



# Immediate Support to Not-for-Profit Organizations 2023 Alberta Fires

## TECHNICAL SUPPORT AND RESOURCES FOR APPLICANTS

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**This document is to be used as a guide when applying to the Canadian Red Cross  
2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations program**

For full information about the program, including FAQs, visit: <https://www.redcross.ca/2023AlbertaFires>

The Canadian Red Cross application portal uses a platform called **SM Apply**

- For privacy information, relevant to how SM Apply collects and stores user data, click here: <https://help.smapply.io/hc/en-us/articles/360003749013-SurveyMonkey-Apply-Data-Privacy>

In addition to this document, you can also find support by:

- Contacting our team at [notforprofitsupport@redcross.ca](mailto:notforprofitsupport@redcross.ca)  
or by phone at 1-800-863-6582 from Monday to Friday between 8:00 a.m. and 6:00 p.m. MT

Completing this application may take anywhere between 15 minutes to an hour depending on your ability to source the information required and compile the requested documents.

## OVERVIEW OF APPLICATION STEPS

### STEP 1: CREATE AN ACCOUNT IN SM APPLY

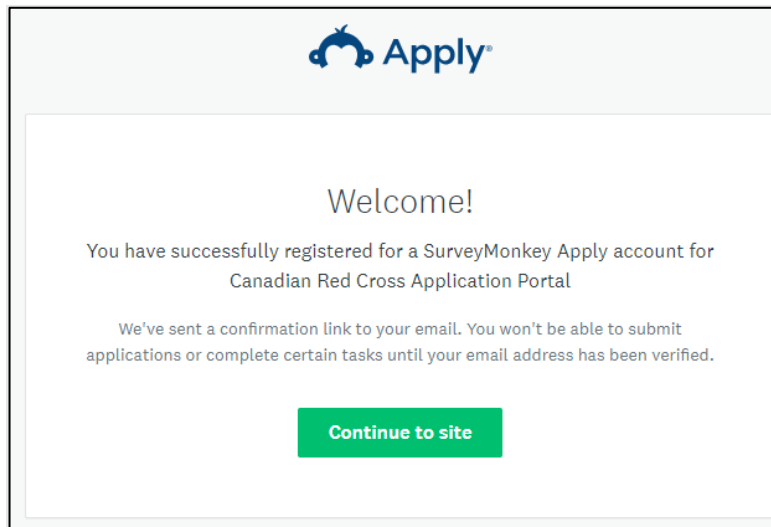
The first task is to create an account on the Canadian Red Cross Application Portal by going to <https://redcross.smapply.ca> on any web-enabled computer or mobile device. For the best user experience please DO NOT USE INTERNET EXPLORER; any other browser such as Chrome or Firefox or Edge may be used.

Choose **“REGISTER”** located at the top of your screen.



Enter your name, email, and choose a secure password, then click **“CREATE ACCOUNT”**.

Once you enter your information you will receive a prompt from the system to verify your email. Upon successful verification you may continue with your application.



If you do not verify your email address, you will be unable to continue with your application. Click the red button in the header to resend the verification link.

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations

⚠ Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address

[Send verification link](#)

### STEP 2: CHOOSE A PROGRAM

There may be several active programs in the menu. Choose the **2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations** box.

Click on the **“MORE”** button to access specific information about the program.

From the Program information page click on **“APPLY”** to begin your application.

### STEP 3: STARTING YOUR APPLICATION FORM

The **Application Form** consists of four tasks to be completed, including:

- Consent
- Application Form
- Document Uploads
- Certification

Your screen will look like the screenshot below once you have launched into the application. You will need to complete the four tasks that make up the application, marking each as Complete. Work through the steps listed on the Task List on the right side of your screen.

Start here




The screenshot displays the user interface for the Canadian Red Cross application. At the top, the header reads "Canadian Red Cross | Croix-rouge canadienne" with navigation links for "Programs" and "My Applications". The main content area is divided into two columns. The left column shows a progress indicator "0 of 4 tasks complete", a "Last edited" timestamp of "17 May 2023 15:54 (EDT)", and buttons for "REVIEW" and "SUBMIT". Below this is a user profile section with a name starting with "NL" and an "Add collaborator" button. The right column displays the application details for "2023 Alberta Fires Immediate S..." with ID "ABS/NFP23-0000000002" and status "In Progress". It features tabs for "APPLICATION" and "ACTIVITY". A "Your tasks" section lists four items: "Consent", "2023 Alberta Fires - Immediate Support to Not-for-Profit Organizations Program" (marked "Cannot be started at this time"), "Document Uploads for Non-Profits" (marked "Cannot be started at this time"), and "Certification". A red arrow points from the "Start here" text to the "Consent" task item.

