


AHCMC FY21 MID-YEAR REPORTS

A guide for how to access the FY21 Mid-Year Reports on the SurveyMonkey Apply (SM Apply) grants portal.

OVERVIEW

- Accessing SM Apply
 - Logging in
 - Creating a new account
 - Account settings
 - Starting a mid-year report
 - Navigating report tasks
 - How to submit
- 

We recommend
using either **Google
Chrome** or **FireFox**
web browsers for
best performance



ACCESSING SM APPLY

<https://artsandhumanities.smapply.io/>

Or

<https://artsandhumanities.fluidreview.com>

ACCESSING SM APPLY

The SM Apply link can be found under the Resources page or under the "Application" tab of any of the AHCMC grant categories.

General Operating Support I

General Operating Support I Grants (GOS I) are available to non-profit arts and humanities organizations that have had both allowable cash operating revenue and expenses of at least \$40,000 for the last three completed fiscal years. **Grants for FY22 will be awarded for activities occurring between July 1, 2021 and June 30, 2022.**

Award amounts range from at least \$10,000 up to \$50,000. The grant request may not exceed 35% of the organization's most recently completed fiscal year's allowable cash operating revenue, expenses, or \$50,000, whichever is lower. Requests over \$25,000 require the applicant to submit an audit or financial review for the most recently completed fiscal year.

By awarding GOS I Grants, the Arts & Humanities Council of Montgomery County (AHCMC) seeks to:

- Encourage organizations to maintain an active, two-way, ongoing relationship with the community in the planning, participation, and evaluation of public activities, which include intentional strategies for Diversity, Equity, Inclusion, and Access (DEIA).
- Promote stability in arts and humanities organizations by providing a base of funding to support operating budgets.
- Help ensure diverse arts and humanities experiences for constituents of Montgomery County, MD.
- Stimulate local support and involvement in the arts and humanities, including volunteer participation, audience development, and financial contributions.
- Strengthen the scholarly and artistic capabilities of arts and humanities organizations, and
- Improve and/or stabilize the management infrastructure and effectiveness of arts and humanities organizations.

Dates + Deadlines	Workshops + Webinars	Guidelines + Eligibility	Application	Previous Grants Awarded	FY21 Grantees
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Ready to apply? Click here to access the SM Apply portal.

Applicants are highly encouraged to prepare for the FY22 grant cycle by referring to the templates available. Guides for how to navigate SM Apply will be available in January 2021.

FY22 GOS I Grant Templates:

Know that these are templates for your reference only -- all Letters of Intent, applications, and relevant materials must be submitted online through SM Apply.

- Click here to view a PDF of the FY22 GOS I LOI Template
- Click here to download a Word document of the FY22 GOS I LOI Template
- Click here to view a PDF of the FY22 GOS I Full Application Template
- Click here to download a Word document of the FY22 GOS I Full Application Template
- Click here to download an Excel document of the AHCMC Budget Worksheet

[← Back to Grants Homepage](#)

Important Dates

Letter of Intent Deadline
Friday, February 12, 2021 - 11:59 pm

Application Deadline
Monday, March 15, 2021 - 9:59 pm

Questions?

Karen Judson
Grants Program Manager
☎ (301) 569-3804
✉ [Email Karen](#)

Ana Alicia Feng
Grants Program Assistant Manager
☎ (301) 569-3805 ext. 21
✉ [Email Ana Alicia](#)

Takenya LaViscount
Grants Director
☎ (240) 839-4019
✉ [Email Takenya](#)

The screenshot shows a web page with a navigation bar containing tabs: "Dates + Deadlines", "Workshops + Webinars", "Guidelines + Eligibility", "Application" (highlighted in teal), and "Previous Grants Awarded". Below the navigation bar, there is a main content area with a heading "Ready to apply? Click here to access the SM Apply grants portal." and a sub-heading "FY22 ASPG Templates:". A red circle highlights the "Application" tab and the main heading. To the right of the heading, there is a note: "Know that these are templates for your reference only -- all Letters of Intent, applications, and relevant materials must be submitted online through SM Apply." Below this note, there are two links: "Click here to view a PDF of the FY22 ASPG Application Template" and "Click here to download a Word document of the FY22 ASPG Application Template". At the bottom of the page, there is a "Subscribe to Our Email Newsletters" section with input fields for "First Name", "Last Name", and "Email Address". Below the input fields, there are several social media and resource links: "News & Views", "Jobs & Opps", "Take Action", "Public Art News Wire", "Ramer Gallery", and "Grants".

SM APPLY HOMEPAGE

Log In

Register

i



AHCMC Grants Program

Welcome to the Arts & Humanities Council of Montgomery County (AHCMC) Grants Program!

AHCMC provides resources and funding opportunities for arts and/or humanities organizations and groups as well as individual artists and scholars located in Montgomery County, MD. For more information about our grant categories, please visit the AHCMC grants page on our main website, here: <https://www.creativemoco.com/grants/>

If you have any questions, please contact [AHCMC grants staff](#). We look forward to working with you!

Grants Program Assistant Manager:

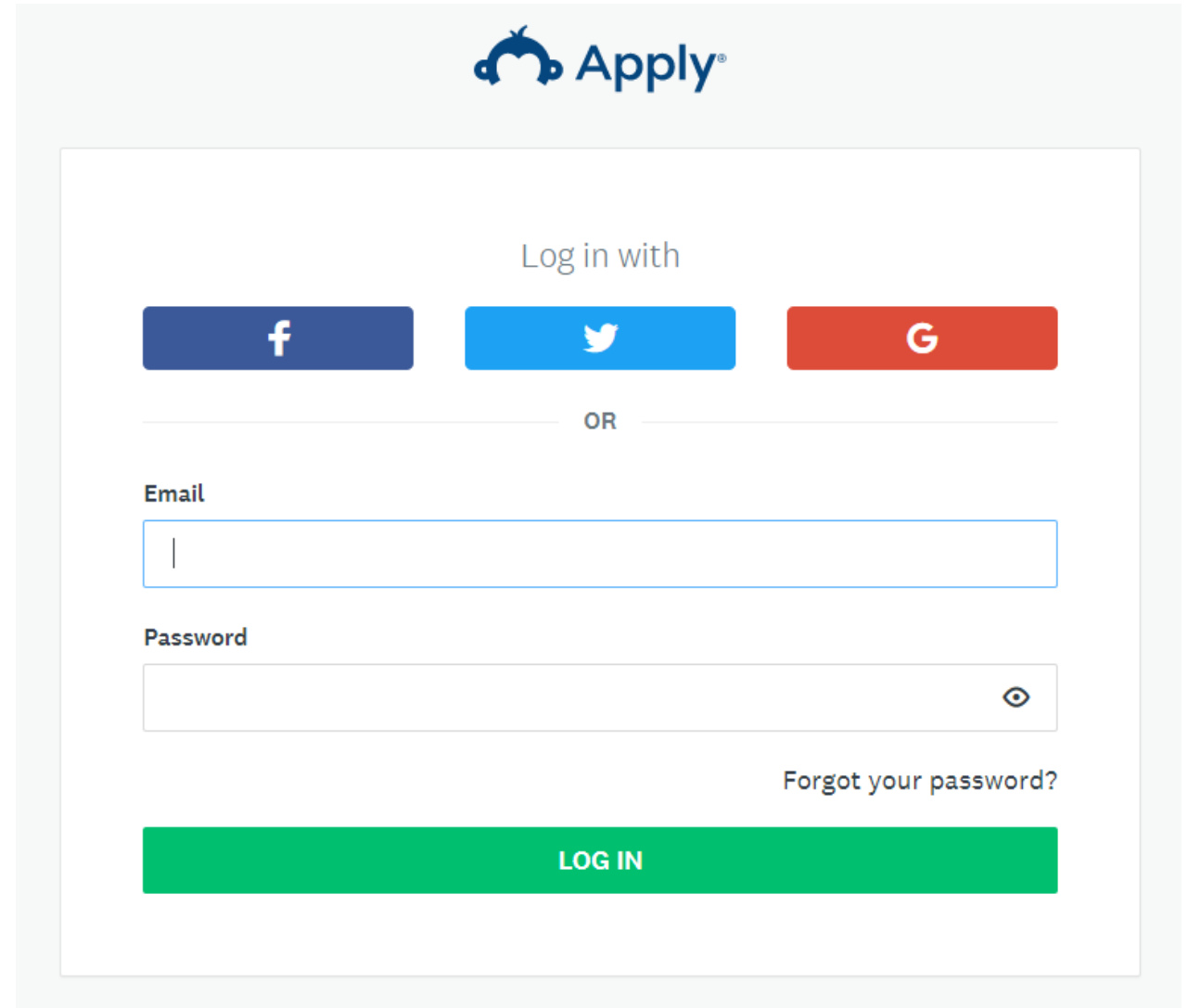
Ana-Alicia Feng, AnaAlicia.Feng@creativemoco.com or (301) 565-3805 ext. 21

Grants Program Manager:

Karen Judson, Karen.Judson@creativemoco.com or (301) 565-3804

LOGGING IN

FluidReview users can log in using the same email and password without having to create a new account.






The screenshot shows the login interface for the Apply platform. At the top right is the Apply logo, which consists of a blue icon of a person with arms raised and the word "Apply" in a blue sans-serif font. Below the logo, the text "Log in with" is centered. Underneath are three social media login buttons: a dark blue button with a white "f" for Facebook, a light blue button with a white bird for Twitter, and a red button with a white "G" for Google+. Below these buttons is a horizontal line with the word "OR" centered. Under the line are two input fields: "Email" with a white box and a vertical cursor, and "Password" with a white box and a small eye icon on the right side. Below the password field is a link that says "Forgot your password?". At the bottom of the form is a large green button with the text "LOG IN" in white capital letters.

CREATING AN ACCOUNT FOR NEW USERS

Enter the required fields and click the green “Create Account” button at the bottom.

Make sure your password meets the requirements.


Register with


  

OR

First name Last name

Email

Password 

Confirm password 

Phone Number (Applicant)

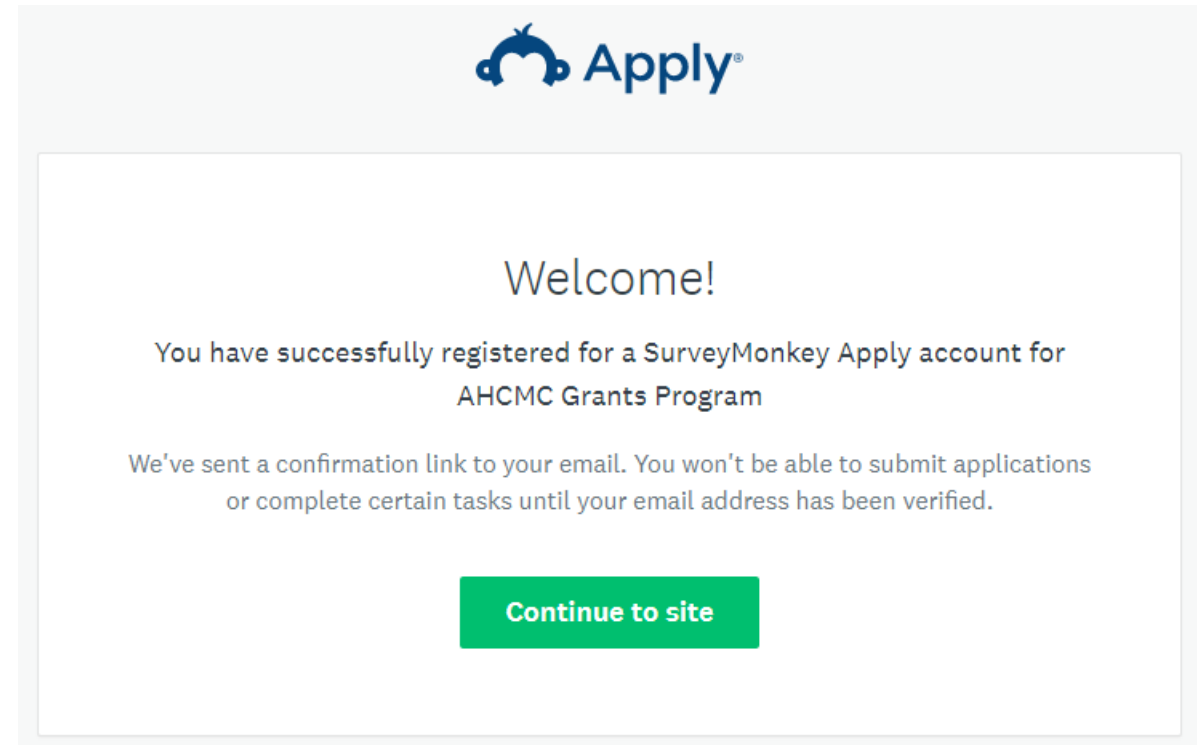
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

Your password must contain at least:

- ✓ 8 characters
- ✓ One uppercase letter
- ✓ One lowercase letter
- ✓ One number
- ✓ One special character

CREATING AN ACCOUNT FOR NEW USERS: EMAIL CONFIRMATION

After creating an account,
you will be sent a
confirmation email.



