



## Guide to Online Application & Reporting System

*SurveyMonkey Apply - for use with all CAC grant programs - Spring 2023*

### FAQ for Previous Cuyahoga Arts & Culture Grant Recipients

#### **What is SurveyMonkey Apply?**

SurveyMonkey Apply is CAC's Online Application & Reporting System. All parts of the application process, including the eligibility check, application, panel review and reporting will use this system.

#### **Do I need to create a new account in SurveyMonkey Apply?**

If your organization has applied for a grant from CAC in the past and had access to SurveyMonkey Apply or our previous reporting system (FluidReview) then you do not need to create a new account. Your previous log-in credentials will work in this system.

#### **Can I still access my information from previous grants?**

Your 2023 grant materials are in this system. If you need access to any previous applications or reports, CAC has those saved offline. Contact [your grant manager](#) to request a copy.

### How to Access Your Account

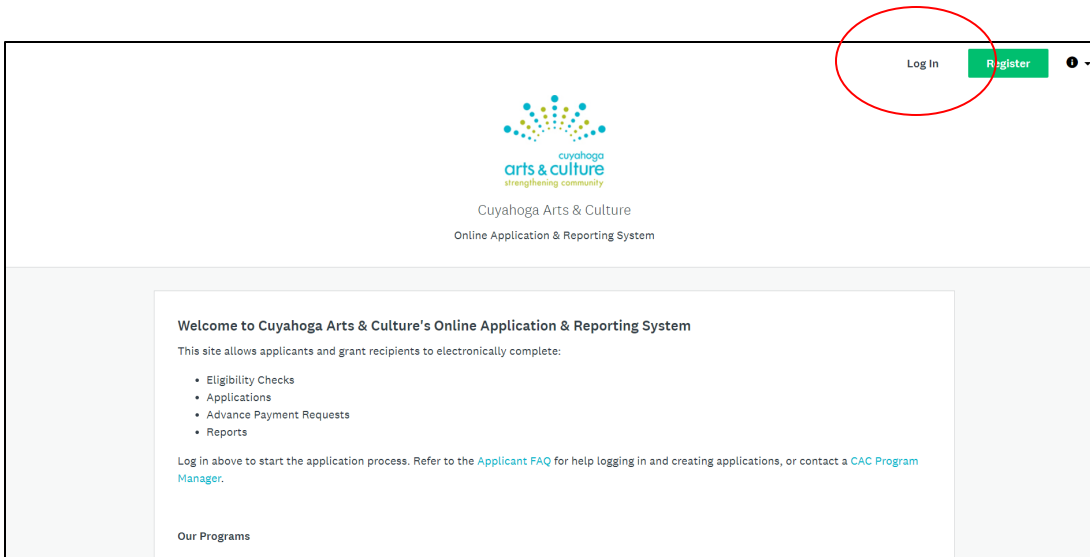
#### Previous Applicants:

Go to [cacgrants.smapply.org](https://cacgrants.smapply.org).

Click "Log In" in the upper right-hand corner.

Log in using the same credentials previously used to access CAC's online reporting system.

If you forgot your password, or have other general account questions, please refer to the [Account FAQ](#) or contact your [CAC grant manager](#).



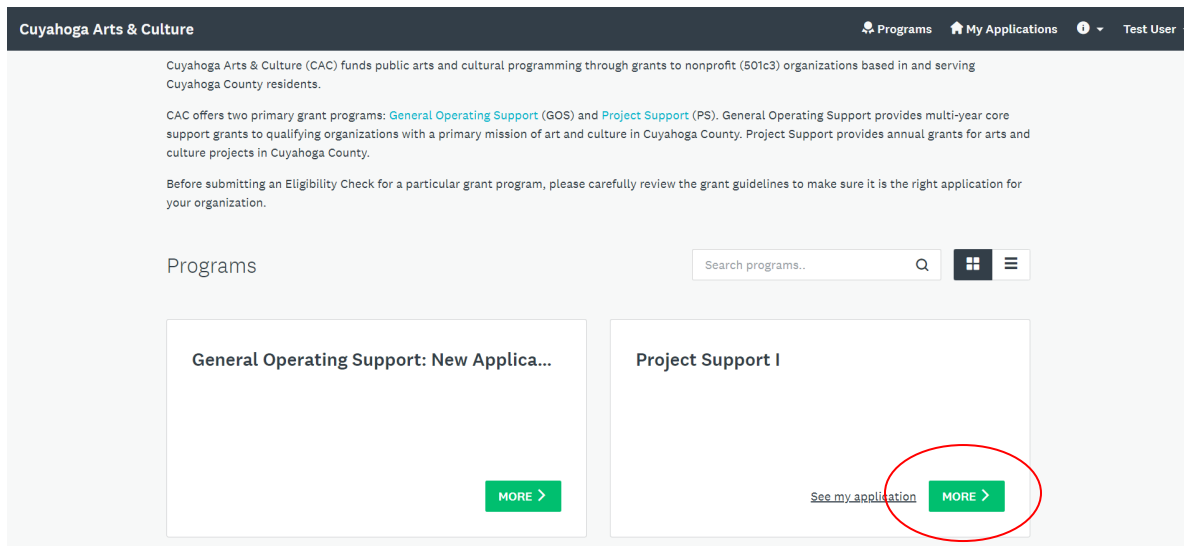
### New Applicants:

Go to [cacgrants.smapply.org](http://cacgrants.smapply.org).

Click “Register” and create a new account.

### **How to Start a New Application or Report**

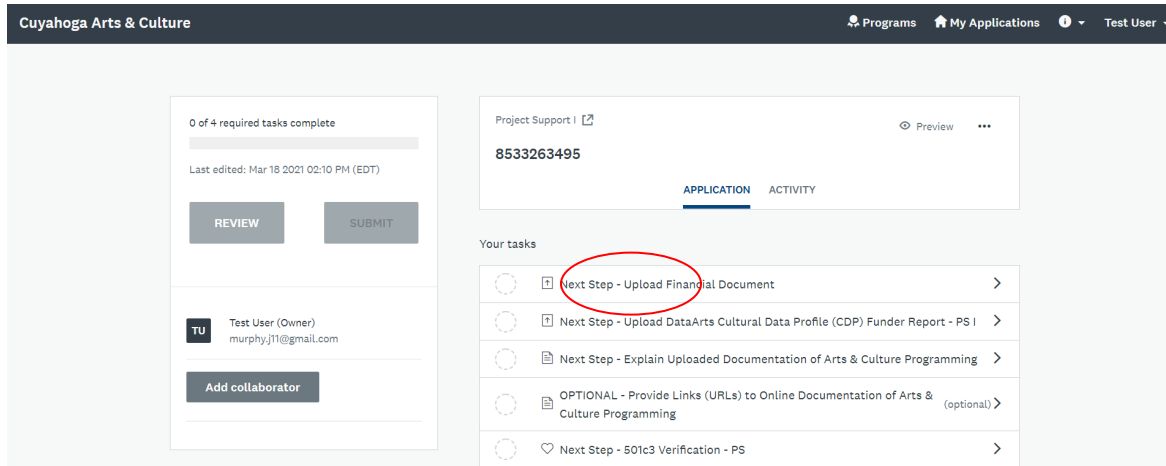
Once you’re logged in you’ll have the option to view Programs currently accepting applications. You can navigate to this page in the upper right-hand corner by clicking “Programs”



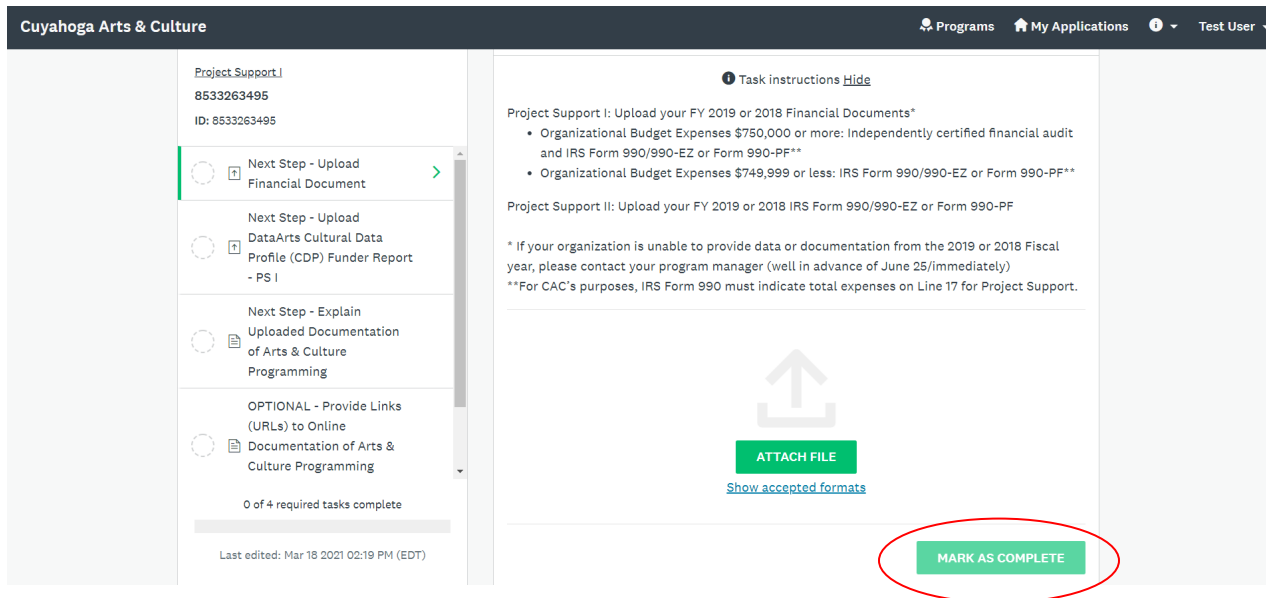
Select the program that you plan to apply for by clicking the green “More” button, then click the green “Apply” button on the following page.