**COMPLETE ALL SECTIONS OF YOUR APPLICATION**

The screenshot displays a mobile application interface for a 2023 Alberta Fires Immediate Support application. At the top, there is a back arrow and the text "Back to application". Below this, the application title "2023 Alberta Fires Immediate Supp..." is partially visible, followed by the ID "ABSNFP23-0000000002" and the status "ID: ABSNFP23-0000000002 | Status: In Progress". A task list follows, with the first item "Consent" marked as completed with a red checkmark icon and a red vertical bar on the left. The other three items, "2023 Alberta Fires - Immediate Support to Not-for-Profit Organizations Program", "Document Uploads for Non-Profits", and "Certification", are marked as not yet started with dashed circle icons. A progress bar below the list shows "1 of 4 tasks complete" with a red segment representing the first task. The "Last edited" timestamp is "17 May 2023 16:01 (EDT)". At the bottom, there are "REVIEW" and "SUBMIT" buttons, and a "Deadline: 14 Jul 2023 23:59 (EDT)".

Once you begin to complete the application, the Task List from your dashboard will show on the left side of your screen, providing a roadmap of all the tasks that are required to complete the section. Use this to navigate through the steps of your application.

The icons provide the following information:

-  Task not yet started
-  Task in progress
-  Task Completed

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations

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All **mandatory sections must show a red checkmark** before you will be able to submit your application. The progress bar below the Task List (e.g., 2 of 4 tasks complete) will also provide a summary to gauge your progress. At any point, you can save your progress and return to complete the application at another time.

### COMPLETE THE CONSENT

The first task you need to complete is **CONSENT**. You will need to complete this form before moving forward with the remaining tasks within the application.

Please read the language provided in the consent form and provide your agreement by choosing the button **“I AGREE”** and then clicking **“MARK AS COMPLETE”** to save and continue with the next task in your application.

Please indicate your acceptance of these terms by signing below.

Please indicate your acceptance of these terms by signing below.

I agree

SIGNATURE

---

Clear

Print Name

---

SAVE & CONTINUE EDITING MARK AS COMPLETE

### STEP 4: COMPLETE THE APPLICATION FORM

Once you have completed the Consent form, you will be taken into the Application form task.

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations

2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations - Application Form

Organization Information

Organization's legal name

Organization's common name (if different from legal name) (optional)

Organization type

- Registered charity
- Qualified donee (other than charity)
- Non-profit (incorporated or unincorporated)
- None of the above

Is your organization registered federally or provincially / territorially?

- Federally

Choose **“SAVE & CONTINUE EDITING”** located at the bottom of the form to save your work periodically.

**SAVE & CONTINUE EDITING** **MARK AS COMPLETE**

When you click **“SAVE & CONTINUE EDITING”** you will be alerted if the form contains errors (e.g., blank fields that have not yet been filled out) but the **form is still going to save with the errors.**

**⚠ The form contains errors.**

The status of your form in the Task List will turn half red to indicate it is in progress.

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations

The screenshot shows a mobile application interface. At the top, there is a back arrow and the text "Back to application". Below this is the title "2023 Alberta Fires Immediate Supp..." and the ID "ABSFP23-000000002". The status is "ID: ABSFP23-000000002 | Status: In Progress". A task list follows: "Consent" (completed with a red checkmark), "2023 Alberta Fires - Immediate Support to Not-for-Profit Organizations Program" (current task, marked with a red circle and a right arrow), "Document Uploads for Non-Profits" (pending, marked with a dashed circle), and "Certification" (pending, marked with a dashed circle). A progress bar shows "1 of 4 tasks complete". Below the bar, it says "Last edited: 17 May 2023 16:02 (EDT)". At the bottom, there are "REVIEW" and "SUBMIT" buttons, and a "Deadline: 14 Jul 2023 23:59 (EDT)".

As you complete each section, choose **"MARK AS COMPLETE"** which will turn the task into a red checkmark on the Task List. If you have completed the task and would like to return to make a change, you may reopen by clicking the **"..."** menu at the top of the screen and choosing **"EDIT"**. Note you will need to click **"MARK AS COMPLETE"** again once you have completed your edits.



