



MidwayUSA Foundation Grant Application System User Guide

Introduction

The MidwayUSA Foundation offers financial support through endowment programs and annual cash grants. Each endowment program is dedicated to a specific need in the youth shooting sports community. Applications for cash grants are available online through our grant application system, SurveyMonkey Apply (SMAApply).

Purpose

Overview of the grant application system, its terms, gaining access, the application process, and profile management.






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Main Glossary

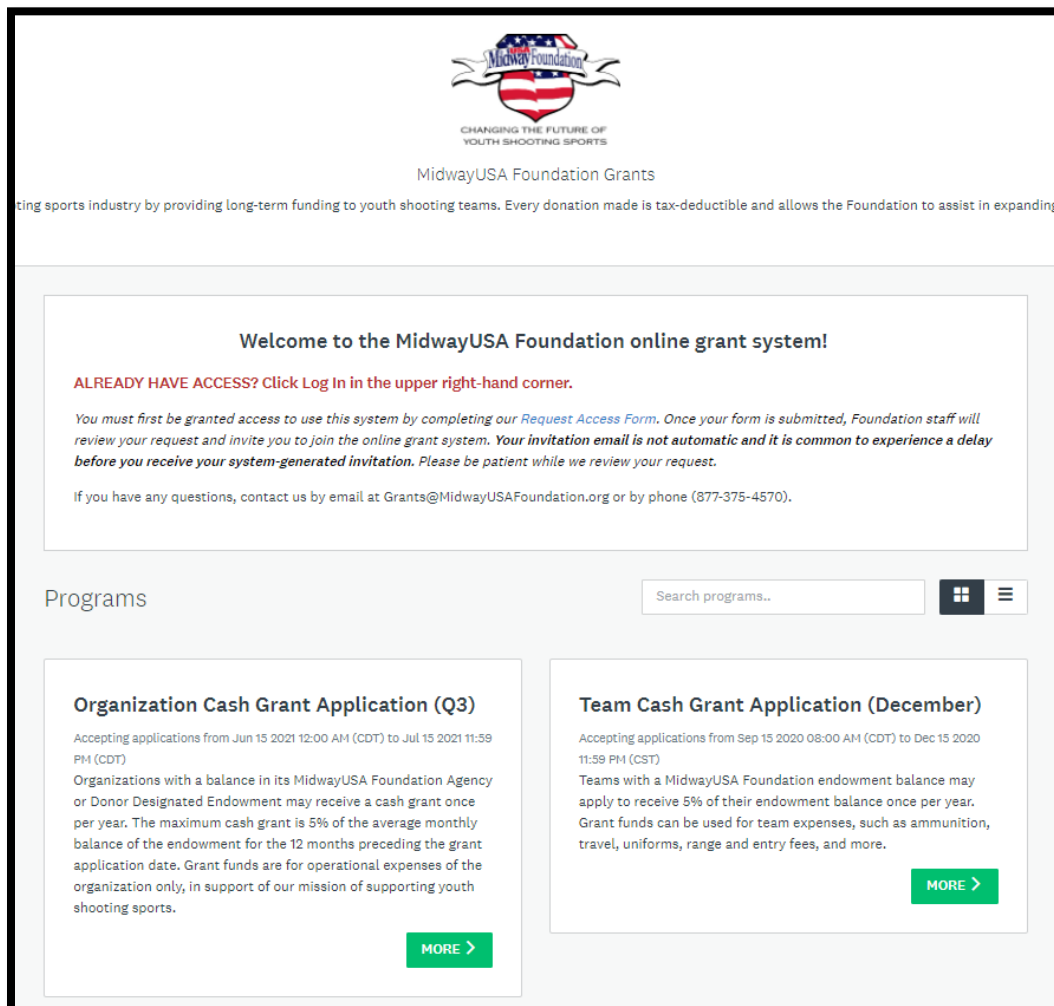
- **Grant Application System** – online platform for creating, viewing, and submitting cash grant applications
- **SurveyMonkey Apply (SMAApply)** – grant application system platform provider
- **Program** – a cash grant program and the applicable application
- **User** – individual with a login and password (*see Member for more*)
- **User Profile** – overview of a user's role(s), applications, and preferences
- **Organizational Profile** – represents one endowment and its basic information
- **Primary Administrator** – owner of an organizational profile, see full definition under [User Glossary](#)
- **Member** – user associated with an organization's profile
- **Task** – application section with questions to collect applicant information
- For more terms, see the [Application Glossary](#) or [User Glossary](#)

Detailed Instructions

- [How to add a Member to my organization's profile](#)  Video link
- [How to add a Member to my application](#)  Video link
- [How to request a second signature](#)  Video link
- [How to change the name of my organization's profile](#)  Video link
- [How to change my email address](#)  Video link
- [How to change the Primary administrator of my organization's profile](#)  Video link

Programs and Applications

Cash grant programs and applications are listed on the Foundation's main page of the grant application system, <https://musaf.smapply.org/>. Here, you can view a program's open and deadline dates, as well as an overview of the applicable guidelines. Click **More** to view the program guidelines in detail, and to see if your organization is eligible to apply.



The screenshot shows the MidwayUSA Foundation Grants website. At the top is the logo and tagline: "MidwayUSA Foundation Grants" and "CHANGING THE FUTURE OF YOUTH SHOOTING SPORTS". Below the logo, it says "MidwayUSA Foundation Grants" and "ing sports industry by providing long-term funding to youth shooting teams. Every donation made is tax-deductible and allows the Foundation to assist in expanding".

The main content area has a heading: "Welcome to the MidwayUSA Foundation online grant system!". Below this, it says: "ALREADY HAVE ACCESS? Click Log In in the upper right-hand corner." and "You must first be granted access to use this system by completing our Request Access Form. Once your form is submitted, Foundation staff will review your request and invite you to join the online grant system. Your invitation email is not automatic and it is common to experience a delay before you receive your system-generated invitation. Please be patient while we review your request." and "If you have any questions, contact us by email at Grants@MidwayUSAFoundation.org or by phone (877-375-4570)."

Below the welcome message is a "Programs" section with a search bar and a menu icon. There are two program cards:

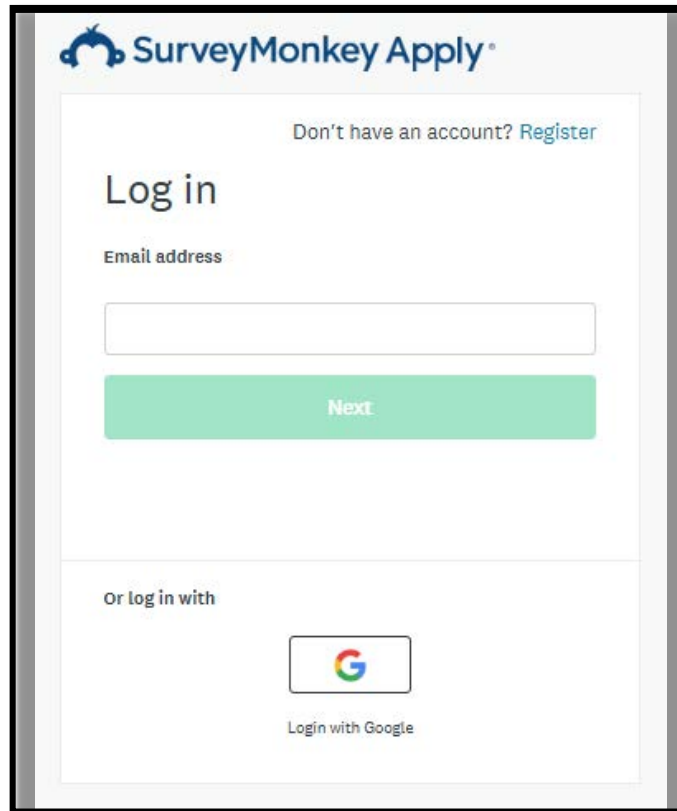
- Organization Cash Grant Application (Q3)**: Accepting applications from Jun 15 2021 12:00 AM (CDT) to Jul 15 2021 11:59 PM (CDT). Organizations with a balance in its MidwayUSA Foundation Agency or Donor Designated Endowment may receive a cash grant once per year. The maximum cash grant is 5% of the average monthly balance of the endowment for the 12 months preceding the grant application date. Grant funds are for operational expenses of the organization only, in support of our mission of supporting youth shooting sports. [MORE >](#)
- Team Cash Grant Application (December)**: Accepting applications from Sep 15 2020 08:00 AM (CDT) to Dec 15 2020 11:59 PM (CST). Teams with a MidwayUSA Foundation endowment balance may apply to receive 5% of their endowment balance once per year. Grant funds can be used for team expenses, such as ammunition, travel, uniforms, range and entry fees, and more. [MORE >](#)

System Access

Our grant application system requires a login with an email and password. Applications are available to endowment holders who have access to the system. Access is gained by request or by invitation to join an existing profile (*an organizational profile represents an endowment holding organization*).

To confirm your organization's access status, please email Grants@MidwayUSAFoundation.org with your *Endowment Name* and *Endowment ID*.

Existing users may login at <https://musaf.smapply.org/acc/l/> with their email and password.



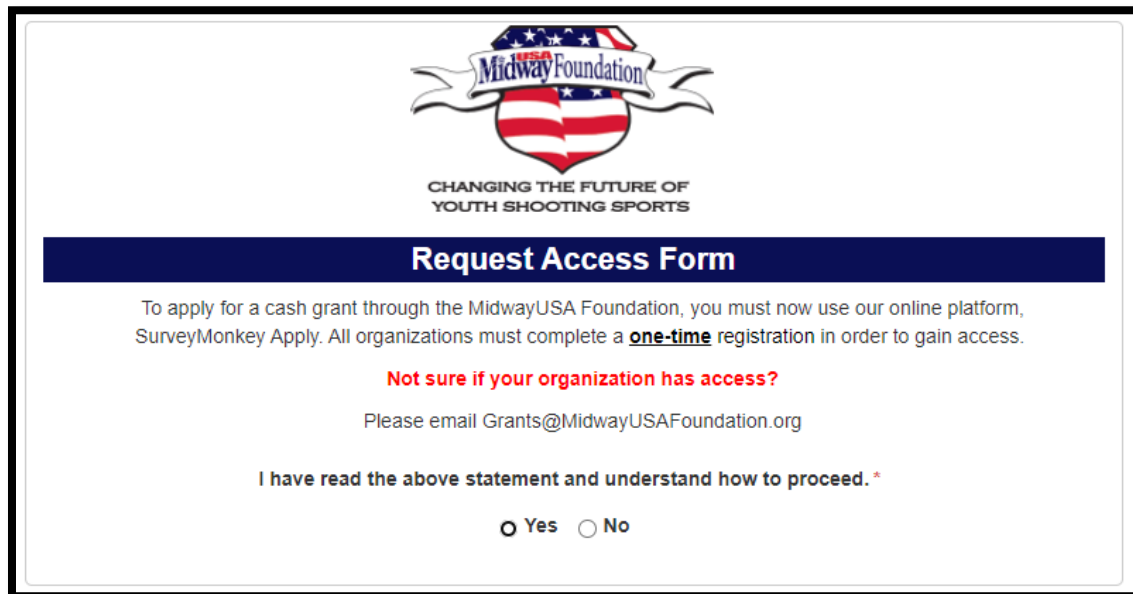
The screenshot shows the SurveyMonkey Apply login interface. At the top left is the SurveyMonkey logo and the text "SurveyMonkey Apply". To the right of the logo is a link: "Don't have an account? Register". Below this is the heading "Log in". Underneath is the label "Email address" followed by a text input field. Below the input field is a green button labeled "Next". At the bottom of the form, there is the text "Or log in with" followed by a "Login with Google" button featuring the Google logo.

Requesting Access

Visit our [Grants](#) page and select the applicable cash grant program. Click on the **Request Access** button to view the **Request Access Form**.



Complete the screening questions to determine if your organization already has access.



The screenshot shows the 'Request Access Form' for the MidwayUSA Foundation. At the top is the foundation's logo and tagline: 'MidwayUSA Foundation' and 'CHANGING THE FUTURE OF YOUTH SHOOTING SPORTS'. Below this is a dark blue header with the title 'Request Access Form' in white. The main text reads: 'To apply for a cash grant through the MidwayUSA Foundation, you must now use our online platform, SurveyMonkey Apply. All organizations must complete a **one-time** registration in order to gain access.' A red heading asks: 'Not sure if your organization has access?'. Below this, it says 'Please email Grants@MidwayUSAFoundation.org'. A statement follows: 'I have read the above statement and understand how to proceed.*'. At the bottom, there are two radio buttons: 'Yes' and 'No'.

If your organization **does not** have access, you will be prompted to provide your basic endowment information and contact information (*Endowment Name, Endowment ID, State, First and Last Name, Phone Number, and Email Address*). Approved organizations will be added to the system and an invitation to join will be sent to the email address provided (*please note, an invitation email could end up in your spam/junk folder*).

If your organization **already** has access, you will be prompted to email Grants@MidwayUSAFoundation.org. In your email, please summarize your request for access and include your *Endowment Name* and *Endowment ID*. Foundation staff will be in touch regarding next steps.

Joining the System

New users will receive an emailed invitation to join the system. To confirm your access, you must do so from within the invitation email (*be sure to check spam/junk folder if not found in your main inbox*). Click the link within your invite to confirm access and verify your email address. Utilizing this link prompts you to create a unique password, thus completing the creation of your user profile. Please save your newly created password as you will need it for future logins.

Dear Heather Laws,

Welcome to MidwayUSA Foundation's online grant system. This online grant system is safe, secure, and much quicker and easier than a paper application. All cash grants must be submitted through this online system. Paper applications will no longer be accepted. If you have any questions, you may reply to this email or call us at (877) 375-4570.

We look forward to funding your shooting sports organization!

Please click the Join now button below to complete the process of gaining access to the system.

Thank you,


MidwayUSA Foundation

[Join now](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:
<https://musaf.smapply.org/acc/r/p-yB01GSt6bj9efu7-.lnrCMWUzecalqgb3qwYIQKwM=?membership=74443>

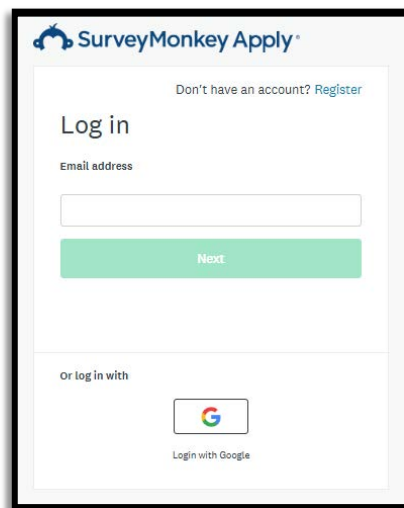
You are receiving this email from [MidwayUSA Foundation Grants](#) - MidwayUSA Foundation.

