

SurveyMonkey Apply (SMA) 101

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Agenda

1. Registration
2. Intent to Apply
3. Application Stage
 - a. Application Questionnaire
 - b. Budget Narrative
 - c. Uploads
4. Common technical questions and examples of the answers




Getting Started

- Registration
 - Go to HolocaustSurvivorCare.org
 - Click on “Apply Now”
- You will receive an email verifying your information. Please follow the instructions in your email.

Program Page

After you register on SMA, you will see the following page:

The Center for Advancing Holocaust Survivor Care 2019 RFP

 Programs  My Applications 

Center for Advancing
Holocaust Survivor Care



Programs

Search programs..



2019 Innovations in Person-Centered, Tra...

Accepting applications from Jun 18 2019 12:00 AM (GMT) to Jul 10 2019
05:00 PM (GMT)

[MORE >](#)

1 - 1 of 1 Programs

Intent to Apply


First, fill out the Intent to Apply

The screenshot shows a web application interface for 'Intent to Apply'. On the left, a sidebar contains a progress indicator '0 of 1 tasks complete' with a grey bar, the text 'Last edited: Jun 24 2019 10:49 AM (EDT)', a 'REVIEW & SUBMIT' button, and a 'Deadline: Jul 10 2019 01:00 PM (EDT)'. Below this is the user profile for 'Daria Morgendorfer (Owner)' with email 'amandarf90@gmail.com' and an 'Add collaborator' button. The main content area shows a document titled '2019 Innovations in Person-Cent...' with a 'Preview' link and a menu icon. The document is identified as 'JFNA' with ID '0000000008'. There are two tabs: 'APPLICATION' (active) and 'ACTIVITY'. Under the 'Your tasks' section, there is a task card for 'Intent to Apply' with a document icon and a right-pointing arrow.

Intent to Apply – the Form

[← Back to application](#)

2019 Innovations in Person-Centered,...
JFNA
ID: 0000000008


 **Intent to Apply** [→](#)

0 of 1 tasks complete

Last edited: Jun 24 2019 10:49 AM (EDT)

REVIEW & SUBMIT

Deadline: Jul 10 2019 01:00 PM (EDT)

 **Intent to Apply** ⋮

Intent to Apply

Agencies that do not currently receive grant funding from the Conference on Jewish Material Claims Against Germany (Claims Conference) are still eligible for this program and are encouraged to apply.

Full Legal Organization Name

Organization Address

Street Address

Street Address Line 2

City

Intent to Apply: Submission

When you have completed the Intent to Apply, click “Mark as Complete.”

Is your organization registered through SAM and do you have a DUNS number?

- Yes
- No
- Pending

SAVE & CONTINUE EDITING

MARK AS COMPLETE

How do I know a task is complete?

Your tasks

Intent to Apply

100.0% complete

Last edited: Jun 18 2019 04:37 PM (EDT)



Intent to Apply

Completed: Jun 18 2019

Intent to Apply

Agencies that do not currently receive grant funding from the Conference on Jewish Material Claims Against Germany (Claims Conference) are still eligible for this program and are encouraged to apply.

Full Legal Organization Name

JFNA

Organization Address

Street Address	1720 I St NW
Street Address Line 2	
City	Washington

Completing the Application

[← Back to application](#)

2019 Innovations in Person-Centered,...

JFNA

ID: 000000008

- 2019 Application Questionnaire
- Upload Budget
- Budget Narrative
- Upload Work Plan
- Upload Financial Documents
- Upload DUNS number and SAM registration confirmation

Intent to Apply Read only

Completed Jun 24 2019 11:11 AM (EDT)

Intent to Apply

Agencies that do not currently receive grant funding from the Conference on Jewish Material Claims Against Germany (Claims Conference) are still eligible for this program and are encouraged to apply.

Full Legal Organization Name

JFNA

Organization Address

Street Address	1720 I St NW
Street Address Line 2	(No response)
City	Washington
State	District of Columbia
Zip Code	20006

Application Contact Name

Application Task List

0 of 7 tasks complete

Last edited: Jun 24 2019 11:11 AM (EDT)

REVIEW & SUBMIT

Deadline: Aug 20 2019 01:00 PM (EDT)