**TIP** – If you would like to print out the application to be able to gather the information offline before entering into your online application, you may obtain a copy by clicking the **"..."** menu at the top of the screen and choosing **"DOWNLOAD"**. This will open a PDF copy of the application which you may print for your own use.

The screenshot shows the application form for the "2023 Alberta Fires - Immediate Support to Not-for-Profit Organizations Program". The form title is "2023 Alberta Fires - Immediate Support to Not-for-Profit Organizations - Application Form". Below the title, it says "Please check your answers below and correct them before continuing." and a progress indicator shows "0%". A dropdown menu is open, showing "Download" and "Reset" options.

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations



**WARNING:** If you select “RESET” from the “...” menu, all the data in your form will be deleted.

**Note** that you will still need to complete the application form online to submit it. If you need help completing your application over the phone, please call us at 1-800-863-6582 from Monday to Friday between 8:00 a.m. and 6:00 p.m. MT. We can take your information and have a Canadian Red Cross representative call you back to help. You can also email us at [notforprofitsupport@redcross.ca](mailto:notforprofitsupport@redcross.ca) to request assistance.

Once you have completed the form, click on ‘**MARK AS COMPLETE**’.



## STEP 5: UPLOADING YOUR ADDITIONAL SUPPORTING DOCUMENTS

### ADDITIONAL DOCUMENTATION FORM

Part of the application process requires you to upload supporting documents if you are a non-profit organization.

2023 Alberta Fires Immediate Supp...  
ABSFP23-0000000002  
ID: ABSFP23-0000000002 | Status: In Progress

Consent

2023 Alberta Fires - Immediate Support to Not-for-Profit Organizations Program

Document Uploads for Non-Profits

Certification

2 of 4 tasks complete

Last edited: 17 May 2023 16:06 (EDT)

REVIEW SUBMIT

Deadline: 14 Jul 2023 23:59 (EDT)

Document Uploads for Non-Profits

2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations - Document Uploads for Non-Profits

**Document Uploads for Non-Profits**

(You can upload multiple documents per upload button)

Governance documents, preferably including your local or federal registration number, such as:

- Incorporation documentation, if incorporated (i.e., Articles or Letters Patent)
- Provincial Registry document
- Trust Deed, if a trust

Upload a file

Recent financial document, such as:

- Most recent tax filings (2020 or 2021)
- T2 return or T2 Short Form (if incorporated)
- Non-profit organization information return (Form T1044)
- Most recent financial statements

Upload a file



## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations

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To upload your documents into the system, simply click the **“UPLOAD A FILE”** button. Upload file formats allowed include Word, PDF, or image files such as .JPG, .PNG. When finished uploading click on **“NEXT” / “MARK AS COMPLETE”**.



If you do not have access to all the necessary documentation at the time of submitting your application, you should still proceed with your submission. We understand that gathering the required documentation can take time, and we are here to work with you. Once your application is submitted, you can send the missing documents by email to [notforprofitsupport@redcross.ca](mailto:notforprofitsupport@redcross.ca).

If you require assistance, please call us at **1-800-863-6582** from Monday to Friday between 8:00 a.m. to 6:00 p.m. MT. Our team will provide guidance on how to submit the additional information, which may include email or uploading through the applicant portal.

The important thing is to get your application submitted in a timely manner. Once we receive your application, our team will review it and follow up with any missing information required for verification.

## STEP 6: COMPLETE THE CERTIFICATION FORM

Save your application regularly by clicking **“SAVE & CONTINUE EDITING”** at the bottom of the form.



Signing your document: Type your name into the signature box, and then use your mouse or touchpad to sign your name in the blank space provided. You may choose **“CLEAR”** to clear the box and try again if you are not satisfied.