[Unsubscribe](#) | [Terms](#) | [Privacy](#)

powered by


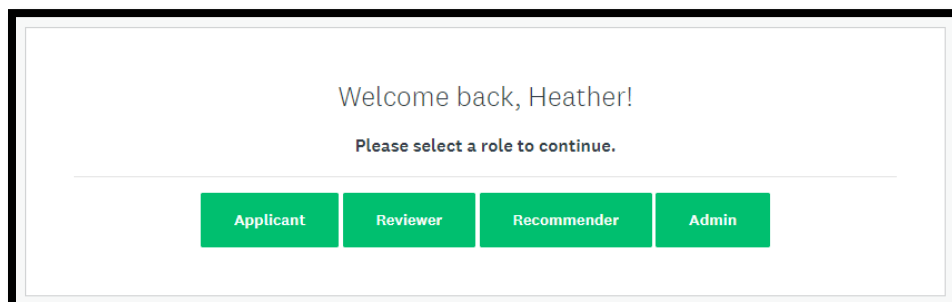
Logging In

Click the **Login** button on any of our dedicated grant program pages to be taken to the login page of the grant application system. You may also utilize, <https://musaf.smapply.org/acc/>.



The **Forgot your password?** link may be used if you forgot or need to reset your password. You will receive emailed instructions on how to reset your password.

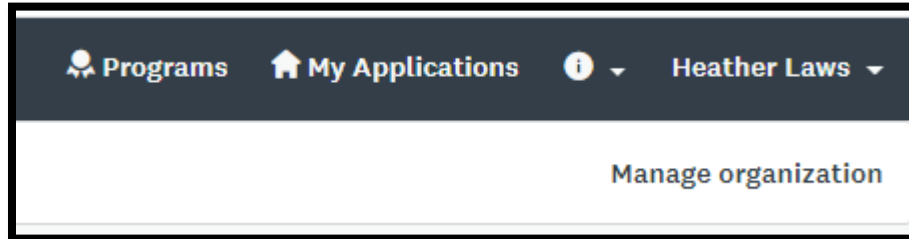
Some users may have more than one role and will be asked to select a role when logging in. The **Applicant** role is the primary role to start and submit an application. See the [User Glossary](#) for definitions of the different roles.



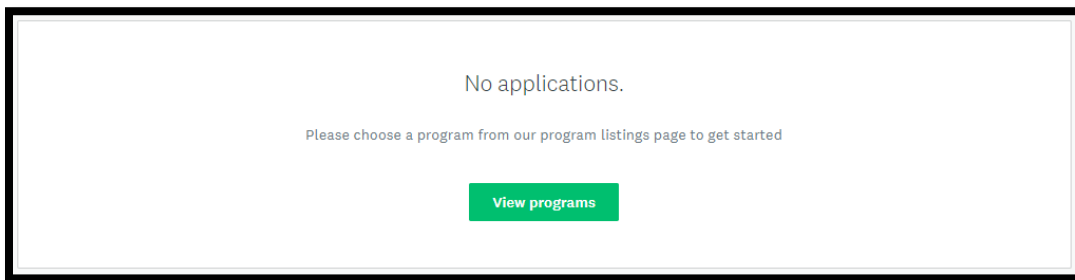
By default, when you login, any open applications for your organization will appear; this includes in progress, submitted, awarded, or declined applications.

Starting an Application

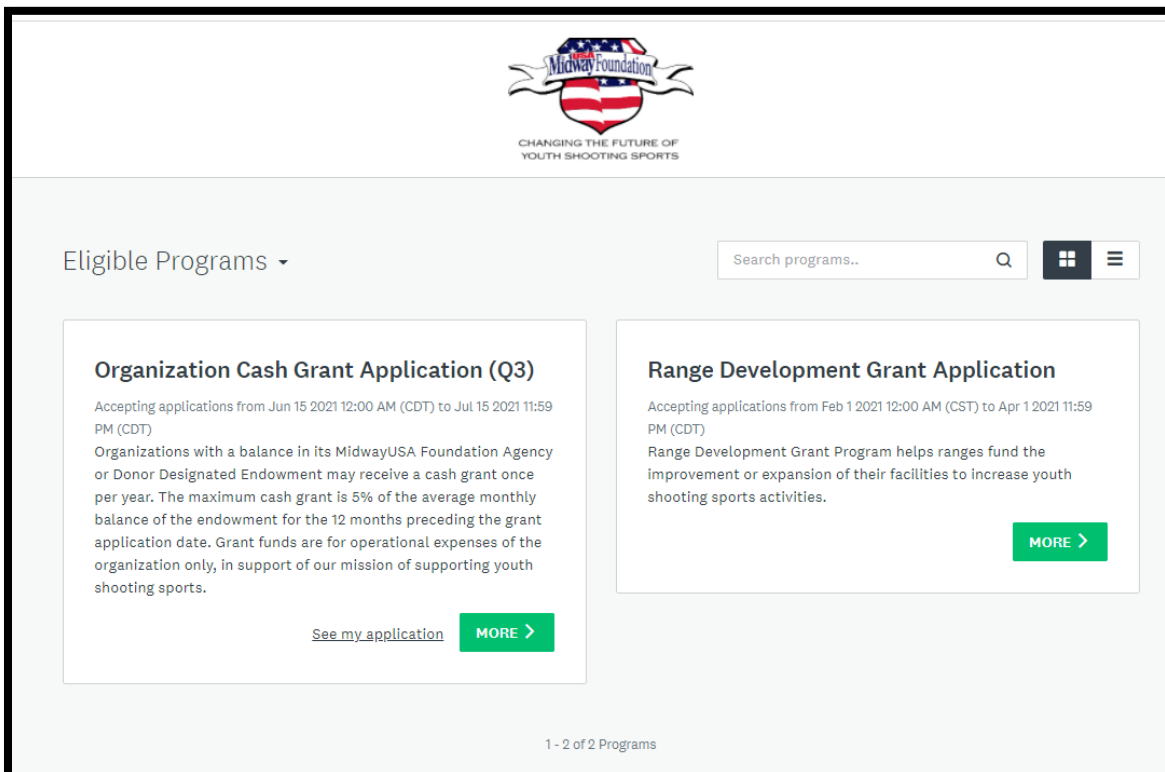
Click on **Programs** in the upper right corner, to view the available cash grant programs your organization is eligible for.



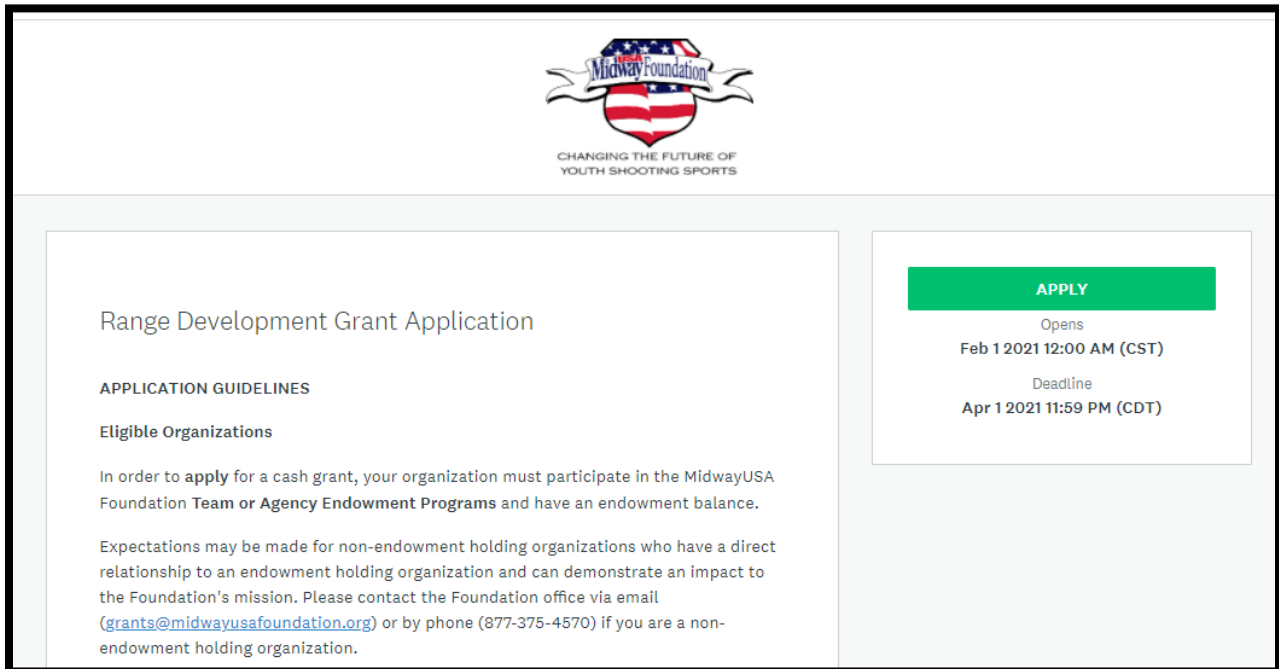
If your organization does not have any open applications, click on **View programs** to see the cash grant programs.



Click **More** to view the program guidelines, open and deadline dates, and to start an application.

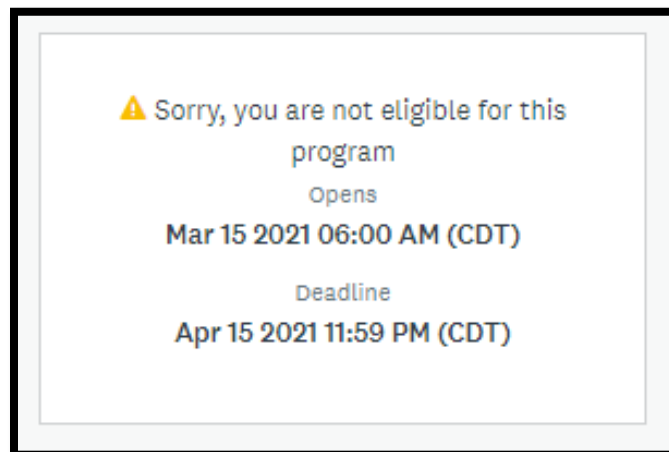


Click the **Apply** button to start an application.



The screenshot shows the 'Range Development Grant Application' page. At the top center is the MidwayUSA Foundation logo with the tagline 'CHANGING THE FUTURE OF YOUTH SHOOTING SPORTS'. Below the logo, the page title 'Range Development Grant Application' is displayed. Underneath, there is a section for 'APPLICATION GUIDELINES' with a sub-heading 'Eligible Organizations'. The text explains that to apply for a cash grant, organizations must participate in the MidwayUSA Foundation Team or Agency Endowment Programs and have an endowment balance. It also mentions that expectations may be made for non-endowment holding organizations who have a direct relationship to an endowment holding organization and can demonstrate an impact to the Foundation's mission. Contact information is provided: email (grants@midwayusafoundation.org) or phone (877-375-4570) for non-endowment holding organizations. On the right side of the page, there is a green 'APPLY' button. Below the button, the 'Opens' date is 'Feb 1 2021 12:00 AM (CST)' and the 'Deadline' is 'Apr 1 2021 11:59 PM (CDT)'.

If the **Apply** button is not available, the program is not yet open, the deadline has passed, or your organization is not eligible. If your organization is not eligible to apply, it will be noted above the open and deadline dates.

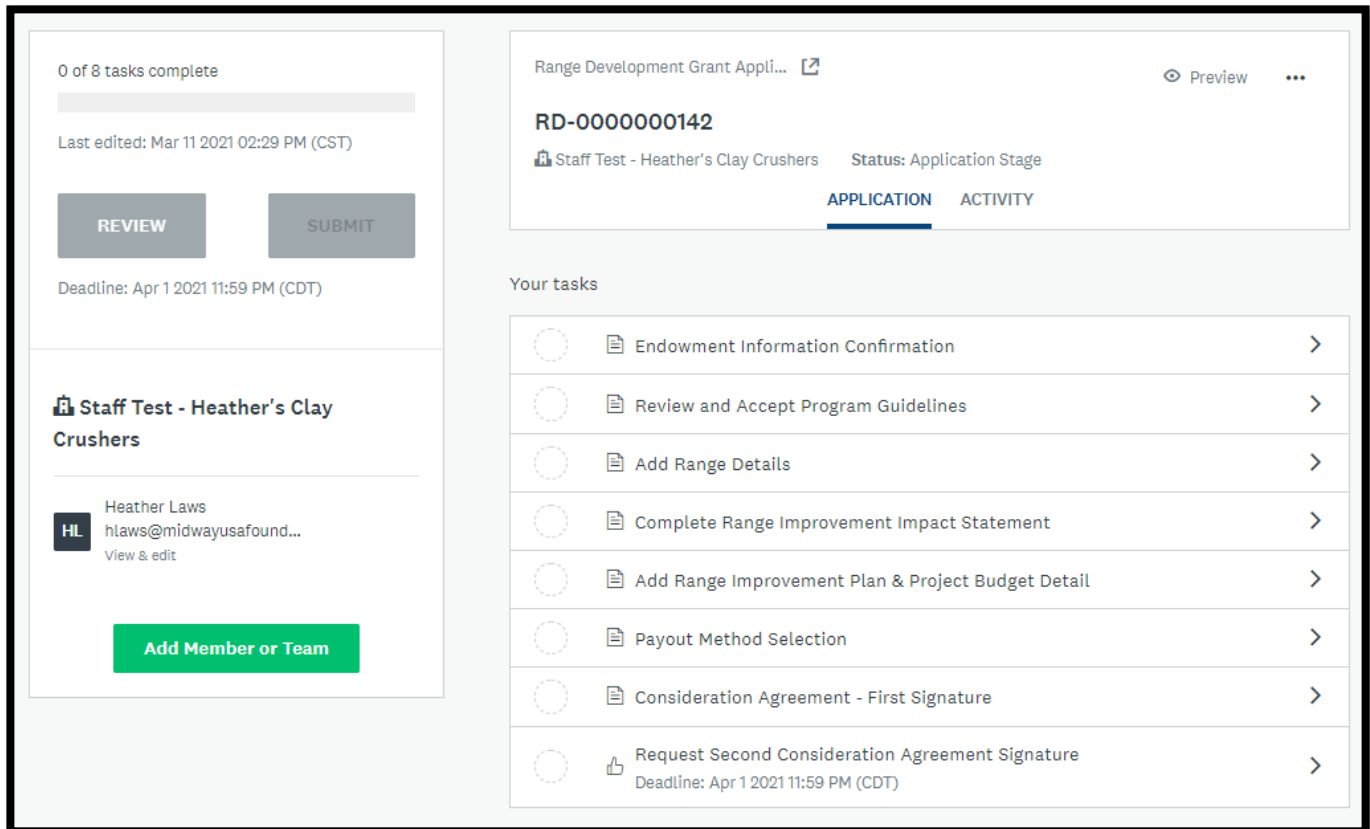


The screenshot shows an error message box with a yellow warning triangle icon. The text reads: 'Sorry, you are not eligible for this program'. Below this, the 'Opens' date is 'Mar 15 2021 06:00 AM (CDT)' and the 'Deadline' is 'Apr 15 2021 11:59 PM (CDT)'.