CREATING AN ACCOUNT FOR NEW USERS: EMAIL CONFIRMATION

After you create an account, **check your email for an account activation link.**

Dear Ana-Alicia Test,

In order to validate your SurveyMonkey Apply account we require you to verify your email address.

Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

[Confirm email address](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://artsandhumanities.smapply.io/acc/e/bfcf39ac-15bc-4356-b1ff-95d8cf1d0b57/>

CREATING AN ACCOUNT FOR NEW USERS: EMAIL CONFIRMATION

Once you've clicked the activation link from the email, this message will appear in SM Apply.



Thanks!

Your email address is now verified.

[Continue](#)

CREATING AN ACCOUNT FOR NEW USERS: EMAIL CONFIRMATION

You will also receive a follow-up email, confirming that you are fully registered for the AHCMC SM Apply site.

AHCMC Grants Program

Dear Ana-Alicia Test,

You have successfully registered for the following site, **AHCMC Grants Program**, as an Applicant.

You can click on the link below to take you to your Applicant portal.

Thank you,
Takenya LaViscount

[Go to site](https://artsandhumanities.smapply.io/)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://artsandhumanities.smapply.io/>

CREATING AN ACCOUNT FOR NEW USERS: EMAIL CONFIRMATION

While the site is accessible after creating an account, you will not be able to submit applications or complete certain tasks unless you have verified your email address.

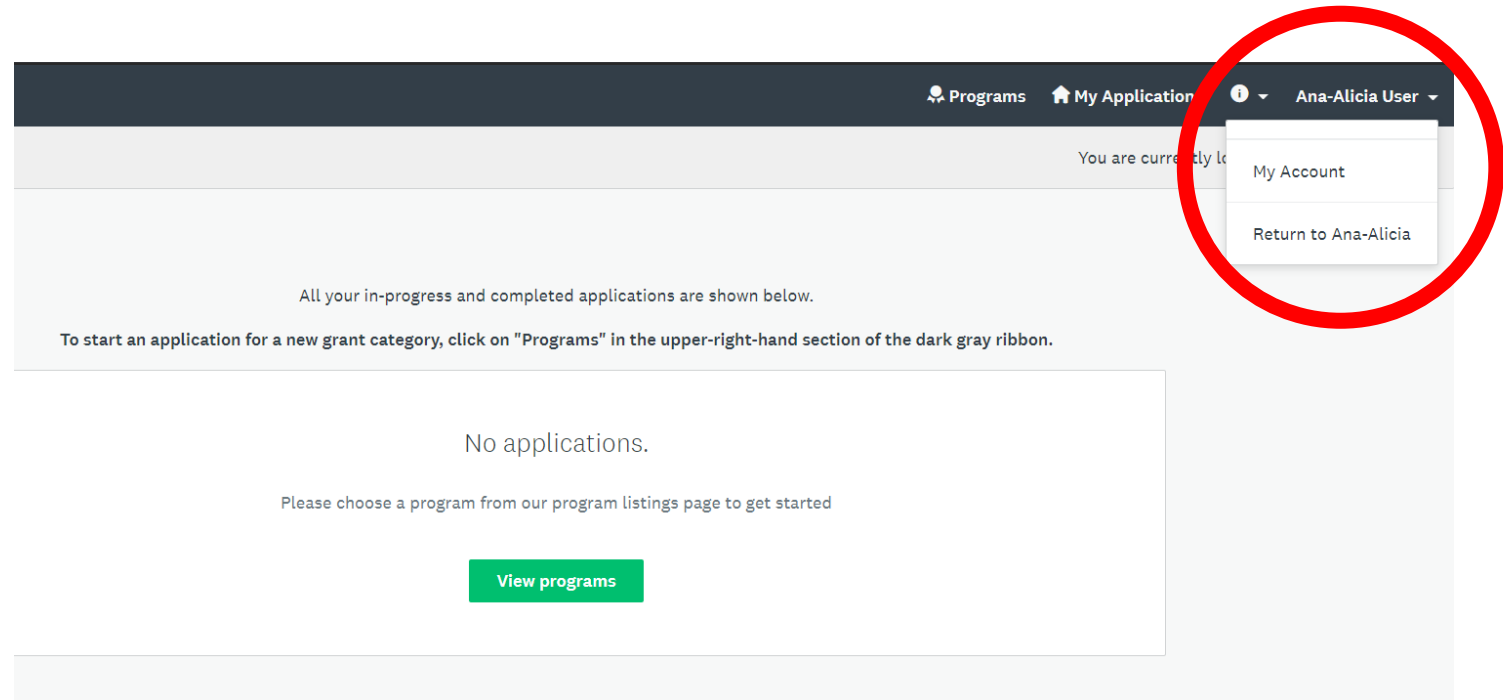
 **Your email address has not been verified!**

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

[Send verification link](#)

ACCOUNT SETTINGS

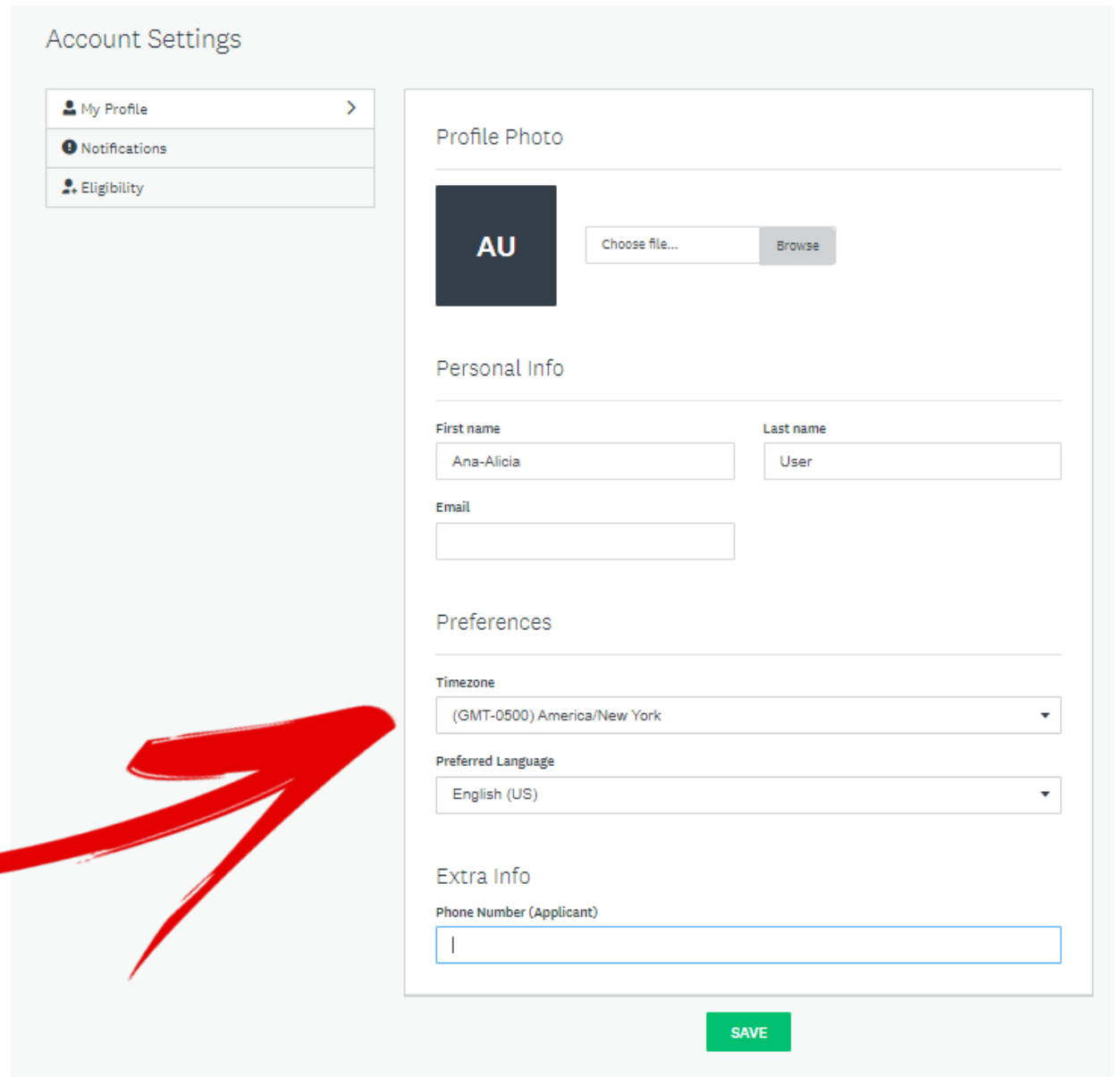
Account settings can be accessed by clicking on your name in the upper-right-hand corner and then clicking "My Account."



ACCOUNT SETTINGS

In “My Profile,” you will be able to change your name, email, and phone number if necessary.


Make sure your account is set to the correct time zone.



Account Settings

- My Profile >
- Notifications
- Eligibility

Profile Photo



Personal Info

First name Last name

Email

Preferences

Timezone

Preferred Language

Extra Info

Phone Number (Applicant)

A red arrow points from the text 'Make sure your account is set to the correct time zone.' to the Timezone dropdown menu in the screenshot.

ACCOUNT SETTINGS

Staff recommend that SM Apply users keep all the notification preferences checked.

Do not uncheck the first or fourth notification preferences.

Account Settings

- My Profile
- Notifications >
- Eligibility

Notification Preferences

Send me:

- Direct messages from the site administrator
- Updates on activity regarding my applications
- Invitation requests to collaborate on another user's application
- Deadline reminders for applications
- Unsubscribe me from all emails


[Save](#)

ACCOUNT SETTINGS

If you have already completed the Eligibility Profile, your responses will be displayed towards the bottom of the page.

To make changes, click on the green “Update your eligibility profile” button towards the top.

Account Settings

 My Profile

 Notifications

 Eligibility >

[Update your eligibility profile](#)

Eligibility Profile

Welcome to the AHCMC Grants Program portal! To view open grant categories for which you may be eligible, please answer the question below.

Are you applying as an individual artist and/or scholar, or on behalf of an organization or group? *Select all that apply.

Please note that you may change your response to this form at any time. However, this form must be completed to view current grant opportunities.

Responses Selected:

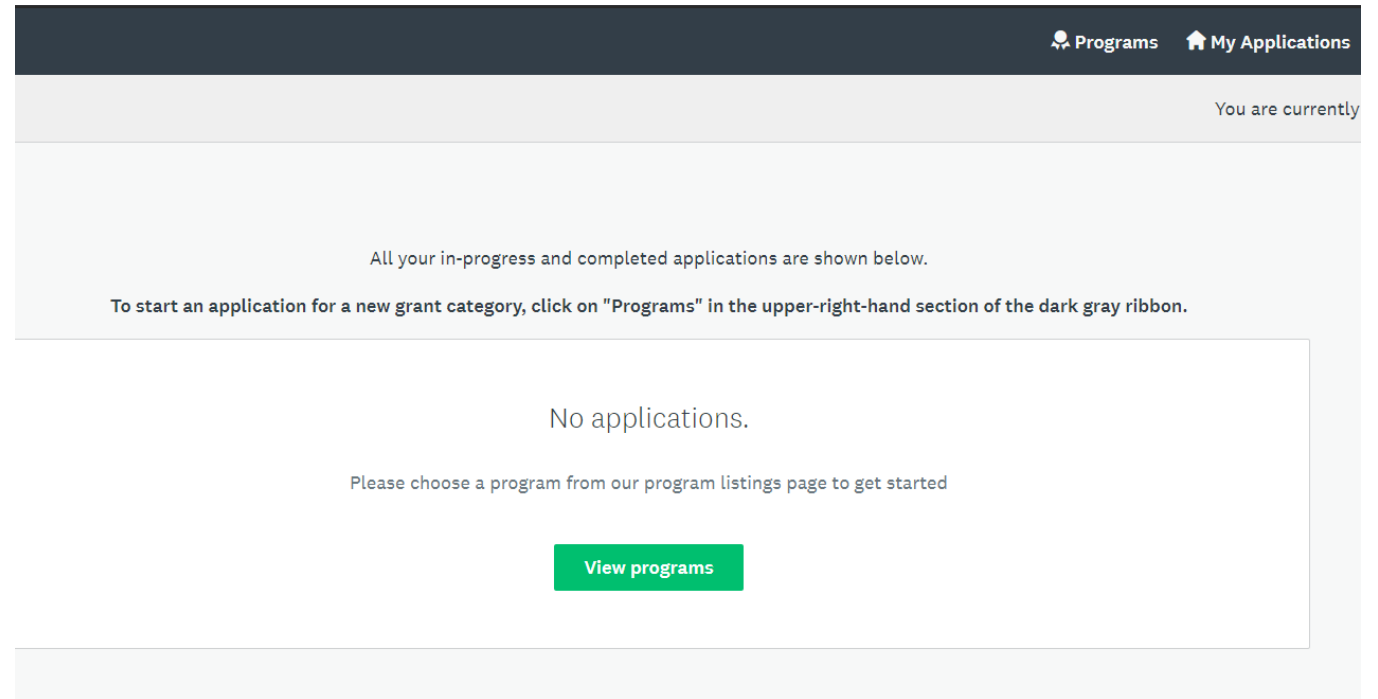
Individual Artist/Scholar

Organization

Group (For the purposes of AHCMC Grants, groups are defined as non-profits that may not be incorporated or have 501(c)(3) status)

ACCOUNT SETTINGS: ELIGIBILITY PROFILE

Click on the green “View Programs” button or “Programs” in the upper right-hand corner to get started.