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations

**2023 Alberta Fires - Immediate Support to Not-for-Profit Organizations - Application Certification**

**Certification**

- By submitting your application you confirm that you understand, acknowledge, accept and agree that:
  - You have the authority to submit this application on behalf of the organization for which you are applying.
  - The Canadian Red Cross reserves the right to require further substantiating documentation.
  - Should your organization be contacted by a municipality or provincial authority to provide fire services for which you are using the funds received by the Canadian Red Cross, you agree to inform the Canadian Red Cross.
  - Additional documentation may be required to support all the information and the additional documentation can be requested at any time to confirm the accuracy of the information provided.
  - The information contained in your application is truthful and accurate. Any false statements or omissions can result in the application being disqualified.
  - You are in need of financial assistance as a result of the 2023 Alberta fires and will use the funds to provide services to people impacted by the wildfires, and that you are not seeking duplication of assistance.
  - The information collected will be used for the purposes of evaluating your application for the Immediate Support to Not-for-Profit Organizations program, providing and continually improving our services, research and communicating with you. This includes any personal information you may disclose as part of your application.
  - The information you provide may be shared and disclosed in full or part as required or permitted by law, and/or if the Canadian Red Cross is mandated or subjected to a legal proceeding or court-ordered disclosure. It may also be provided to government agencies, service providers or other third parties as required to deliver, monitor, assess and administer funding or other humanitarian assistance.
  - You further acknowledge that the Canadian Red Cross may also obtain information about you from other third parties.
  - The information you provide will be collected and stored on the SurveyMonkey Apply platform in accordance with their terms and conditions and may be shared in secured digital formats and electronically in Canadian Red Cross systems and accessible to Canadian Red Cross personnel supporting or administering the Immediate Support to Not-for-Profit Organizations program.
  - You read and understand the Terms and Conditions, attached to the Application provided by the Canadian Red Cross. Should my Application be approved I understand that it will be bound by the Terms and Conditions.

For greater clarity, and in addition to the above, by completing this application, you are formally declaring that all information provided in your application is accurate, complete and truthful, and you are giving your consent to the Canadian Red Cross to collect, use and disclose your information in the manner previously described.

Name


Signature

Date

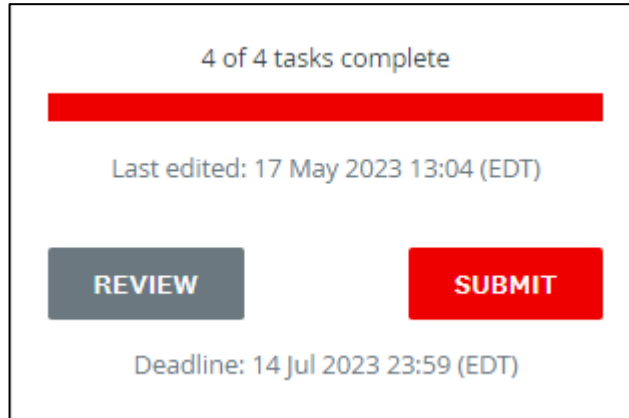
Once you have signed electronically click **“MARK AS COMPLETE”**.

Once **“MARK AS COMPLETE”** has been checked, the form will lock and a red check mark will show against the task in the left-hand task list. If all required tasks have been completed, the **“SUBMIT”** button will become available (see Step 7).

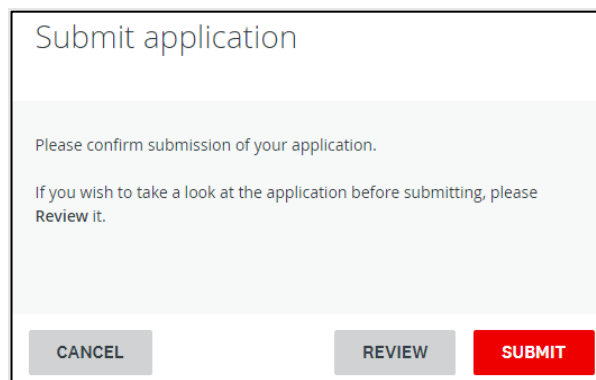
## STEP 7: SUBMIT YOUR APPLICATION FOR REVIEW

Once there is a check mark  against all sections in the task bar, you are ready to submit your application.

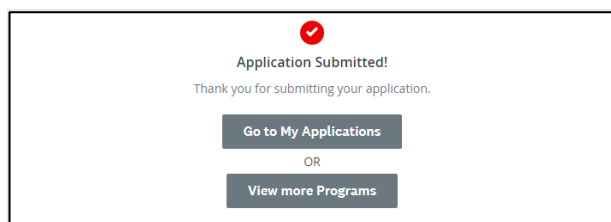
Click the **“SUBMIT”** button found at the bottom of the task bar.



