

2021-2023 GRASSROOTS FUND USER GUIDANCE



NOTE: This document is NOT the application form.

The 2021-2023 Grassroots Fund will be hosted on the SurveyMonkey Apply online platform. Please visit the program's landing page for additional resources about the funding opportunity's requirements. https://stlcsf.smapply.io/prog/csf_2021-2023_grassroots_funding_opportunity.

RECOMMENDATIONS AND ITEMS TO NOTE

- SurveyMonkey Apply, the online application platform, will function in a variety of internet browsers but operates most efficiently in the **Google Chrome** internet browser.
- Please follow the instructions for registering on SurveyMonkey Apply website on the next page of this document.
- CSF recommends answering narrative application questions in a word processing program (such as Microsoft Word) for editing and retention purposes. When complete, narrative answers from the word processing file can be copied and pasted into the appropriate SurveyMonkey Apply text boxes.
- This symbol(📍), located throughout the application in the top right corner allows applicants to:
 - contact the site administrator at keepingkidsfirst@stlouisco.com for questions about application content
 - access frequently asked questions about the SurveyMonkey Apply platform, or
 - contact [SurveyMonkey Apply](#) with technical concerns regarding the SurveyMonkey Apply platform
- SurveyMonkey Apply will auto-save regularly during an open work session. A “Save and Continue Editing” button is also available at the bottom of each application section.

INSTRUCTIONS FOR REGISTERING ON SURVEYMONKEY APPLY WEBSITE

<p>Step One</p>	<p>Please talk to colleagues within your organization and establish who will be the Primary Administrator for the organization’s SurveyMonkey Apply account before beginning the registration process.</p> <p>The Primary Administrator will have responsibility for submitting the completed application(s) and will be the sole point of contact for all emails and alerts from SurveyMonkey Apply related to the application(s).</p> <p>The individual who is designated as the Primary Administrator should begin the registration process.</p>	<p>Tips: Instructions for adding collaborators to your organization’s application(s) are delineated below, once initial registration is complete. If at any point the Primary Administrator needs to transfer management to another user on the Organization’s account, please follow the instructions as found here.</p>
<p>Step Two</p>	<p>Open a web browser window. Go to: https://stlcsf.smapply.io/prog/csf_2021-2023_grassroots_funding_opportunity</p> <p>You are now on the Homepage or landing page for CSF’s Grassroots Funding Opportunity.</p>	<p>Tips: SM Apply works best in Chrome. Using Internet Explorer and Safari may lead to slower loading time and formatting issues.</p>
<p>Step Three</p>	<p>In the upper right corner of the browser window, click Register.</p>	
<p>Step Four</p>	<p>After entering your name and email address and selecting a password for your user account, you will be prompted to provide the following information about your organization:</p> <ul style="list-style-type: none"> • Organization Name • Organization Address • Organization Email 	
<p>Step Five</p>	<p>Before you can complete all the tasks and submit an application, you will need to verify your email address. To verify your email address, click “Send verification link” at the top of the Homepage.</p> <p>You will receive an email from SurveyMonkey Apply with a link. Once you have clicked the link to verify your email address you will be able to begin your application(s) for the COVID-19 Humanitarian Response Fund.</p>	
<p>Adding Collaborators</p>	<p>To add colleagues as members of your organization and collaborate on the applications, click “Manage organization” in the top right-hand corner from the Homepage (when signed in as the Primary Administrator).</p> <p>After you have selected “Manage organization”, select the “Members” tab, and click “Add member”. Add the person’s name, email address, and select the role they should have on the organization’s account. You can also create Teams within your organization to edit and contribute to specific tasks in your application(s) using the “Teams” tab.</p>	<p>Tips: <i>Administrators</i> will be able to edit and remove non-administrative members, or inactive Administrators and can create and submit program applications.</p> <p><i>Non-admin members</i> will be able to edit applications on behalf of the organization but will not have access to manage the organization’s profile and members. They will also not be able to create or submit applications for an organization.</p>



