

# SurveyMonkey Apply Guidance

*This document provides step-by-step guidance on how to complete your application in the SurveyMonkey Apply (also referred to as SMAApply) platform.*

**STEP 1** Click the link provided to navigate to the grant program you are applying to and click 'Apply'.

The screenshot shows the 'Small Grants Fund' page on the Global Forest Watch website. At the top, there are links for 'Log In' and 'Register'. The main content area features the 'GLOBAL FOREST WATCH' logo and the text 'Global Forest Watch'. Below this, there are two columns of information. The left column is titled '2024 SGF Application' and contains a welcome message, a detailed description of the fund's purpose, and a link to the '2024 Guidelines for Applicants'. The right column displays the application value as '\$10,000.00 to \$40,000.00', an 'APPLY' button, and the application dates: 'Opens Jan 17 2024 09:00 AM (EST)' and 'Deadline Feb 13 2024 11:59 PM (EST)'.

**STEP 2** You will then be prompted to name your application by entering the name of your organization.

The screenshot shows a dialog box titled 'Name your application' with a close button (X) in the top right corner. Below the title, there is a prompt: 'Please enter the name of your organization'. A text input field contains the text 'Test Organization'. Below the input field, it says '75 characters maximum'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'CREATE APPLICATION'.

**STEP 3**

After clicking 'Create Application' you will be prompted to Log in if you have an existing account. If you do not, click 'Register' in the top righthand corner to register.

[Return to Global Forest Watch](#)

Don't have a SurveyMonkey Apply account?

**REGISTER**



Log in with



OR

Email

Password

[Forgot your password?](#)

**LOG IN**

[Return to Global Forest Watch](#)

Already have a SurveyMonkey Apply account?

**LOG IN**



OR

First name

Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot



Privacy - Terms

**CREATE ACCOUNT**

**STEP 4**

After logging in or creating an account you will be directed back to the program page where you will be prompted to check your eligibility for the application.



### 2024 SGF Application

Welcome to the Global Forest Watch (GFW) Small Grants Fund online application!

The Small Grants Fund aims to promote broad uptake and innovative use of GFW tools and data by civil society organizations around the world. The fund provides financial and technical support to civil society organizations to effectively use GFW to reduce illegal or unplanned deforestation and sustainably manage forests. Successful projects translate data into action, applying GFW to overcome challenges in protecting the world's forests. For more information on the Small Grants Fund or to read about our past projects, please visit the [GFW Grants and Fellowships webpage](#).

We are now accepting applications for the 2024 grant cycle. Before applying, please be sure to review our [2024 Guidelines for Applicants](#).

Value  
**\$10,000.00 to  
\$40,000.00**

**CHECK ELIGIBILITY**

Opens  
**Jan 16 2024 09:00 AM (EST)**

Deadline  
**Feb 13 2024 11:59 PM (EST)**

**STEP 5**

In order to be eligible for this funding opportunity the applicant organization must be legally registered as a non-profit. You must confirm this before proceeding.



### Requirements for Applying to the Small Grants Fund

Is your organization legally registered as a non-profit?