You will be presented with an opportunity to review your application and documentation again before your final submission. Click on **“REVIEW”** to access it. If everything is correct, select **“SUBMIT”** again and your application will be forwarded to the Canadian Red Cross for review. You will be contacted if additional information is required.



You may then redirect to the view more programs page and view your completed application(s).



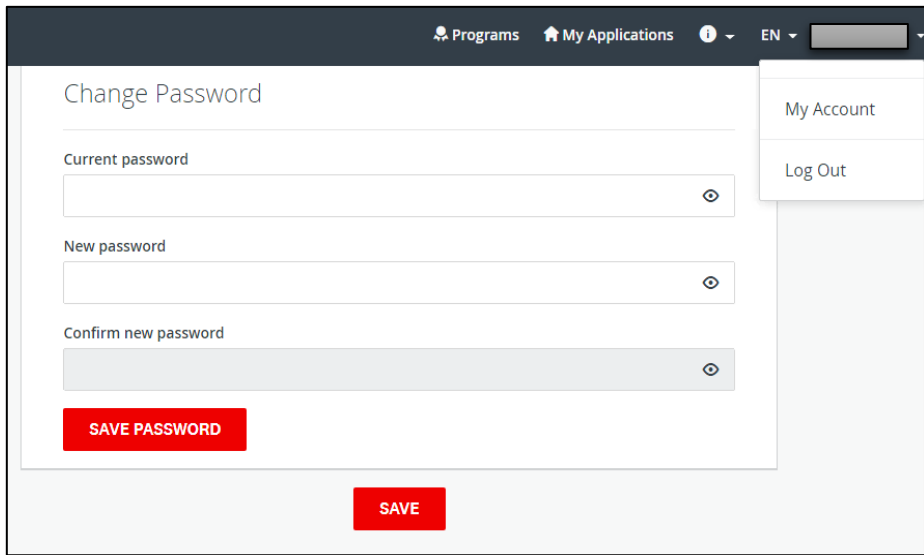
## ADDITIONAL INFORMATION

### Change your password

To change your password, click on your name on the top right corner of the screen and choose **“MY ACCOUNT”**. Scroll down to **“CHANGE PASSWORD”**. Click **“SAVE”** when you’re done.

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations

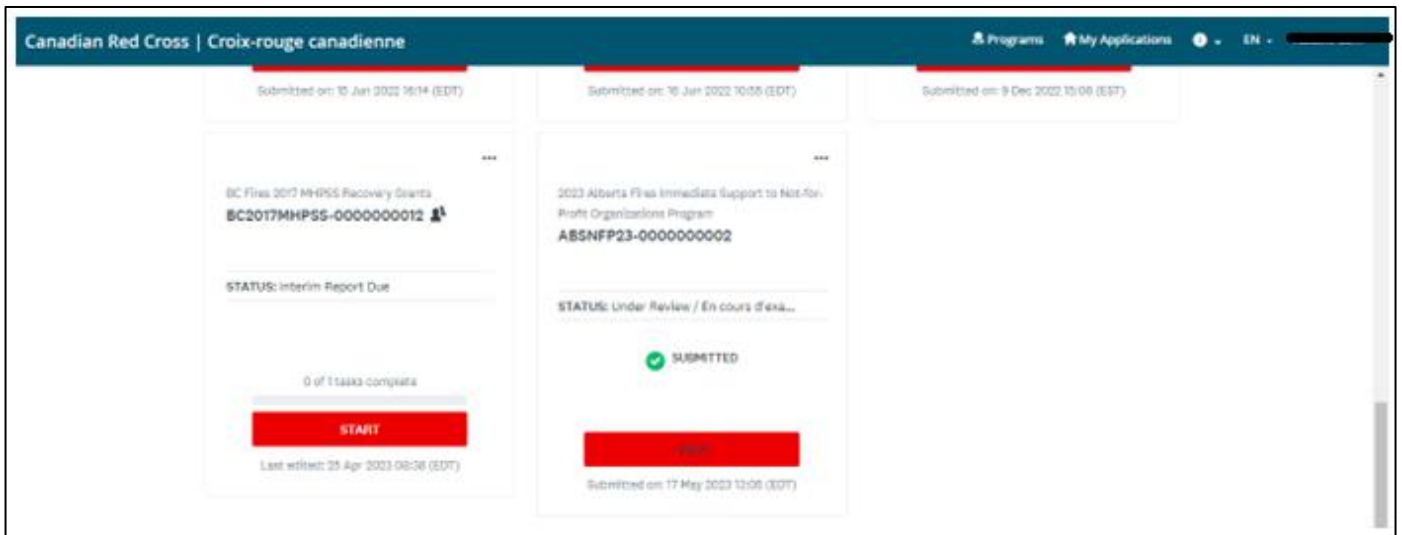
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The screenshot shows a web application interface for changing a password. At the top, there are navigation links for 'Programs' and 'My Applications', along with a user profile icon and the language 'EN'. The main heading is 'Change Password'. Below this, there are three input fields: 'Current password', 'New password', and 'Confirm new password', each with a toggle icon to the right. A red 'SAVE PASSWORD' button is positioned below the 'Confirm new password' field. At the bottom center of the form area, there is a red 'SAVE' button. On the right side, a dropdown menu is open, showing 'My Account' and 'Log Out' options.