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

2021-2023 Grassroots Fund

SurveyMonkey Apply User Tips

- Application Guide
- Google Chrome
- Character Limits
- Word Processing File to SurveyMonkey Apply
- Auto-Save
- ⓘ

- Go to the funding opportunity landing page:
https://stlcsf.smapply.io/prog/csf_20212023_grassroots_funding_opportunity
- Your organization must register and log in as an organization before you can begin or open an application
- The application is only open to nonprofit organizations; individuals cannot apply
- Pick someone in your organization who will be the leader in completing the online application: this person will be called the “Primary Administrator” on SurveyMonkey Apply
- Please follow the instructions for setting up the organization account on the [User Guidance document](#) provided
- Save your log-in information in a safe place. The site administrator cannot restore your password; you will have to contact SurveyMonkey Apply directly to reset or recover account information



Log In Register

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

CSF 2021-2023 Grassroots Funding Opportunity

About CSF's 2021-2023 Grassroots Fund

St. Louis County Children's Service Fund (CSF) will further its mission by continuing to support programs that broaden the systems of care in the region. CSF's strategic plan calls for the organization to ground its work in equity. Long-standing systemic disparities have disproportionately impacted African-American, immigrant, and other minority communities, and the COVID-19 pandemic has underscored and further exacerbated these inequities. In addition to the pandemic, racial tensions in the region and across the nation have led to additional stress on children and families.

CSF's Grassroots Fund will help lift up community-identified priorities and needs, and will strengthen the capacity of grassroots nonprofit organizations in these communities. The CSF Board is investing \$1 million in programs that have not previously received CSF funding, to support locally-led agencies and their leaders in historically underserved communities. CSF recognizes these agencies are comprised of trusted community leaders, have valuable perspectives and ideas, have built incredible community trust, and provide impactful services.

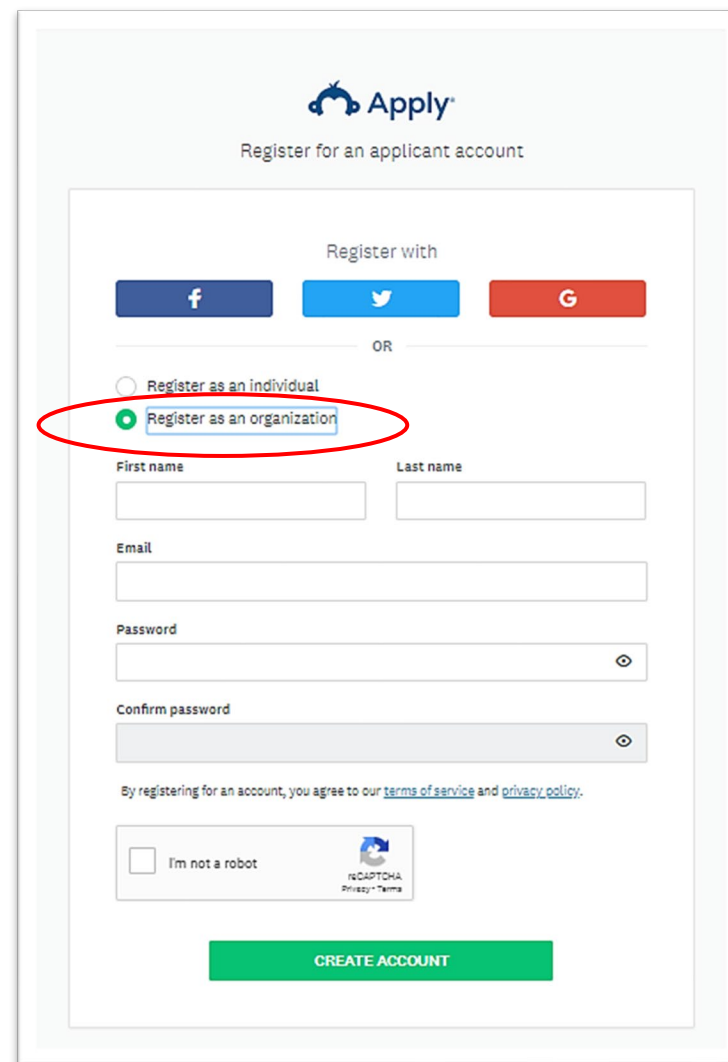
APPLY

Open to
Organizations can apply.

