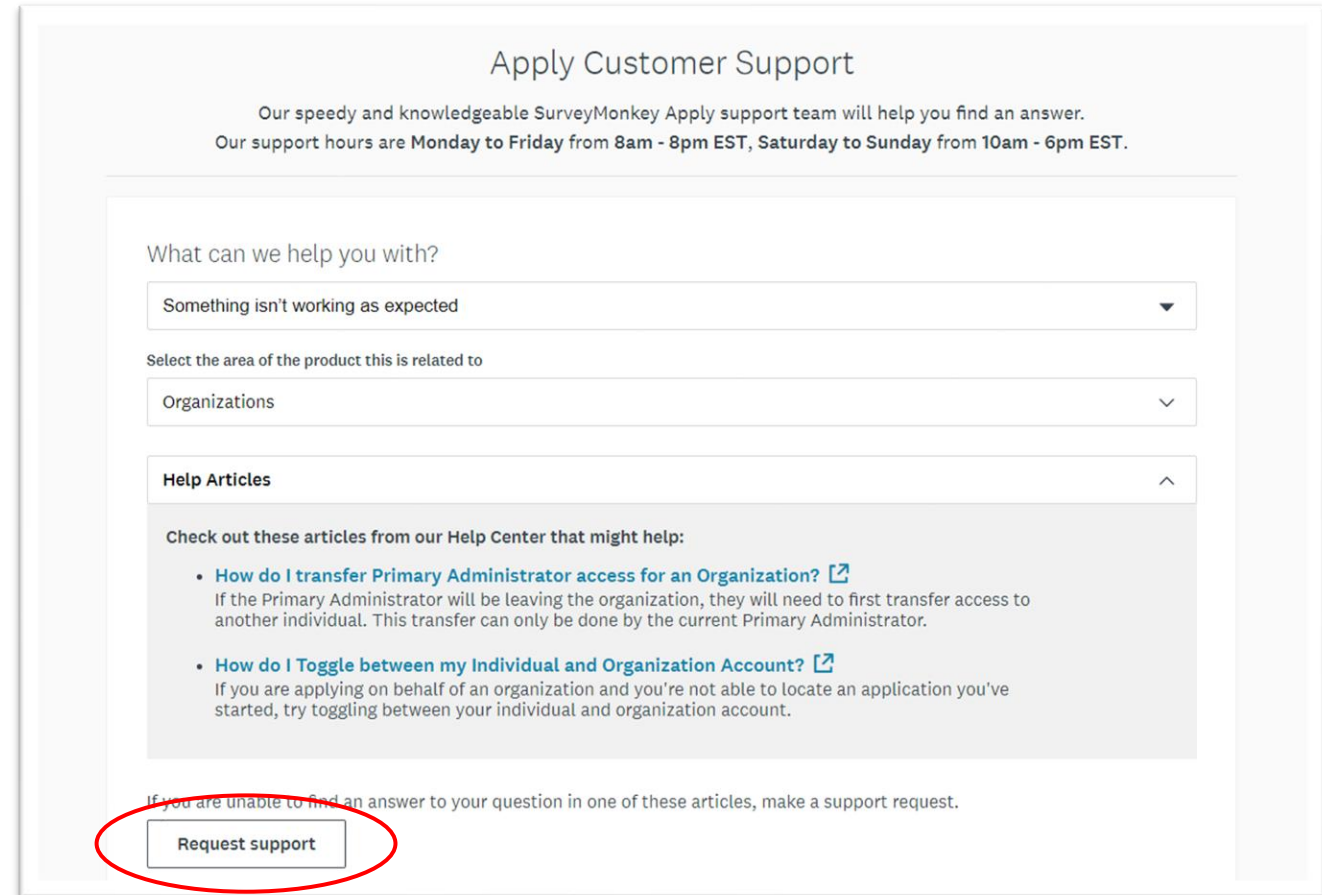
# SurveyMonkey Apply Log-in User Errors

- ❑ To double check that your individual account is linked to the organizational account, have your Primary Admin. log in to their account, select the organization from the upper left corner of the screen (as demonstrated previously), and then select “Manage organization” in the ribbon bar.
- ❑ Once in the organization’s profile, click on the “Members” tab to review all individual users who have been added as collaborators to the organization’s program applications.
- ❑ To add a new member to the organizational account click “Add member” and provide the individual’s name and email address.
  - ❑ An email will be sent to the address provided with a link to follow to join the agency’s organizational account. From there, the individual should follow the previous instructions for setup and login.