### Viewing your applications in progress and submitted

Clicking on the **“MY APPLICATIONS”** button will display the applications that are in progress/submitted.



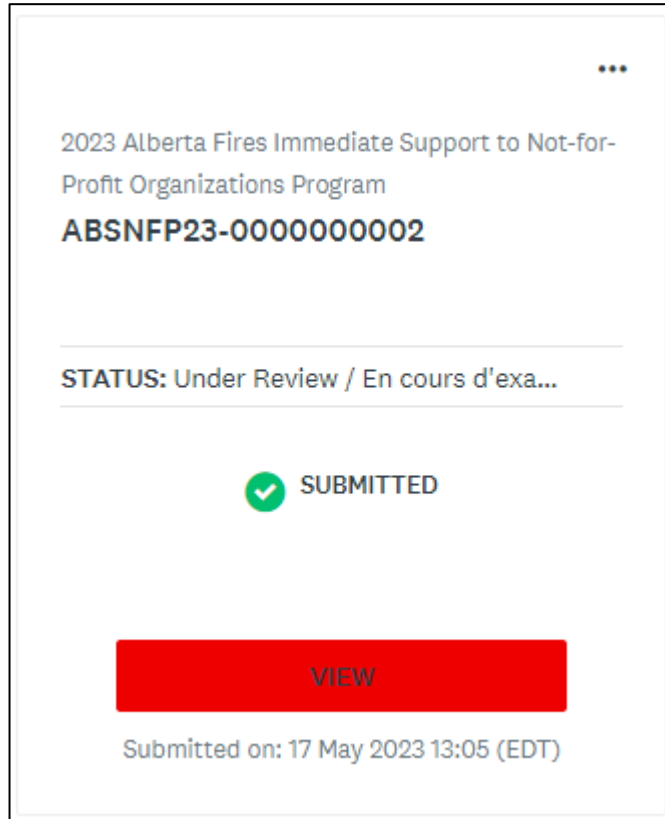
The screenshot displays the 'My Applications' page of the Canadian Red Cross website. The header includes the organization's name in both English and French, and navigation links for 'Programs' and 'My Applications'. The page shows a list of applications. Two application cards are visible:

- Application 1:** Submitted on 10 Jan 2022 16:14 (EDT). Title: BC Fires 2017 MHPSS Recovery Grants. ID: BC2017MHPSS-0000000012. Status: Interim Report Due. Progress: 0 of 1 tasks complete. A red 'START' button is at the bottom. Last edited: 29 Apr 2023 08:26 (EDT).
- Application 2:** Submitted on 16 Jan 2022 10:55 (EDT). Title: 2023 Alberta Fires Immediate Support to Not-for-Profit Organizations Program. ID: ABSNFP23-0000000002. Status: Under Review / En cours d'exa... A green 'SUBMITTED' button is at the bottom. Submitted on 17 May 2023 12:05 (EDT).

Once your application is completed and submitted you may return to this page to see the status of your application.