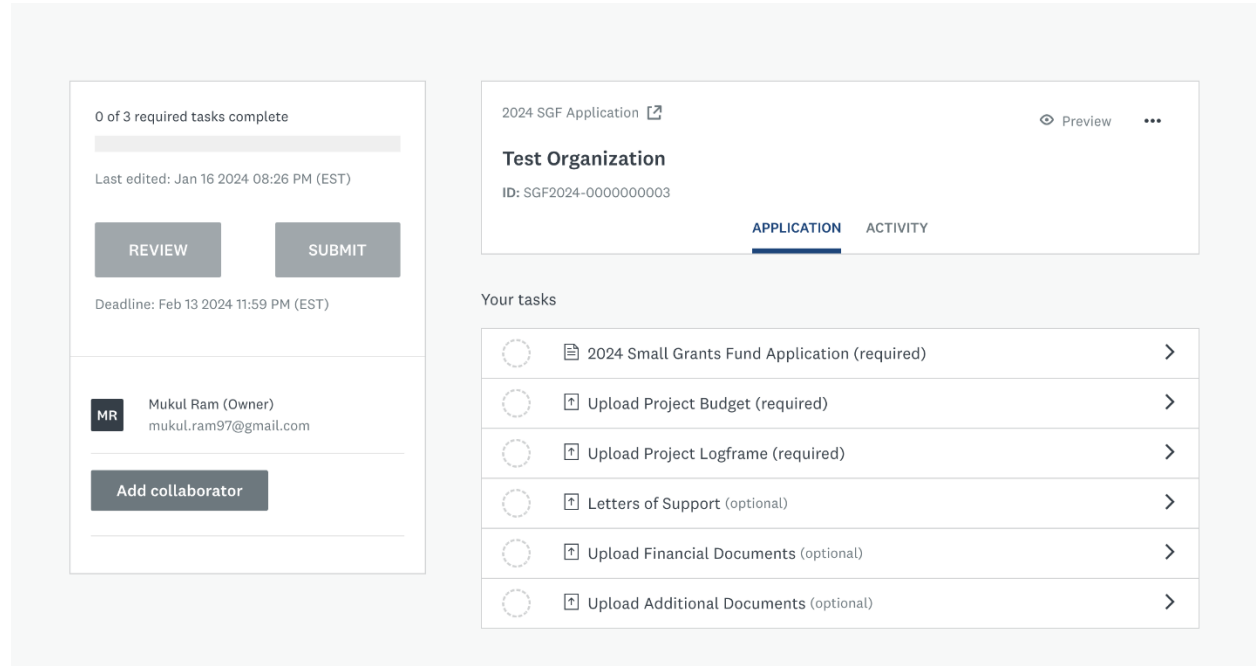
- Yes
- No

I'll do this later

**Save my profile**

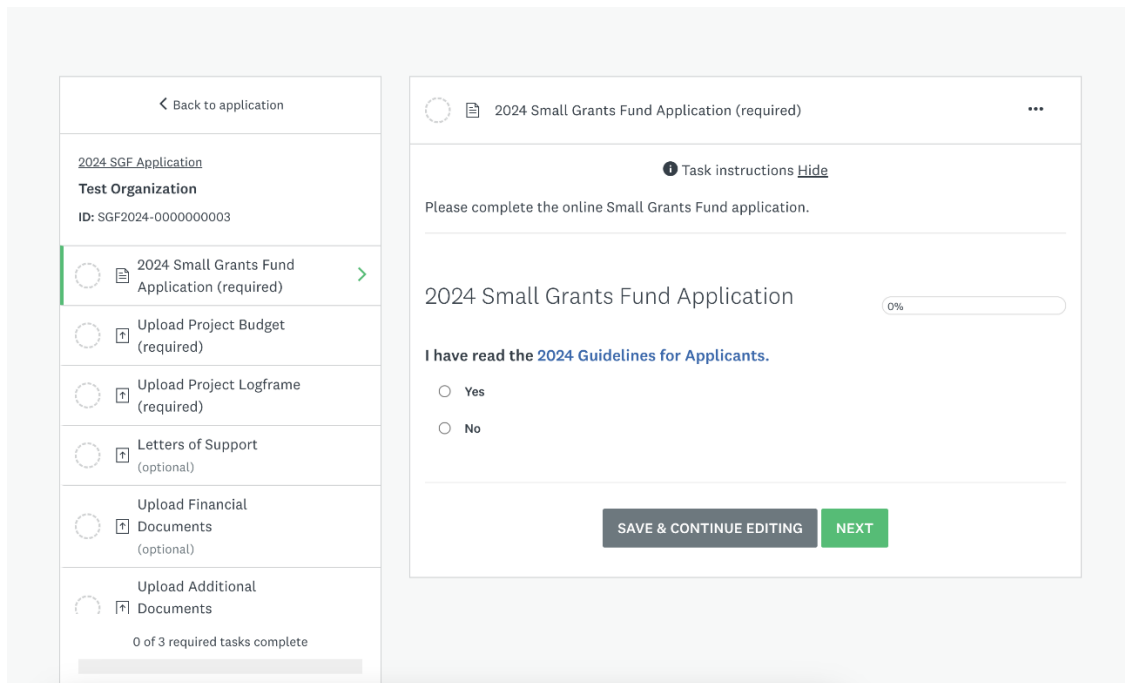
**STEP 6**

You will now be navigated to the application page. There are three required elements to complete: the application, a project budget, and project logframe. You may upload additional optional materials to strengthen your application such as letters of support from partner organizations or past funders, financial documents such as a most recent audit, or any other relevant project materials.