## MANAGING YOUR ORGANIZATION'S ACCOUNT

- ❑ If the organization's existing Primary Admin. on their SMAApply account is no longer an employee, the agency will need to reach out to [SMAApply Customer Support through their Help Desk](#) for user support on the account.
  - Make the selections as shown in the screen shot to the right. ----->
  - Click "Request Support" and complete the form for a SMAApply team member to help you.
- ❑ If at any point the Primary Admin. who is still an employee needs to transfer Primary Admin. control to another user on the agency's organizational account, please follow the instructions [here](#).



Apply Customer Support

Our speedy and knowledgeable SurveyMonkey Apply support team will help you find an answer.  
Our support hours are Monday to Friday from 8am - 8pm EST, Saturday to Sunday from 10am - 6pm EST.

What can we help you with?

Something isn't working as expected

Select the area of the product this is related to

Organizations

Help Articles

Check out these articles from our Help Center that might help:

- [How do I transfer Primary Administrator access for an Organization?](#)  
If the Primary Administrator will be leaving the organization, they will need to first transfer access to another individual. This transfer can only be done by the current Primary Administrator.
- [How do I Toggle between my Individual and Organization Account?](#)  
If you are applying on behalf of an organization and you're not able to locate an application you've started, try toggling between your individual and organization account.

If you are unable to find an answer to your question in one of these articles, make a support request.

Request support

## “MARK AS COMPLETE”

- You may “SAVE AND CONTINUE EDITING” a form in SMAApply to ensure your responses are saved; you may also use this feature in case you need to close out of the site, and return to your form later.
- Some forms have multiple pages; in such a case, use the “NEXT” and “PREVIOUS” buttons at the bottom of the page to move through the form. Do not use the “back” button on your browser window as you may lose some of your work.
- When you are finished with a form, don't forget to “Mark as Complete”.

## Intro: Alternative Use of Core Funding Opportunity

Please select the type of amendment(s) the agency intends to request for the 2020-2022 Core funded program. Check all that apply.

**The funded program intends to propose an amendment to the original 2020-2022 Core contract in order to:**

- request an exception to the minimum staff qualifications as written in the unit of service definition in Schedule B
- alter or modify the eligible activities as defined for a unit of service
- expand the minimum/maximum time limits to invoice for a unit of service
- add new activities or services to an existing funded program, including new unit requests for activities that were not originally included in the 2020-2022 Core contract
- make changes to the program's details as originally stated in the 2020-2022 Core contract (e.g. update service projections, edit outcome statement, redefine program setting or logistics)
- redirect existing funding from CSF to the agency for currently funded programs to a newly proposed program
- request a change to the contract or program not listed above; please describe
- This program does not wish to make any amendments or changes to the program as described in the 2020-2022 Core contract.

SAVE & CONTINUE EDITING

MARK AS COMPLETE



## EDIT OR RESET A FORM

- ❑ If you have already selected “MARK AS COMPLETE” you can still go back and edit or reset a form before you have clicked “SUBMIT”.
  - You can see which tasks have been “Marked as Complete” by the green circle with a check mark; this symbol indicates a task in “Complete” in the system.
  - Once in the form, click on the ellipses in the upper right hand corner and select “EDIT” to reopen the form; if you select “RESET” the form will reopen and remove or erase all your previous responses.



Intro: Alternative Use of Core Funding Opportunity  
Completed Apr 28 2021 03:32 PM (CDT)

**Intro: Alternative Use of Core Funding Opportunity**

Please select the type of amendment(s) the agency intends to request for the 2020-2022 Core contract. Check all that apply.