Opens
May 10 2021 08:00 AM (CDT)

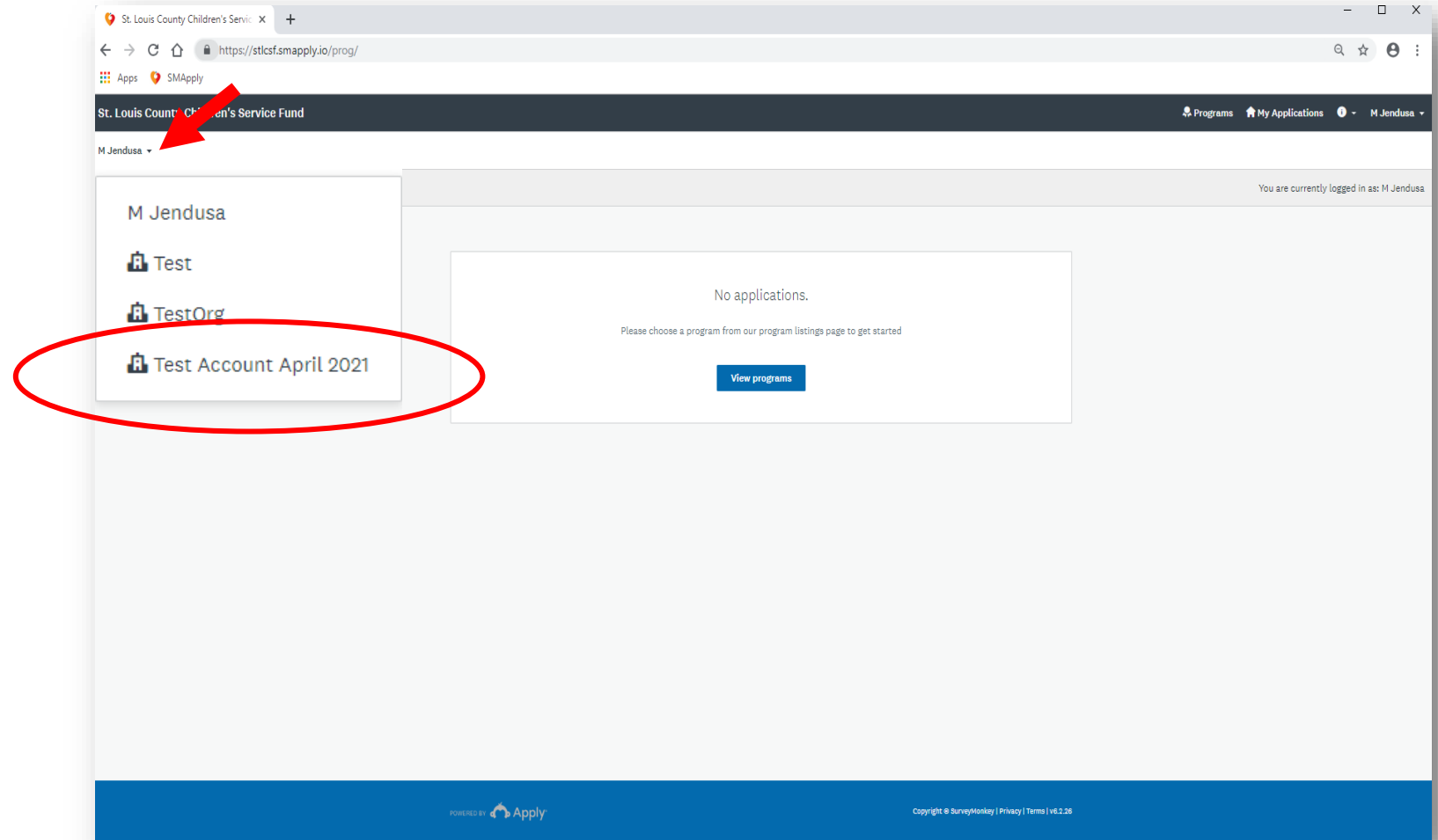
SETTING UP YOUR ORGANIZATION'S ACCOUNT

- When you or the identified Primary Administrator in your agency goes to register your organization for an account, select “Register as an organization”
 - You will be prompted to provide some basic information on your agency, including the organization's name, address, and phone number.
- To add collaborators on your organization's SurveyMonkey Apply account follow the instructions included in the [User Guidance document](#) provided