The screenshot shows a user interface for 'My Applications'. At the top, there is a dark gray navigation bar with 'Programs' and 'My Applications' links. Below this, a light gray header area contains the text 'You are currently'. The main content area is white and contains the following text: 'All your in-progress and completed applications are shown below.' followed by 'To start an application for a new grant category, click on "Programs" in the upper-right-hand section of the dark gray ribbon.' A white box in the center contains the text 'No applications.' and 'Please choose a program from our program listings page to get started'. A green button labeled 'View programs' is positioned at the bottom of this box.

ACCOUNT SETTINGS: ELIGIBILITY PROFILE

This feature will help identify the most relevant grant opportunities for which you may be eligible.



To get started, fill out your eligibility profile

[Fill out eligibility profile](#)

ACCOUNT SETTINGS: ELIGIBILITY PROFILE

The Eligibility Profile must be completed to view current grant opportunities.

You may change your response to this form at any time in Settings.



Eligibility Profile

Welcome to the AHCMC Grants Program portal! To view open grant categories for which you may be eligible, please answer the question below.

Are you applying as an individual artist and/or scholar, or on behalf of an organization or group? *Select all that apply.

Please note that you may change your response to this form at any time. However, this form must be completed to view current grant opportunities.

- Individual Artist/Scholar
- Organization
- Group (For the purposes of AHCMC Grants, groups are defined as non-profits that may not be incorporated or have 501(c)(3) status)

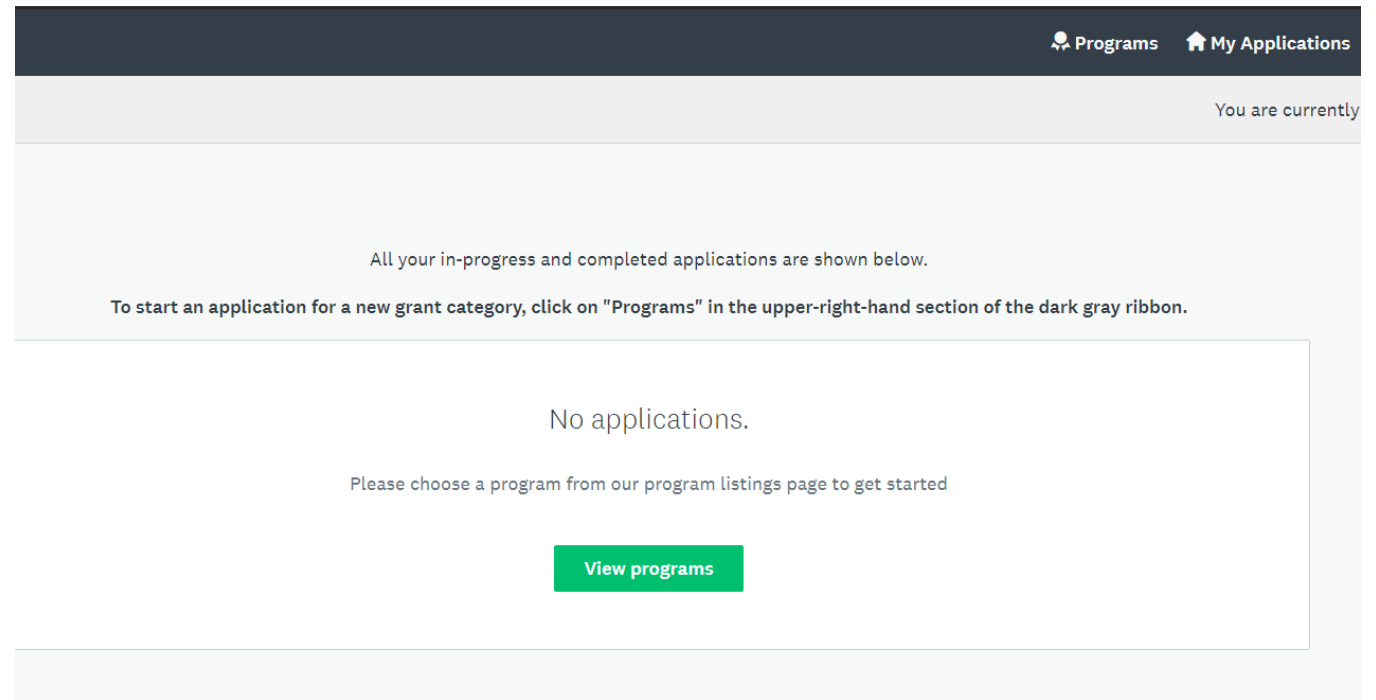
I'll do this later

Save my profile

STARTING A MID-YEAR REPORT

The landing page when you log in will always be “My Applications,” which will show you any of your submissions that have been started and/or completed.

To start your mid-year report, click on “Programs” in the upper right-hand corner.



STARTING A MID-YEAR REPORT

You will be shown current grant opportunities based on your eligibility profile. Find the relevant FY21 grant category and click on the green “More” button.

As AHCMC is currently accepting FY22 applications for several categories, be sure to look for FY21 categories for the mid-year report.

All current AHCMC grant opportunities are listed below, based on your eligibility profile. Please note, you may change your eligibility profile by clicking on your name in the upper-right-hand corner > My Account > Eligibility > Update your Eligibility Profile.

To view a grant category, click on the green “More” button for additional information on the category and for how to apply.

Please don't hesitate to contact AHCMC grants staff with any questions.

Programs

Search programs..



FY21 Advancement Grants (AG)

Accepting applications on Dec 23 2019 05:00 PM (EST)

Grants support capacity-building projects that help organizations maintain and/or strengthen their fiscal stability and long-term viability.

\$10,000.00 to \$100,000.00

[MORE >](#)

FY21 General Operating Support I Grants ...

Accepting applications on Dec 23 2019 05:00 PM (EST)

Grants support day-to-day operating costs to further the general mission or work of arts and/or humanities organizations located in Montgomery County, MD.

\$10,000.00 to \$50,000.00

[See my application](#)

[MORE >](#)

FY21-22 General Operating Support II Gra...

Accepting applications on Dec 23 2019 05:00 PM (EST)

Grants support day-to-day operating costs to further the general mission or work of arts and/or humanities organizations located in Montgomery County, MD.

6% Base Award

[MORE >](#)

FY22 Advancement Grants

Accepting applications from Jan 28 2021 12:00 PM (EST) to Feb 26 2021 11:59 PM (EST)

Grants support capacity-building projects that help organizations maintain and/or strengthen their fiscal stability and long-term viability.

\$10,000.00 to \$100,000.00

[See my application](#)

[MORE >](#)

STARTING A MID-YEAR REPORT

Click on the green “Apply”
button to start a mid-year
report.

FY21-22 General Operating Support II Grants (GOS II)

This opportunity has passed. Creating an application in SM Apply is for reporting purposes for FY21 grantees only.

General Operating Support II Grants (GOS II) are available to non-profit arts and/or humanities organizations located in Montgomery County, MD that have had both allowable annual cash operating revenue and expenses of at least \$150,000 for the last three completed fiscal years. Grants are also available for an arts and/or humanities division within an umbrella nonprofit organization, provided that the division's allowable annual cash operating expenses and cash operating income were at least \$150,000 for the last three completed fiscal years. Grant awards support organizations that work in a wide array of arts and humanities disciplines including performing arts, media arts, visual arts, literary arts, and folk and traditional arts, history, and philosophy.

General operating support is defined as support for day-to-day operating costs to further the general mission or work of an organization rather than for a specific project.

By awarding *General Operating Support II Grants*, the Arts & Humanities Council of Montgomery County (AHCMC) seeks to:

- Encourage organizations to maintain an active, two-way, ongoing relationship with the community in the planning, participation, and evaluation of public activities, which include intentional strategies for Diversity, Equity, Inclusion, and Access (DEIA);
- Promote stability in arts and humanities organizations by providing a base of funding to support operating budgets;
- Help ensure diverse arts and humanities experiences for constituents of Montgomery County, MD;
- Stimulate local support and involvement in the arts and humanities, including volunteer participation, audience development, and financial contributions;
- Strengthen the scholarly and artistic capabilities of arts and humanities organizations; and
- Improve and/or stabilize the management infrastructure and effectiveness of arts and humanities organizations.

***NEW in FY21: Multi-Year Grants: Grants for FY21-FY22 will be awarded for activities occurring from July 1, 2020 through June 30, 2022.**

Learn more and read the full guidelines here: <https://www.creativemoco.com/grant/gos2/>

Value

6% Base Award

APPLY

Opens

Dec 23 2019 05:00 PM (EST)

STARTING A MID-YEAR REPORT

Enter the name of the
FY21 grantee organization
and click the green
“Create Application”
button.

council of montgomery county

Name your application

Name of FY21 Grantee Organization

75 characters maximum

CANCEL CREATE APPLICATION

STARTING A MID-YEAR REPORT

You will be shown all the FY21 mid-year report tasks in the submission homepage.

Click “Instructions” in the upper right-hand corner, as shown in the red circle on the screenshot, for general instructions for completing the mid-year report.

0 of 2 required tasks complete

Last edited: Feb 9 2021 04:14 PM (EST)

REVIEW SUBMIT

Deadline: Mar 12 2021 11:59 PM (EST)

AT Ana-Alicia Test (Owner)
licia.feng+anaaliciatest@gmail.com

Add collaborator

FY21-22 General Operating Supp... [Preview](#) [...](#)

Test Organization

ID: 5471956173 Status: Mid-Year Report Stage

APPLICATION ACTIVITY

Your tasks

Instructions

- *FY21 GOS II Mid-Year Report Narrative
- *Financial Statements
- Work Sample(s) (optional)
- Support Materials (optional)

NAVIGATING TASKS: EDITING TASKS

Click on any of the tasks to get started.

The screenshot displays a task management interface. On the left, a progress bar shows '0 of 2 required tasks complete'. Below it, the text 'Last edited: Feb 9 2021 04:14 PM (EST)' is visible. Two buttons, 'REVIEW' and 'SUBMIT', are present. A 'Deadline: Mar 12 2021 11:59 PM (EST)' is also shown. The owner information is 'Ana-Alicia Test (Owner)' with email 'licia.feng+anaaliciatest@gmail.com'. An 'Add collaborator' button is at the bottom of this section.

The right section is titled 'FY21-22 General Operating Supp...' with a 'Preview' link. Below this is the 'Test Organization' section, showing 'ID: 5471956173' and 'Status: Mid-Year Report Stage'. There are two tabs: 'APPLICATION' (selected) and 'ACTIVITY'. Under 'Your tasks', there is an 'Instructions' icon and a list of four tasks, each with a right-pointing arrow:

- *FY21 GOS II Mid-Year Report Narrative
- *Financial Statements
- Work Sample(s) (optional)
- Support Materials (optional)

NAVIGATING TASKS: EDITING TASKS

All tasks will be available on the left-hand side. The current task will be visible on the right-hand side.

Required tasks are marked with an asterisk (*).