**The funded program intends to propose an amendment to the original 2020-2022 Core contract to:**

Responses Selected:

This program does not wish to make any amendments or changes to the program as described in the 2020-2022 Core contract.

Download  
Reset  
Edit

# SurveyMonkey Apply Helpful Tips

- Google Chrome** or **Safari** is recommended as the internet browser for best user functionality of SMAppl.
- Auto-Save** is a great feature of SMAppl; it will save your work every few minutes, though we still recommend clicking "**Save and Continue**" at the bottom of screen whenever actively working on a form in SMAppl.
- This icon ⓘ is available in the top banner on every page of SMAppl. You can "Contact Support" or search the "Help Center" for common user questions and instructions at anytime.
- Once you finish a form or task in SMAppl, always "**Mark as Complete**" the form. You can still reopen and edit the form at this point.
- When you are ready to turn it in to CSF, click "**Submit**" on your program's main page or dashboard.



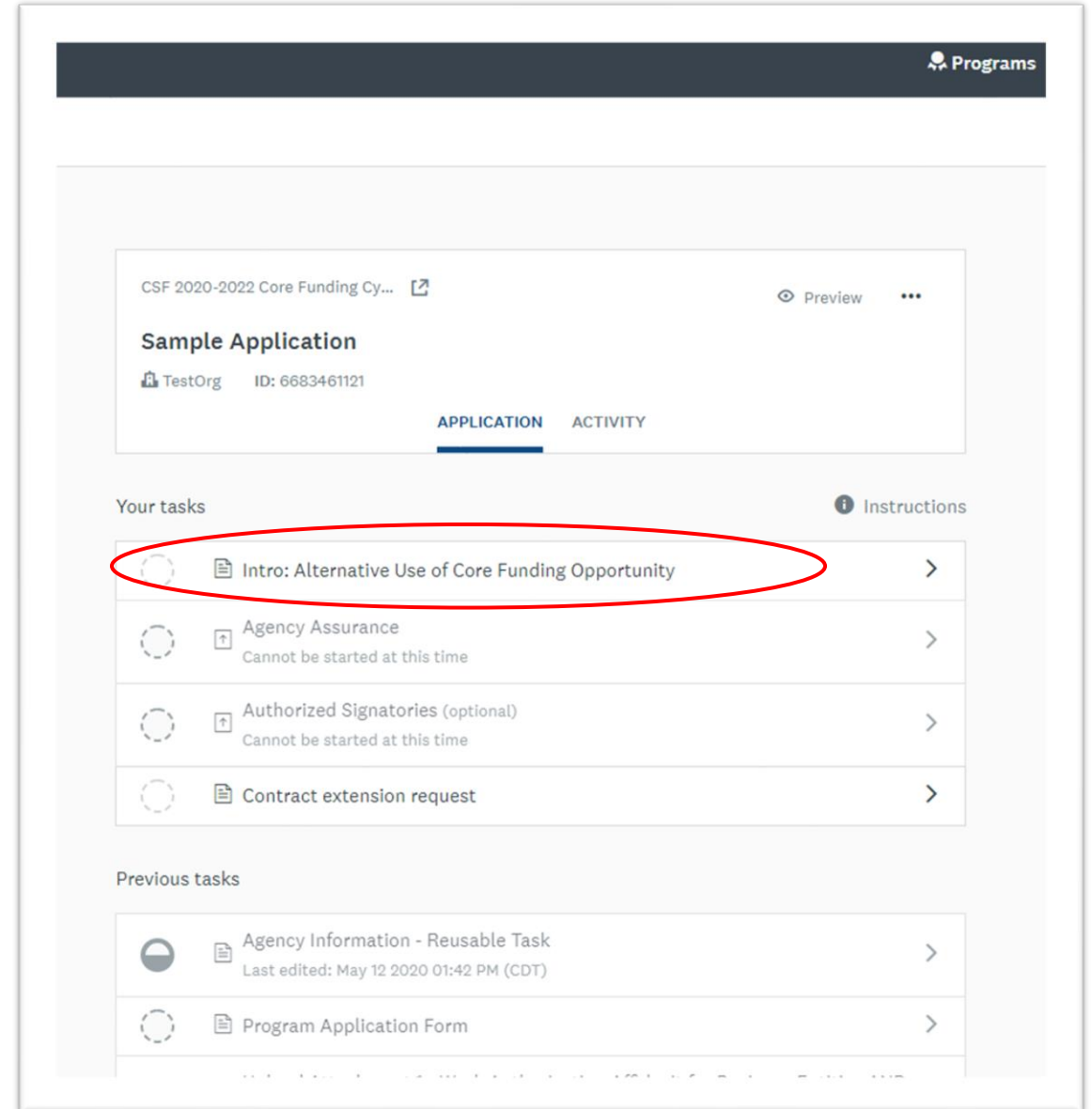
# St. Louis County Children's Service Fund

