Clackamas and Washington Counties Commercial Tobacco Prevention Community Grant
- Survey Monkey Application Instructions -

This document provides instructions for how to complete the Clackamas and Washington Counties Commercial Tobacco Prevention Community Grant application via Survey Monkey. Please be sure to read the instructions in its entirety.

All applications must be submitted via Survey Monkey; paper applications will not be accepted. If you have additional questions, please contact TobaccoFreeClackCo@Clackamas.us.

Things you will need to complete the application:

- A Survey Monkey account. It is free to create an account; all you need is a verified email address. Note you will be unable to apply to this grant without a Survey Monkey account.
- It is recommended applicants review the PDF version of the application for example work plans and budgets. The PDF application can be found on the Clackamas County Grants webpage: https://www.clackamas.us/grants.

Instructions:

1) Once your Survey Monkey account is created, use the following link to access the application:
   https://ccpublichealth.smapply.io/prog/clackamas_and_washington_counties_commercial_tobacco_prevention_community_grants/. Review the information listed on the webpage. When are ready to begin the application, click on the green "APPLY" button.

2) You will see two tasks listed: The Eligibility Section and the Complete Application. Click on "Eligibility Section." Note you must complete the Eligibility Section prior to starting the Complete Application.
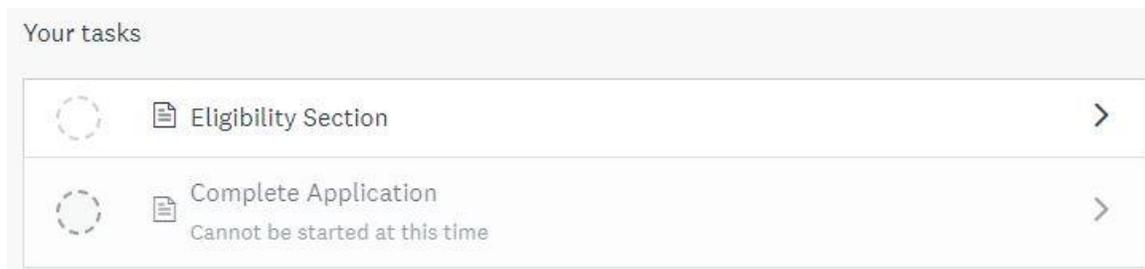
3) After you answer the eligibility questions, be sure to click the "MARK AS COMPLETE" button at the bottom of the page. From there, you should be able to begin the complete application by clicking "Complete Application" on the left-hand side of your screen.

4) Begin the application by following the question prompts. You will need to click the "NEXT" button to move on to the next page.

5) Once you complete the last section, click the "MARK AS COMPLETE" button at the bottom of the page. You should be redirected to a page that allows you to review your application and download a copy for your records if you wish.

6) After reviewing your application, be sure to click the "SUBMIT" button on the left-hand side of the screen. **Note your application will not be submitted until you complete this step.**

7) Upon clicking "SUBMIT" Survey Monkey will verify that you are prepared to submit your application for review. If so, click "SUBMIT" again.

8) Congratulations, you have submitted your application! You should receive an email confirmation from Survey Monkey upon submission.