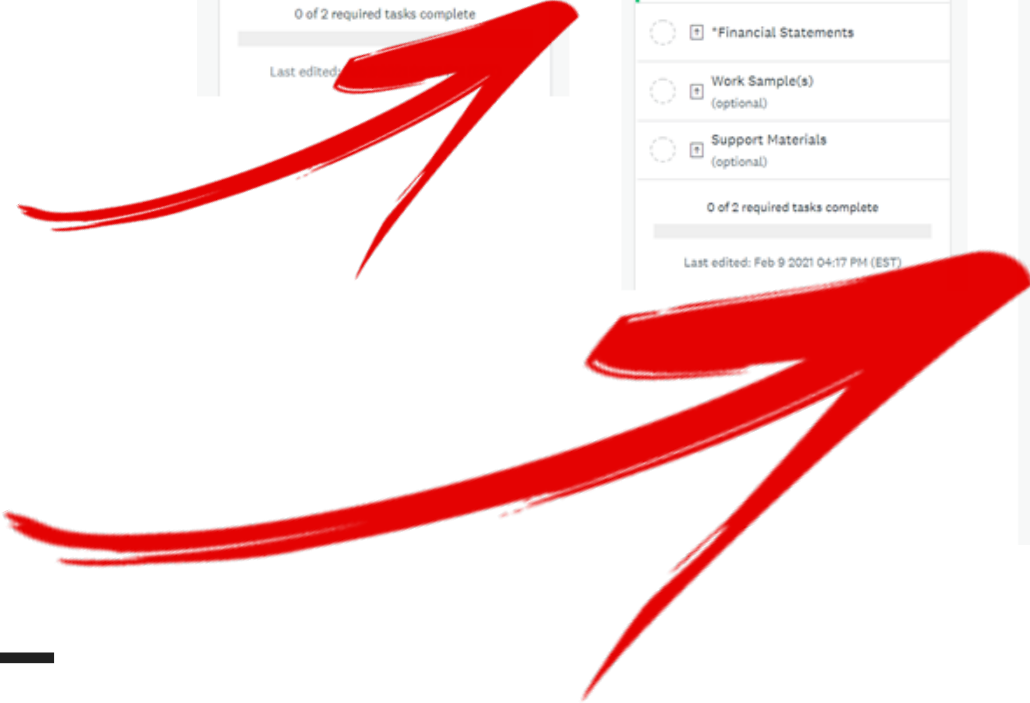
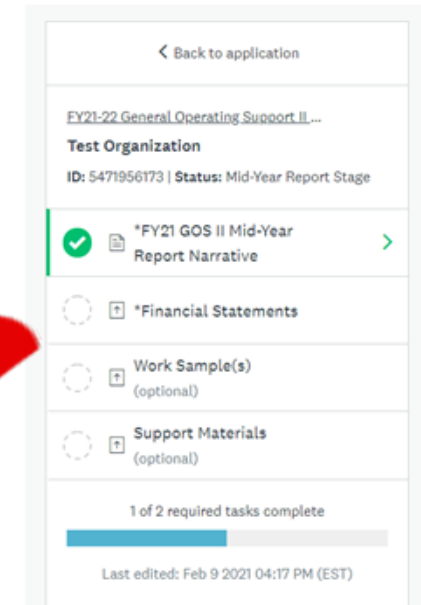
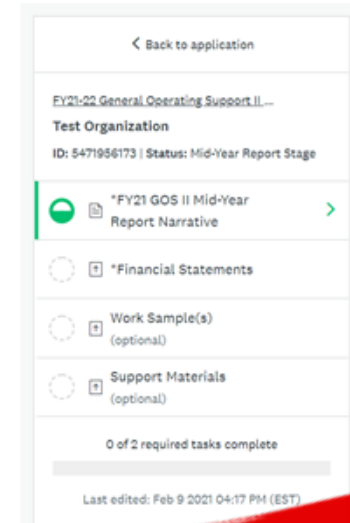
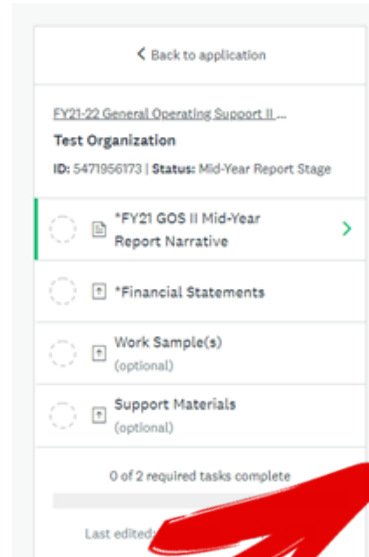
The screenshot displays a web application interface. On the left, a sidebar contains a list of tasks under the heading "FY21-22 General Operating Support II...". The tasks are: "Test Organization" (ID: 5471956173 | Status: Mid-Year Report Stage), "*FY21 GOS II Mid-Year Report Narrative" (highlighted with a green bar and a right-pointing arrow), "*Financial Statements", "Work Sample(s) (optional)", and "Support Materials (optional)". Below the list, a progress bar shows "0 of 2 required tasks complete", the text "Last edited: Feb 9 2021 04:14 PM (EST)", and buttons for "REVIEW" and "SUBMIT". At the bottom, it says "Deadline: Mar 12 2021 11:59 PM (EST)". On the right, the main content area shows the selected task: "*FY21 GOS II Mid-Year Report Narrative". Below the title is the form "FY21 GOS II Mid-Year Report Form" with a "Download" button. A note states: "All required questions are marked with an asterisk (*). All text responses have a character count that includes spaces." The form section is titled "Grantee Information" and includes fields for: "*Organization Name:", "*Grant Agreement Number (i.e., FY21_GOS I_01):", "*Grant Award Amount: \$", "*Address:", "*City:", "*State:", and "*ZIP Code:". Each field is represented by a text input box.

NAVIGATING TASKS: EDITING TASKS

Required tasks must be marked as complete in order to submit.

Tasks that are in progress will have a half green circle next to them.

Tasks that are marked as complete will have a green circle with a white check mark next to them.



NAVIGATING TASKS: EDITING TASKS

The green “Mark as Complete” button will be at the bottom of every task (or at the bottom of the last page of a narrative form, if the form has multiple pages).

It will only become clickable when all required questions or task actions (such as uploads) have been completed.

The screenshot shows a task management interface. On the left is a sidebar with a list of tasks: 'FY21:22 General Operating Support II...', 'Test Organization' (ID: 5471856173 | Status: Mid-Year Report Stage), '*FY21 GOS II Mid-Year Report Narrative' (checked), '*Financial Statements' (highlighted with a green bar and a right arrow), 'Work Sample(s) (optional)', and 'Support Materials (optional)'. Below the list is a progress bar for '1 of 2 required tasks complete', a 'Last edited' timestamp, and 'REVIEW' and 'SUBMIT' buttons. At the bottom is a 'Deadline'.

The main panel shows the details for the '*Financial Statements' task. It includes 'Task instructions Hide', upload instructions for a Profit & Loss Statement and Balance Sheet, and contact information for Karen Judson. A file upload area contains an 'ATTACH FILE pdf' button. At the bottom right, a green 'MARK AS COMPLETE' button is circled in red.

The screenshot shows a form with the following fields and buttons:

- *Name: Ana-Alicia Test
- *Title: Grants Program Assistant Manager
- *Date: Feb 09 2021
- Buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE' (circled in red).

NAVIGATING TASKS: EDITING TASKS

Once a task is “Marked as Complete,” the task will be converted to a PDF. This applies to both narrative forms and upload tasks.

To make additional changes, click on the three dots in the upper right-hand corner of the relevant task and click “Edit.”

After making your changes, make sure that you mark the task as complete again.

The screenshot displays a task management interface. On the left, a task list shows four items: a completed task 'FY21 GOS II Mid-Year Report Narrative' (marked with a green checkmark), and three pending tasks: '*Financial Statements', 'Work Sample(s) (optional)', and 'Support Materials (optional)'. A progress bar indicates '1 of 2 required tasks complete'. Below the list are 'REVIEW' and 'SUBMIT' buttons, and a deadline of 'Mar 12 2021 11:59 PM (EST)'. On the right, the detailed view of the completed task is shown. It includes a title '*FY21 GOS II Mid-Year Report Narrative', a completion status 'Completed Feb 9 2021 04:17 PM (EST)', and a 'More options' menu (three dots) circled in red. This menu contains 'Download', 'Reset', and 'Edit' options. Below the menu, the 'FY21 GOS II Mid-Year Report Form' is displayed with a note: 'All required questions are marked with an asterisk (*). All text responses have a character limit. * indicates required. All text responses have a character limit. Spaces are allowed.' The form is divided into two sections: 'Grantee Information' and 'Contact Information'. The 'Grantee Information' section contains the following data:

*Organization Name:	Test Org Name
*Grant Agreement Number (i.e., FY21_GOS I_01):	FY21_GOS II_01
*Grant Award Amount:	30,000
*Address:	123 Test Street
*City:	Rockville
*State:	MD
*ZIP Code:	20910

The 'Contact Information' section contains the following data:

*Contact Name	Ana-Alicia Test
*Contact Title (i.e., Director of Development):	Grants Program Assistant Manager
*Contact Phone Number:	234-567-8906
*Contact Email:	test@gmail.com

NAVIGATING TASKS: UPLOAD TASKS

Upload tasks will have instructions at the top.

Click on the blue text that reads “Show accepted formats” to see which file types can be uploaded.

Click on the green “Attach file” button to upload files.

The screenshot displays a web application interface for managing tasks. On the left, a sidebar lists tasks: 'FY21-22 General Operating Support II...', '*FY21 GOS II Mid-Year Report Narrative' (checked), '*Financial Statements' (highlighted), 'Work Sample(s) (optional)', and 'Support Materials (optional)'. A progress bar shows '1 of 2 required tasks complete' and a 'Last edited' timestamp. At the bottom are 'REVIEW' and 'SUBMIT' buttons, along with a 'Deadline: Mar 12 2021 11:59 PM (EST)'. The main content area shows the selected task '*Financial Statements' with a 'Task instructions Hide' link. The instructions state: 'Upload a Profit & Loss Statement for the first two quarters of the FY21 grant period (July 1, 2020 – December 31, 2020), and current Balance Sheet.' It also provides contact information for Karen Judson. A large green 'ATTACH FILE' button is centered, with a 'Show accepted formats' link below it. A 'MARK AS COMPLETE' button is located at the bottom right.

NAVIGATING TASKS: UPLOAD TASKS

Uploads will appear at the bottom of the page.

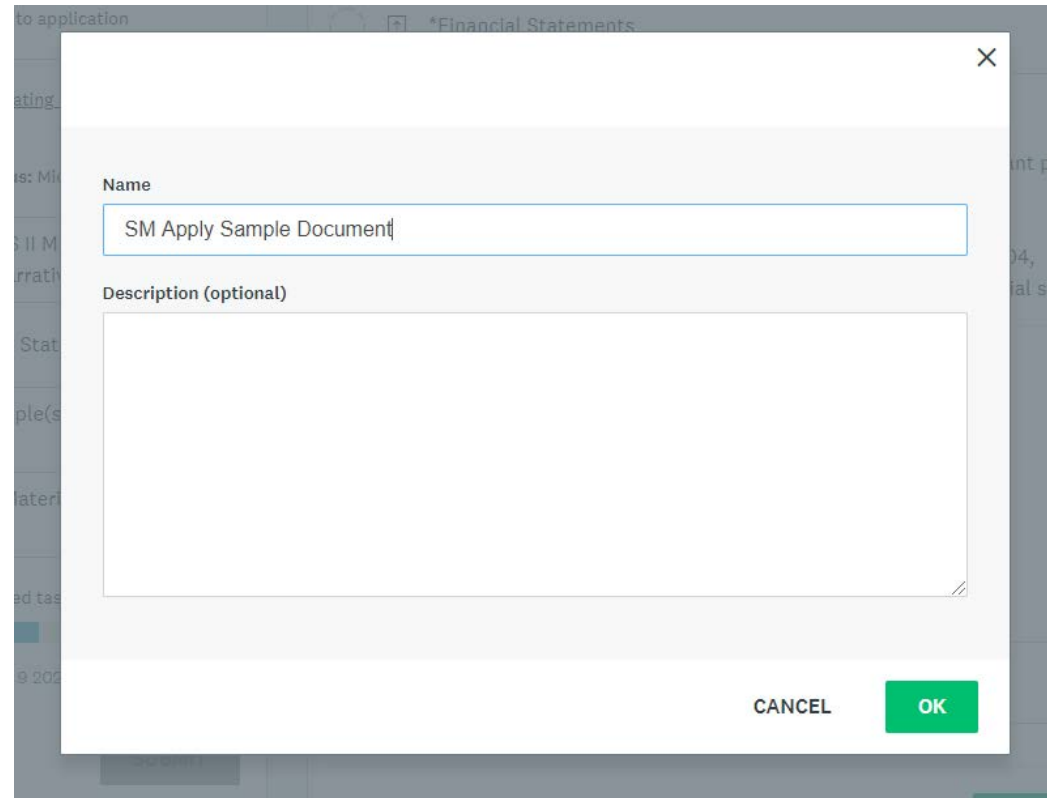
By clicking on the three dots to the right of the upload, you can edit, preview, remove, and/or download that file.