*Keeping Kids First*

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Opportunities for Alternative Use of 2020-2022 Core Fund & 2022-2023 Core Extension

- There are three required tasks for all programs:
  1. Intro: Alternative Use of Core Funding
  2. Agency Assurance
  3. Contract Extension Request
- ✓ Authorized Signatures is optional; please complete if you need to update your authorized signatories as listed in your 2020-2022 Core contract.
- “Intro: Alternative Use of Core Funding” must be completed first!



The screenshot displays the SMApplly application interface. At the top right, there is a dark header with a user icon and the text "Programs". Below this, a white card shows the program name "CSF 2020-2022 Core Funding Cy..." with a "Preview" link and a menu icon. The card title is "Sample Application" and it includes "TestOrg" and "ID: 6683461121". Below the card, there are two tabs: "APPLICATION" (selected) and "ACTIVITY".

The main content area is titled "Your tasks" and includes an "Instructions" link. A list of tasks is shown, with the first task, "Intro: Alternative Use of Core Funding Opportunity", circled in red. The other tasks are "Agency Assurance" (marked as "Cannot be started at this time"), "Authorized Signatories (optional)" (marked as "Cannot be started at this time"), and "Contract extension request".

Below the "Your tasks" section is a "Previous tasks" section with two items: "Agency Information - Reusable Task" (last edited: May 12 2020 01:42 PM (CDT)) and "Program Application Form".

# Intro: Alternative Use of Core Funding

The rest of the forms and pages you will be required to complete is determined by the type of amendments you select on this form.

