

How to use our grant portal

Submitting an Application

- All applications must be submitted through our online grant portal
 - We recommend using chrome as your web browser
- Please visit [our website](#) to apply
 - Click on the 'Apply Here' Button to open our survey monkey apply grant portal
- Click the 'Register' button located in the top right-hand side of your screen
 - If using a cell phone to apply you might only see 'Log In' – click 'Log in' and then 'Register'



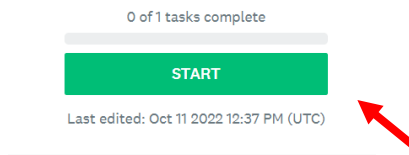
- Enter the requested information to create a free Survey Monkey Apply account
- Once registered, you will receive a message asking to verify your email address. You must go to your email inbox to verify your email address before proceeding.

In order to validate your SurveyMonkey Apply account we require you to verify your email address. Please click the link below to help us validate that it's really you and your account should be ready to go.

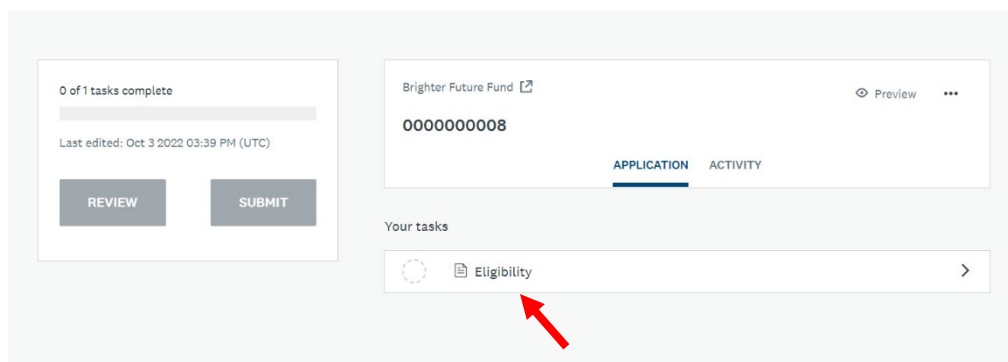
Thanks,
The SurveyMonkey Apply Team

Confirm email address

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



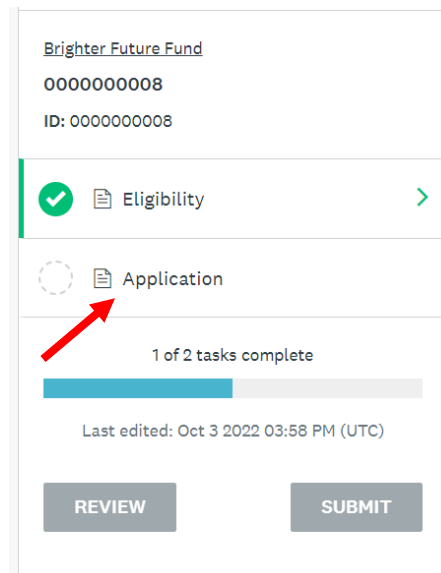
- Click on 'Eligibility' to proceed and fill-in all answers



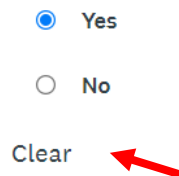
- To Save progress – Click ‘Save & Continue Editing’
- To go to the next section you must click ‘NEXT’



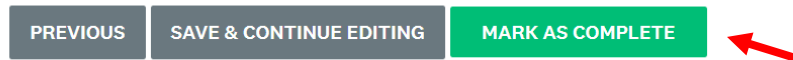
- Once you click ‘Next’ you will have access to the remainder of the application if you are eligible to proceed.
- Under ‘Tasks’ - click ‘Application’ to continue application process
 - If you do not see ‘Application’
 1. Make sure you completed the ‘Eligibility’ section - there should be a green checkmark next to it – if not, click on Eligibility to complete
 2. Check the screen and your email to see if you are ineligible to move forward



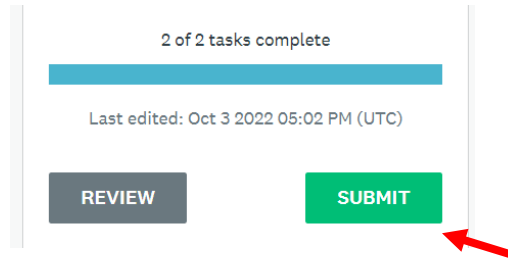
- Fill-in each answer on the application that is required
 - Click ‘Next’ at bottom of each page to continue
 - Or click ‘Save & Continue Editing’ to save and continue at another time
 - To remove an answer – click the word ‘clear’ that appears after the answer choices



