

## How to use SurveyMonkey Apply

Online Portal: [www.bellevuearts.smapply.io/](http://www.bellevuearts.smapply.io/)

### Log-in

To begin, first log-in or create an account. If you believe your organization already has an account, try to retrieve your organization's username and password. If you cannot, set up a new account and then contact an arts staff member at the City of Bellevue to connect you with your organization's previous applications. Contact information can be found on the Arts Program's webpage through the city's website.

Arts Program Webpage: <https://bellevuewa.gov/city-government/departments/community-development/arts-and-culture/grants>

### Starting an application

Select the year you wish to apply for. Please note that applicants apply a few months before the grant year begins; for example, if you wish to apply for a 2021 grant, you will begin the application process in 2020.

Complete all required application steps, including the required Letter of Interest by the due dates. Further information on eligibility and grant details can be found in our Guidelines on the Arts Program's webpage (see link above).

If you experience technical difficulties of any kind, *please* contact an Arts Program staff member or our consultant, Kaya Strategic. Contact information can be found in the Guidelines and on the Arts Program's webpage. Applicants that have difficulty applying, and do not reach out for help, will not be considered for any deadline extensions. Example applications are available through the Arts Program's webpage.

### Submitting an application

When you have completed all application tasks, click "Review and Submit" on the left hand side of your webpage. This button will turn green when all tasks are complete. Review the application and submit before the deadline.

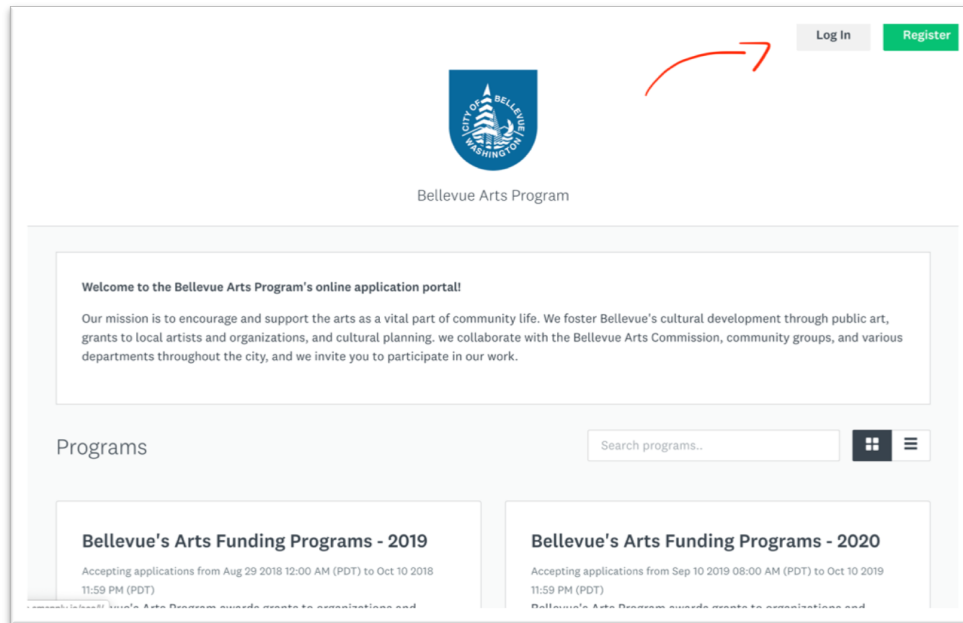
The screenshot shows the SurveyMonkey Apply interface for the Bellevue's Arts Funding Program. On the left, a sidebar contains a green 'AWARDED' status icon, the text 'Awarded on: Dec 11 2019 01:20 PM (PST)', '0 of 5 required tasks complete', 'Last edited: Jan 15 2020 12:38 PM (PST)', a red arrow pointing to a 'REVIEW & SUBMIT' button, a 'Deadline: Nov 29 2020 11:59 PM (PST)', a 'SE' button, and an 'Add collaborator' button. The main content area on the right shows the program name, status 'Reporting', tabs for 'APPLICATION', 'ACTIVITY', and 'DECISION DET', and a list of tasks: 'Grant Report & Invoice' (Deadline: Nov 29 2020 11:59 PM (PST)), 'Funding Partner Acknowledgement' (Deadline: Nov 29 2020 11:59 PM (PST)), 'Program Documentation (Images, Video, and/or Audio)' (Deadline: Nov 29 2020 11:59 PM (PST)), 'eSignature and Acknowledgement' (Deadline: Nov 29 2020 11:59 PM (PST)), and 'Artist or Organizational Profile (Copy)' (Deadline: Nov 29 2020 11:59 PM (PST)).

## Instructions on how to close out your City of Bellevue Arts Program grant

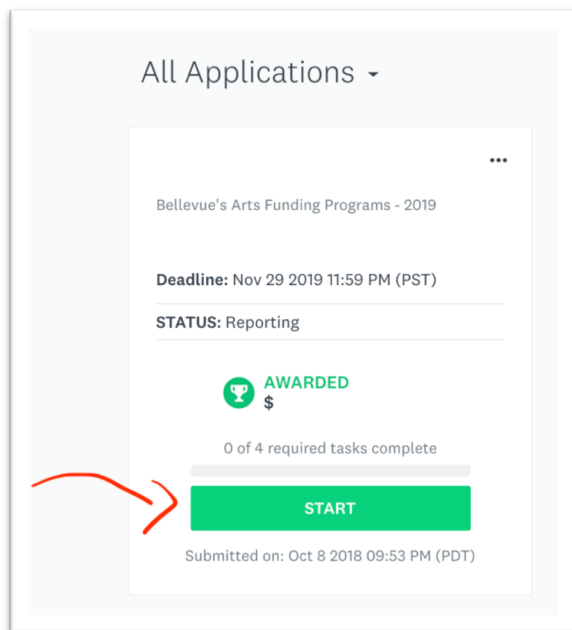
Below are detailed guidelines for submitting the “Post-Grant Reporting” **typically due at the end of November**. Please consult the official deadlines on the Arts Program Website and on the Online portal. Follow the link below and log into your account and you should see a link to start the application.