The screenshot displays a web application interface for managing tasks and uploads. On the left, a sidebar shows a list of tasks: 'FY21-22 General Operating Support II...' (Test Organization, ID: 5471956173, Status: Mid-Year Report Stage), '*FY21 GOS II Mid-Year Report Narrative' (checked), '*Financial Statements' (selected), 'Work Sample(s) (optional)', and 'Support Materials (optional)'. A progress bar indicates '1 of 2 required tasks complete'. Below the list are 'REVIEW' and 'SUBMIT' buttons, and a deadline of 'Mar 12 2021 11:59 PM (EST)'. On the right, the selected task '*Financial Statements' is shown with task instructions: 'Upload a Profit & Loss Statement for the first two quarters of the FY21 grant period (July 1, 2020 - December 31, 2020), and current Balance Sheet.' It also provides contact information for Karen Judson. A large green 'ATTACH FILE' button is visible. Below it, a file 'SM Apply Sample' (Filename: 1Nx.pdf, Added: Feb 9 2021) is listed. A red circle highlights the three-dot menu next to the file, which contains options: 'Edit', 'Preview', 'Remove', and 'Download'. The footer includes 'POWERED BY Apply' and copyright information.

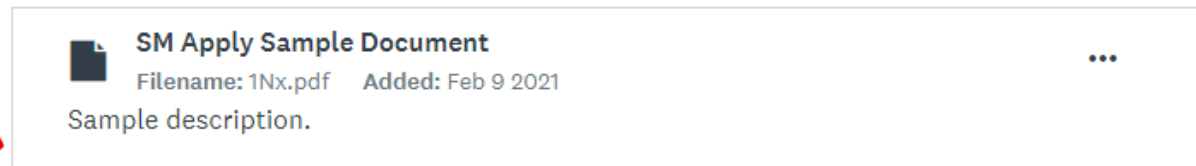
NAVIGATING TASKS: UPLOAD TASKS

Clicking “Edit” for an upload will give you the option of renaming the file and adding a description.

The description will be displayed directly underneath the file name directly after clicking “Ok.”



A screenshot of a dialog box titled "Financial Statements" with a close button (X) in the top right corner. The dialog box contains two input fields: "Name" and "Description (optional)". The "Name" field contains the text "SM Apply Sample Document". The "Description (optional)" field is empty. At the bottom right of the dialog box, there are two buttons: "CANCEL" and "OK".



A screenshot of a file upload card. The card has a dark blue icon of a document on the left. To the right of the icon, the text reads "SM Apply Sample Document" in bold. Below this, it says "Filename: 1Nx.pdf" and "Added: Feb 9 2021". At the bottom of the card, it says "Sample description." On the far right of the card, there are three dots indicating a menu.



NAVIGATING TASKS: VIDEO LINKS

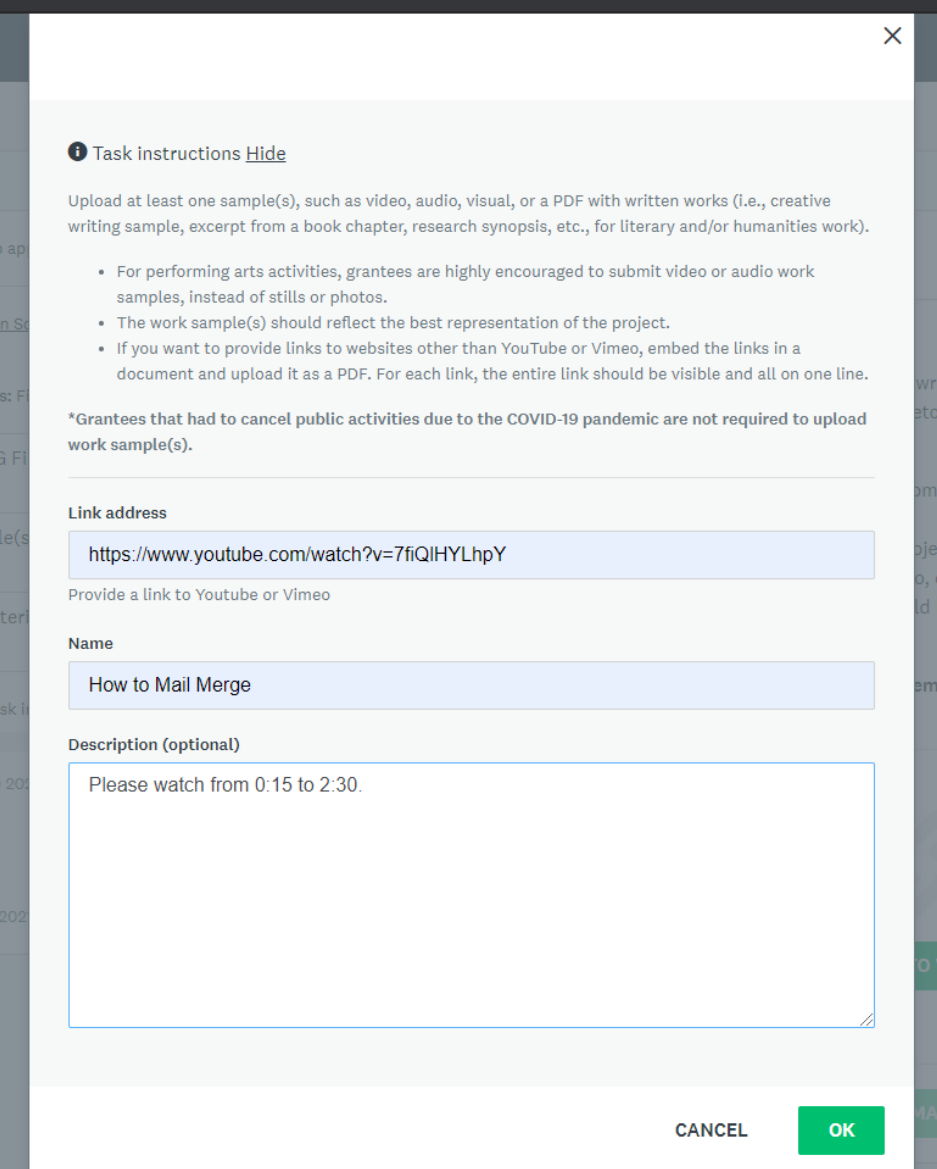
For work sample(s), if applicable, you have the option of attaching a file or linking a video on YouTube or Vimeo.

This feature is for YouTube and Vimeo only. If you have links to content on other websites, please paste the link in a PDF and upload the PDF.

The screenshot displays a user interface for task submission. On the left, a sidebar lists tasks: 'FY20 Arts Residencies in Schools Gra...', 'Ana-Alicia Test' (ID: 7034806988 | Status: Final Report Stage), '*FY20 ARSG Final Report Narrative', 'Work Sample(s) (optional)', and 'Support Materials (optional)'. The 'Work Sample(s)' task is highlighted with a green bar and a right-pointing arrow. Below the list, a progress bar indicates 'Required task incomplete' and shows 'Last edited: Feb 10 2021 03:27 PM (EST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, and a 'Deadline: Mar 12 2021 11:59 PM (EST)'. The main content area shows the 'Work Sample(s)' task details. It includes a 'Task instructions Hide' section with the following text: 'Upload at least one sample(s), such as video, audio, visual, or a PDF with written works (i.e., creative writing sample, excerpt from a book chapter, research synopsis, etc., for literary and/or humanities work).' Below this are three bullet points: 'For performing arts activities, grantees are highly encouraged to submit video or audio work samples, instead of stills or photos.', 'The work sample(s) should reflect the best representation of the project.', and 'If you want to provide links to websites other than YouTube or Vimeo, embed the links in a document and upload it as a PDF. For each link, the entire link should be visible and all on one line.' A note states: '*Grantees that had to cancel public activities due to the COVID-19 pandemic are not required to upload work sample(s).' At the bottom of the main area are two large buttons: 'ATTACH FILE' (with an upload icon) and 'LINK TO VIDEO' (with a chain icon). A link to 'Show accepted formats' is located below the 'ATTACH FILE' button. At the very bottom, there is a 'MARK AS COMPLETE' button and a note: 'Minimum: 1 | Maximum: 10 | Max file size: 100 MB'.

NAVIGATING TASKS: VIDEO LINKS

When you click on the green “Link to video” button, a pop-up box will appear where you can paste the link, name the video, and add an optional description, such as time stamps.



The screenshot shows a pop-up window with a close button (X) in the top right corner. It contains the following text and form fields:

i Task instructions [Hide](#)

Upload at least one sample(s), such as video, audio, visual, or a PDF with written works (i.e., creative writing sample, excerpt from a book chapter, research synopsis, etc., for literary and/or humanities work).

- For performing arts activities, grantees are highly encouraged to submit video or audio work samples, instead of stills or photos.
- The work sample(s) should reflect the best representation of the project.
- If you want to provide links to websites other than YouTube or Vimeo, embed the links in a document and upload it as a PDF. For each link, the entire link should be visible and all on one line.

***Grantees that had to cancel public activities due to the COVID-19 pandemic are not required to upload work sample(s).**

Link address

Provide a link to Youtube or Vimeo

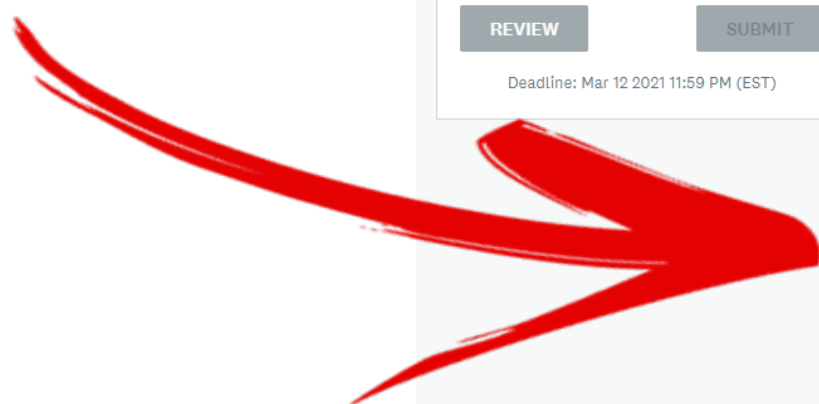
Name

Description (optional)

CANCEL **OK**

NAVIGATING TASKS: VIDEO LINKS

Your video and optional description will appear at the bottom of the page.



[← Back to application](#)

[FY20 Arts Residencies in Schools Gra...](#)
Ana-Alicia Test
ID: 7034806988 | Status: Final Report Stage

*FY20 ARSG Final Report Narrative

Work Sample(s) (optional) [>](#)

Support Materials (optional)

Required task incomplete

Last edited: Feb 10 2021 03:27 PM (EST)

[REVIEW](#) [SUBMIT](#)

Deadline: Mar 12 2021 11:59 PM (EST)

Work Sample(s) [...](#)

Task instructions [Hide](#)

Upload at least one sample(s), such as video, audio, visual, or a PDF with written works (i.e., creative writing sample, excerpt from a book chapter, research synopsis, etc., for literary and/or humanities work).

- For performing arts activities, grantees are highly encouraged to submit video or audio work samples, instead of stills or photos.
- The work sample(s) should reflect the best representation of the project.
- If you want to provide links to websites other than YouTube or Vimeo, embed the links in a document and upload it as a PDF. For each link, the entire link should be visible and all on one line.

*Grantees that had to cancel public activities due to the COVID-19 pandemic are not required to upload work sample(s).

[ATTACH FILE](#)
[Show accepted formats](#)

[LINK TO VIDEO](#)

How to Mail Merge [...](#)
URL: <https://www.youtube.com/watch?v=7fiQIHYLhpY> Added: Feb 10 2021
Please watch from 0:15 to 2:30.