IMPORTANT: The individual user who starts the application, will default to be the **Owner** of the application. Only the **Owner** of an application may submit the application. See the [Application Glossary](#) for definition.

Completing a Task

Each application has a defined number of tasks to complete. Each task is set-up to collect applicable information relating to your cash grant request. You may complete tasks in any order, but you may not submit your application until all tasks are complete.



The screenshot displays a grant application overview for "Range Development Grant Appli..." with ID "RD-0000000142". The status is "Application Stage" and the applicant is "Staff Test - Heather's Clay Crushers". The interface includes a progress bar showing "0 of 8 tasks complete", a "REVIEW" button, a "SUBMIT" button, and a deadline of "Apr 1 2021 11:59 PM (CDT)". A list of tasks is provided, each with a status indicator (a dashed circle) and a right-pointing arrow:

- Endowment Information Confirmation
- Review and Accept Program Guidelines
- Add Range Details
- Complete Range Improvement Impact Statement
- Add Range Improvement Plan & Project Budget Detail
- Payout Method Selection
- Consideration Agreement - First Signature
- Request Second Consideration Agreement Signature (Deadline: Apr 1 2021 11:59 PM (CDT))

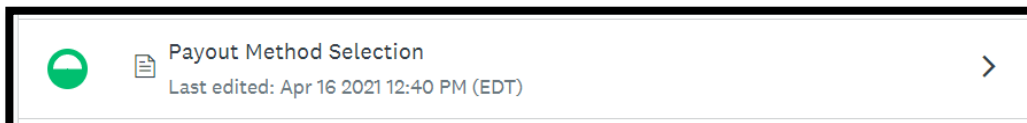
Tasks completion is noted by the following:

- 1) Blank dashed circle = **not started**



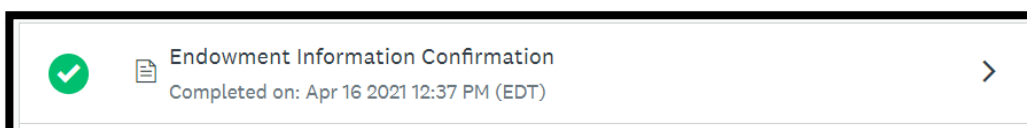
Sign Consideration Agreement - First Signature

- 2) Green half circle = **started but incomplete**

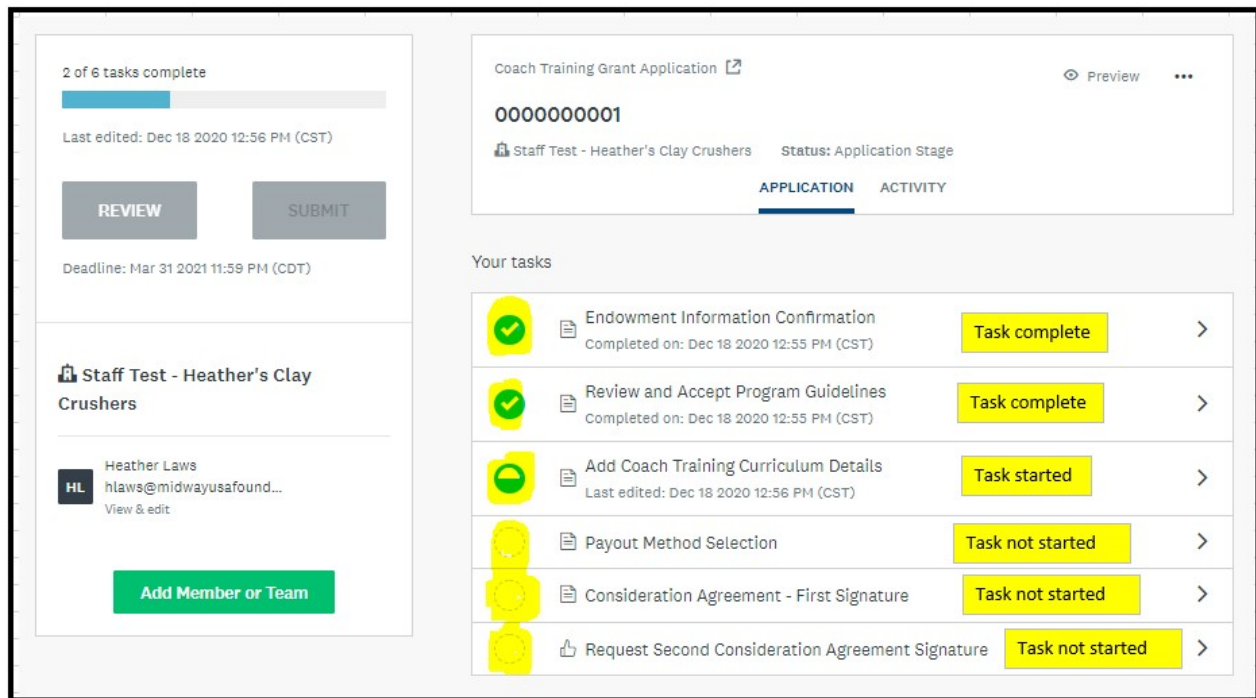


Payout Method Selection
Last edited: Apr 16 2021 12:40 PM (EDT)

- 3) Green circle with a check mark = **complete**



Endowment Information Confirmation
Completed on: Apr 16 2021 12:37 PM (EDT)

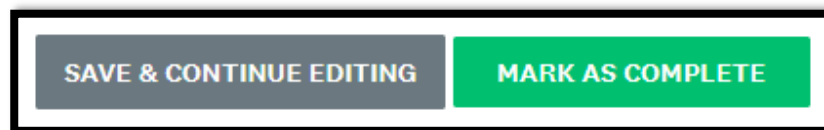


The screenshot displays the 'Coach Training Grant Application' interface. On the left, a progress bar shows '2 of 6 tasks complete'. Below this, there are 'REVIEW' and 'SUBMIT' buttons. The application ID is '0000000001' and the status is 'Application Stage'. The user is identified as 'Heather Laws' with the email 'hlaws@midwayusafound...'. A green 'Add Member or Team' button is visible at the bottom left.

The 'Your tasks' section lists the following tasks:

Task Name	Status
Endowment Information Confirmation Completed on: Dec 18 2020 12:55 PM (CST)	Task complete
Review and Accept Program Guidelines Completed on: Dec 18 2020 12:55 PM (CST)	Task complete
Add Coach Training Curriculum Details Last edited: Dec 18 2020 12:56 PM (CST)	Task started
Payout Method Selection	Task not started
Consideration Agreement - First Signature	Task not started
Request Second Consideration Agreement Signature	Task not started

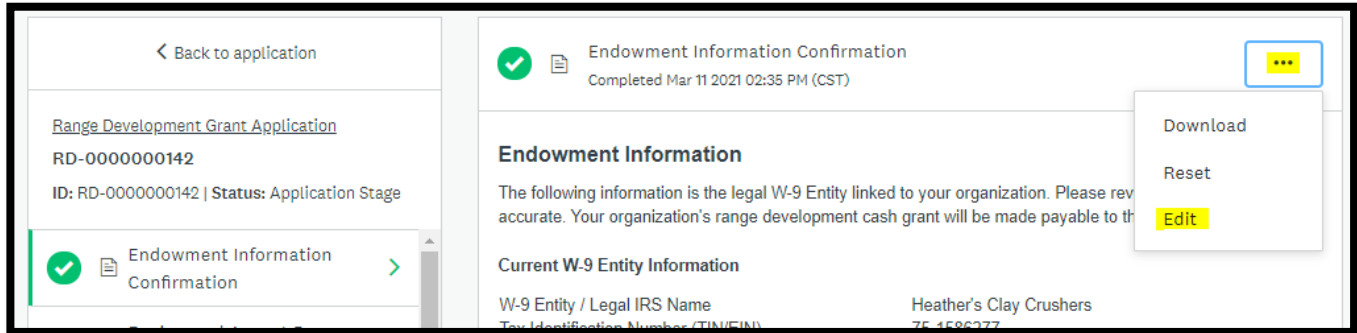
Once every question within a task has been completed, you are able to click the **Mark As Complete** button and the task will display a green circle with a check mark. You must mark all tasks as complete in order to submit your application. The **Submit** button will become available once all tasks are complete.



If you are not finished with your work, you may save your work by clicking **Save & Continue Editing**. The system allows you to work at your own pace. You are able to save your work and come back at a later time to complete the application. By clicking **Save & Continue Editing**, you may log out and return at your convenience to complete your application.

Editing a Completed Task

If a task is marked as complete but you need to make an edit, open the task, click on the ellipses in the upper right corner, and select **Edit**. This will reopen the task for editing; you will need to mark the task as complete when your edits are complete.



If you need to clear the entire task, open the task, click on the ellipses in the upper right corner, and select **Reset**. This will remove any saved work and mark the task as not started.

Gathering Signatures

All cash grants applications require **two unique individual** signatures from two different system users. For transparency, the signatories must be an active user within the system. Applications with incomplete, inaccurate, or conflicting signatures may result in the denial of your request.

Usually, the **first signature** is provided by the application **Owner**; or it may be provided by another profile member who has been added to the application.

There are **two (2) methods** for capturing the **second signature**. Each application provides guidance on how to determine the best method for capturing the required second signature.

First (1) method is the **Member, Internal Assistance** option; this option will allow a **Member** from your organization's profile to provide the second signature, as well as grant them access to assist with other application tasks; and has **two requirements**:

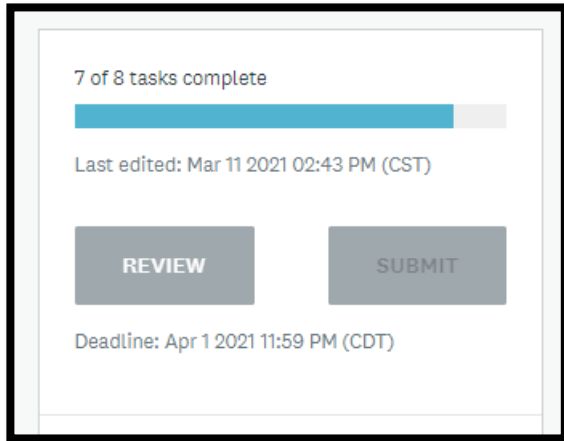
- 1) Individual must be an **existing member** on your organization's profile
 - a. See **How to add a Member to my organization's profile** for details instructions
 - b. To review current members of your profile, click **Manage organization** in the top right corner and select **Members**
- 2) Individual must be **added to the application**
 - a. See **How to add a Member to my application** for detailed instructions
 - b. This individual **must login** with their email and password to provide their signature

Second (2) method is the **Non-Member, External Assistance** option; this option utilizes the **Recommender** task and allows you to send a signature request to an individual who is **not a member** of your organization's profile. This individual's access will be limited to reviewing the application and providing the second signature on the Consideration Agreement.

Utilizing this option will automatically create a system user; and sends an email notice to the individual asking them to provide a signature on your application. Once the individual accepts your request, they will be prompted to create a password, if they have not used the system previously. See **How to request a second signature** for detailed instructions.

Submitting an Application

Once all application tasks have been marked as complete, the **Submit** button will become available. Only the **Owner** may submit a completed application. By clicking the **Submit** button, your application will be submitted for review. You will receive an email confirming your application's submission.



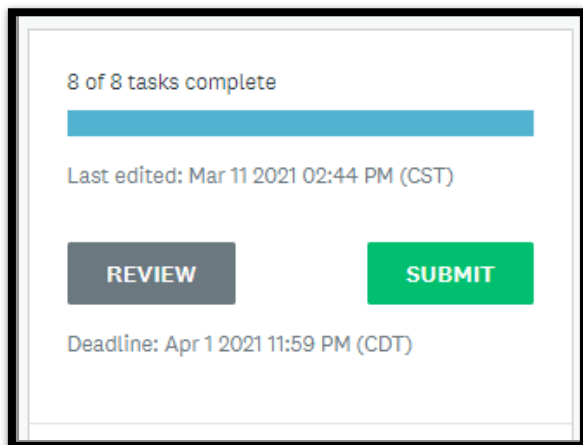
7 of 8 tasks complete

Last edited: Mar 11 2021 02:43 PM (CST)

REVIEW SUBMIT

Deadline: Apr 1 2021 11:59 PM (CDT)

< 7 of 8 tasks complete, **Submit** button not available



8 of 8 tasks complete

Last edited: Mar 11 2021 02:44 PM (CST)

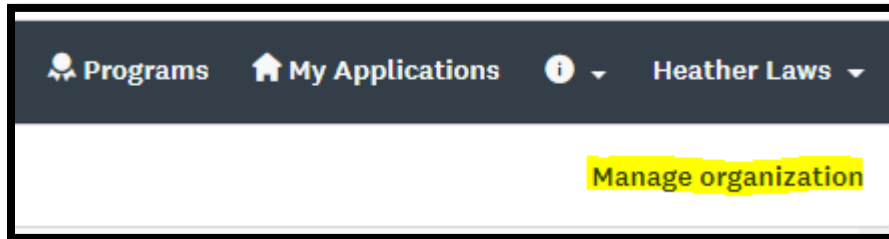
REVIEW SUBMIT

Deadline: Apr 1 2021 11:59 PM (CDT)

< 8 of 8 tasks complete, **Submit** button is available

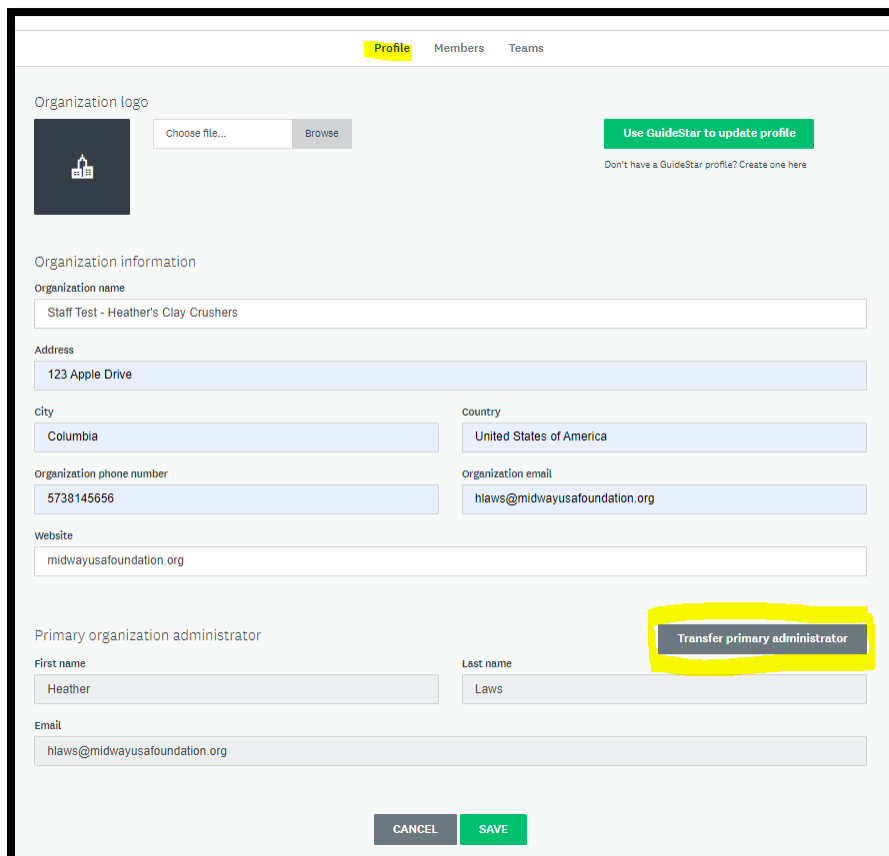
Organizational Profile Management

To view your organization's profile, click on **Manage organization** in the upper right corner.