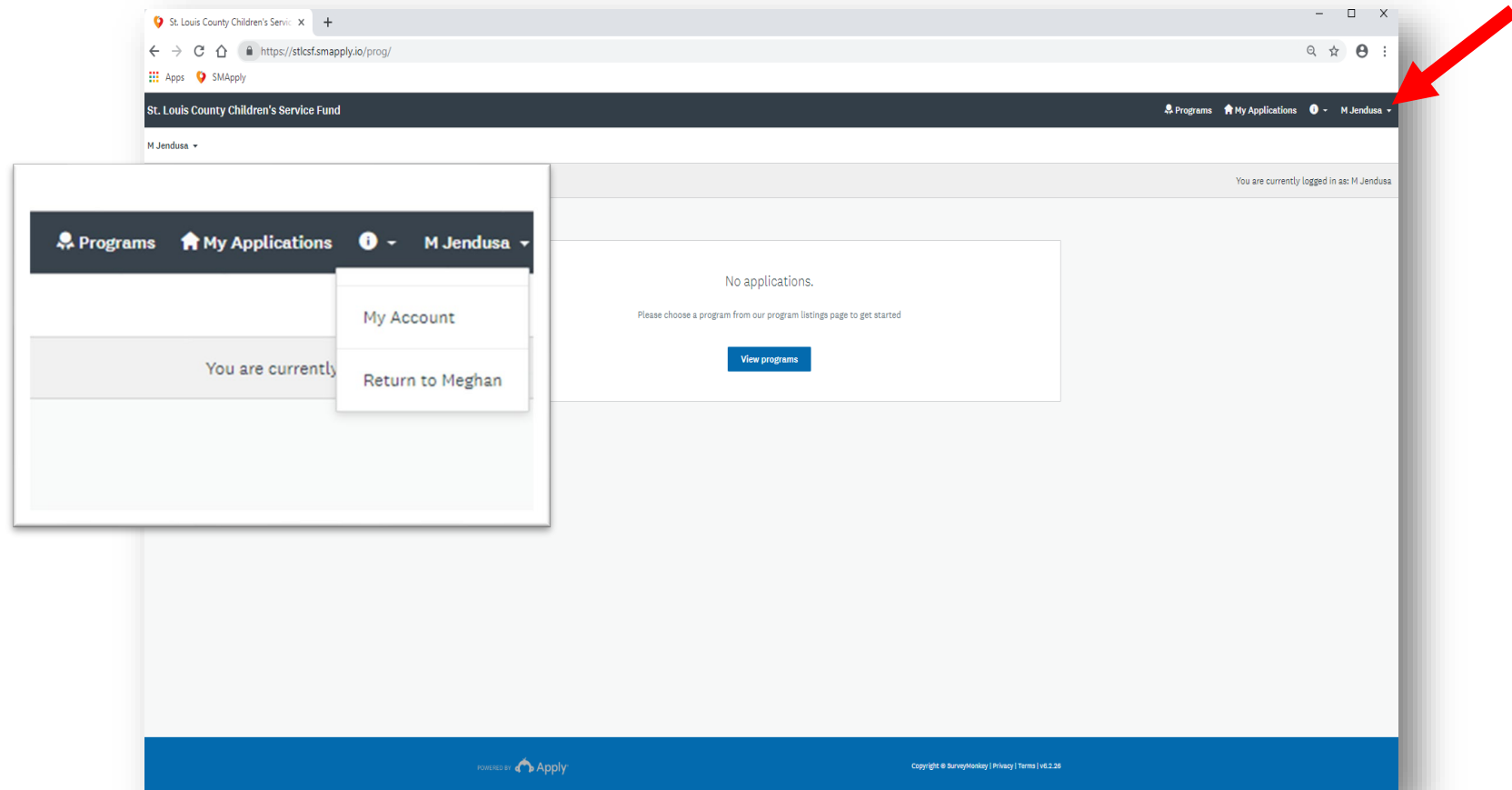


The screenshot shows the SurveyMonkey Apply registration page. At the top, it says "Apply" and "Register for an applicant account". Below this, there are three social media login buttons: Facebook, Twitter, and Google+. Underneath these is an "OR" separator. There are two radio buttons: "Register as an individual" and "Register as an organization". The "Register as an organization" option is selected and highlighted with a red circle. Below the radio buttons are input fields for "First name" and "Last name", followed by "Email", "Password", and "Confirm password" fields. At the bottom, there is a checkbox for "I'm not a robot" and a CAPTCHA logo. A green "CREATE ACCOUNT" button is at the very bottom.

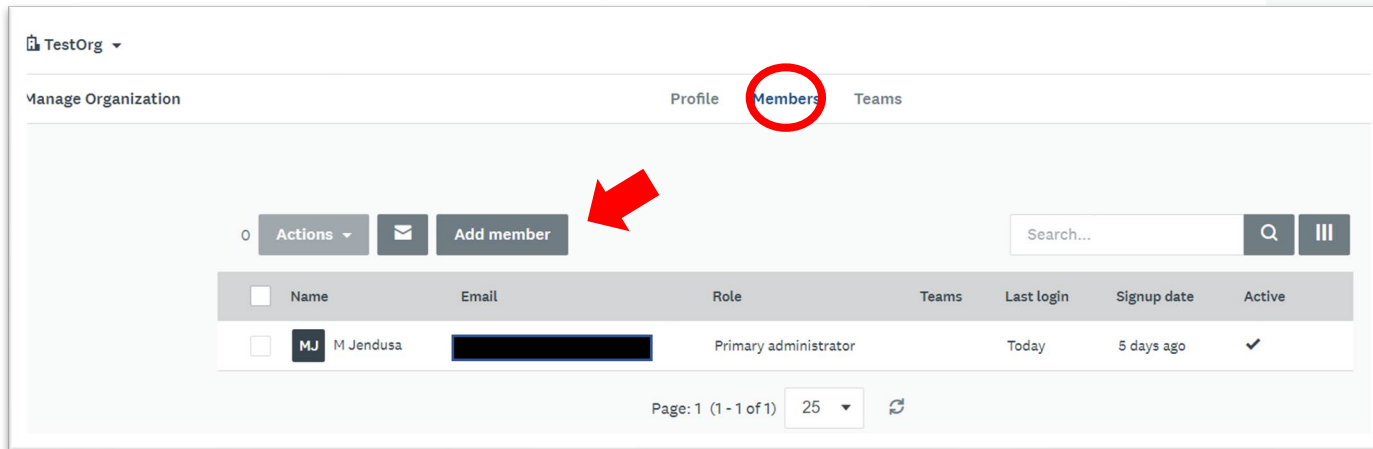
- ❑ Once your organization has been registered on SurveyMonkey Apply and you have been added as an individual user and member of your organization's account, log into your individual account on SurveyMonkey Apply
- ❑ Immediately upon logging into your individual account, you will find that you do not have any program applications available to open
- ❑ You will need to tell SurveyMonkey Apply that you want to open an application for your organization (for which you have been added as a collaborator on by the Primary Administrator) by clicking on your user name 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, double check to make sure that your organization is registered and that your individual account is actually linked to the organization's account.
- ❑ If you are sure that your agency is not registered, and you already are registered and logged-in as an individual user, you can register your agency for an organization account by clicking on your user name and "My Account".
 - You can set up an organization account from the Account Settings page and then add your agency's name, address, and email information.





