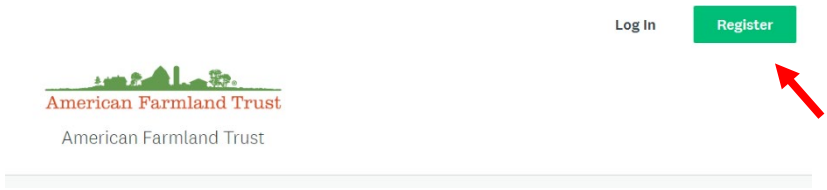
American Farmland Trust

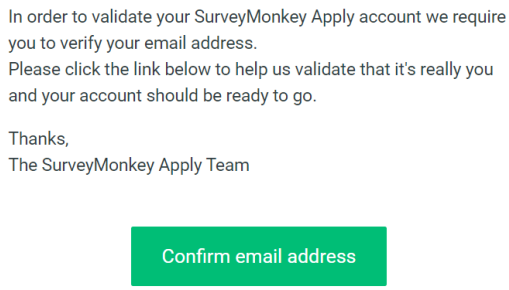
Brighter Future Fund
How to use our grant portal

Submitting an Application

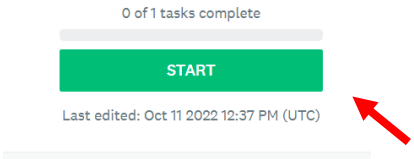
- All applications must be submitted through our online grant portal
- Please visit https://aft.smapply.io/prog/brighter_future_fund/ to apply
- Click the 'Register' button located in the top right-hand side of your screen



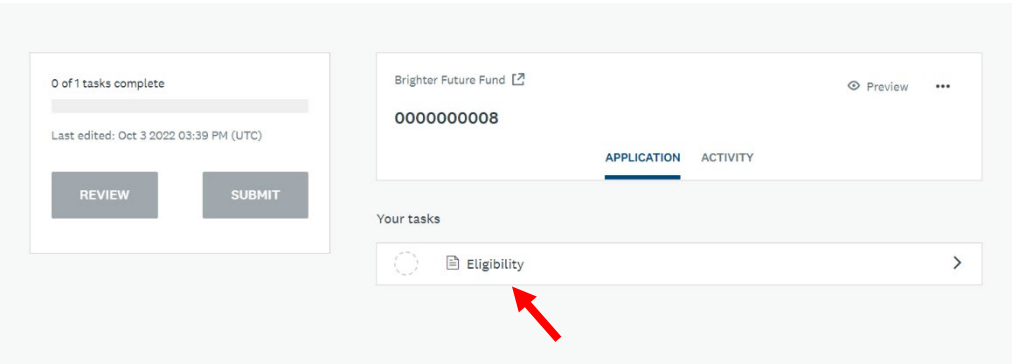
- Enter the requested information to create a free Survey Monkey Apply account
- Once registered, you will receive a message asking to verify your email address. You must go to your email inbox to verify your email address before proceeding.



- Once your email is verified, you will have access to the application portal.
- Click 'Start' to start your application



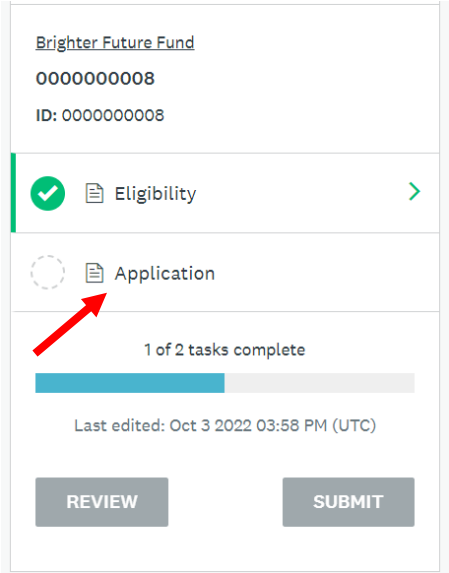
- Click on 'Eligibility' to proceed and fill-in all answers



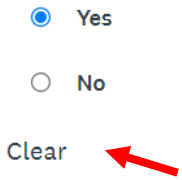
- To Save progress – Click 'Save & Continue Editing'

- To submit this portion of your application and continue to the next step – Click ‘Mark as Complete’

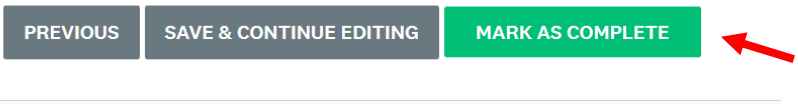
- Once you ‘Mark as Complete’ you will have access to the remainder of the application if you are eligible to proceed.
- Under ‘Tasks’ - click ‘Application’ to continue application process
    - If you do not see ‘Application’
        1. Make sure you completed the ‘Eligibility’ section and Marked it as Complete
        2. Check the screen and your email to see if you are ineligible to move forward



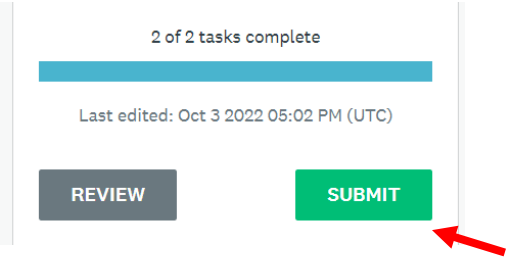
- Fill-in each answer on the application that is required
    - Click ‘Next’ at bottom of each page to continue
    - Or click ‘Save & Continue Editing’ to save and continue at another time
    - To remove an answer – click the word ‘clear’ that appears after the answer choices



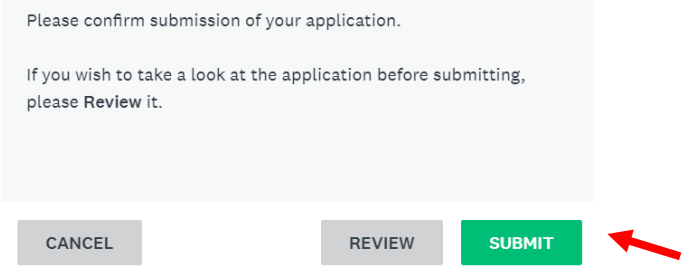
- At end of the application choose ‘Mark as Complete’



- After Marking as complete, you will need to click 'Submit' to finalize submitting your application



- When you click 'Submit'
  - You will have the option to 'Review' your application
    - If click 'Review' – you can review your answers and there will be an option at the top, right-hand side of the screen to download a copy of your application
  - Make sure to click 'Submit' once you are finished reviewing



- You can log back into the grant portal at anytime to access your application
  - Note: You will not be able to edit your answers once submitted

- If you have any questions or need further guidance – reach out to us at brighterfuture@farmland.org