The **Profile** tab lists basic organizational information and the **Primary administrator**. The **Primary administrator** is the owner of the organization's profile. This user has full administrative control over members and applications.

If you need to transfer ownership of the primary administrator role, the new primary must first be listed as a **Member** of the organization's profile. See [How to change the Primary administrator of my organization's profile](#) under the detailed instructions section.

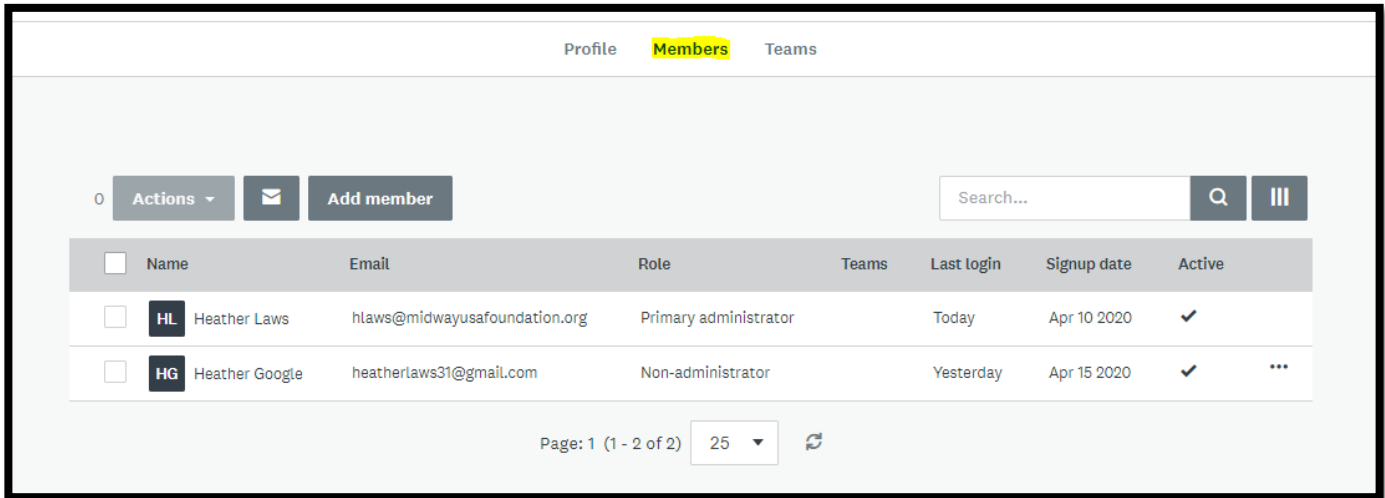


The screenshot shows the 'Profile' tab selected in a navigation bar. The main content area is titled 'Organization information' and contains several input fields:

- Organization logo:** A dark square icon with a house symbol, a 'Choose file...' button, and a 'Browse' button. A green button 'Use GuideStar to update profile' is also present, with a link 'Don't have a GuideStar profile? Create one here' below it.
- Organization name:** 'Staff Test - Heather's Clay Crushers'
- Address:** '123 Apple Drive'
- City:** 'Columbia'
- Country:** 'United States of America'
- Organization phone number:** '5738145656'
- Organization email:** 'hlaws@midwayusafoundation.org'
- Website:** 'midwayusafoundation.org'
- Primary organization administrator:**
 - First name:** 'Heather'
 - Last name:** 'Laws'
 - Email:** 'hlaws@midwayusafoundation.org'

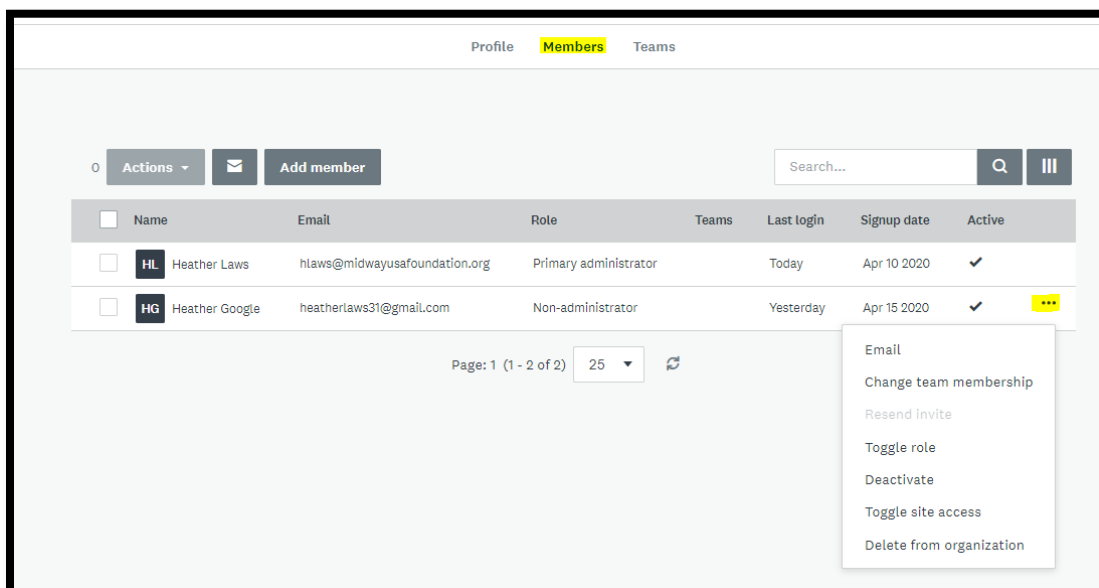
At the bottom right of the form, a button labeled 'Transfer primary administrator' is highlighted in yellow. At the bottom center, there are 'CANCEL' and 'SAVE' buttons.

The **Members** tab lists the users linked to your organization’s profile. The **Primary administrator**, or an **Administrator**, may add new **Members**, as well as manage user’s roles and their access to the organization’s profile. See the [User Glossary](#) for details on member roles and access.



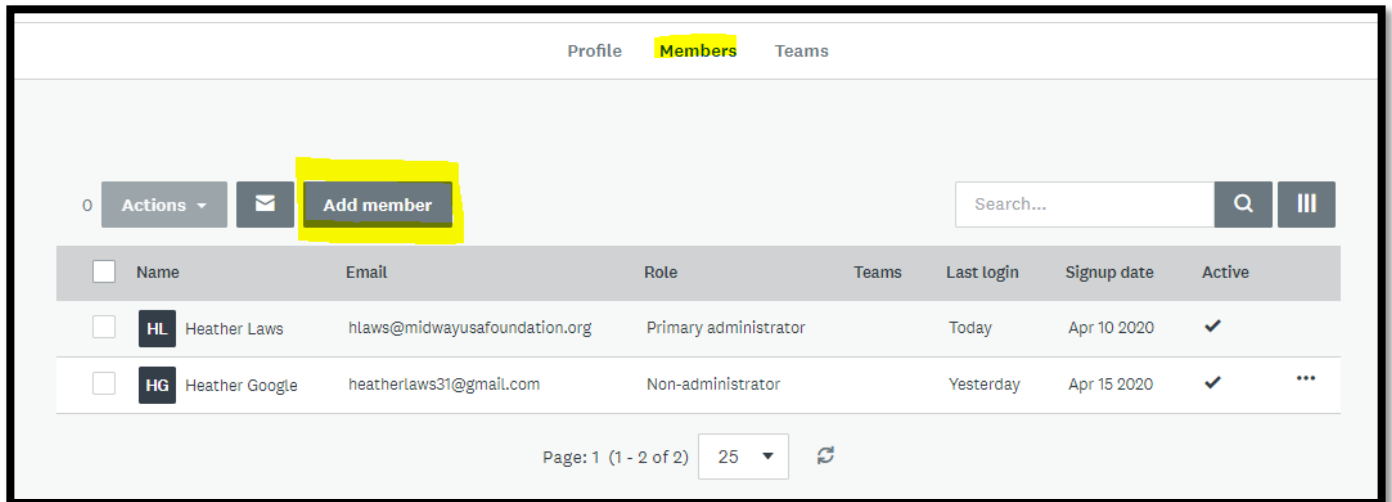
To edit an existing member’s role, click on the ellipses next to the member’s name and select the applicable option:

- **Toggle role** – change the member’s role to either **non-administrator** or **administrator**
- **Deactivate** – disable a user’s access to the profile
- **Toggle site access** – remove a user’s access to the profile
- **Delete from organization** – remove a user from the profile



Adding a New Member (User) to My Organization's Profile

Navigate to the **Members** tab of the profile under **Manage organization**; click **Add member**. A screen will become available for you to enter the new user's name and email address. See [How to add a Member to my organization's profile](#) under the detailed instructions section.



The screenshot shows the 'Members' tab selected in the navigation bar. Below the navigation bar, there are three buttons: 'Actions', an envelope icon, and 'Add member' (highlighted in yellow). To the right of these buttons is a search bar with a magnifying glass icon and a menu icon. Below the buttons is a table of members.

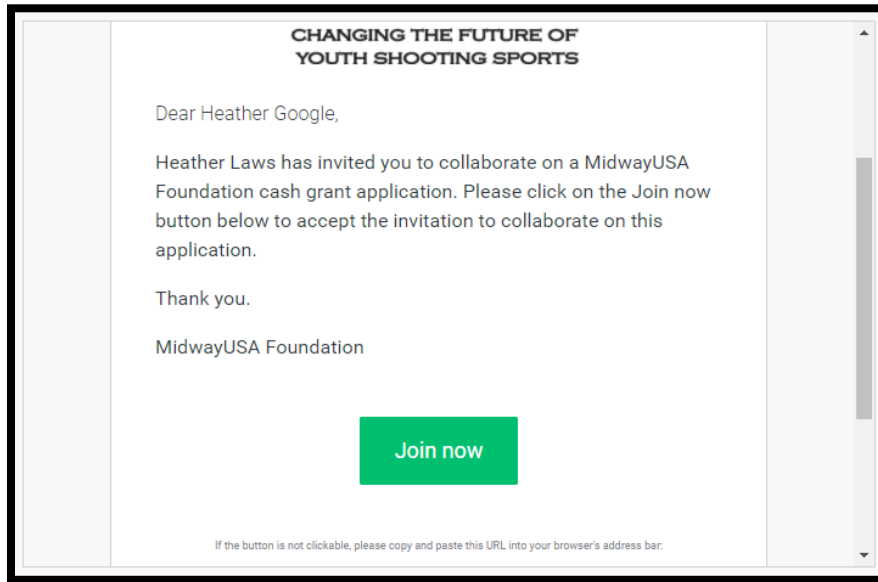
<input type="checkbox"/>	Name	Email	Role	Teams	Last login	Signup date	Active
<input type="checkbox"/>	HL Heather Laws	hlaws@midwayusafoundation.org	Primary administrator		Today	Apr 10 2020	✓
<input type="checkbox"/>	HG Heather Google	heatherlaws31@gmail.com	Non-administrator		Yesterday	Apr 15 2020	✓ ...

At the bottom of the table, there is a pagination control: 'Page: 1 (1 - 2 of 2)' with a dropdown menu set to '25' and a refresh icon.

Adding a new *Member* will generate an invitation email to not only join the system, but also your organization's profile. New users must click the link within their invite email to confirm access and verify their email address. Using this link prompts the new user to create a password and completes the creation of their user profile and their addition as a *Member* to your organization's profile.

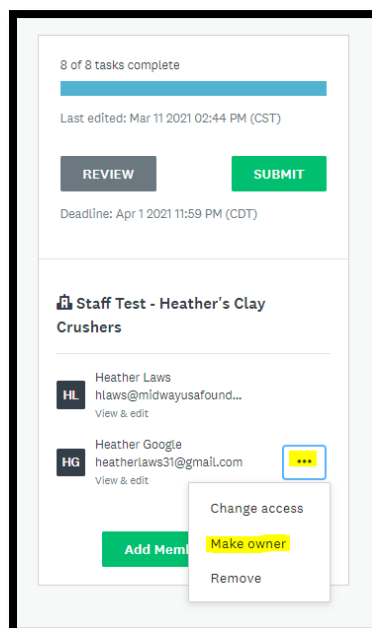
Adding a Member (User) to My Application

If you are the **Owner** of an application and you want assistance with completing application tasks or need to capture the second signature, you may add another profile member. Profile members added to an application become a **Collaborator** and receive an email notice indicating their newly added access to the application.