- ❑ To double check that your individual account is actually linked to the organization's account, have your Primary Administrator 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




TestOrg ▾

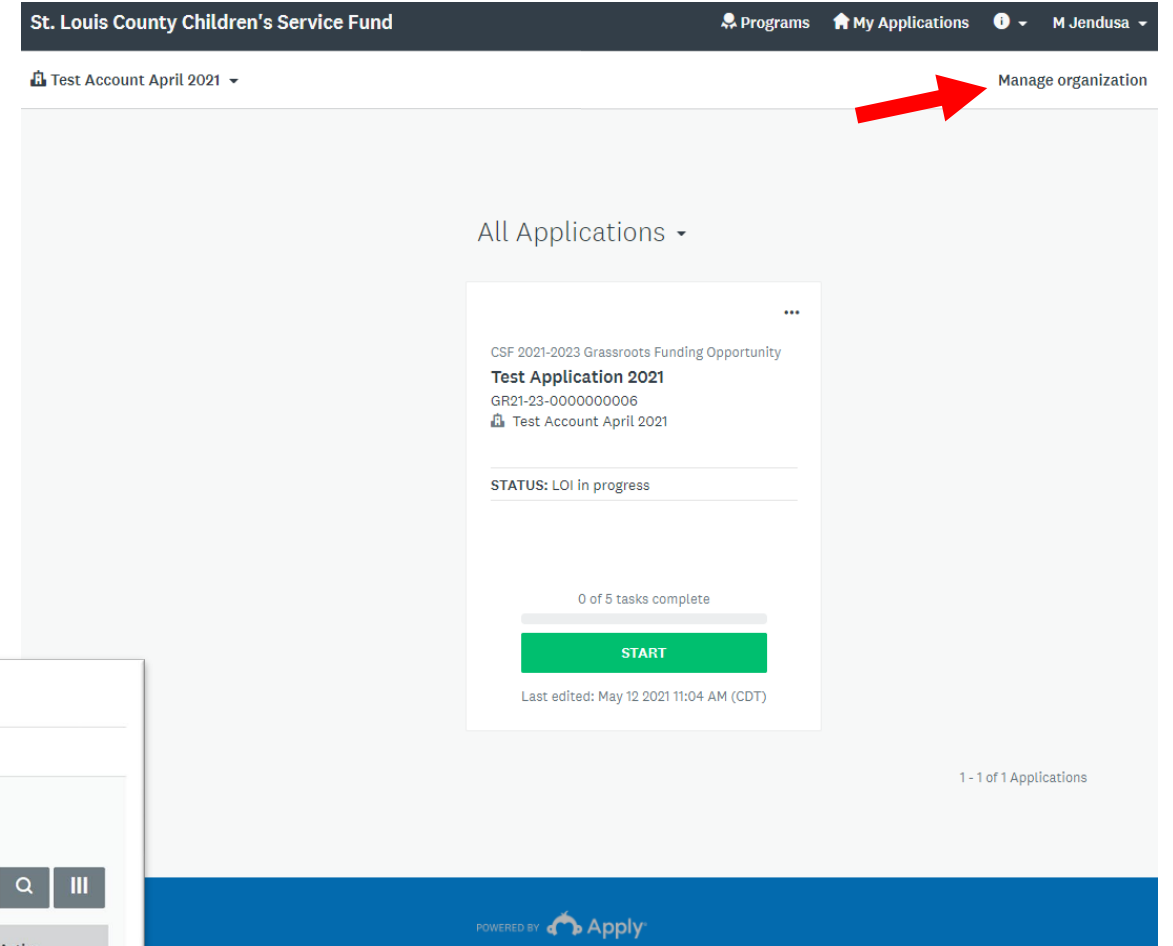
Manage Organization Profile **Members** Teams

0 Actions ▾  Add member 


Search...