**STEP 7**

Once you click the 2024 Small Grants Fund Application you will be directed to complete the application.



**STEP 8**

When you've completed all parts of the application, make sure to click 'Mark as Complete'.

Upload Financial Documents (optional)

Upload Additional Documents

0 of 3 required tasks complete

Last edited: Jan 16 2024 08:32 PM (EST)

REVIEW SUBMIT

Deadline: Feb 13 2024 11:59 PM (EST)

Does your organization have equipment that it will use to support the project? If so, please explain the approximate number and types of devices (smartphones, tablets, drones, etc.)\*

\*Note: any proposed supplies/equipment purchases should be itemized and detailed in your project budget.

Yes

**Other Sources of Funding**

Is this project part of a larger, ongoing project with other sources of funding?

Yes

No

Clear

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

**STEP 9**

To upload Project Budget and Project Logframe, you can click on the appropriate task. **Please download the provided template for each, which will be hyperlinked in the task. It is very important to complete these documents in the templates provided.**

Upload Project Budget (required)

Completed Jan 16 2024 08:33 PM (EST)

**Task instructions [Hide](#)**

Download the budget template form found here: "[2024 Budget Template](#)"

Complete it by listing your project expenses, broken out by appropriate category, and providing a brief description of and justification for these expenses. Save the spreadsheet and upload it here.

Please upload the file in a .xls or .xlsx format.

pups  
Filename: pups.xlsx Added: Jan 17 2024

**Test Organization**  
ID: SGF2024-0000000003

- 2024 Small Grants Fund Application (required)
- Upload Project Budget (required) >
- Upload Project Logframe (required)
- Letters of Support (optional)
- Upload Financial Documents (optional)
- Upload Additional Documents

1 of 3 required tasks complete

Last edited: Jan 16 2024 08:32 PM (EST)

**REVIEW**      **SUBMIT**


Deadline: Feb 13 2024 11:59 PM (EST)

**Task instructions** [Hide](#)

**Download the budget template form found here: "2024 Budget Template"**

Complete it by listing your project expenses, broken out by appropriate category, and providing a brief description of and justification for these expenses. Save the spreadsheet and upload it here.

Please upload the file in a .xls or .xlsx format.



**ATTACH FILE**

[Show accepted formats](#)

**pups**      ...

Filename: pups.xlsx    Added: Jan 17 2024

**MARK AS COMPLETE**


Upload Project Logframe (required)      ...

**Task instructions** [Hide](#)

**Download the logframe template form found here: "2024 Project Logframe"**

Complete it by listing your overarching goal/objective, outcomes, outcome indicators, outputs, activities, and timeline. Save the spreadsheet and upload it here.

Please upload the file in a .xls or .xlsx format.



**ATTACH FILE**

[Show accepted formats](#)

**pups**      ...

Filename: pups\_kZYRFx.xlsx    Added: Jan 17 2024

**MARK AS COMPLETE**

**STEP 10**



Once you've completed all *required* materials the 'Submit' button will turn green indicating that you can now submit your application. You may review your materials at this time and include optional materials before submitting. Keep in mind, once you press 'Submit' you cannot go back and edit.

2024 SGF Application




**Test Organization**

ID: SGF2024-0000000003



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  2024 Small Grants Fund Application (required)



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  Upload Project Budget (required) 


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  Upload Project Logframe (required)


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  Letters of Support (optional)

---

 Upload Financial Documents (optional)

---

 Upload Additional Documents

3 of 3 required tasks complete

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Last edited: Jan 16 2024 08:34 PM (EST)

**REVIEW** **SUBMIT**

Deadline: Feb 13 2024 11:59 PM (EST)

**If you have any questions, please contact [gfwfund@wri.org](mailto:gfwfund@wri.org)**