

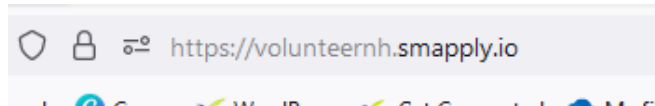


How to Start an Online Grant Application

The Volunteer NH uses an online grant application system. Follow these step-by-step instructions to start an online grant application.

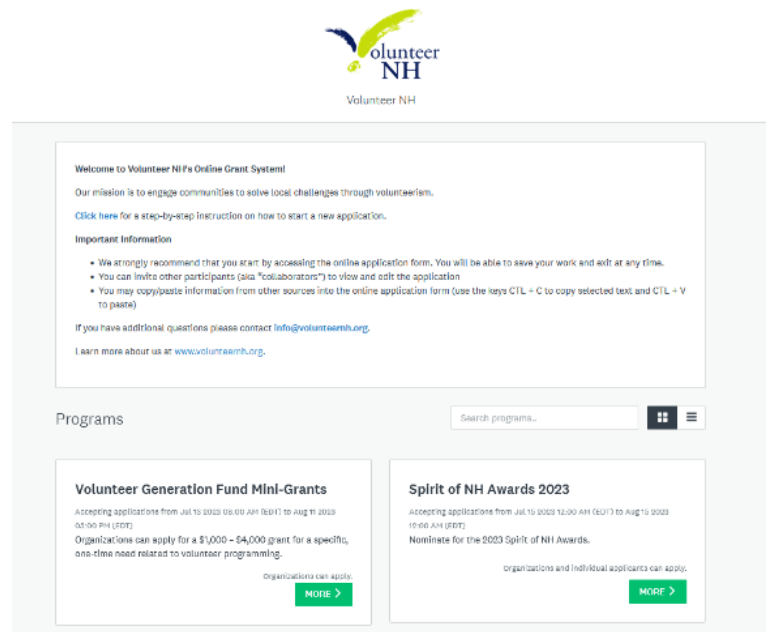
Step 1

Go to <https://volunteernh.smapply.io/>



Step 2

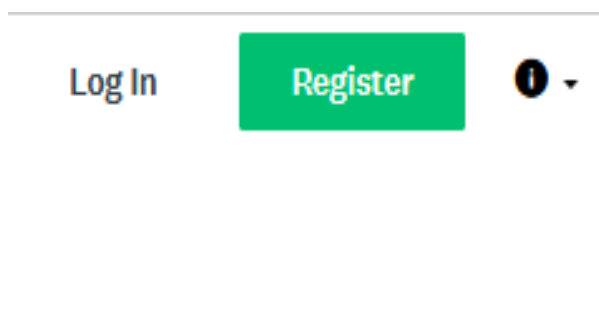
You will be taken to the main page of the portal that will show a welcome message and current programs.



Step 3

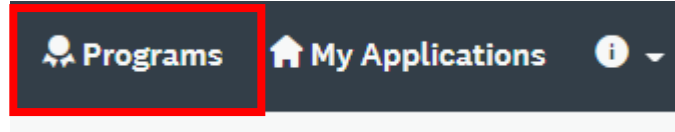
In the top right corner you will see the options to **Log In** or **Register**

- **Log In**- If you've previously used our online grant application system, enter your login information. If you forgot your password click on the link that says "Forgot your password?" to reset it.
- **Register**- If this is your first time submitting an online grant application, you will need to create an account. You can create an account using your name and email address or by using one of your social media accounts.



Step 4

Once logged in, click **View Programs** in the right corner.

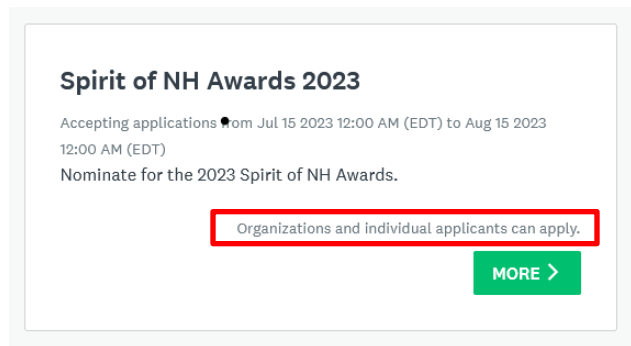
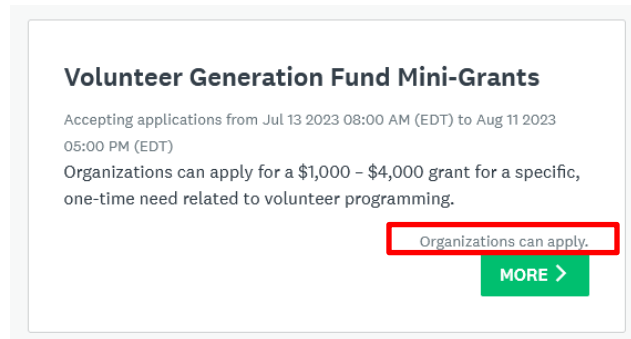


Step 5

Notice which open opportunities are open to **organization only** OR to **organizations and individuals**.

