

Tips for Navigating the Online Portal

(SurveyMonkey Apply)

SurveyMonkey Apply (SMA) can be tricky to navigate, especially if it's your first time using the platform. Here are a few tips for using this online application platform.

SurveyMonkey Apply (SMA) Overview: Use the navigation bar on the left to select the section of the application to work on parts of your application. A full green circle with a check mark means a section is complete. A half green circle means a section was started but still requires information. A clear circle means a section has not been started.

To save and return to complete your application, press the "Save & Close" button at the bottom of each section.

Tip: Find the application on East Bay Community Foundation's [application website](#).

The application for the *Belonging in Oakland: A Just City Cultural Fund* is hosted on an online portal called SurveyMonkey Apply (SMA), also known as SMA. All applications must be submitted through SMA. After logging into your SurveyMonkey account, you'll be able to save and return to complete your application.

*If this is your first time using the *SurveyMonkey Apply (SMA)* platform, you can find the FAQs about how to use the platform [here](#).

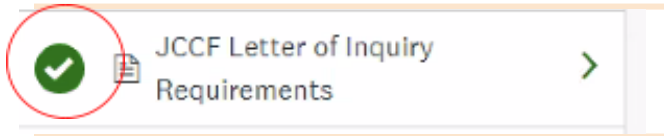
Tip: Know the information you'll be asked to provide in my SurveyMonkey Apply (SMA)

To successfully submit a completed application, you should be prepared to enter the following information in the application portal:

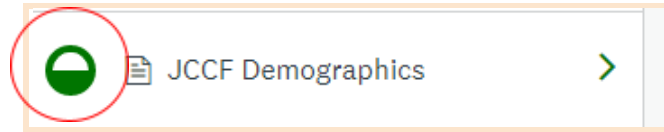
1. a brief but compelling project description (up to 300 words)
2. a sample of work
3. some demographic data on your team, as well as the communities your project hopes to serve

After logging in to your personal account on SurveyMonkey, you will be able to save work and return to complete the application.

Tip: Understand the Navigation bar (on the left-hand side of the application screen).



A green circle with a check mark means a section is complete.

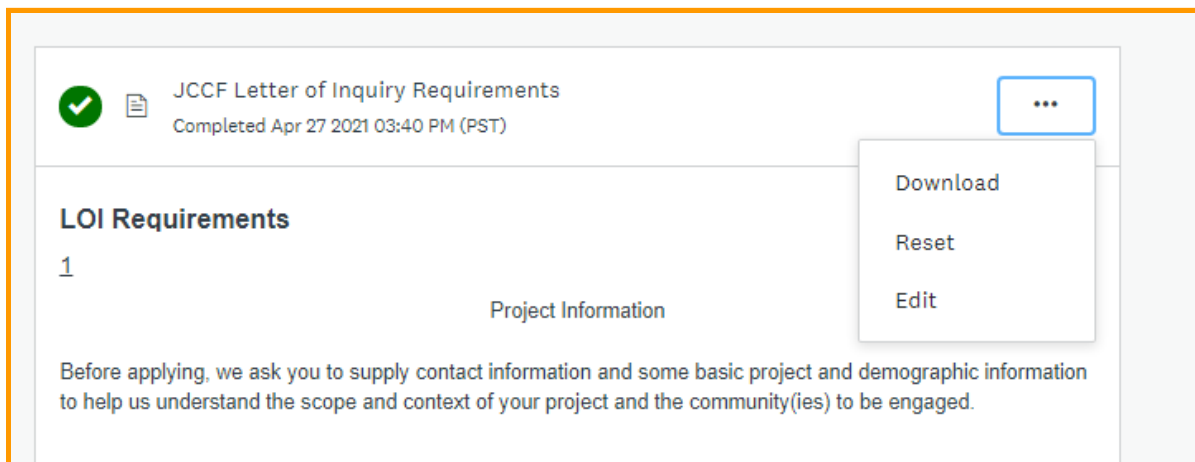


A half-filled green circle means a section was started but is incomplete.



A white circle means a section has not been started.

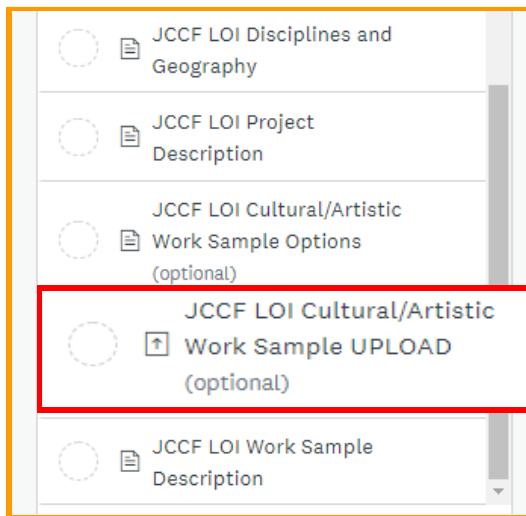
Tip: Edit any part of your application by selecting that section on the navigation bar and locating the three grey dots located at the top right corner of each page. Press “Edit.” Do not press the “Back” arrow on your browser.



Tip: Draft your 300-word project description in a separate Word document.

We suggest that you craft your project description in Word or Google Docs beforehand, so that when you're ready to upload your writing, you can easily cut and paste your narrative into SMA.

Tip: Prepare links, PDFs, images or other elements of your work sample before starting the “JCCF Cultural/Artistic Work Sample” section.



Use the scroll bar to view all 7 sections of the application.