Minimum: 1 | Maximum: 10 | Max file size: 100 MB

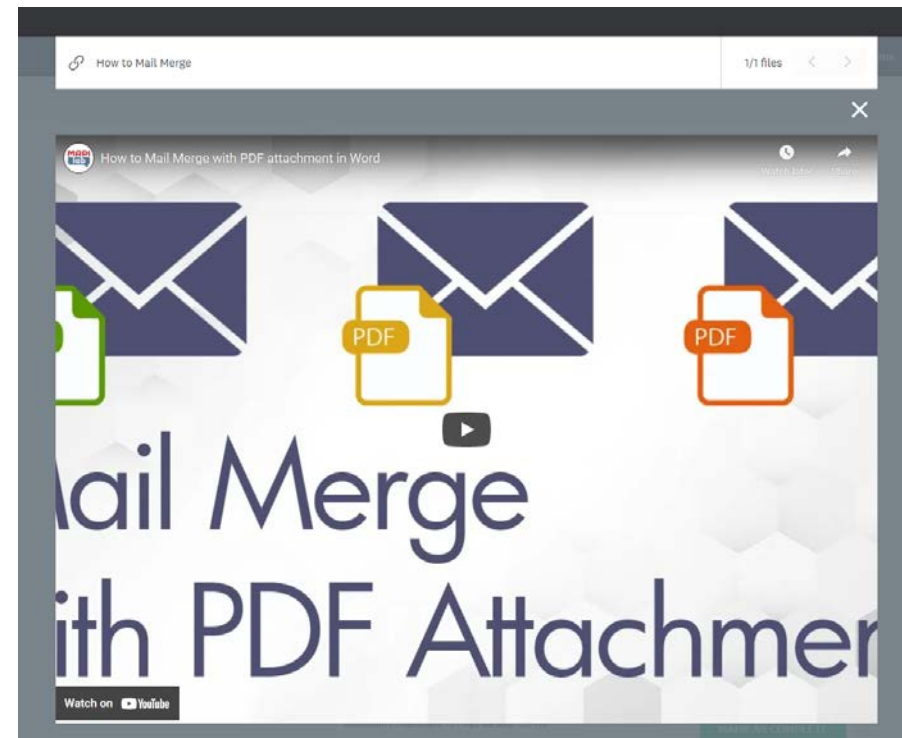
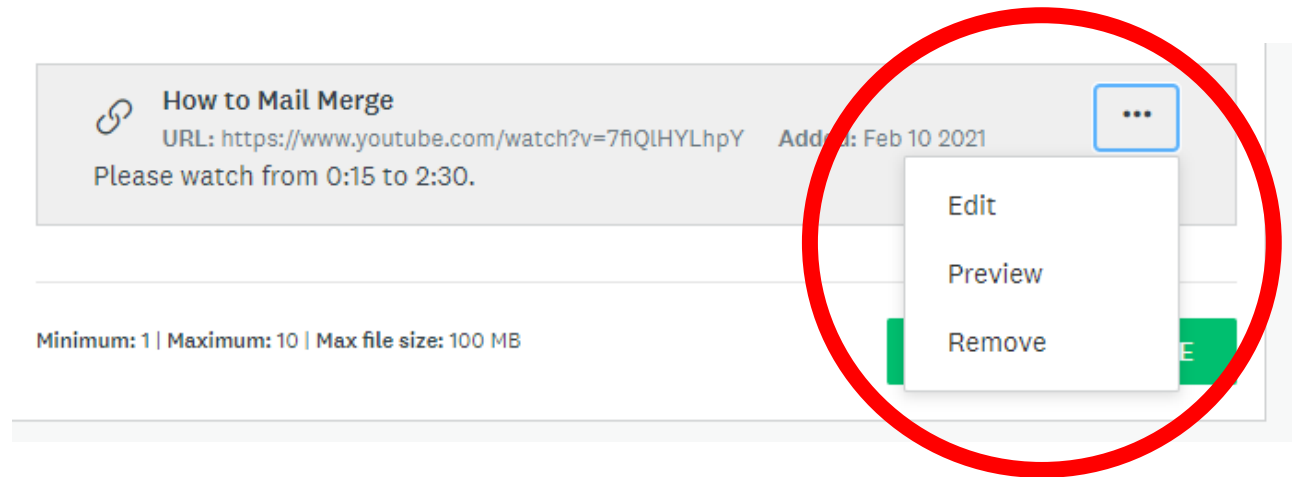
[MARK AS COMPLETE](#)

NAVIGATING TASKS: VIDEO LINKS

To edit, preview, or remove the link to the video, click on the three dots to the right of the link.

Clicking “Edit” will bring up the pop-up box with the optional description.

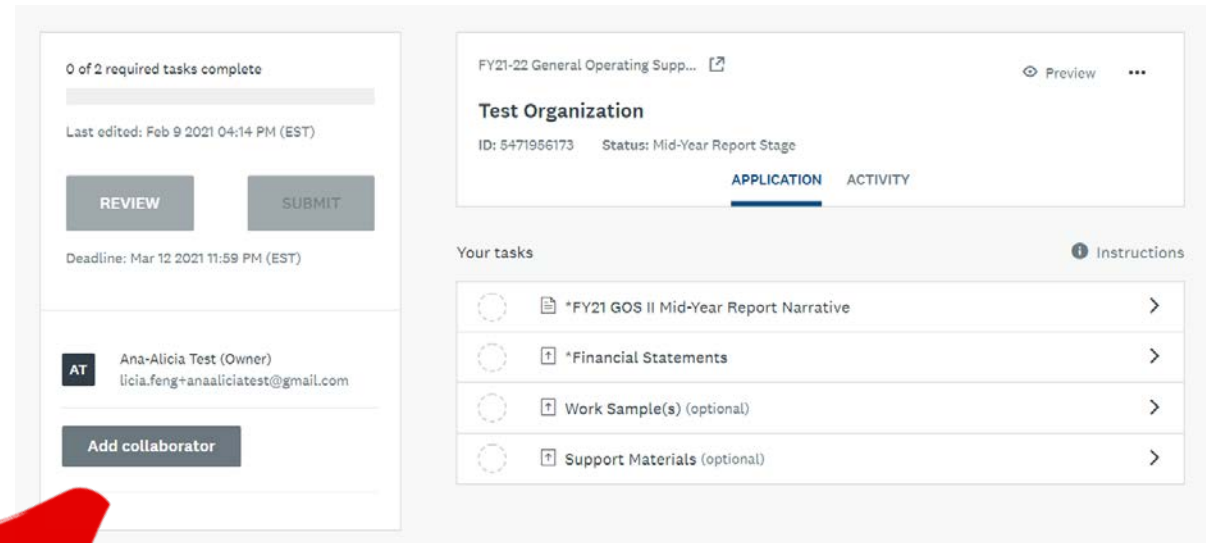
Clicking “Preview” will bring up a viewable pop-up of the video.



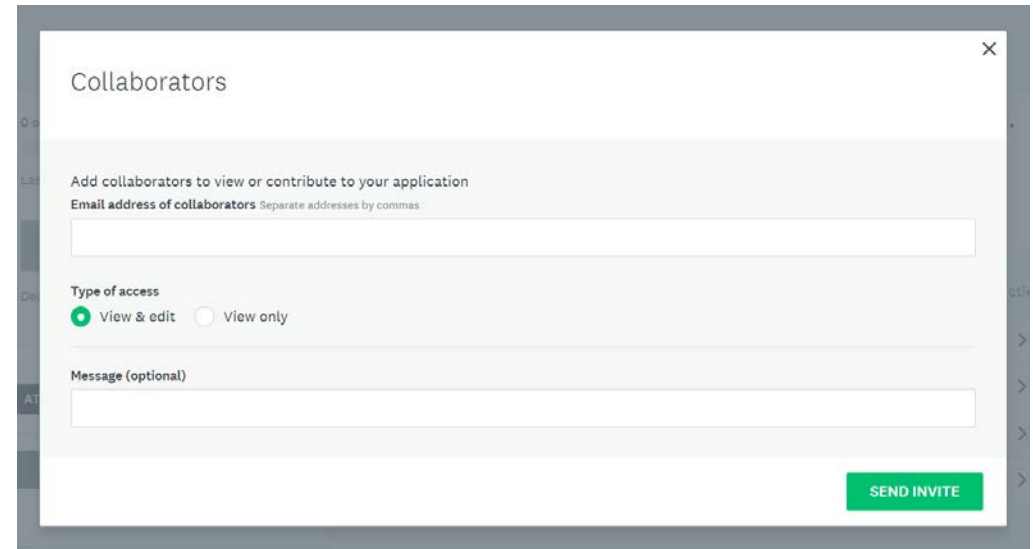
NAVIGATING TASKS: ADDING COLLABORATORS

You can add collaborators by clicking on the gray “Add collaborator” button in the lower left-hand corner of the submission homepage.

Enter in the email(s) of the collaborator(s) and an optional welcome message.



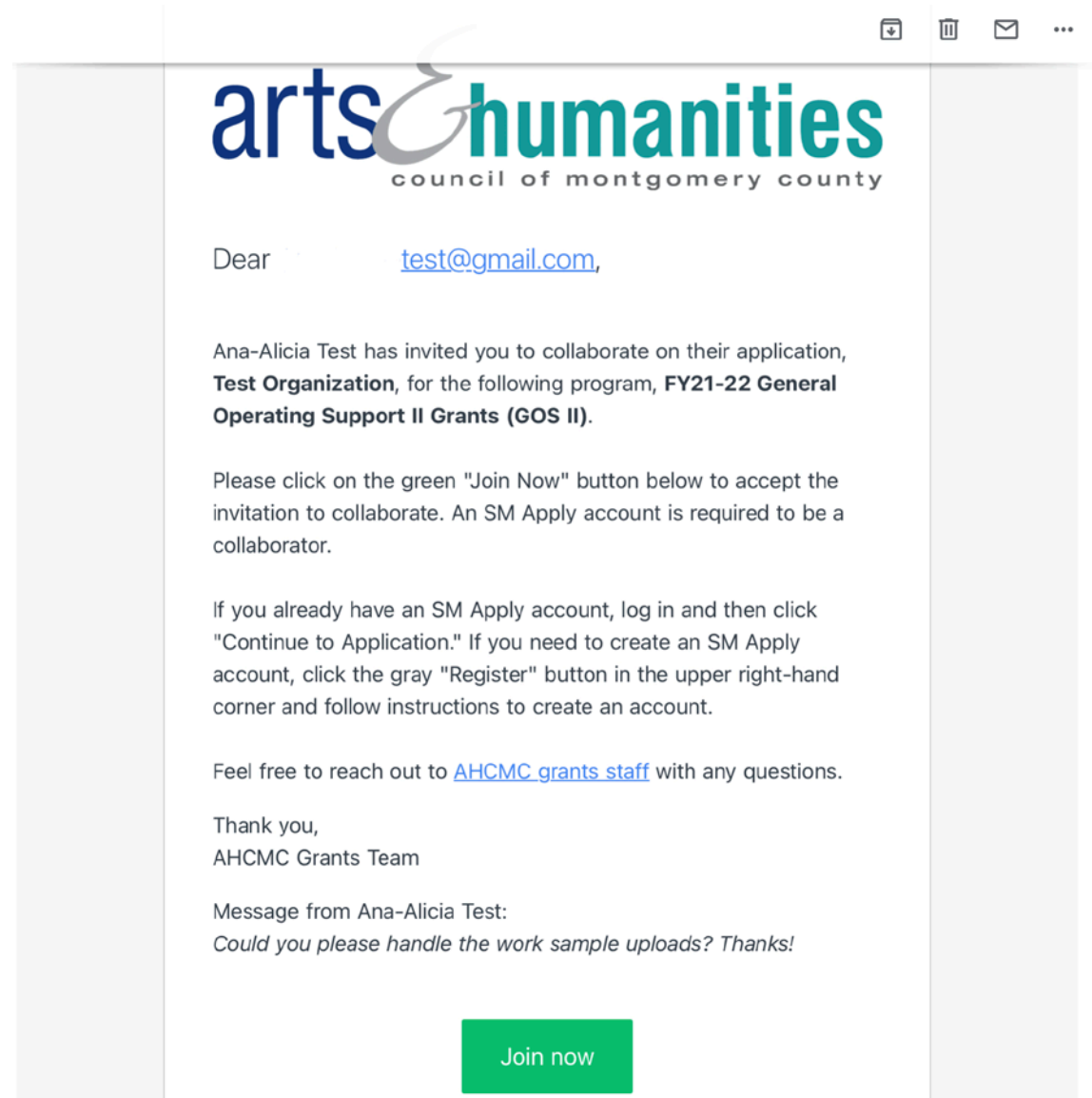
The screenshot shows the submission homepage for a task. On the left, there is a progress bar indicating '0 of 2 required tasks complete', the last edited date 'Feb 9 2021 04:14 PM (EST)', and buttons for 'REVIEW' and 'SUBMIT'. Below this is the deadline 'Mar 12 2021 11:59 PM (EST)'. The owner information is 'Ana-Alicia Test (Owner)' with email 'licia.feng+anaaliciatest@gmail.com'. A gray button labeled 'Add collaborator' is located at the bottom left. On the right, the task details are shown: 'FY21-22 General Operating Supp...' with a 'Preview' link. The task title is 'Test Organization' with ID '5471956173' and status 'Mid-Year Report Stage'. There are tabs for 'APPLICATION' and 'ACTIVITY'. Below the tabs, a list of tasks is shown: '*FY21 GOS II Mid-Year Report Narrative', '*Financial Statements', 'Work Sample(s) (optional)', and 'Support Materials (optional)'. A red arrow points from the 'Add collaborator' button to the 'Collaborators' modal window.



The 'Collaborators' modal window is open, showing a form to add collaborators. The title is 'Collaborators'. Below the title, there is a section 'Add collaborators to view or contribute to your application'. The first field is 'Email address of collaborators' with a note 'Separate addresses by commas'. Below this is a text input field. The next section is 'Type of access' with two radio buttons: 'View & edit' (selected) and 'View only'. Below this is a text input field for 'Message (optional)'. At the bottom right, there is a green button labeled 'SEND INVITE'.

NAVIGATING TASKS: ADDING COLLABORATORS

Collaborators will receive an email with instructions for how to access the report in SM Apply.



NAVIGATING TASKS: ADDING COLLABORATORS

The user who sent the collaboration invitation will also receive a confirmation email once collaborators accept the invitation.



