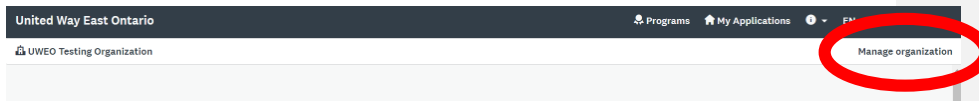


# Survey Monkey Apply Guidebook

## School Food Infrastructure Fund

### Getting Started

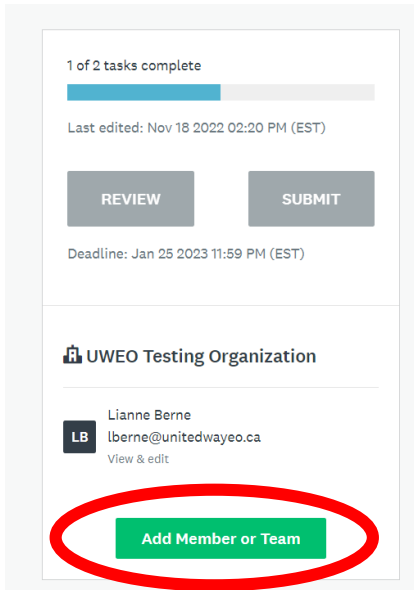
1. Determine whether your organization has an existing account. **NOTE:** If your agency has applied for funding from United Way East Ontario since July 2022, then your account is already set up.
2. Visit the application portal at <https://unitedwayeo.smapply.ca/>
3. **For new organizational applicants only**, email [agencyinfo@unitedwayeo.ca](mailto:agencyinfo@unitedwayeo.ca) with your organization's name and the primary administrator's name and email to have your account set up.
4. 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 "School Food Infrastructure 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 3-4 application sections (also called tasks), depending on organization type.
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.

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## 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 School Food Infrastructure Fund application process, please contact the UWEO investment team:

Email: [SFInfo@unitedwayeo.ca](mailto:SFInfo@unitedwayeo.ca)

Voicemail: 613-683-3861

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