*If you are applying to an opportunity as an **individual** (such as submitting a nomination to the Spirit of NH Awards), **skip to Step 12**.*

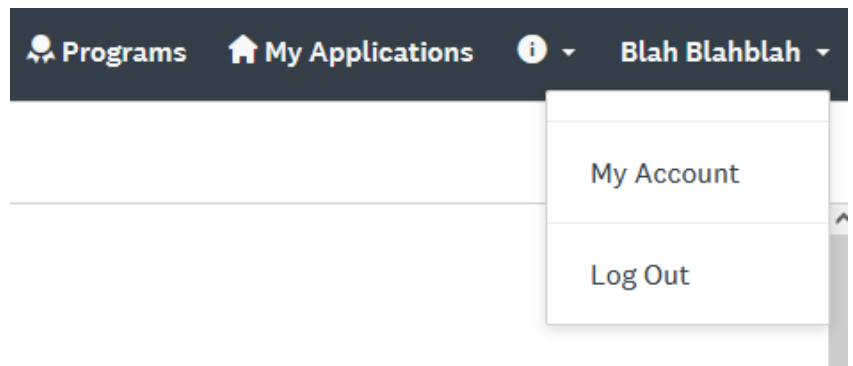
If you are applying to an opportunity as an organization, continue to the next step.



Step 6

If the opportunity is open to **organizations only**, and your organization has not already been set up, you will need to set up an organization through your user account.

To do this, click on your name in the top right corner and then click on "My Account"



Step 7

You will be taken to your personal profile page, where you can change your name, email, password and other info.

To set up an organization that you can apply as, scroll down and click **“set-up organization”**

Step 8

You will then fill out your org’s name and info here. Then click **“continue”**

You will get a message that you’ve successfully registered for a Survey Monkey Account.

You’ll then be redirected back to the main page. To view open programs, click on the **“view programs”** button.

Step 9

To switch between applying as an individual vs. applying as an organization, click on the drop down arrow on the left side of the screen and choose either your name or any organization you are associated with. All businesses will have a building icon next to them.

Please note that what you select to interact as will change what opportunities to which you are able to apply.

Preferred Language

English (US)

Set up an organization to apply on behalf of

Set up organization

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name

Address (optional)

City (optional) Country (optional)

Organization phone number (optional) Organization email (optional)

Website (optional)

CONTINUE

Volunteer NH

Blah Blahblah -

Blah Blahblah **Individual**

McTesterton Corps **Business**

No applications.

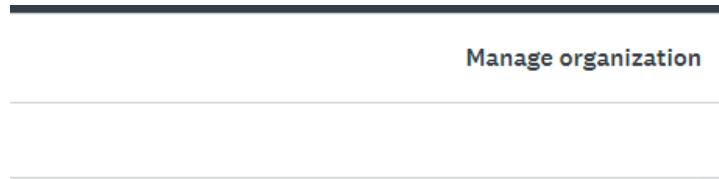
Please choose a program from our program listings page to get started

View programs

Step 10

As an organization, you will be able to update your org info, add “members” and “teams” of member who have access to certain applications.

To do this, make sure you are interacting as an organization and then select “Manage organization” on the top right hand side

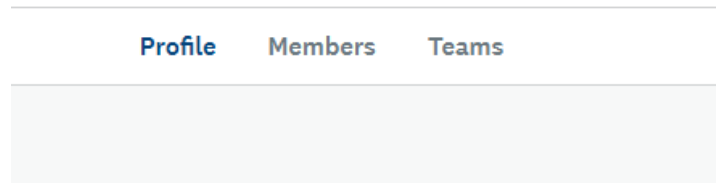


Step 11

From there you can select “profile” to update your org info.

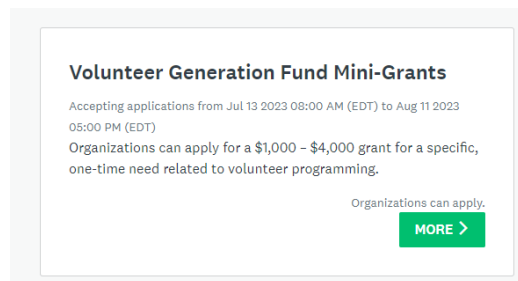
You can add members to your organization by clicking “members” and then “add member.” People that you invite will be able to make accounts in Survey Monkey and then be able to interact as your organization as well.

You can create Teams of members to work on certain applications by selecting “Teams” and adding members to the Teams.