Dear Ana-Alicia User,

Ana-Alicia Ih-Tzai Feng has accepted your invitation to collaborate on your application, **Ana-Alicia Test** for the following program, **FY22 Artists and Scholars Project Grants (ASPG)**.

Feel free to reach out to [AHCMC grants staff](#) with any questions.

Thank you,
AHCMC Grants Team

NAVIGATING TASKS: DOWNLOADING

Downloading your submission is available before submitting, regardless of completion, and after submitting.

You can download each task individually by clicking into the relevant task and clicking the three dots in the upper right-hand corner, as shown by the red circle on the screenshot.

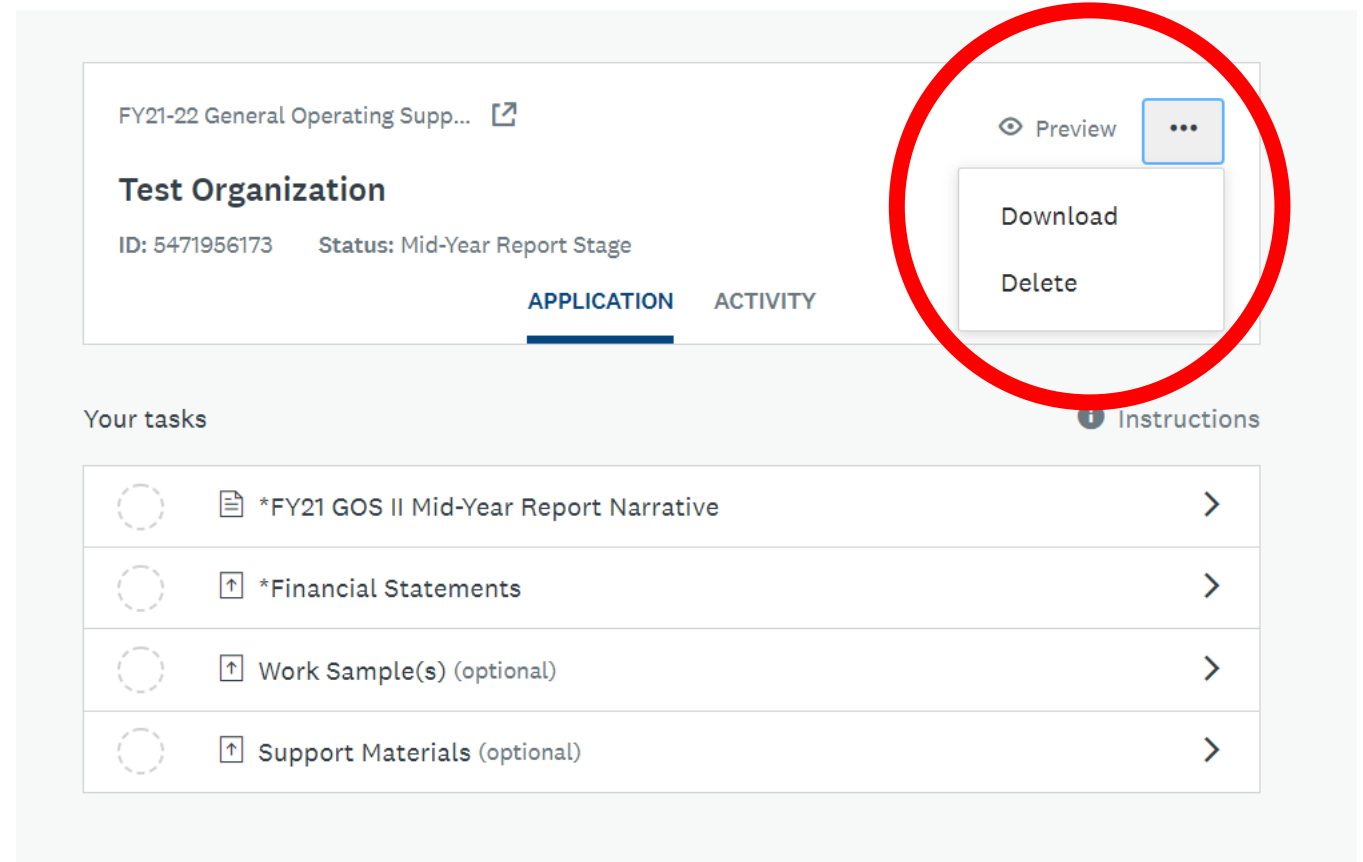
The screenshot displays a web application interface for managing tasks. On the left, a sidebar lists tasks: "FY21-22 General Operating Support II...", "Test Organization" (ID: 5471956173, Status: Mid-Year Report Stage), "*FY21 GOS II Mid-Year Report Narrative" (highlighted with a green bar), "*Financial Statements", "Work Sample(s) (optional)", and "Support Materials (optional)". Below the list, it shows "0 of 2 required tasks complete", "Last edited: Feb 9 2021 04:14 PM (EST)", and buttons for "REVIEW" and "SUBMIT". A "Deadline: Mar 12 2021 11:59 PM (EST)" is also visible.

The main content area shows the "*FY21 GOS II Mid-Year Report Narrative" form. The title is "FY21 GOS II Mid-Year Report Form". A red note states: "All required questions are marked with an asterisk (*). All text responses have a character count that includes spaces." Below this is the "Grantee Information" section with input fields for: "*Organization Name:", "*Grant Agreement Number (i.e., FY21_GOS I_01):", "*Grant Award Amount: \$", "*Address:", "*City:", "*State:", and "*ZIP Code:". In the top right corner of the form area, a three-dot menu is circled in red, with a "Download" button appearing below it.

NAVIGATING TASKS: DOWNLOADING

Clicking on the three dots in the upper right-hand corner of the submission homepage will show a drop-down menu where you can download a PDF of your entire submission, regardless of completion.

Clicking on “Preview” will also allow you to download your submission.

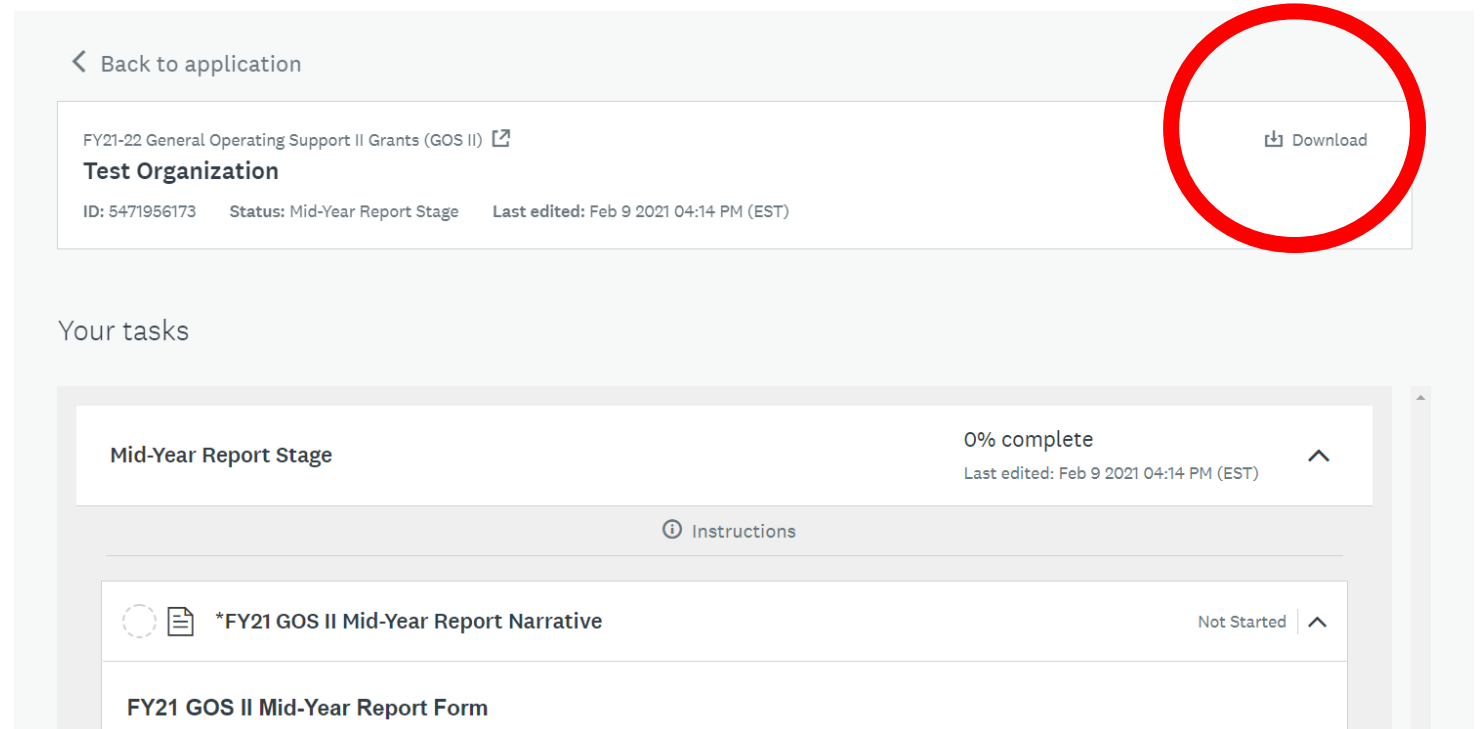


The screenshot displays a submission page for "FY21-22 General Operating Supp...". The page includes a "Test Organization" section with ID: 5471956173 and Status: Mid-Year Report Stage. Below this, there are tabs for "APPLICATION" and "ACTIVITY". A red circle highlights a dropdown menu in the upper right corner, which contains the following options: "Preview", "Download", and "Delete". Below the tabs, there is a "Your tasks" section with a "Instructions" link. The tasks list includes: "*FY21 GOS II Mid-Year Report Narrative", "*Financial Statements", "Work Sample(s) (optional)", and "Support Materials (optional)".

NAVIGATING TASKS: DOWNLOADING

The “Preview” feature will show you a PDF version of the entire submission, including the narrative and uploads. This is always available, regardless of completion.

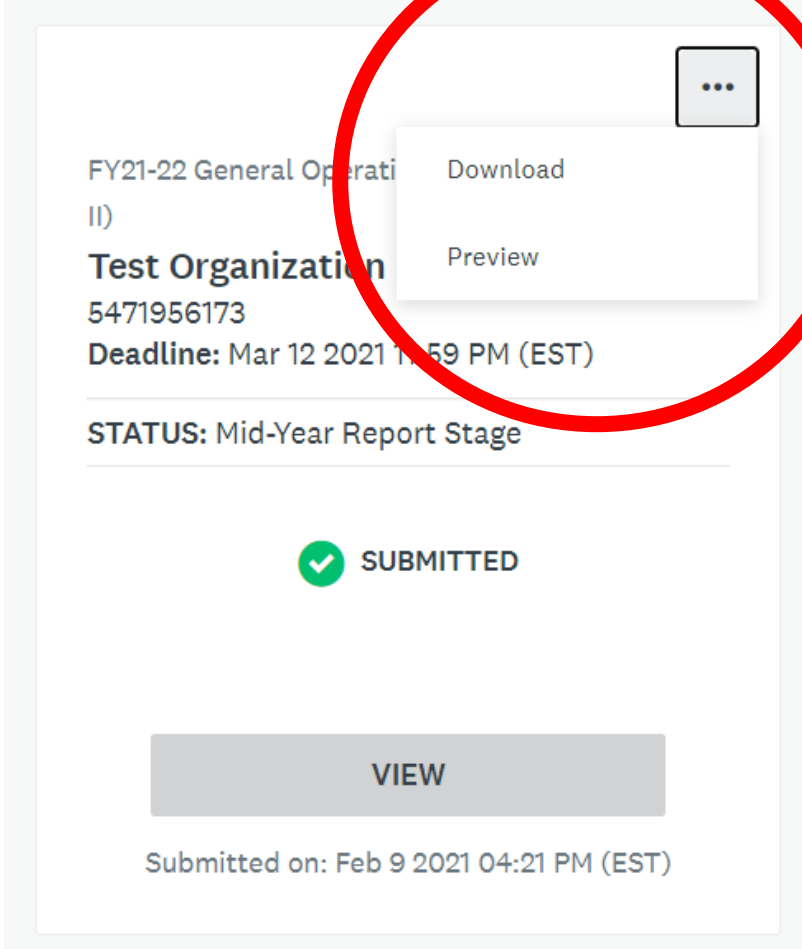
The download button is in the upper right-hand corner, as shown in the red circle on the screenshot.