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations

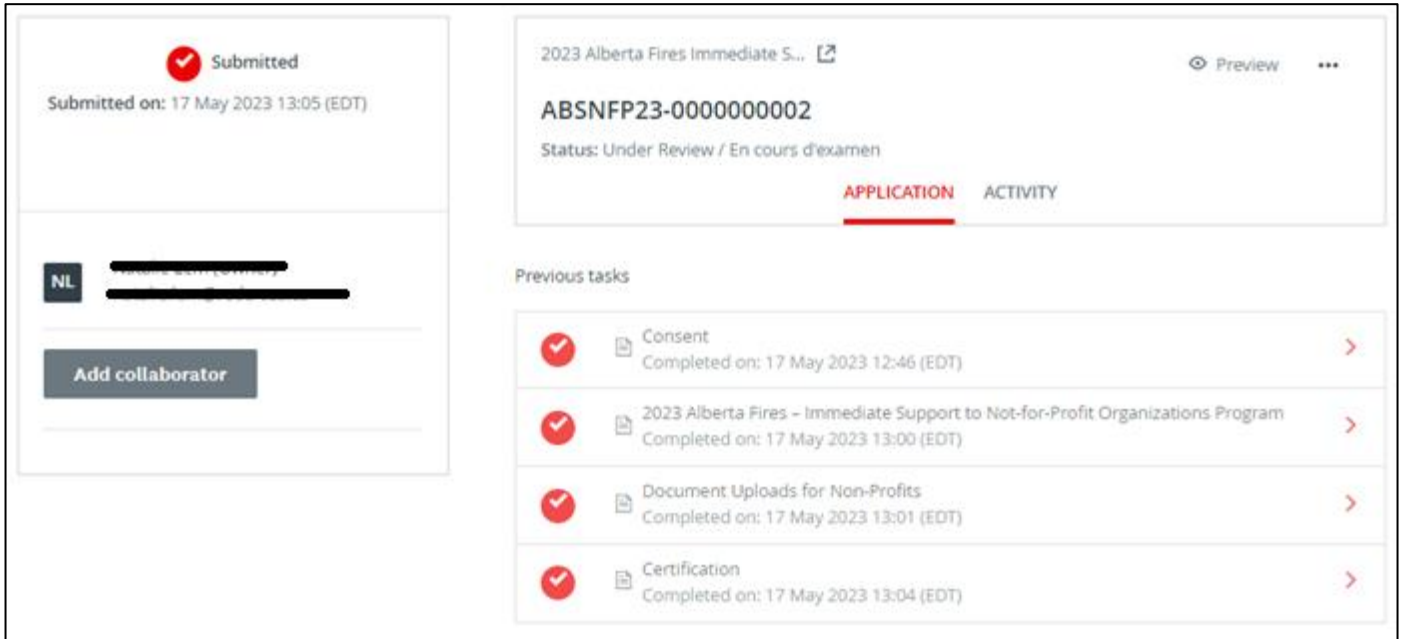
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The status will show as Application in Progress until you Submit the application (status **"SUBMITTED"**). For a list of possible statuses, you may see here please see the table on the next page.

To view your application online, choose **"VIEW"** to enter the application, then choose **"PREVIEW"** at the top right. To download a copy of the application, click '...' and **"DOWNLOAD"**.

## 2023 Alberta Fires – Immediate Support to Not-for-Profit Organizations



Submitted

Submitted on: 17 May 2023 13:05 (EDT)

NL

Add collaborator

2023 Alberta Fires Immediate S... [Preview](#)

**ABSNFP23-000000002**

Status: Under Review / En cours d'examen

**APPLICATION** ACTIVITY

Previous tasks

- Consent  
Completed on: 17 May 2023 12:46 (EDT)
- 2023 Alberta Fires - Immediate Support to Not-for-Profit Organizations Program  
Completed on: 17 May 2023 13:00 (EDT)
- Document Uploads for Non-Profits  
Completed on: 17 May 2023 13:01 (EDT)
- Certification  
Completed on: 17 May 2023 13:04 (EDT)

### Understanding the Application 'Status'

Once you complete your application, you will be able to view the status of your application(s) as it moves through the review process. The following provides more information on what each status indicates.

<b>In Progress</b>	Application is being completed by the applicant and has not yet been submitted.
<b>Submitted</b>	Application is complete and has been submitted to the Canadian Red Cross for review.
<b>Under Review</b>	The application is being reviewed by the Canadian Red Cross.
<b>Check your email for important communication - Information Required</b>	Additional information or documentation is required to complete review of the application. An email has been sent to the Applicant.

We are here to help! If you need help completing your application over the phone, please call us at 1-800-863-6582 from Monday to Friday between 8:00 a.m. and 6:00 p.m. MT. We can take your information and have a Canadian Red Cross representative call you back to help. You can also email us at: [notforprofitsupport@redcross.ca](mailto:notforprofitsupport@redcross.ca) to request assistance.