

# Terracon Foundation

## SurveyMonkey Apply for Philanthropy Requests

### User Guide

#### Part One: Starting the Request Form

1. Use the blue **APPLY** button to begin a new application.

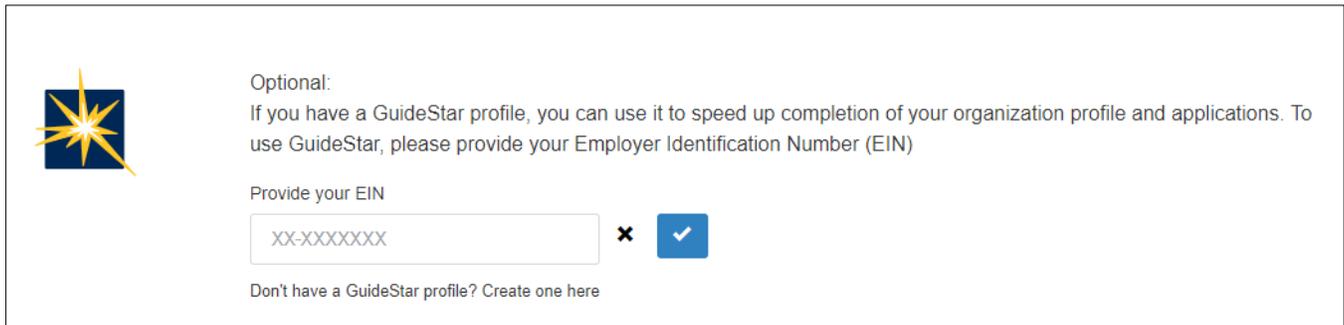


**If you are a new user and have not previously used SurveyMonkey Apply to submit a grant request form**, you will need to register for an account. Click the grey **REGISTER** button from the login screen.



**If you believe that the organization on whose behalf you are applying may already have a SurveyMonkey Apply account, please contact the organization to be added to their account or contact Greater Horizons at [grants@growyourgiving.org](mailto:grants@growyourgiving.org) or 816.627.3452.**

2. When registering for a new account, enter your name, email address and create a password.
3. Next, add the organization's information. You can use the GuideStar feature to automatically import the organization's information from GuideStar into this form.

A screenshot of a web form section. On the left is a yellow starburst icon on a dark blue square. To the right, the text reads: "Optional: If you have a GuideStar profile, you can use it to speed up completion of your organization profile and applications. To use GuideStar, please provide your Employer Identification Number (EIN)". Below this is a text input field with the placeholder "XX-XXXXXXX", a small "x" icon, and a blue checkmark icon. At the bottom, it says "Don't have a GuideStar profile? Create one here".

Optional:  
If you have a GuideStar profile, you can use it to speed up completion of your organization profile and applications. To use GuideStar, please provide your Employer Identification Number (EIN)

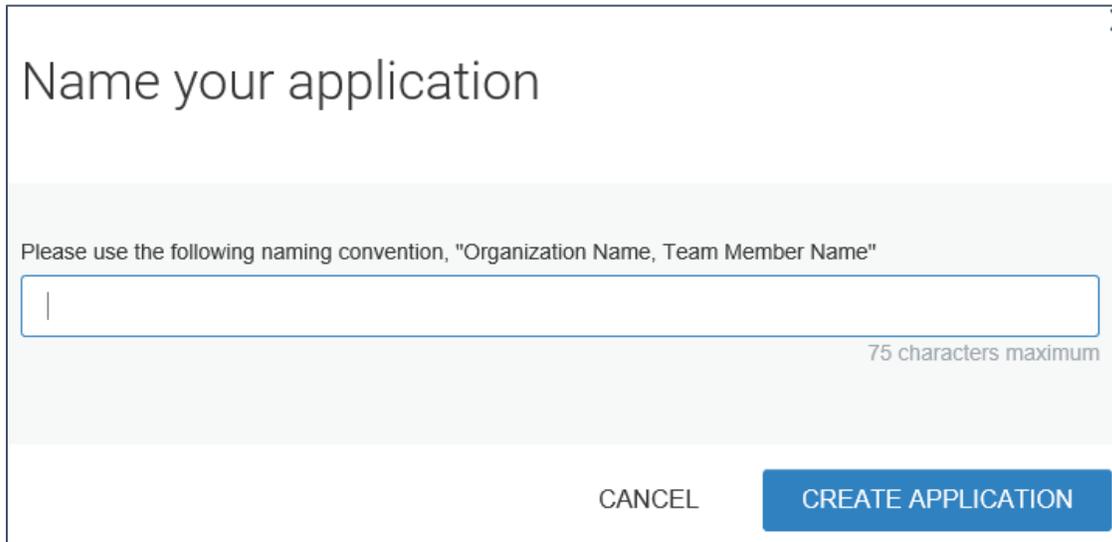
Provide your EIN

XX-XXXXXXX x ✓

Don't have a GuideStar profile? [Create one here](#)

4. You will receive an email verification from [grants@growyourgiving.org](mailto:grants@growyourgiving.org) that you successfully registered for an account.
5. Follow the instructions [here](#) to whitelist emails from SurveyMonkey Apply and [grants@growyourgiving.org](mailto:grants@growyourgiving.org).

