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COVID-19 Mental Health and Wellbeing Grant Program

This document is to be used as a guide when applying to the Canadian Red Cross COVID-19 Mental Health and Wellbeing Grant Program.

For full information about the program, including Program Guidelines, FAQs and other resources for applicants, visit: Strengthening Community Capacity to Support Mental Health and Wellbeing.

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 mentalhealthgrants@redcross.ca, or by phone at 1-833-966-4225

This application is available to complete in either English or French. To change language, choose the EN button in the header and choose FR.

Completing this application may take anywhere between 30 min to a few hours depending on your organization’s ability to source the information required. Documents required are referenced in Section 5 of this document.

OVERVIEW OF APPLICATION STEPS

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

a. Consent
b. Organization Information
c. Organization Supporting Documents Form
d. Application Form
e. Grant Project Budget Form
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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.
STEP 2: CHOOSE A PROGRAM

There may be several active programs in the menu. Choose the *Strengthening Community Capacity to Support Mental and Wellbeing* 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.
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STEP 3: STARTING YOUR ORGANIZATION’S APPLICATION FORM

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

COMPLETE ALL SECTIONS OF YOUR APPLICATION

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

All mandatory sections must show a red checkmark before you will be able to submit your application. The progress bar below the Task List (x of 5 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.
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 form.

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.
STEP 4: COMPLETE YOUR ORGANIZATION’S INFORMATION

ORGANIZATION PROFILE FORM

Once you have completed the Consent form, you will be taken into the Organization Information form.

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

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 status of your form in the Task List will turn half red to indicate it is in progress.
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. Note that you will still need to complete the application form online to submit it. If you need assistance with your application, please contact us at any time.

**WARNING**: If you select “RESET” from the “…” menu, all the data in your form will be deleted.
STEP 5: UPLOADING YOUR ORGANIZATION’S SUPPORTING DOCUMENTS

ORGANIZATION SUPPORTING DOCUMENTS FORM

Part of the application process requires you to upload supporting documents.

To upload the required documents, you will need to select organization type and click “NEXT”. From there, a list of all required documents and areas to upload the files will appear.
In each section, upload your document into the system by clicking “UPLOAD A FILE”. Upload file formats allowed include Word, PDF, or image files such as .JPG, .PNG. When finished uploading click “MARK AS COMPLETE”.
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STEP 6: COMPLETE THE APPLICATION FORM

The Application Form provides information on your project and the intended goals.

Save your application regularly by clicking “SAVE & CONTINUE EDITING” at the bottom of the form.
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Signing your document: Type your name into the Signing Authority 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.

Once you have signed electronically click “MARK AS COMPLETE”.
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**STEP 7: COMPLETE THE GRANT PROJECT BUDGET FORM**

The Grant Project Form asks you to identify budget expenses for fiscal years 2022-2023 (from the start of the project to March 31, 2022) and 2023-2024 (from April 1, 2023 to the end of the project).
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 the next step).

If you need to return to the application form to make a change (before the final submission), click the “...” button at the top right of the page and choose “EDIT”. This will unlock the page for editing. You will need to choose “MARK AS COMPLETE” again once you are done editing.
STEP 8: SUBMIT YOUR APPLICATION FOR REVIEW

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

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. If everything is correct, select “SUBMIT” again and your application will be forwarded to CRC’s Grant Team for review. You will be contacted if additional information is required.

You may then redirect to the view more programs page and complete an additional application for another project if desired.
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ADDITIONAL INFORMATION AND TASKS

Adding another team member to your organization’s application

You can add additional team members to your account to enable a collaborative approach to completing your organization’s application. To invite additional team members to your application, choose “ADD COLLABORATOR” located on the left hand side of the screen, below the “REVIEW” and “SUBMIT” buttons. This will send an email to your chosen colleague to invite them to contribute.

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.
Viewing your applications in progress and submitted

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

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

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.
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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”.

Submitted on: 15 Jun 2022 16:14 (EDT)

Strengthening Community Cap...

PH-00000000001
ID: PH-00000000001 Status: Under review / En cours d'examen

APPLICATION ACTIVITY
COVID-19 Mental Health and Wellbeing Grant Program

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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>Application is being completed by the applicant and has not yet been submitted.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Application is complete and has been submitted to CRC for review.</td>
</tr>
<tr>
<td>Under Review</td>
<td>The application is being reviewed by CRC.</td>
</tr>
<tr>
<td>Check your email for important communication - Information Required</td>
<td>Additional information or documentation is required to complete review of the application. An email has been sent to the Applicant.</td>
</tr>
</tbody>
</table>

If you have a question regarding the status of your application, please view your application online as the status is updated as it progresses through the review process. For additional questions, please contact CRC at 1-833-966-4225 or by email at mentalhealthgrants@redcross.ca.