<input type="checkbox"/>	Name	Email	Role	Teams	Last login	Signup date	Active
<input type="checkbox"/>	MJ M Jendusa	[REDACTED]	Primary administrator		Today	5 days ago	✓

Page: 1 (1 - 1 of 1) 25 



St. Louis County Children's Service Fund Programs My Applications M Jendusa ▾

Test Account April 2021 ▾  Manage organization

All Applications ▾

CSF 2021-2023 Grassroots Funding Opportunity

Test Application 2021

GR21-23-0000000006

Test Account April 2021


STATUS: LOI in progress

0 of 5 tasks complete

START

Last edited: May 12 2021 11:04 AM (CDT)

1 - 1 of 1 Applications

POWERED BY  Apply

St. Louis County Children's Service Fund

Programs My Applications M Jendusa

Test Account April 2021 Manage organization

0 of 5 tasks complete

Last edited: May 12 2021 11:04 AM (CDT)

REVIEW SUBMIT

Test Account April 2021

M Jendusa
jendusa.corostl@gmail.c...
View & edit

Add Member or Team

CSF 2021-2023 Grassroots Fundi... Preview

Test Application 2021

Test Account April 2021 ID: GR21-23-0000000006 Status: LOI in progress

APPLICATION ACTIVITY

Your tasks

- Agency Information
- Program Information
- Program Demographics
- Program Budget
- Executive Director Signature

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- ❑ After the Primary Admin. adds the new user to the organizational account, they must then navigate to the program or application and grant the user access to that particular application by clicking on the “Add Member or Team” button as shown on their program dashboard.

St. Louis County Children's Service Fund Programs My Applications M Jendusa

Test Account April 2021 Manage organization

0 of 5 tasks complete

Last edited: May 12 2021 11:04 AM (CDT)

REVIEW **SUBMIT**

Test Account April 2021

M Jendusa
jendusa.corost@gmail.c...
View & edit

Add Member or Team

CSF 2021-2023 Grassroots Fundi... [🔗](#)

Test Application 2021

Test Account April 2021 ID: GR21-23-0000000006 Status: LOI in progress

APPLICATION ACTIVITY

Your tasks

- Agency Information >
- Program Information >
- Program Demographics >
- Program Budget >
- Executive Director Signature >

Preview **...**

POWERED BY Apply

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[← Back to application](#)

CSF 2021-2023 Grassroots Funding Q...
Test Application 2021
ID: GR21-23-000000006 | Status: LOI in progress

- Agency Information
- Program Information
- Program Demographics
- Program Budget
- Executive Director Signature

1 of 5 tasks complete

Last edited: May 12 2021 11:17 AM (CDT)

[REVIEW](#) [SUBMIT](#)

Agency Information
Completed May 12 2021 11:17 AM (CDT)

Agency Information

Provide information about the agency or organization Opportunity.

Agency Name and Legal Status

Agency Legal Name (as listed in IRS determination letter for 501(c)3 status):
Doing Business As:
Federal Employer Identification Number (EIN):
If not a 501(c)3, who is the fiscal agent?

Agency Contact Information

Street
PO Box (if applicable)
City
State
Zip Code
Email Address
Phone Number
Website

Describe how the agency fits within CSF's definition of a "grassroots" organization?

Grassroots refers to an organization that has one or more of the following attributes:

1. Mission and values align with the community it serves
2. Community based that aligns geographically with the community it serves
3. Leadership and staff largely reflect the community it serves
4. Priority on organizations with budgets of \$1 million or below
5. Community based approaches to intervene in localized issues or problems

Test

Characters entered: 4
Min: 0 Max: 1000

[SAVE & CONTINUE EDITING](#) [MARK AS COMPLETE](#)

Email JSiedle@stlouiscountymo.gov
with any questions!