*Note: In order to select the right program for your organization, review the programs guidelines at [cacgrants.org](http://cacgrants.org).*

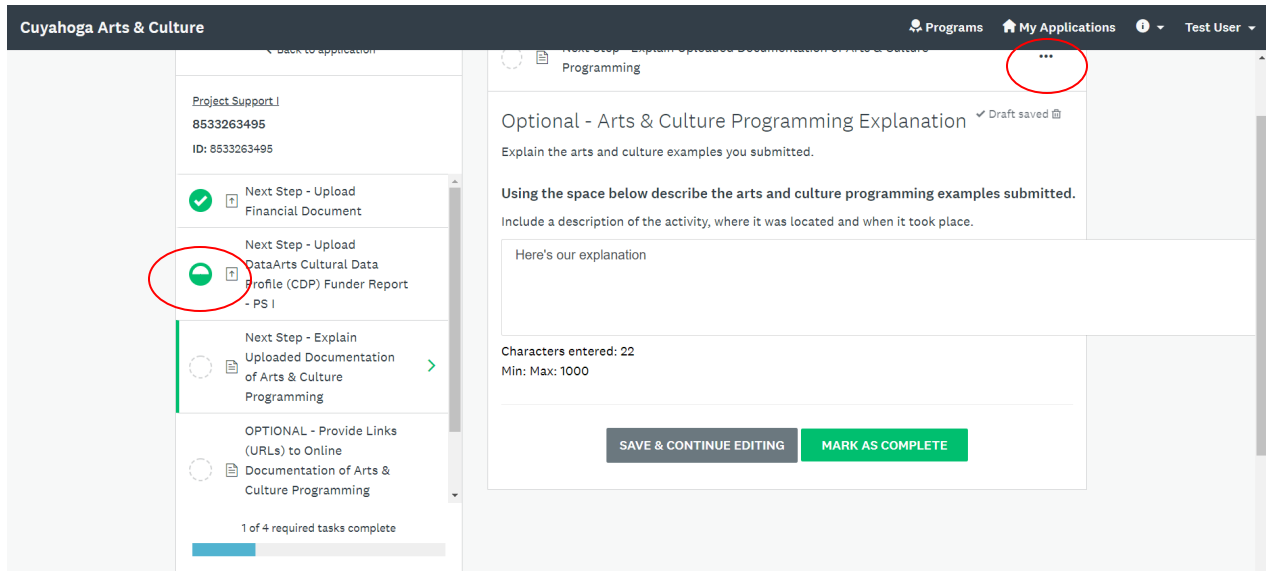
All applications start with an Eligibility Check to make sure your organization qualifies for this program, and all steps of the application will appear in a similar format in the online system as follows:



Tasks will appear on the right, and progress will be shown on the left. Click on the first task to begin.



Once the task is done, you must hit "Mark as Complete". You may bounce between tasks, but you will not be able to submit the application until each task has been "Marked as Complete"



A task that has been started but is not “Marked Complete” will show a half filled circle. Once an item is marked as complete, it will show a check-mark on the left-hand progress bar. You do have the option to Edit a task if you’ve made a mistake, but already marked it as Complete, by clicking the ellipses “...” within that task, then selecting Edit. If you select Reset, all data will be deleted!

Any task that has a text-box must be saved or marked as complete before bouncing to another task.

Once all tasks are Marked Complete you’ll have the option to hit “Submit” in the lower left corner. Once you submit you’re no longer able to edit or reset any tasks. **Your application is not complete until you have clicked “Submit.”**

### How to Access Application Materials

Click “My Applications” in the upper right corner then select the application. You have the option to view, preview, or download your application materials.