The screenshot displays a web application interface. At the top, there is a navigation bar with a back arrow and the text "Back to application". Below this, a header section contains the text "FY21-22 General Operating Support II Grants (GOS II)" with an external link icon, followed by "Test Organization". Below the organization name, there are three fields: "ID: 5471956173", "Status: Mid-Year Report Stage", and "Last edited: Feb 9 2021 04:14 PM (EST)". In the top right corner of this header section, a "Download" button with a download icon is circled in red. Below the header, the section "Your tasks" is visible. It contains a task card for "Mid-Year Report Stage" which is "0% complete" and was last edited on "Feb 9 2021 04:14 PM (EST)". Below this card is an "Instructions" link. The next task card is for "*FY21 GOS II Mid-Year Report Narrative", which is "Not Started". Below this card is a link for "FY21 GOS II Mid-Year Report Form".

NAVIGATING TASKS: DOWNLOADING


On the “My Applications” page (first page you see when you log in), you can also download and/or preview your submission, regardless of completion, by clicking the three dots in the upper right-hand corner of the relevant submission.



FY21-22 General Operati
II)

Test Organization
5471956173
Deadline: Mar 12 2021 11:59 PM (EST)

STATUS: Mid-Year Report Stage

 **SUBMITTED**

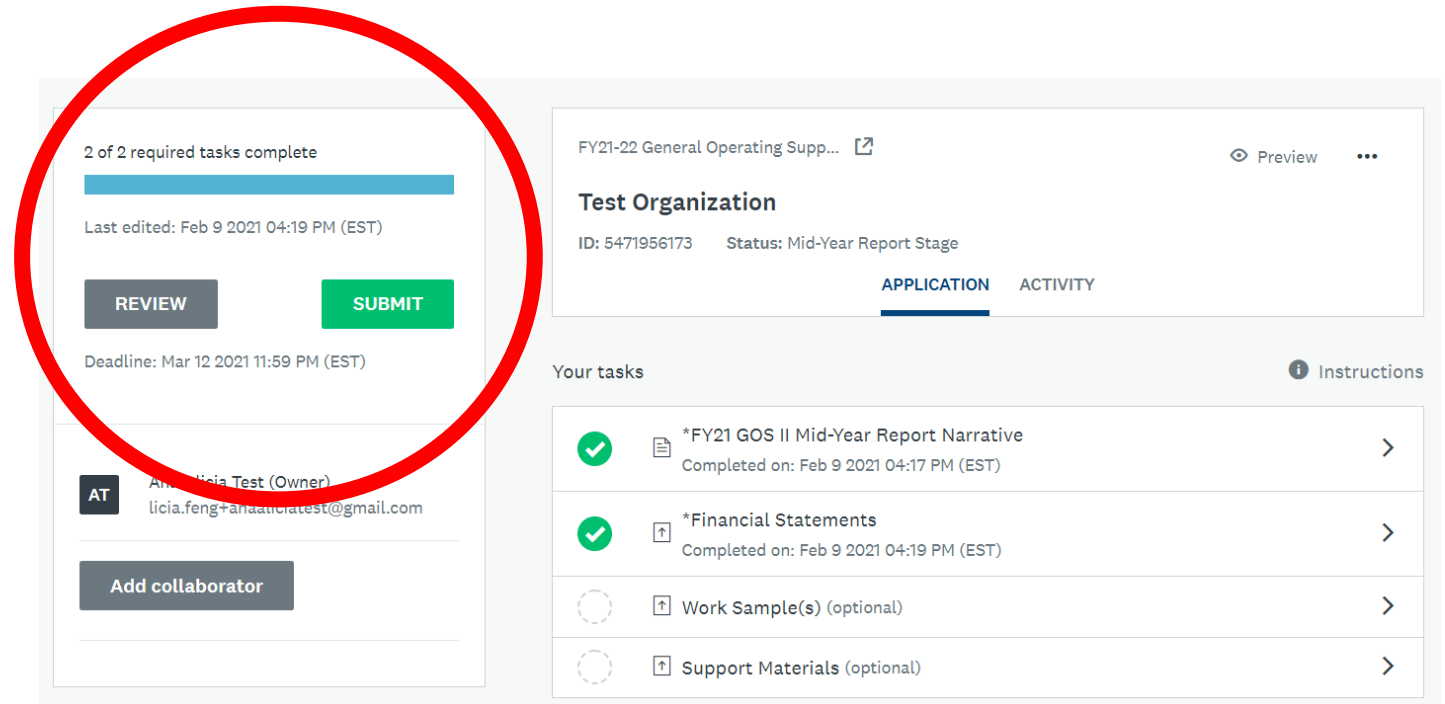
VIEW

Submitted on: Feb 9 2021 04:21 PM (EST)

The screenshot shows a submission card with a red circle highlighting the three-dot menu in the upper right-hand corner. The menu is open, showing two options: "Download" and "Preview". The card also displays the submission title "FY21-22 General Operati II)", the organization name "Test Organization" with ID "5471956173", the deadline "Mar 12 2021 11:59 PM (EST)", the status "Mid-Year Report Stage", a green checkmark icon followed by the word "SUBMITTED", a "VIEW" button, and the submission date "Submitted on: Feb 9 2021 04:21 PM (EST)".

NAVIGATING TASKS: SUBMITTING

The "Review" and "Submit" buttons will only be available when all required tasks have been marked as complete.

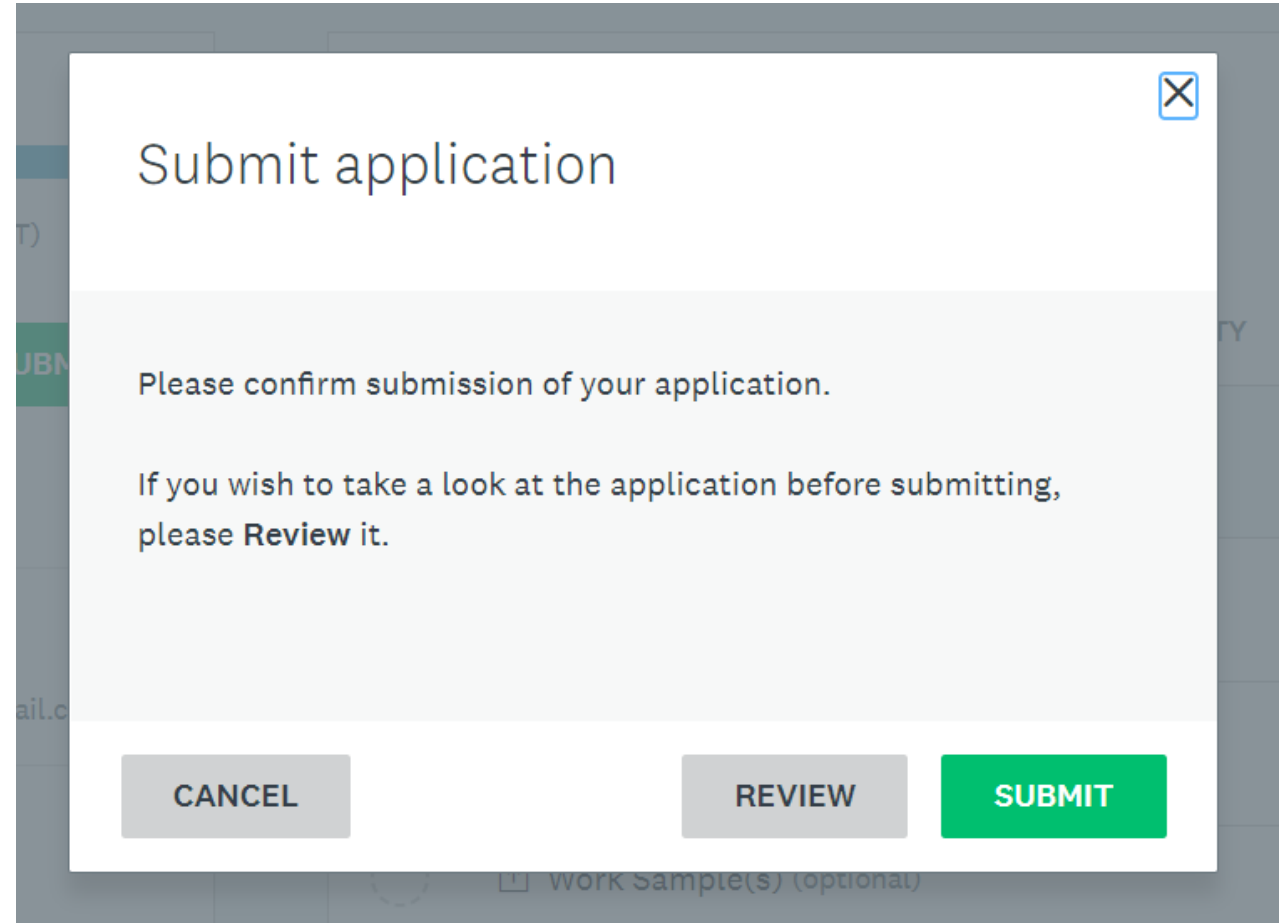


The screenshot displays a task submission interface. A red circle highlights the top-left section, which includes a progress indicator showing "2 of 2 required tasks complete" with a blue bar, the text "Last edited: Feb 9 2021 04:19 PM (EST)", and two buttons: "REVIEW" (grey) and "SUBMIT" (green). Below this, the "Deadline: Mar 12 2021 11:59 PM (EST)" is shown. The user information section identifies the owner as "An... licia Test (Owner)" with the email "licia.feng+anaaa@statest@gmail.com" and an "Add collaborator" button. The right-hand side of the interface shows the task title "FY21-22 General Operating Supp...", a "Preview" link, and the "Test Organization" details (ID: 5471956173, Status: Mid-Year Report Stage). Below this are tabs for "APPLICATION" and "ACTIVITY". The "Your tasks" section lists four items: "*FY21 GOS II Mid-Year Report Narrative" (completed Feb 9 2021 04:17 PM), "*Financial Statements" (completed Feb 9 2021 04:19 PM), "Work Sample(s) (optional)", and "Support Materials (optional)".

NAVIGATING TASKS: SUBMITTING

Clicking “Review” will show you a PDF of your complete submission.

Click the green “Submit” button.



NAVIGATING TASKS: SUBMITTING

You should receive an email confirming that your submission has been received.



Application Submitted!

Thank you for submitting your mid-year report. You should receive an email within a few minutes from SM Apply indicating that your report has been received.

If you do not receive a confirmation email and it is not in your spam folder, reach out to AHCMC grants staff immediately.

[Go to My Applications](#)

OR

[View more Programs](#)

NAVIGATING TASKS: SUBMITTING

The email will confirm the date and time that your submission was submitted.

Remember that you can edit your submission up until the date and time of the deadline.

Your AHCMC report has been received!  Inbox



AHCMC Grants Program 4:21 PM

to anaaliciatest

 Always display images from this sender



Dear Ana-Alicia Test,

This is to inform you that your mid-year report on behalf of **Test Organization** has been submitted for **FY21-22 General Operating Support II Grants (GOS II)** on **Feb 9 2021 04:21 PM (EST)**.

We will review your report and contact you if we have questions. We highly encourage you to download your report for your records.

If you have additional questions, please don't hesitate to contact [AHCMC grants staff](#).

Thank you,
AHCMC Grants Team

NAVIGATING TASKS: EDITING POST-SUBMISSION

To edit post-submission, click on the task you want to edit, click on the three dots in the upper right-hand corner and click edit.

There is no need to re-submit the entire submission, **but make sure to mark that task as complete again.**

The screenshot shows a submission overview page. At the top left, it says "Submitted" with a green checkmark icon and "Submitted on: Feb 9 2021 04:21 PM (EST)". Below this is the user information: "AT Ana-Alicia Test (Owner) licia.feng+anaaliciatest@gmail.com" and an "Add collaborator" button. On the right, the submission title is "FY21-22 General Operating Supp..." with a "Preview" link and a menu icon. Below the title, it says "Test Organization" and "ID: 5471956173 | Status: Mid-Year Report Stage". There are two tabs: "APPLICATION" (selected) and "ACTIVITY". Under "Your tasks", there is a list of tasks: "*FY21 GOS II Mid-Year Report Narrative" (Completed on: Feb 9 2021 04:17 PM (EST)), "*Financial Statements" (Completed on: Feb 9 2021 04:19 PM (EST)), "Work Sample(s) (optional)", and "Support Materials (optional)". An "Instructions" link is also present.

The screenshot shows the details of the task "*FY21 GOS II Mid-Year Report Narrative". At the top, it says "Completed Feb 9 2021 04:17 PM (EST)". Below this is the title "FY21 GOS II Mid-Year Report Form" and a note: "All required questions are marked with an asterisk (*). All text responses have a character space." There is a "Grantee Information" section with a table:

*Organization Name:	Test Org Name
*Grant Agreement Number (i.e., FY21_GOS I_01):	FY21_GOS II_01
*Grant Award Amount:	30,000
*Address:	123 Test Street
*City:	Rockville
*State:	MD
*ZIP Code:	20910

A red circle highlights a dropdown menu in the top right corner of the task details page, which contains the options "Download", "Reset", and "Edit".

AHCMC GRANTS PROGRAM TEAM

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