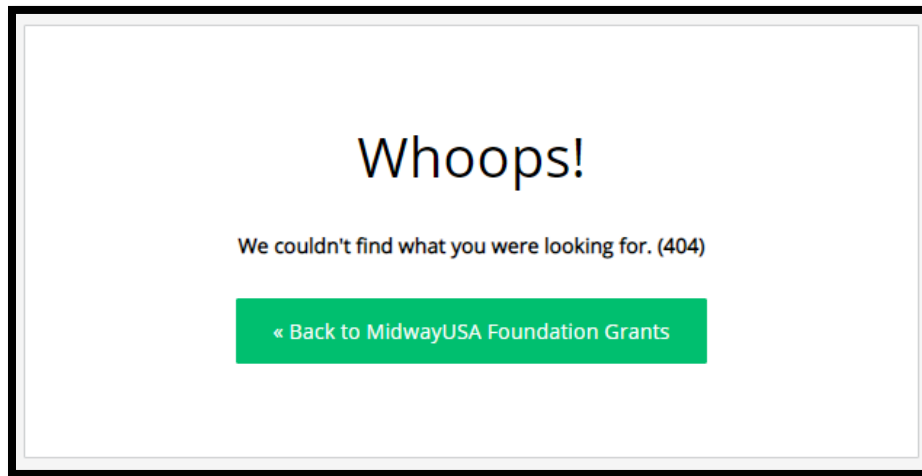
See [How to add a member to my application](#) under the detailed instructions section.

If you need to change the **Owner** of the application, open the application, click the ellipses next to the member's name, and select **Make owner**. This **Member** now will become the application owner and have the responsibility of submitting the application.



404 Errors

The grant system may alert you with a 404 error.



Below are common reasons for receiving a 404 error alert.

- When logging in:
 - Your access to the site may have been deactivated
 - You may not have been given the correct role or access when added to a profile
 - Two users are attempting to login on the same computer at the same time
- When viewing an application:
 - You are not the owner of the application or have not been given access to the application
 - You must be a primary administrator or an administrator to view an application started by another user
 - You must be listed on the application to view and/or edit tasks
- When switching between two organizational profiles:
 - Your access to the organization's profile may have been deactivated
 - You may not have been given the correct role or access when added to the profile

To resolve an error:

- First, clear your cache and browsing history
- Second, contact the **Primary administrator** of your organization's profile to confirm your user access
- Third, contact the Foundation for assistance; be sure to include as much detail as possible, including your *Endowment Name* and *Endowment ID*

FAQs

How do I know if my team or organization has access to the system?

- If your team or organization has received a cash grant in 2020 or later, your team or organization has access. You may contact the Foundation to confirm your team or organization's access and the **Primary administrator** for your organization's profile.

How do I know if I have user access to the system?

- If you have previously logged into the system, you have access. Once you have been granted access, it will remain intact until you are removed from the site. Removal from the site may occur if you are no longer active with the endowment holding organization.

How do I login to the system?

- Visit any one of our Cash Grant Program pages on our website. A **Login** button is available on each grant program page. You may also go directly to the login page utilizing the following URL:
<https://musaf.smapply.org/acc/l/>

How do I know if my grant application was submitted?

- You may view the status of your grant application by logging in and viewing the application. The status of your application will be posted in the **Status** section of an open application.

How do I know if my grant application was approved?

- Notification of approval will be sent via email to the application owner. Applications are approved by the MidwayUSA Foundation Board of Directors or MidwayUSA Foundation staff. Your application will be marked as **Awarded** and you will subsequently be able to view the details of your cash grant award by logging in and viewing the application.

Where do I go to check on the status of my grant application?

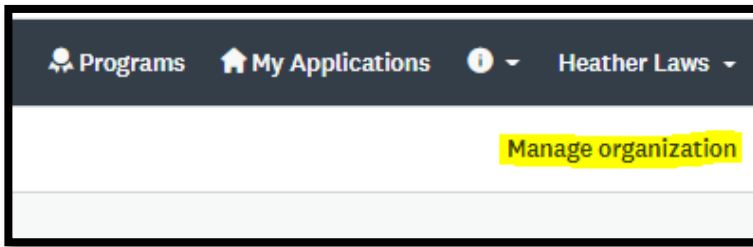
- You may view the status of your cash grant application by logging in and viewing the application. The status of your application will be posted in the **Status** section.

How do I know if my team or organization is eligible to apply for a cash grant?

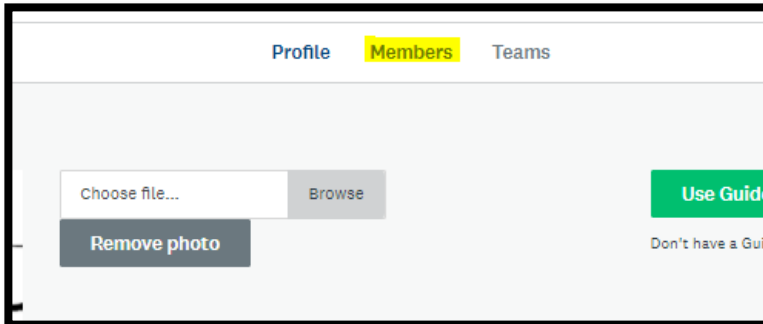
- The Foundation regularly sends out email communication to all eligible organizations prior to every program launch. All endowment contacts are included in the initial program launch email communication.
- You may also view your organization's **Eligible Programs** through the system by clicking on **Programs**. If your organization is eligible to apply, you will see the program listed.

How to add a Member to my organization's profile  Video link

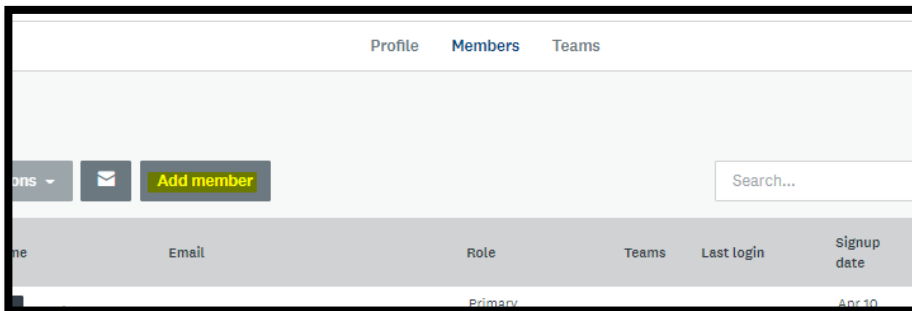
1. Click on **Manage organization** (upper right corner)



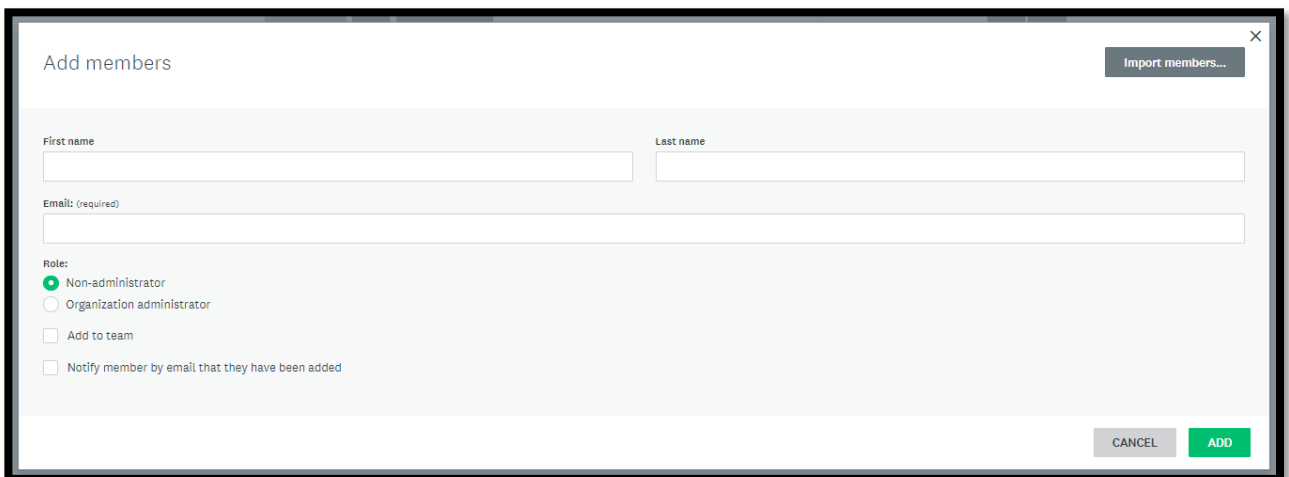
2. Click on **Members** at the top of the page



3. Click on **Add member**



4. A window will appear with fields to add the new user's *First Name, Last Name, and Email Address*



5. Select/toggle the **Role** as **Non-administrator** or **Organization administrator**
(see below for *role permissions and access descriptions*)

First name

Email: (required)

Role:

Non-administrator

Organization administrator

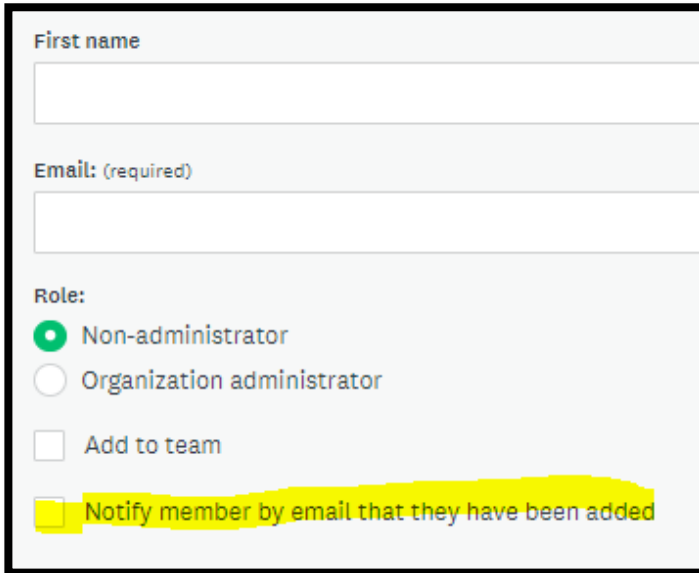
Add to team

Notify member by email that they have been added

Role Permissions and Access Descriptions

Member Type	Description
Primary Administrator	<p>This is the organization member that initially creates the Organization and has full administrative control over the organization's members and applications. They will be able to transfer ownership of the organization, as well as edit and remove members of the organization at any time.</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>NOTE: They will be the primary contact for that organization.</p> </div>
Administrator	<p>These members have similar control over the organization's members and applications as the Primary Administrator. However, they will only be able to edit and remove non-administrative members, or inactive Administrators.</p>
Non-Administrative Members	<p>These members will be able to edit applications on behalf of the organization but will not have access to manage the organization's profile and members. They will also not be able to create or submit applications for an organization.</p>

6. Check **Notify member by email that they have been added** (this ensures an email notice is sent and starts the process of creating a new system user)



First name

Email: (required)

Role:

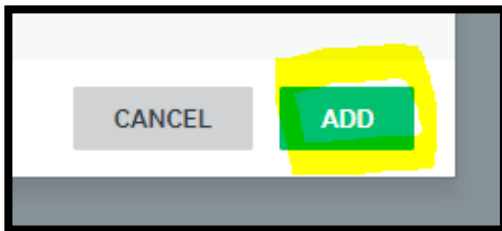
Non-administrator

Organization administrator

Add to team

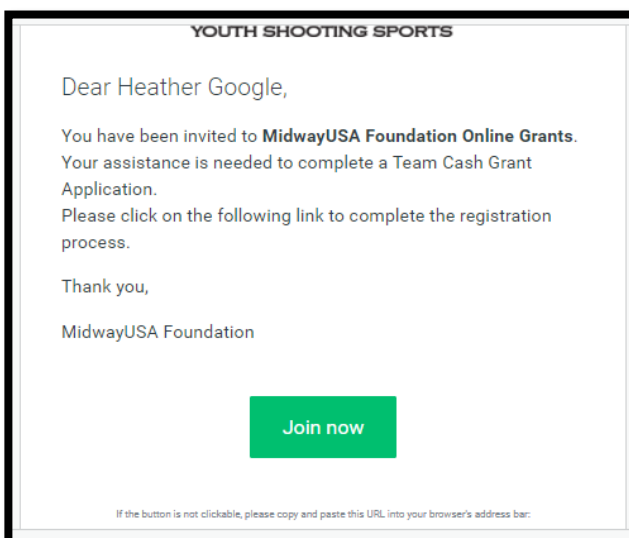
Notify member by email that they have been added

7. Click the **Add** button



CANCEL ADD

8. An invitation email will be sent to the individual to join the system, as well as your organization's profile



YOUTH SHOOTING SPORTS

Dear Heather Google,

You have been invited to **MidwayUSA Foundation Online Grants**. Your assistance is needed to complete a Team Cash Grant Application. Please click on the following link to complete the registration process.


Thank you,

MidwayUSA Foundation

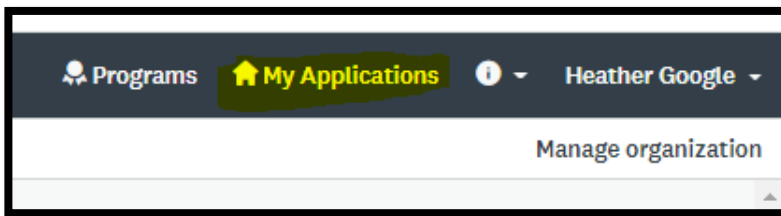
Join now

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

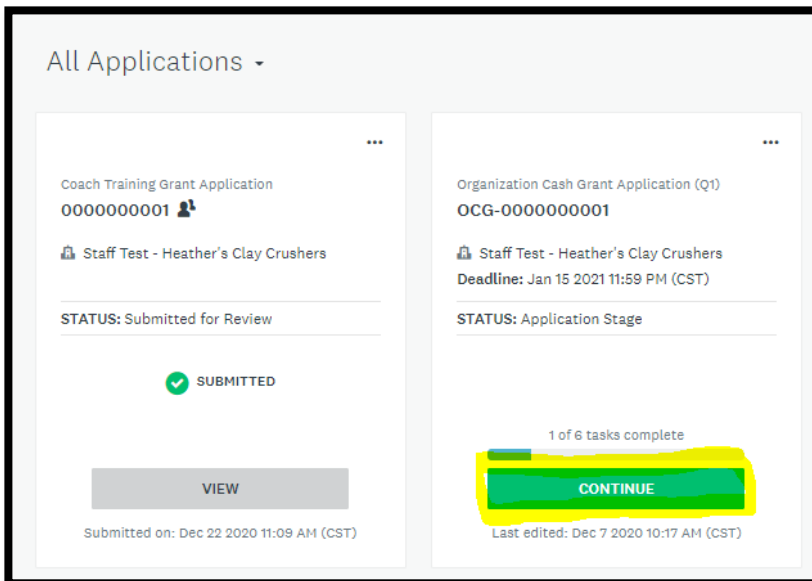
9. Be sure to communicate with this new user to be on the lookout for their invitation email (*If it is not in their inbox, it may be in their spam/junk folder*). New users must use the link within their invitation email to verify their email address, activate their user profile, and create a password.