Step 12

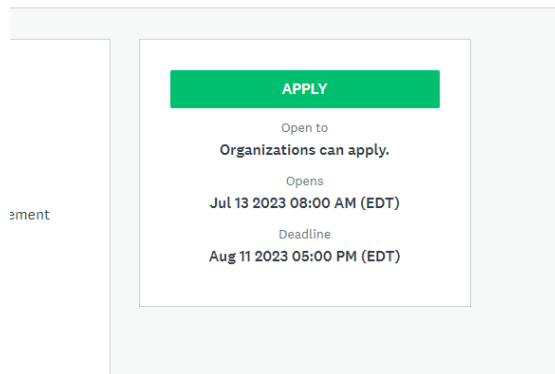
When you’re ready to start an application, go to my programs and click “More” on the one you want to apply to.



Step 13

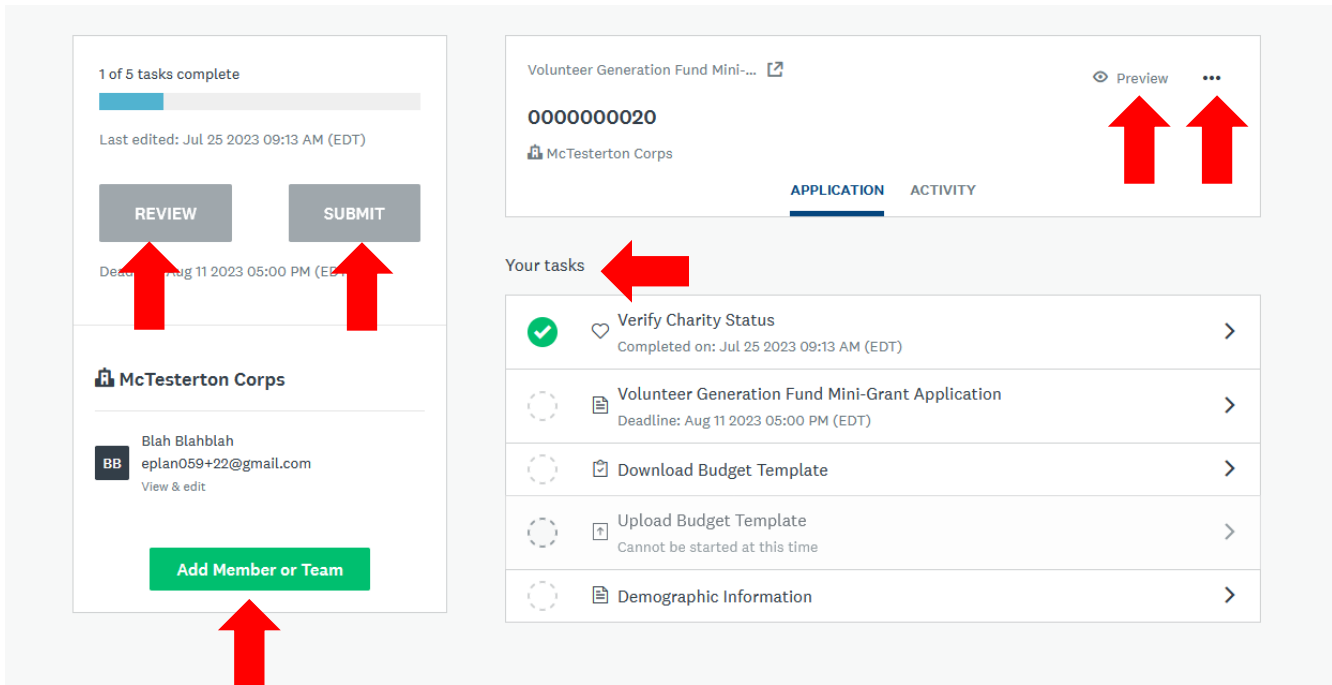
Read the info there. Then, if you’re eligible and the opportunity is open, select apply.

If there is no “Apply” button, check whether the opportunity is open to individuals and organizations or just organizations. If it’s open to only organizations, make sure you are interacting as an organization (which you can see in the top left hand corner).



Step 14

Begin the application



Overview: This shows the status of an application. Most applications have between 3-5 tasks to complete. Some tasks will not appear until other tasks have been completed.


SUBMIT button: This is the final submit button. Once all tasks have been completed, this button will turn green. An application must be submitted before the deadline to be considered.


Add Collaborator/Member or Team: Add another person to view and/or edit the application. To add a Member or Team, you will have needed to set them up already (to review, see steps 10 & 11)


Preview: Preview your entire application. You will only be able to see the tasks you have completed.

Options: Rename, download, or delete your application

Tasks: Shows the status (symbols below) of each task. All tasks must be complete before submitting an application.

 = Not yet started

 = Partially complete

 = Complete

If you have questions, please reach out to info@volunteernh.org