6. You will be asked to Name your request form. Please use the following naming convention:  
"Organization Name, Program or project title"



The screenshot shows a dialog box titled "Name your application". Below the title is a text input field with a vertical cursor. Above the input field, there is a instruction: "Please use the following naming convention, 'Organization Name, Team Member Name'". To the right of the input field, it says "75 characters maximum". At the bottom of the dialog, there are two buttons: "CANCEL" and "CREATE APPLICATION".

Then click **CREATE APPLICATION**.

### **Part Two: Completing the Request Form**

1. After you log in or register for an account, you will start the grant application request form.
2. The first task is to complete the Eligibility Survey. Click on the task to begin.



3. After you complete and submit the Eligibility Survey, additional tasks will appear on the left hand side of the screen with empty bubbles. Click on any task to continue the request form.

The screenshot displays the Terracon Foundation Community Project application interface. On the left, a task list shows the 'Terracon Employee Eligibility Survey' as completed (with a green checkmark), while other tasks like 'Organization Cover Page', 'Verify 501(c)(3) status (optional)', 'Terracon Employee Information', 'Terracon Employee Involvement', and 'Terracon Foundation Community Application' are pending. A progress bar indicates '2 of 8 required tasks complete'. The right side shows the 'Form for "Eligibility"', which includes an 'Eligibility' section with introductory text and a bulleted list of eligible programs. Below this, three questions are visible, each with a 'Yes' button: '1. Are you a current Terracon employee during the last 12 months?', '2. Is the organization a U.S. charity...', and '3. Is the organization located in a U.S. state...'. A 'REVIEW & SUBMIT' button is located at the bottom of the task list.

Terracon Foundation Community Proj...  
TFC-0000000016  
ID: TFC-0000000016 | Status: In Progress

- Terracon Employee Eligibility Survey
- Organization Cover Page
- Verify 501(c)(3) status (optional)
- Terracon Employee Information
- Terracon Employee Involvement
- Terracon Foundation Community Application

2 of 8 required tasks complete

Last edited: Aug 27 2019 02:53 PM (CDT)

**Form for "Eligibility "**  
**Eligibility**

The Terracon Foundation supports loc...  
of a Terracon employee in communitie

The following programs are eligible to

- Programs in a community wher
- Requests for one year grants ra
- Nonprofits and programs that fo
- Organizations who received a g...  
calendar year.

1. Are you a current Terracon emplo...  
during the last 12 months?

Yes

2. Is the organization a U.S. charity...  
[www.guidestar.org](http://www.guidestar.org) or contact the G...  
[grants@growyourgiving.org](mailto:grants@growyourgiving.org).

Yes

3. Is the organization located in a U...  
[www.terracon.com/locations](http://www.terracon.com/locations) to vie

Yes

**REVIEW & SUBMIT**

4. The bubbles next to each task will tell you if that task is complete, in progress or has not been started.

Terracon Foundation Community Proj...  
TFC-0000000016  
ID: TFC-0000000016 | Status: In Progress

- Terracon Employee Eligibility Survey
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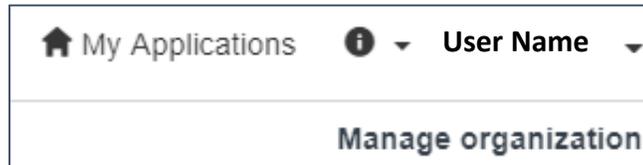
2 of 8 required tasks complete

The system automatically saves as you work on the request form. You may click the **SAVE & CONTINUE EDITING** button at the bottom of any task to save your work at any time.

5. When you have completed all the tasks, click the **REVIEW & SUBMIT** button. You will view the completed request form and can download a copy for your records. Then click **SUBMIT YOUR APPLICATION**.

### **Part Three: The Home Tabs**

The following options in the upper right-hand corner of the screen will help you to manage your account and submit request form:



My Applications	Access your In Progress and Submitted request forms.
	Contact <a href="mailto:grants@growyourgiving.org">grants@growyourgiving.org</a> , review system FAQs and contact technical support. This icon is also available in the screens before you login. Use this icon to contact support if you are locked out of your account or need help resetting your password.
User Name ▾	Click your user name to Log Out or to update your account information including your username, email address, password, time zone preference or the types of notifications you receive.
<b>Manage organization</b>	Update your organization's information including name, address, phone number, email address or website. You can also add additional users to access request forms that you have created.

### **Part Four: Resetting Your Password**

1. To reset your password from the login screen, click the [Forgot your password?](#) link.
2. You will receive an email with instructions on how to reset your password.
3. If you do not receive the password reset email or need other assistance resetting your

password, click on the icon in the upper right-hand corner of the screen and choose the **Having technical issues with the site?** option to contact the support team.

4. If you enter the wrong password repeatedly and receive a message that you are locked out of your account, wait five minutes before trying the correct password again.

### **Contact**

For technical assistance with the request form process or questions about the system, please contact [grants@growyourgiving.org](mailto:grants@growyourgiving.org) or 816.627.3452.