How to add a Member to my application  **Video link**

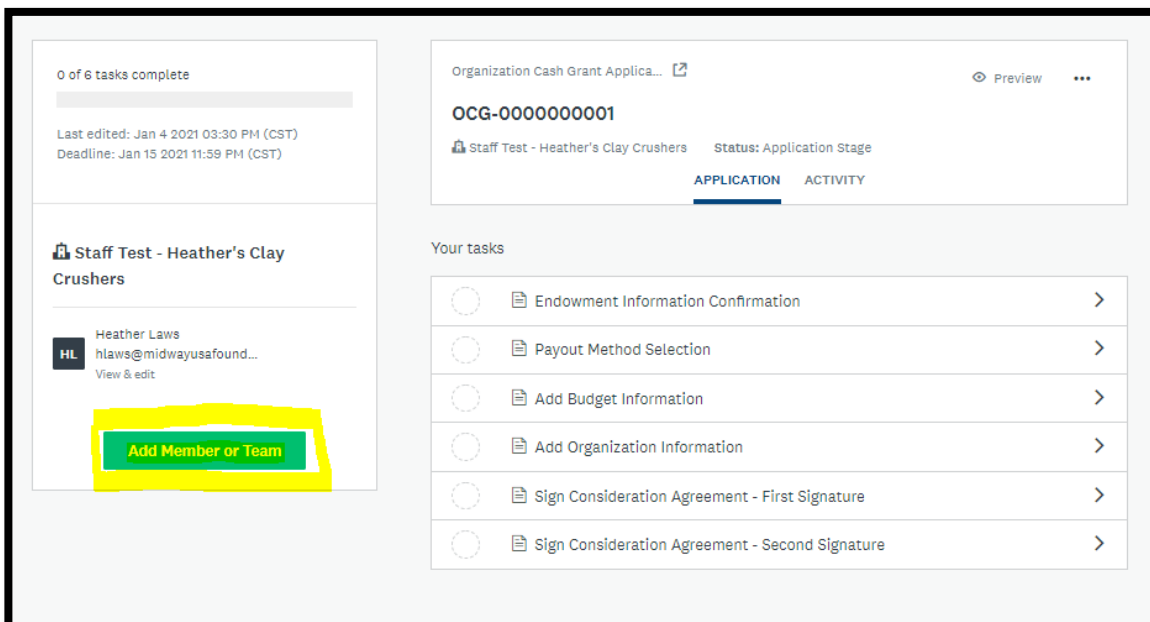
1. Click on **My Applications** (upper right corner)



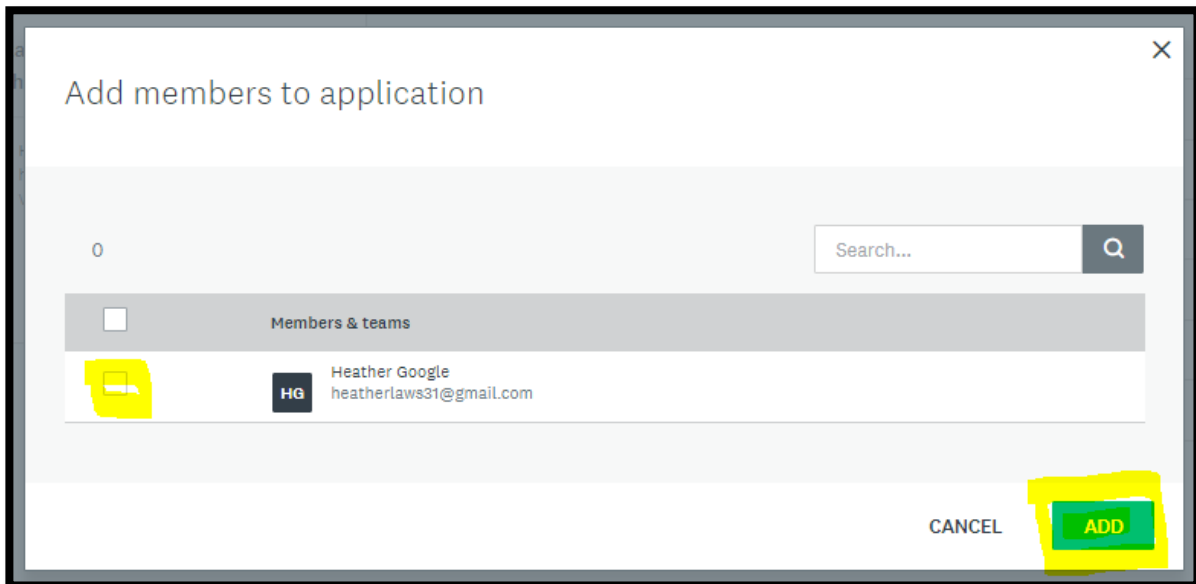
2. Click **Continue** or **View** to open the applicable application



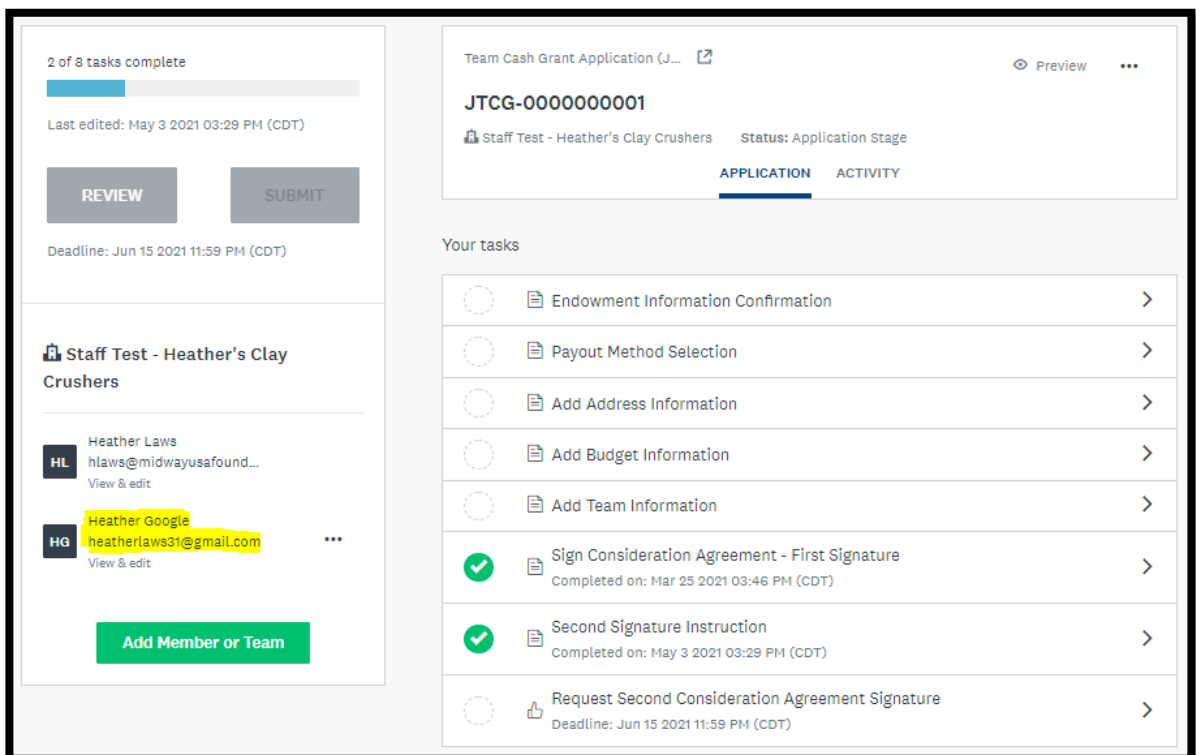
3. Click on **Add Member or Team** and a window will appear to select the applicable *Member*



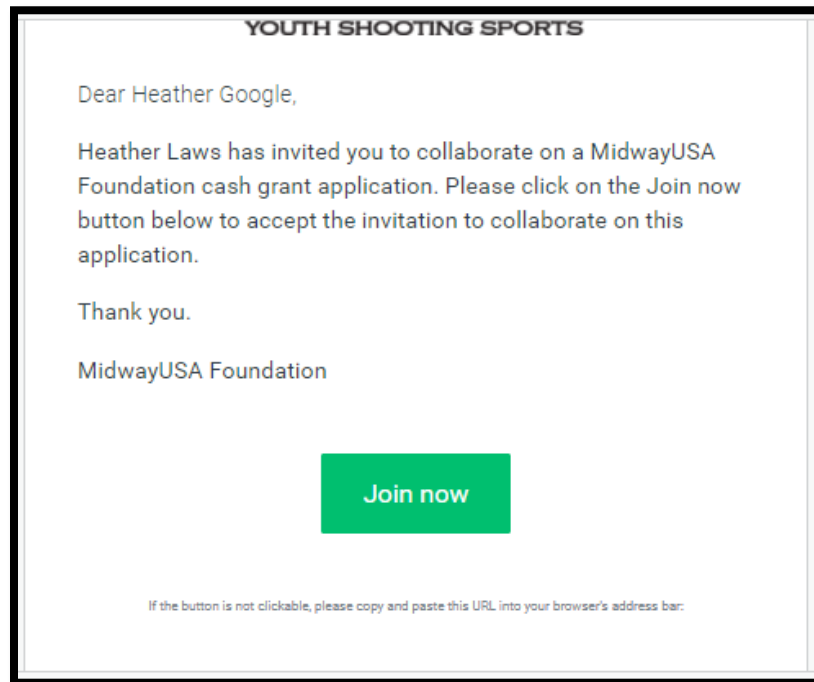
4. Check the box next to the *Member's* name and click **Add**



5. You have successfully added another *Member* when they are listed under the application *Owner*



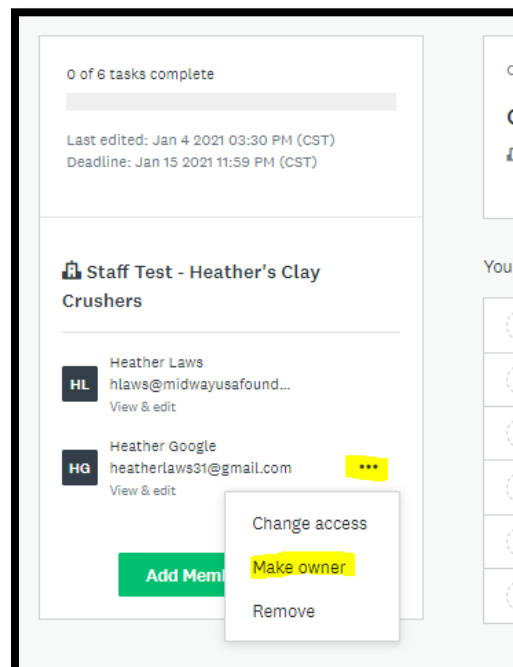
6. This *Member* will receive an email notice to collaborate on your application



If this individual is new to the system, they will be prompted to create a password.

If they are an existing system user, they will be prompted to login with their previously created password.

If you need to make this member the **Owner** of the application, click on the ellipses and select **Make owner**.



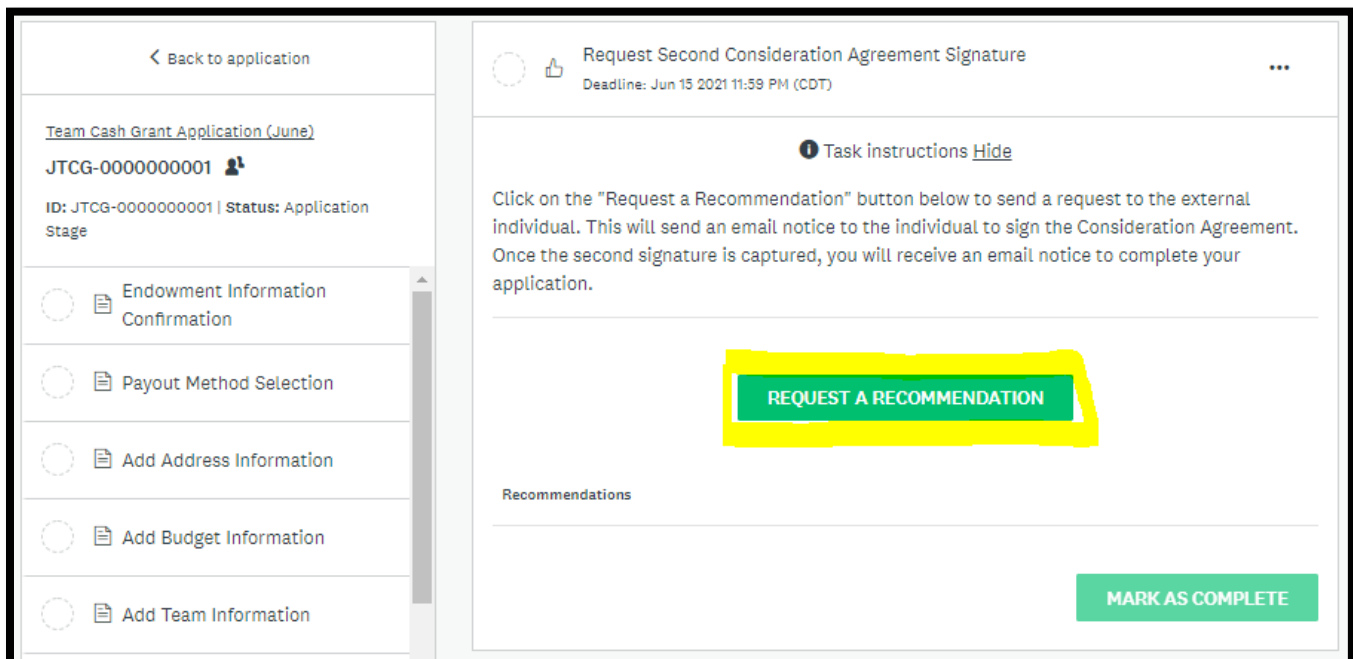
How to request a second signature Video link

Below are detailed instructions on how to utilize the **Non-Member, External Assistance** option, the **Recommender** task, to gather your application's second signature