Link: [www.bellevuearts.smapply.io/](http://www.bellevuearts.smapply.io/)

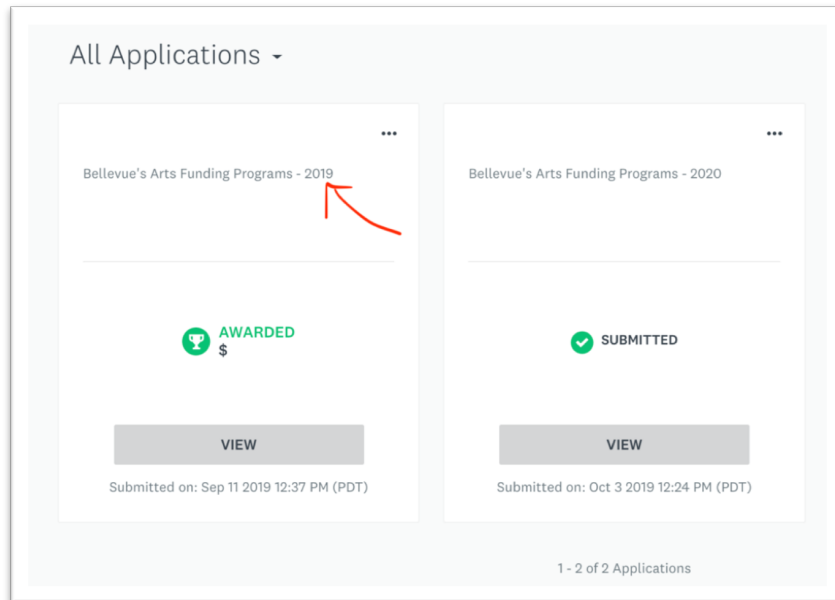
Step 1: Log into your portal that you used to apply with. If you are submitting a report that someone else submitted, please contact Arts Program Staff on how to proceed.



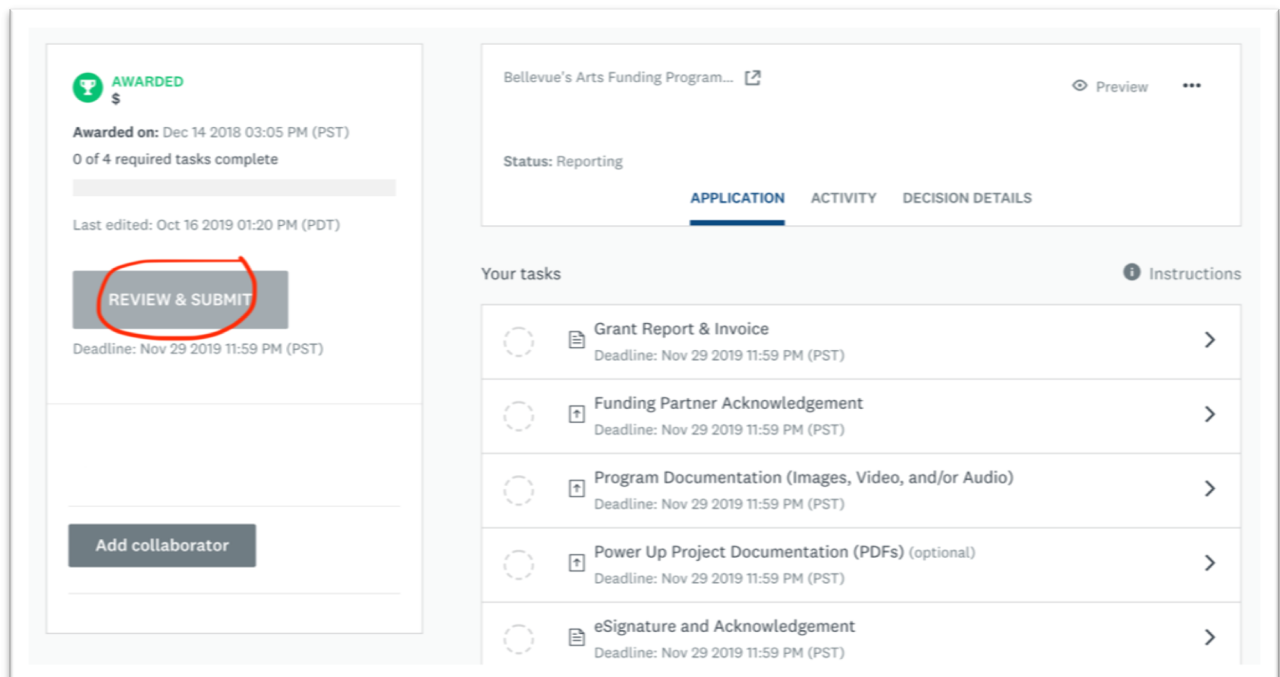
Step 2: Click on the application you wish to report on.



You may see multiple applications here if you also applied for a previous grants. Make sure you select the appropriate year.



Step 3: Make sure to click “Review & Submit” when you have completed each required task. A green check mark next to each task indicates when every item for the report is complete.



Please reach out to the City of Bellevue Arts Program staff if you have any questions or concerns.

[www.bellevuewa.gov/city-government/departments/community-development/arts-and-culture/grants](http://www.bellevuewa.gov/city-government/departments/community-development/arts-and-culture/grants)