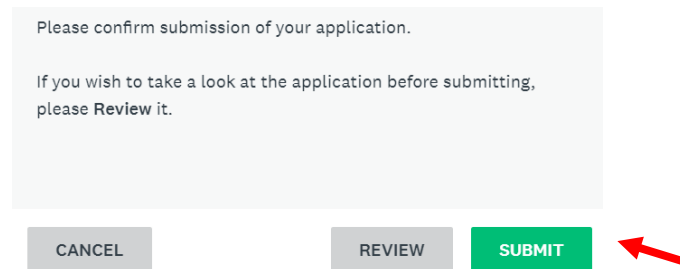
- At end of the application choose 'Mark as Complete'



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



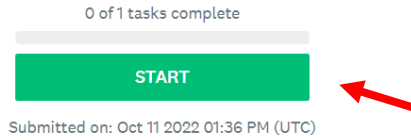
- When you click 'Submit'
 - You will have the option to 'Review' your application
 - If click 'Review' – you can review your answers and there will be an option at the top, right-hand side of the screen to download a copy of your application
 - Make sure to click 'Submit' once you are finished reviewing



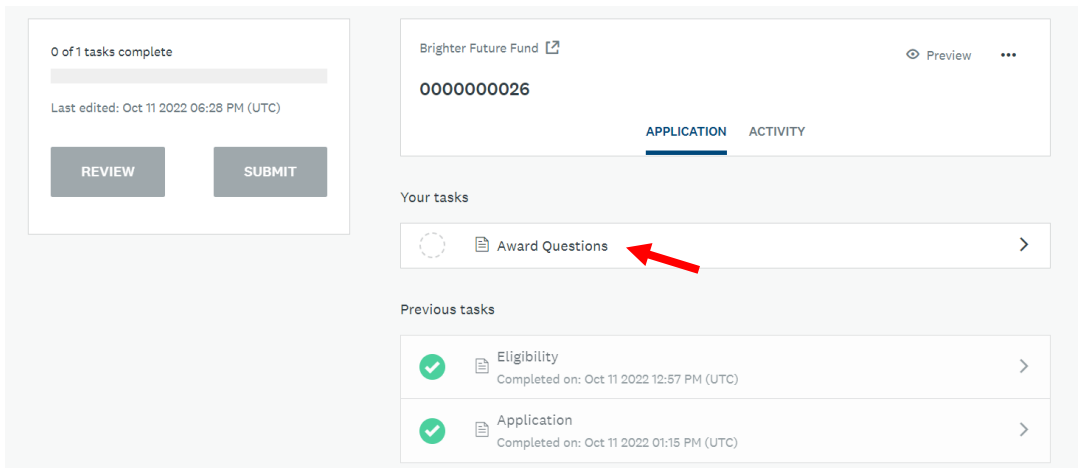
- You can log back into the grant portal at anytime to access your application
 - Note: You will not be able to edit your answers once submitted
- If you have any questions or need further guidance – reach out to us at brighterfuture@farmland.org

If you are notified that you have been chosen to receive a Brighter Future Fund grant:

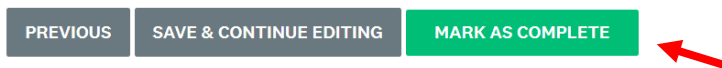
- Log back into the grant portal with the password you created when applying for the grant
 - <https://aft.smapply.io/>
- Click 'Start' to complete your award paperwork



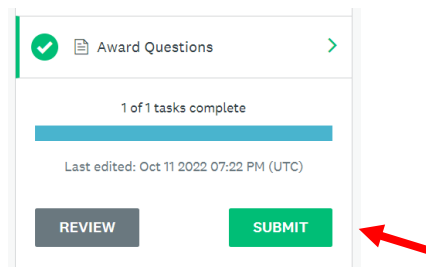
- Click on 'Award Questions'



- Complete all questions:
 - You will be required to upload a picture of you on your farm
 - You will be required to read & acknowledge the grant award form
 - You will be required to upload a [W9 form](#)
 - You will be required to submit information regarding where to send payment. Payment will be sent via direct deposit. Please confirm your routing number and account number are correct before submitting. Incorrect information will result in a delay in your award payment.
- Click 'Next' to go to the next page(s)
- Sign your name electronically and 'Mark as Complete'



- After 'Marking as Complete', you must click 'Submit' to finalize submitting your grant award information



- When you click 'Submit'
 - You will have the option to 'Review' your grant award information
 - 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

Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