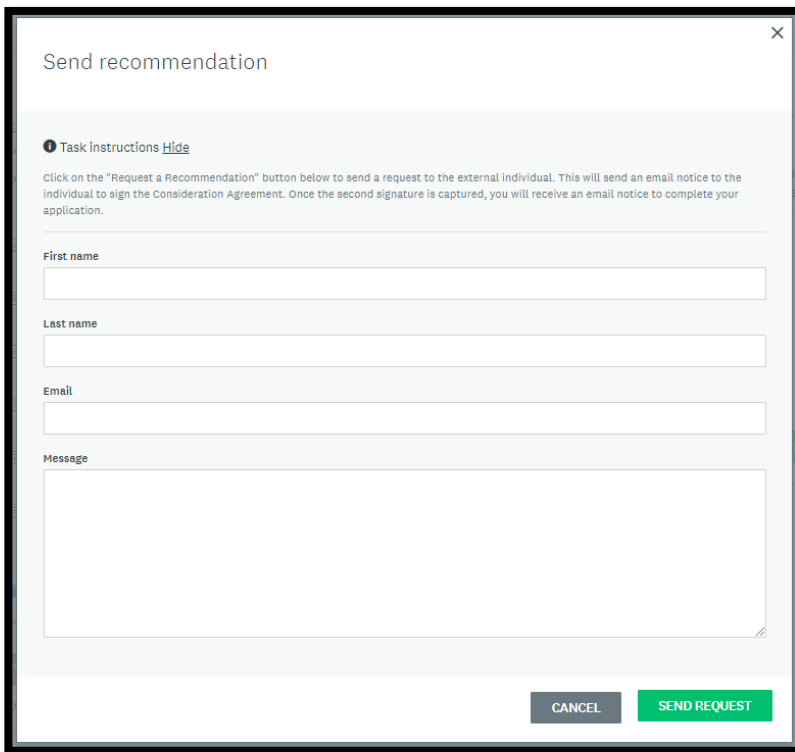
1. Open the **Request Second Consideration Agreement Signature**



2. Click on the **Request A Recommendation** button

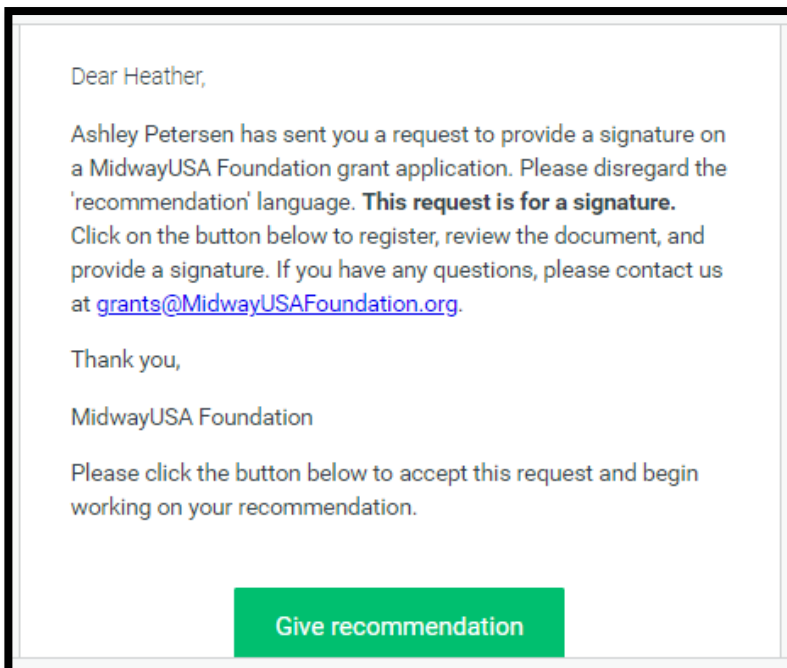


3. A new screen will appear for you to type in the individual's **First name**, **Last name**, and **Email** address
Optional: You may include a personal message under the **Message** section



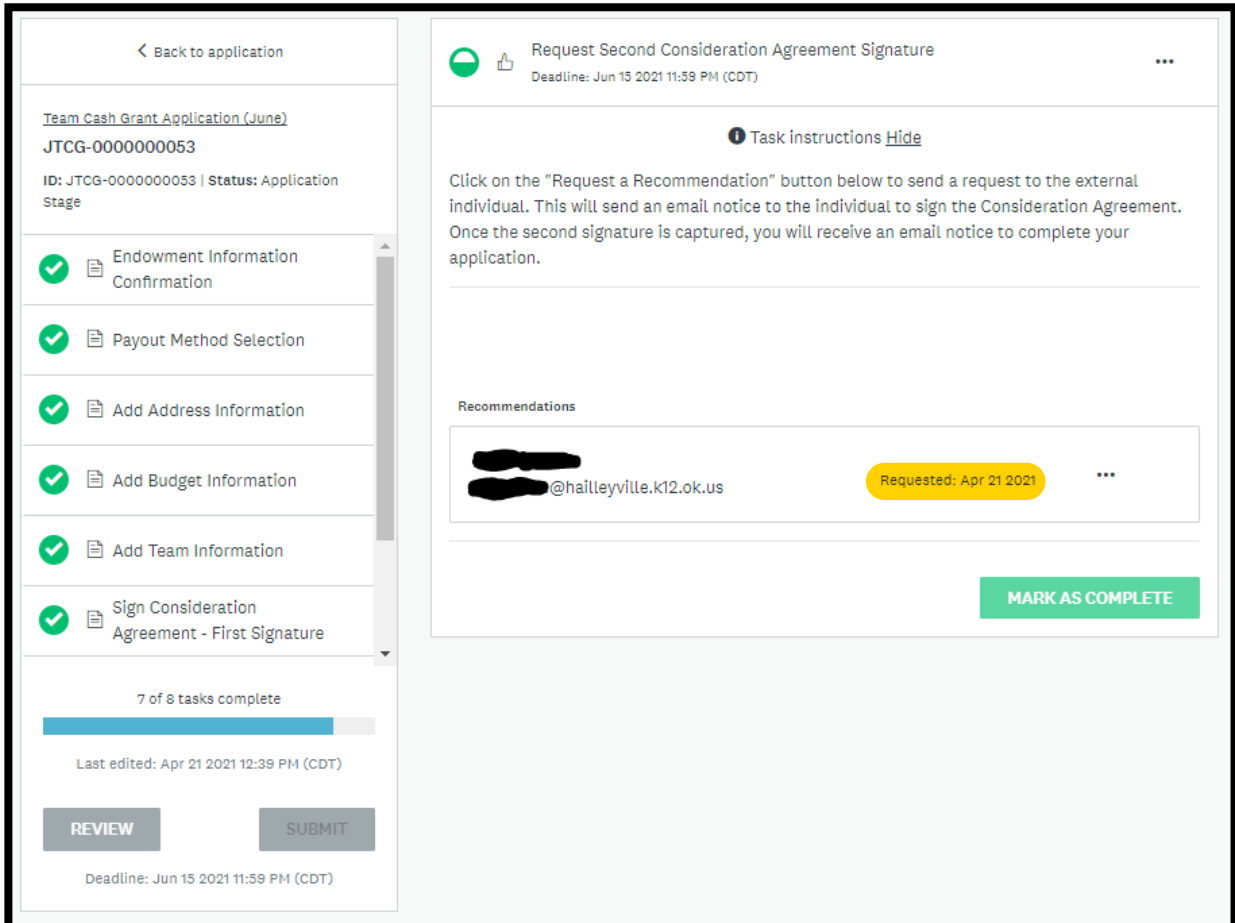
The screenshot shows a web form titled "Send recommendation" with a close button (X) in the top right corner. Below the title is a section for "Task instructions" with a "Hide" link. The instructions state: "Click on the 'Request a Recommendation' button below to send a request to the external individual. This will send an email notice to the individual to sign the Consideration Agreement. Once the second signature is captured, you will receive an email notice to complete your application." The form contains four input fields: "First name", "Last name", "Email", and "Message". At the bottom of the form are two buttons: "CANCEL" and "SEND REQUEST".

4. Click **Send Request**
5. An email request for their signature will be sent to the email address provided



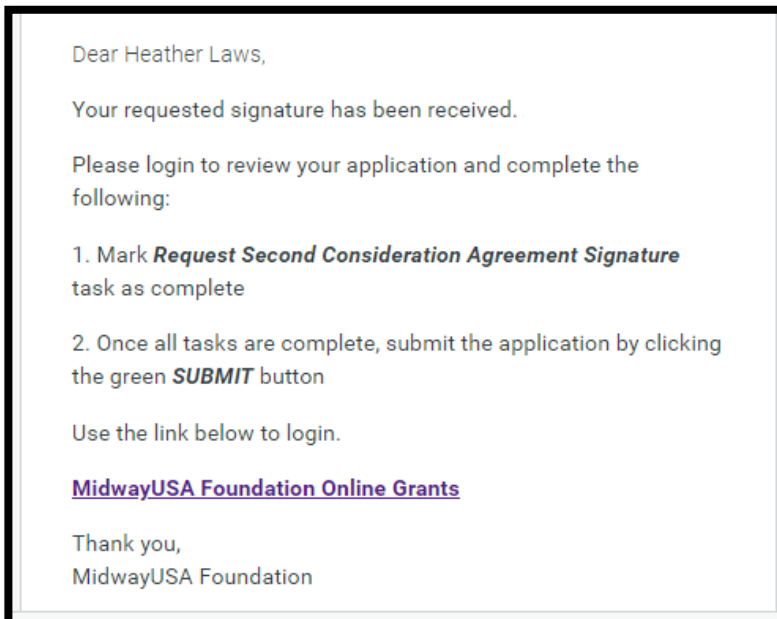
The screenshot shows an email message. The recipient is "Heather". The sender is Ashley Petersen, who has sent a request to provide a signature on a MidwayUSA Foundation grant application. The email text reads: "Ashley Petersen has sent you a request to provide a signature on a MidwayUSA Foundation grant application. Please disregard the 'recommendation' language. **This request is for a signature.** Click on the button below to register, review the document, and provide a signature. If you have any questions, please contact us at grants@MidwayUSAFoundation.org. Thank you, MidwayUSA Foundation. Please click the button below to accept this request and begin working on your recommendation." At the bottom of the email is a green button labeled "Give recommendation".

6. Once your request has been sent, you will see a requested date within the task



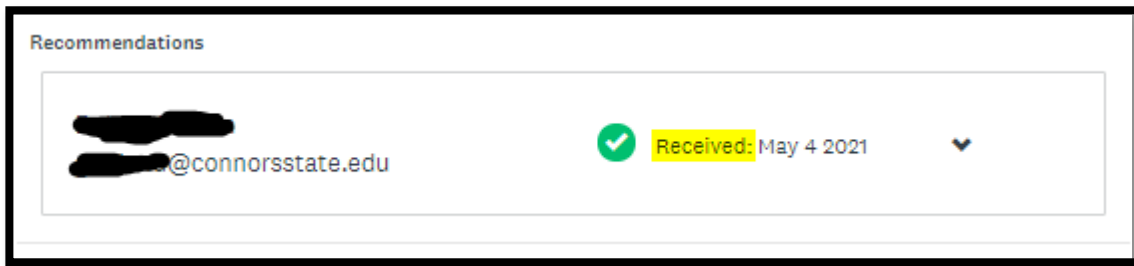
The screenshot displays a task management interface. On the left, a sidebar shows a list of tasks for a 'Team Cash Grant Application (June)' with ID 'JTCG-0000000053'. The tasks are: Endowment Information Confirmation, Payout Method Selection, Add Address Information, Add Budget Information, Add Team Information, and Sign Consideration Agreement - First Signature. A progress bar indicates '7 of 8 tasks complete'. Below the list are 'REVIEW' and 'SUBMIT' buttons, and a deadline of 'Jun 15 2021 11:59 PM (CDT)'. The main content area shows the selected task: 'Request Second Consideration Agreement Signature' with a deadline of 'Jun 15 2021 11:59 PM (CDT)'. It includes 'Task instructions' and a 'Recommendations' section with one entry: a redacted name and email '@hailleyville.k12.ok.us' with a 'Requested: Apr 21 2021' status. A 'MARK AS COMPLETE' button is visible at the bottom right.

7. You will receive an email notice once the second signature has been captured



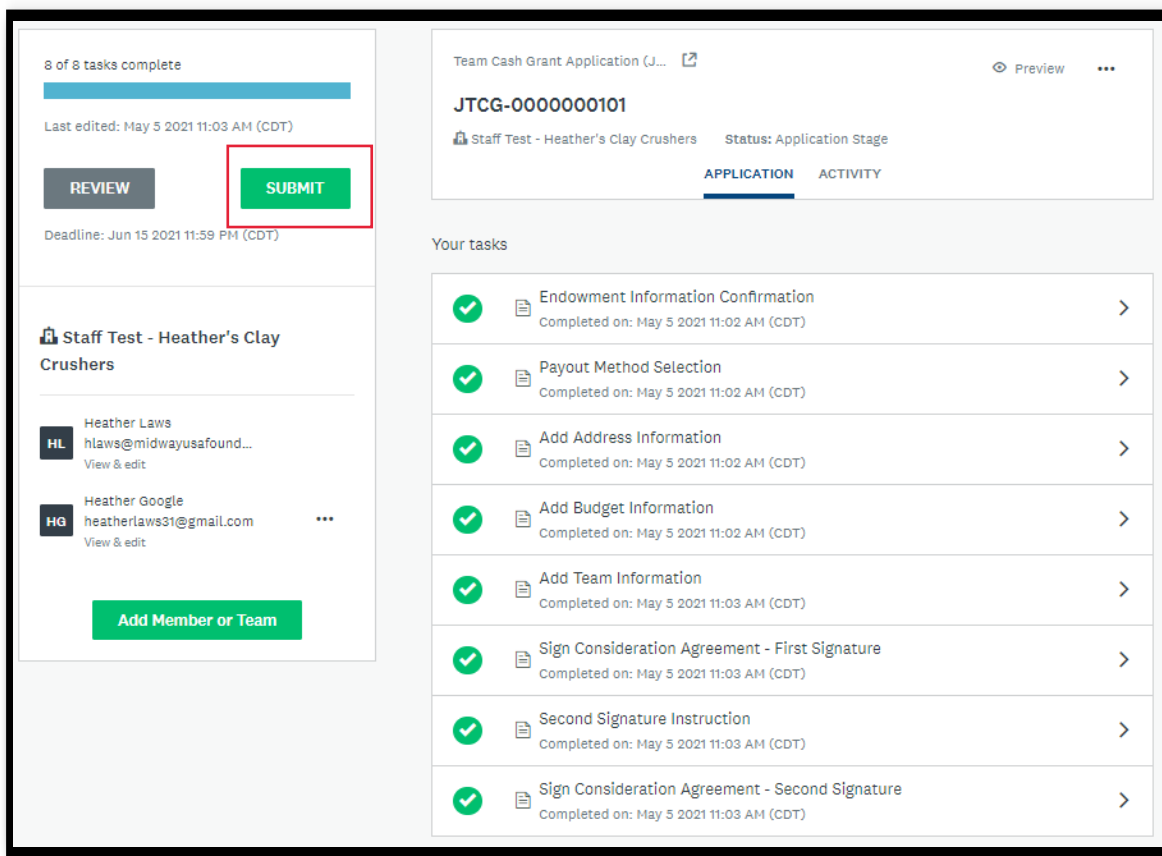
The screenshot shows an email notification. The recipient is Heather Laws. The message states: 'Your requested signature has been received. Please login to review your application and complete the following: 1. Mark **Request Second Consideration Agreement Signature** task as complete 2. Once all tasks are complete, submit the application by clicking the green **SUBMIT** button Use the link below to login. [MidwayUSA Foundation Online Grants](#) Thank you, MidwayUSA Foundation'.