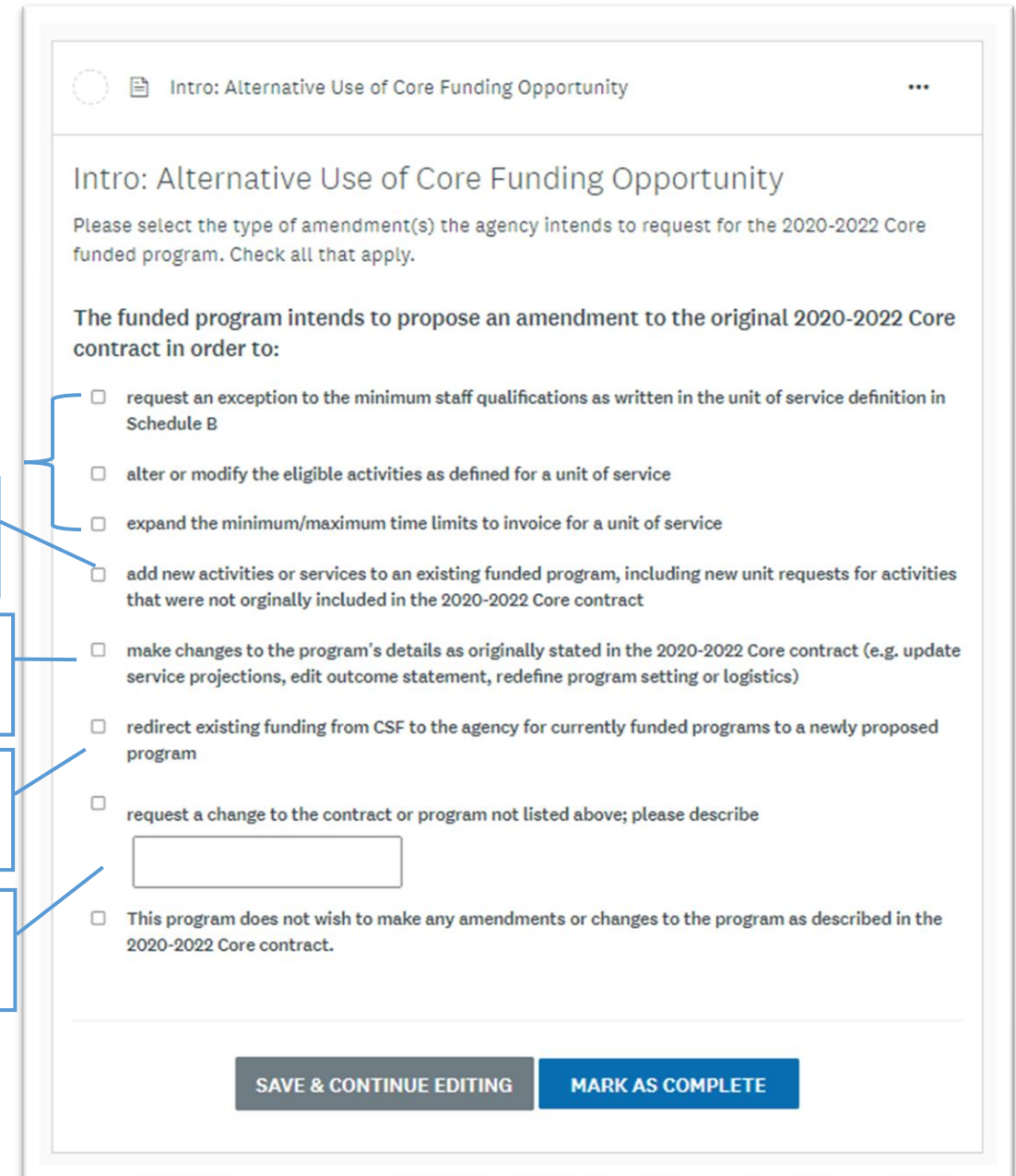
Select *any* of the first three options: required to complete *"Flexibility in unit of service definition"* form

Select the fourth option: required to complete *"Add or change program services or activities"* form + *Budget Worksheet.xlsx*

Select the fifth option: required to complete *"Modify details of the program (projects, outcome statements, etc.)"* form

Select the sixth option: required to complete *"Redirect funding to a newly proposed program"* form + *Budget Worksheet.xlsx*

Select the seventh option: required to complete *"Other" amendment request not listed'* form



Intro: Alternative Use of Core Funding Opportunity

Please select the type of amendment(s) the agency intends to request for the 2020-2022 Core funded program. Check all that apply.

The funded program intends to propose an amendment to the original 2020-2022 Core contract in order to:

- request an exception to the minimum staff qualifications as written in the unit of service definition in Schedule B
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- redirect existing funding from CSF to the agency for currently funded programs to a newly proposed program
- request a change to the contract or program not listed above; please describe

This program does not wish to make any amendments or changes to the program as described in the 2020-2022 Core contract.

SAVE & CONTINUE EDITING MARK AS COMPLETE

If your amendment selections include *“Add or change program services or activities”* form or *“Redirect funding to a newly proposed program”* form, you are required to complete the *Budget Worksheet.xlsx*

- In each of these forms you be asked if your amendment request includes a request for non-unit, traditional grant model funding.
  - If you respond “Yes” you will be required to complete the *“Traditional grant request details (non-units of service model)”* form.

\*Responses to the forms in SMAApply should align with the responses and requests entered in the *Budget Worksheet.xlsx*

**Please note:** Editing selections to the first task once you have completed and “Marked as Complete” the form titled “Intro: Alternative Use of Core Funding” may cause glitched in the system’s automations.

Please contact [keepingkidsfirst@stlouisco.com](mailto:keepingkidsfirst@stlouisco.com) if you experience issues and CSF staff will assist.