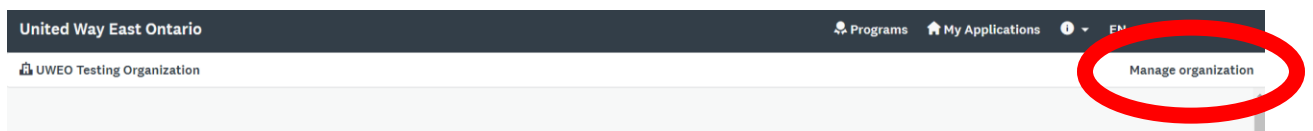


Survey Monkey Apply Guidebook

Community Services Recovery Fund (CSRF) 2023

Getting Started

1. Visit <https://communityservicesrecoveryfund.ca/> and take the interactive quiz to identify the appropriate stream for your project and confirm which national funder you should apply to. **United Way East Ontario is only accepting applications for the local stream in the focus area “Program and service innovation and redesign”**
2. Determine whether your organization has an existing account. **NOTE:** If your agency is currently receiving funding from United Way East Ontario for July 2022 – June 2023, then your account is already set up.
3. Visit the application portal at <https://unitedwayeo.smapply.ca/>
4. **For new organizational applicants only**, click “Register” to create an account. **NOTE:** If your organization has an existing account, registering a new email address from the main webpage will create a duplicate organization and you will not be able to see the existing proposals.
5. Once logged in, account administrators can add additional members of their team by clicking “Manage Organization” in the top right corner.

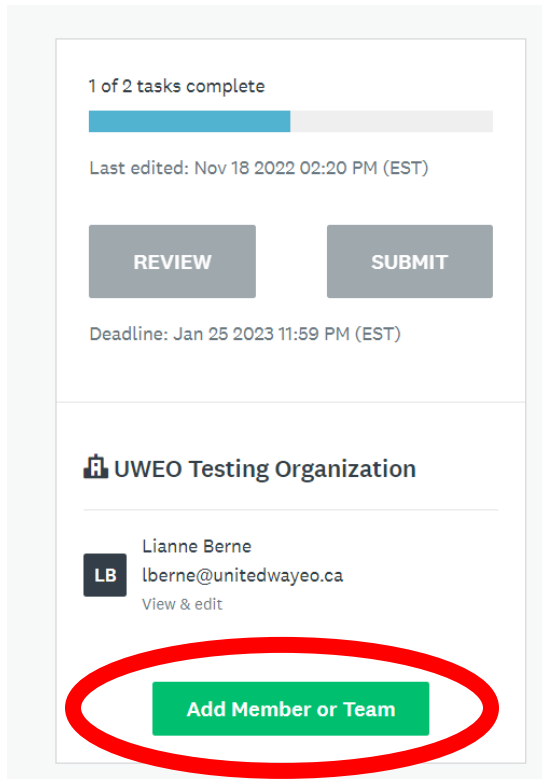


For more information about managing your organizational account access, please see this help article: <https://help.smapply.io/hc/en-us/articles/360001910093-Managing-your-Organization-FAQ>

Creating an Application

1. Click “View Programs” and select “Community Services Recovery Fund”. Click the “Apply” button to start a new application.

2. To ensure that all members of the organization can access and edit the application, be sure to add them to the application by clicking “Add Member or Team”.



3. Complete the entire application, which includes 6 application sections (also called tasks).
4. Once the application is completed, click the “Review & Submit” button to complete the application process.
5. For additional questions about completing an application, please see the [Survey Monkey Apply FAQ page](#) or contact us using the information below.

Contact Information and Assistance

For general information about the Survey Monkey Apply system, please visit the help centre at <https://help.smapply.io/hc/en-us>.

For questions about the United Way East Ontario site or our CSRF application process, please contact the UWEO investment team:

Email: agencyinfo@unitedwayeo.ca

Voicemail: 613-683-3861

Voicemail and email are checked daily and questions are referred to the appropriate staff.