Instructions for 2024 Grant Application System

This document provides instructions on how to use the National Aging and Disability Transportation Center online application system, SurveyMonkey Apply (SM Apply).

Visit the NADTC Application Portal to access the system.

**Step I. Registration**

1. If you previously used SM Apply, you can log in with your existing account and password. After logging in with your credentials, skip to Step II. If you encounter any difficulties accessing an existing account, use the “Forgot your password?” function or email nadtcgrant@nadtc.org.

2. If you do not have an SM Apply account, you must first REGISTER.

3. To register for a new account, click on the REGISTER button at the top right of the screen.
4. Fill out the registration form with your information and then click on CREATE ACCOUNT.

5. After you create your account, you will see a Registration confirmation page. Please click CONTINUE TO SITE.
6. You will receive a prompt stating “Your email address has not been verified.” Click on SEND VERIFICATION LINK.

7. You will receive an email to verify your email address. Go to your email and click CONFIRM EMAIL ADDRESS.
8. You will now see a screen verifying your email address. Click CONTINUE.

9. After you click CONTINUE click LOG IN on the home screen. Enter your email and password.
Step II. Applying for the 2024 Rural Community Planning Grant

1. After you are logged in, you will see a page that says “No applications” – click VIEW PROGRAMS to see the current grant opportunities.

2. Find the 2024 Rural Community Planning Grant and click MORE.
3. You should now see the 2024 Rural Community Planning Grant: Request for Proposals program landing page. Click on APPLY to begin your application.

4. On the next screen, enter the name of your organization and click CREATE APPLICATION.
NOTE: Within the application, you can SAVE AND CONTINUE EDITING or MARK AS COMPLETE. You do not have to manually save your work when you exit the application. SM Apply does real-time autosaving, so if at any point you need to exit the portal, the progress previously made will still be in the system.

5. You will now be viewing the Application Landing page. There are 8 tasks that must be completed to submit your application. Each task can be accessed by clicking in the individual task box.

6. The first task will offer you the opportunity to begin to enter your application information.
7. Once you have filled out all the questions in each task, click MARK AS COMPLETE at the bottom of the page.

**NOTE:** If you attempt to MARK AS COMPLETE when a task has not been filled out completely, you will be directed to fill out missing or incomplete fields via an error message.
8. As you work through the application you will see your progress on the left-hand side of the screen via the status bar. Each completed task will have a green check mark next to it. Tasks that have been started but not completed will be indicated by a green half circle.

9. Continue completing the application by clicking on the remaining tasks listed on the left.
**NOTE:** If you would like to make any changes to any of the tasks after clicking “Mark as Complete”, click the ellipses at the top right of the page and then EDIT to change any of the information already entered. Make sure to click MARK AS COMPLETE at the bottom of the page once you have finished your edits.

**NOTE:** If you would like to erase all of the information that you entered for a task and start from scratch, click the ellipses at the top right of the page and then click RESET. A message will appear confirming that you wish to reset the task. Unless you would like to reset that task of your application, click NO. If you click Yes, the information entered for the task will be erased and reset.
NOTE: The Project Summary and Narrative Questions have word limits. The number of words used and the maximum number of words will be displayed below the text box as you type. You will only be able to “Mark as Complete” if your answer is within the word limit. You will receive an error message if your response is over the word limit.
10. Uploading Documents

- You will be required to upload the following documents: SAM Registration document (this is within the first task), Budget Form, Workplan, and three Letters of Commitment.

- To upload documents where templates are provided (e.g. Budget Form and Workplan), click on the provided template hyperlink to download the form. Complete the form offline, and save it. Upload the completed form to the portal by clicking ATTACH FILE, select your saved file, upload and then click MARK AS COMPLETE.

- To upload each of your Letters of Commitment, where a template is not provided, save letters to your computer in one of these formats: .doc, .docx, .pdf. Click ATTACH FILE, and select your saved files. Click MARK AS COMPLETE.
NOTE: ONLY doc, pdf, docx will be accepted by SM Apply for the Workplan and Letters of Support. Only xls, xlsx will be accepted by SM Apply for the Budget Form and Narrative.

- If you would like to: make any edits, preview the document, remove the attachment, or download the attachment after you have uploaded your document, but before you have clicked “Mark as complete,” you can click the ellipses on the right side of the rectangular box.

Application Features:

1. If at any point you have questions or need assistance with the portal, click on the “i” located on the top tool bar and you will be given the following options.
2. On every page of the application there will be an opportunity for you to access the RFP if needed.

Step III. Reviewing and Submitting your Application

1. Once the application is complete, you have the option to REVIEW or SUBMIT your application.
2. If you click SUBMIT, you will see the following screen and will be given the option again to SUBMIT OR REVIEW.

- If you click REVIEW, it will generate a one-page summary of everything you have filled out and uploaded. You will have an option to review it online by scrolling down or to download a preview of the completed application by clicking DOWNLOAD.
• If you choose to download the preview of the application, it will take you to another page, where you can click DOWNLOAD and a full download will open in PDF format.

• If you would like to make any changes to your application after looking over the review, click BACK TO APPLICATION. You will be taken back to the application page where you can click into and edit any of the sections.
3. When you are ready to submit your final application, click **SUBMIT YOUR APPLICATION** located at the top right of the screen.

4. Once you click **SUBMIT YOUR APPLICATION**, you will receive a prompt to **Submit application**. If you need to return to the application to make any changes before submitting, click on “Cancel.”
   - Once you are ready to submit the application, click **SUBMIT**.

5. Once you click **SUBMIT**, you will receive a confirmation email from SM Apply that the application was submitted. You can view your application any time by logging into your SM Apply account with your login credentials. Please feel free to reach out to **nadtcgrant@nadtc.org** or 866-983-3222 with any questions. Thank you for your interest in the 2024 Rural Community Innovations: Transportation Planning Grant.