DM Daria Morgendorfer (Owner)
amandarf90@gmail.com








Add collaborator

2019 Innovations in Person-Cent... [🔗](#) 👁 Preview ⋮

JFNA
ID: 0000000008

APPLICATION ACTIVITY

Your tasks

-  2019 Application Questionnaire ➤
-  Upload Budget ➤
Deadline: Aug 20 2019 01:00 PM (EDT)
-  Budget Narrative ➤
Deadline: Aug 20 2019 01:00 PM (EDT)
-  Upload Work Plan ➤
Deadline: Aug 20 2019 01:00 PM (EDT)
-  Upload Financial Documents ➤
Deadline: Aug 20 2019 01:00 PM (EDT)
-  Upload DUNS number and SAM registration confirmation ➤
Deadline: Aug 20 2019 01:00 PM (EDT)
-  Upload Full Organization Budget Documents ⋮

Budget Narrative

Budget Narrative Deadline: August 20, 2019 13:00 EDT

Budget Narrative ✓ Draft saved

66%

Program Expenses

III. Personnel

List all personnel supported by the JFNA grant, including staff members and consultants (excluding homecare aides). In the third column, type 'staff' or 'consultant' to indicate who is filling the position. In the fourth column, type 'current' or 'future' to differentiate between personnel who are currently employed by the organization and future hires.

% of FTE	Annual Salary/Wage(including fringe benefits)	Budgeted Amount	Add another staff member?
		\$	<input checked="" type="checkbox"/>
		\$	<input type="checkbox"/>

Pro-Tips

- When you are working on your Budget Narrative, scroll to the far right.
- To add another staff member, check the corresponding box.

Naming Conventions

Attaching files is as simple as clicking “Attach File” and following the prompts to upload documents.

(Please disregard the “link to video” option.)

Upload Financial Documents
Deadline: August 20, 2019 13:00 EDT

Task instructions [Hide](#)

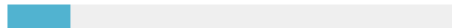
Please upload the following documents with the naming convention of "AgencyName_DocumentName_Date" (eg: JewishFamilyServices_IndependentAuditLetter_061319):

1. Independent Audit Letter (Management Letter)
2. Most Recent Full Organization Audit
3. (Optional) Most Recent Organization Single Audit (A-133, Subpart F)
4. Organization's Current IRS Tax-Exempt Status Determination Letter
5. (Optional) Indirect Cost Agreement with the Government

ATTACH FILE LINK TO VIDEO

Completed Tasks

1 of 7 tasks complete



Last edited: Jun 24 2019 12:41 PM (EDT)

REVIEW & SUBMIT

Deadline: Aug 20 2019 01:00 PM (EDT)

DM

Daria Morgendorfer (Owner)
amandarf90@gmail.com

Add collaborator

2019 Innovations in Person-Cent...

Preview

JFNA

ID: 0000000008

APPLICATION ACTIVITY

Your tasks

- 2019 Application Questionnaire
Completed on: Jun 24 2019 12:41 PM (EDT) >
- Upload Budget
Deadline: Aug 20 2019 01:00 PM (EDT) >
- Budget Narrative
Deadline: Aug 20 2019 01:00 PM (EDT) >
- Upload Work Plan
Deadline: Aug 20 2019 01:00 PM (EDT) >
- Upload Financial Documents
Deadline: Aug 20 2019 01:00 PM (EDT) >

Example of Incomplete Task

1 of 7 tasks complete

Last edited: Jun 24 2019 12:50 PM (EDT)

REVIEW & SUBMIT

Deadline: Aug 20 2019 01:00 PM (EDT)

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amandarf90@gmail.com

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2019 Innovations in Person-Cent... [🔗](#) [👁 Preview](#) [⋮](#)

JFNA

ID: 0000000008

APPLICATION ACTIVITY

Your tasks

-  2019 Application Questionnaire [➤](#)
Completed on: Jun 24 2019 12:41 PM (EDT)
-  Upload Budget [➤](#)
Last edited: Jun 24 2019 12:50 PM (EDT)
-  Budget Narrative [➤](#)
Deadline: Aug 20 2019 01:00 PM (EDT)
-  Upload Work Plan [➤](#)
Deadline: Aug 20 2019 01:00 PM (EDT)
-  Upload Financial Documents [➤](#)
Deadline: Aug 20 2019 01:00 PM (EDT)
-  Upload DUNS number and SAM registration confirmation [➤](#)
Deadline: Aug 20 2019 01:00 PM (EDT)

We made it!



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

OR

[View more Programs](#)

Need Help?

Don't worry, we've got you covered.

1. Contact SMA's technical support by clicking on the (i) in the upper right-hand corner of the page.
2. If you still have questions, contact HolocaustCenter@JewishFederations.org and include your phone number.