8. Login to review the signature task; it will note with a received date



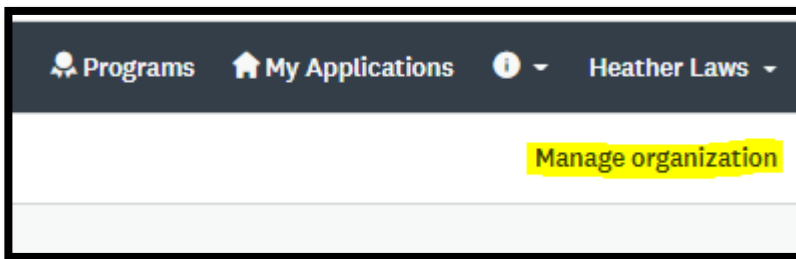
9. Mark this task as complete

10. Once all application tasks are complete, the **Submit** button will become available

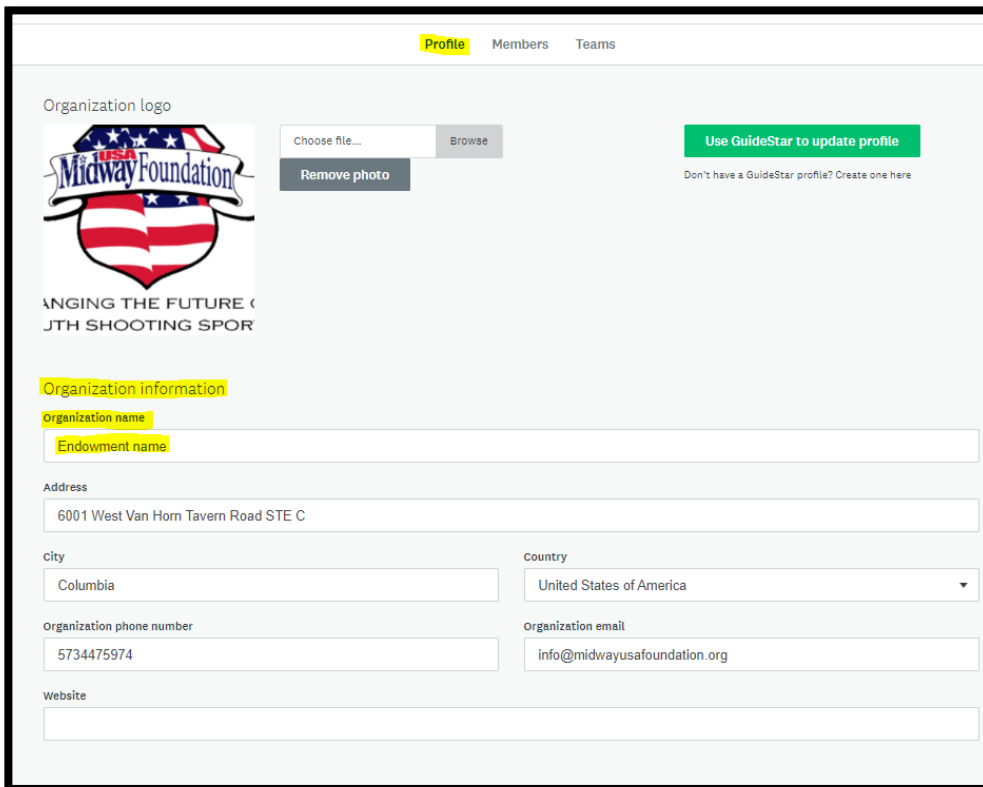


How to change the name of my organization's profile Video link

1. Click on **Manage organization** (upper right corner)



2. Edit the **Organization name** under the **Organization information** section



The screenshot shows the 'Organization information' section of the profile edit page. The 'Organization name' field is highlighted in yellow. Other fields include 'Endowment name', 'Address', 'City', 'Country', 'Organization phone number', 'Organization email', and 'Website'. The 'Organization logo' section shows the MidwayUSA Foundation logo and a 'Use GuideStar to update profile' button.

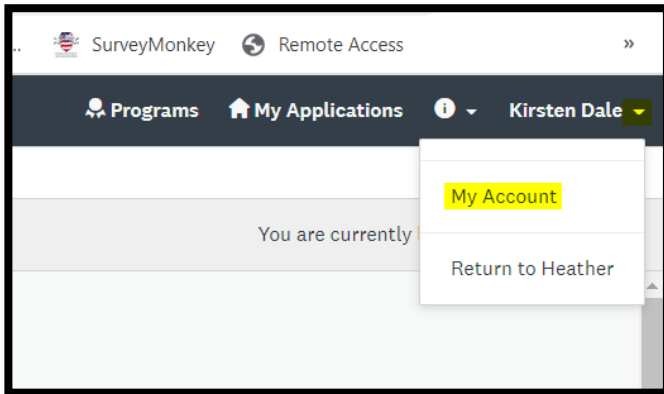
3. Click **Save** at the bottom of the page

IMPORTANT: If you change the name of your endowment, you must update your organization's profile name to reflect your updated endowment name.

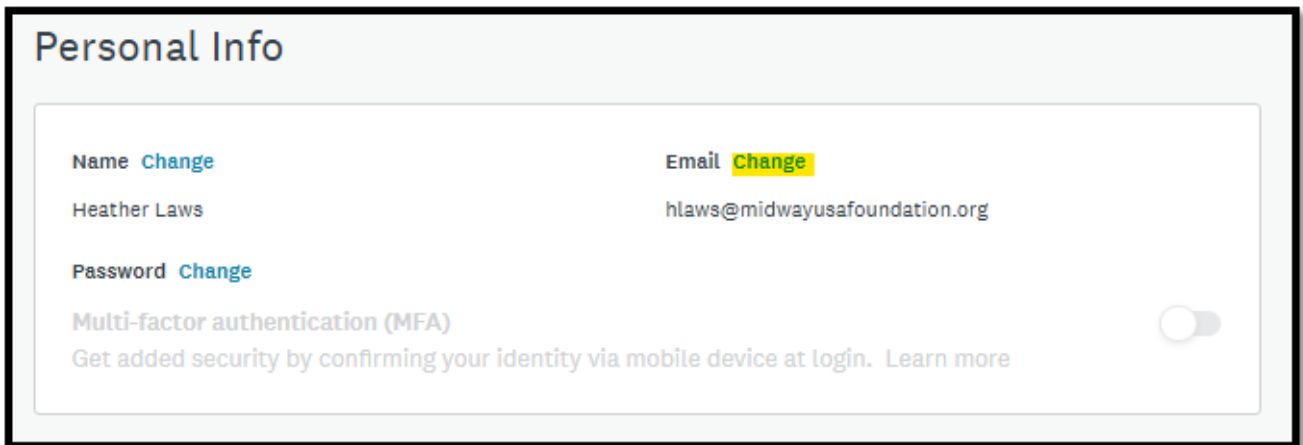
Ideally, your organization's profile name will match your endowment name.

How to change my email address Video link

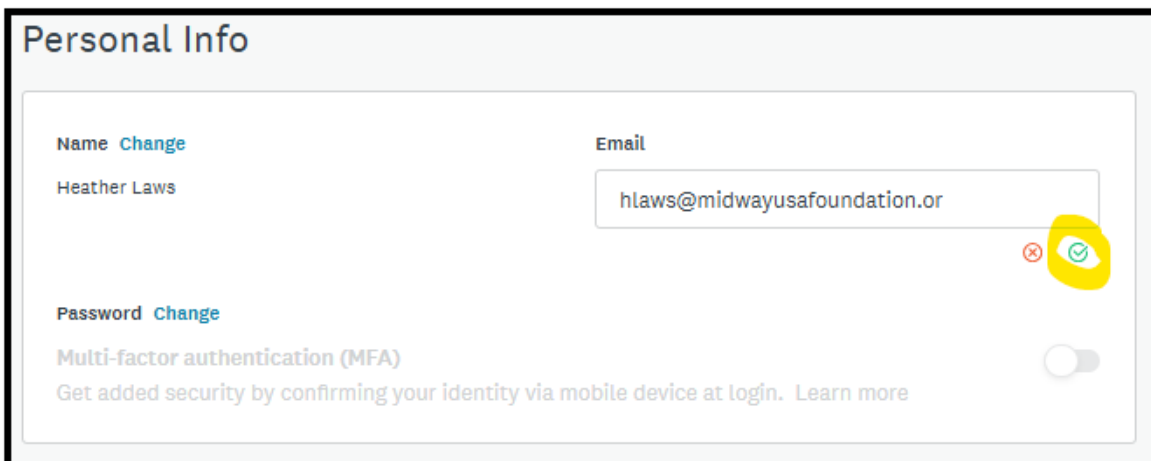
1. Open your user profile by clicking on your name, then **My Account** (upper right corner)



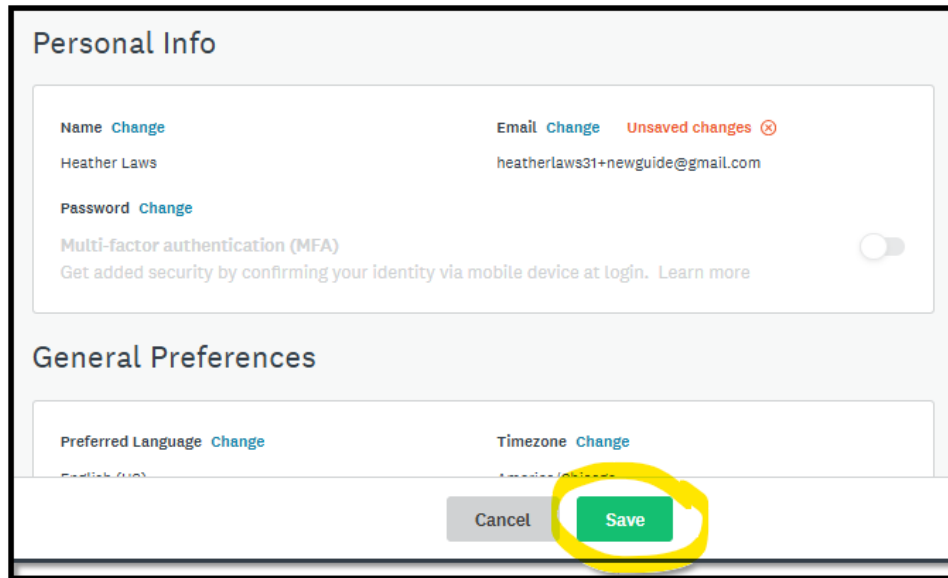
2. Under Personal Info, click **Change** next to **Email**, and type the new email address



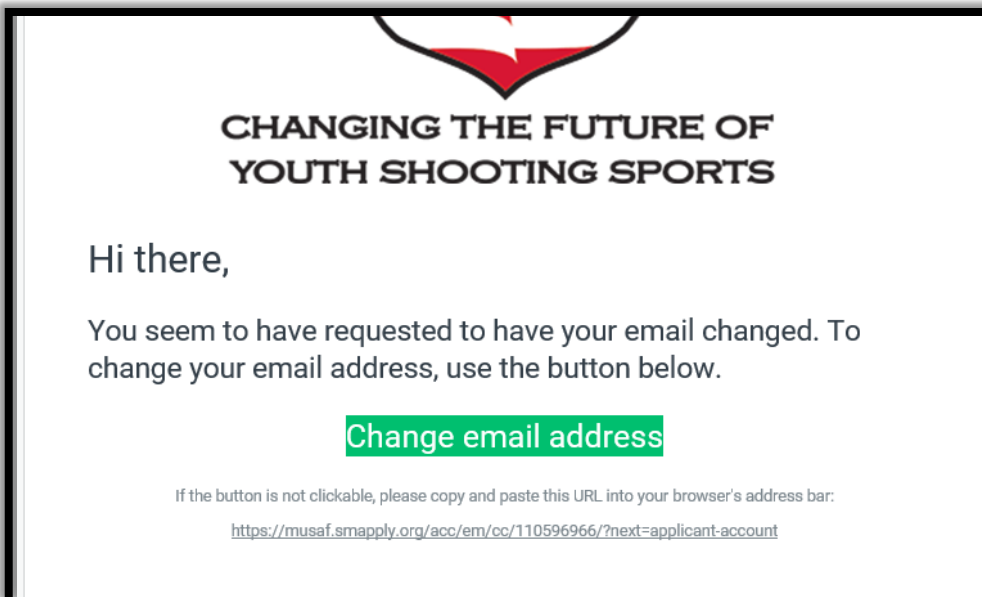
3. Click the green check mark to save the new email address



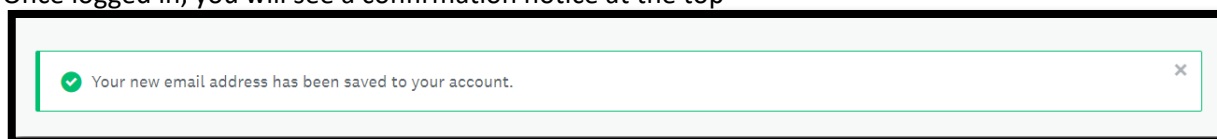
Click Save at the bottom of the page



An email will be sent to the newly designated email address with a link to confirm the update, click the **Change email address** button



5. You will be taken to a login screen, **use your original email address and password to login**
6. Once logged in, you will see a confirmation notice at the top

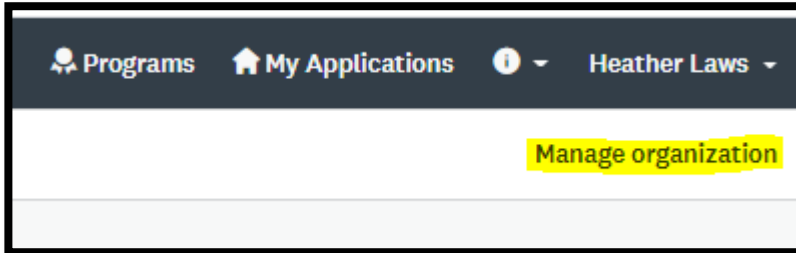


7. You will use your new email address for future logins

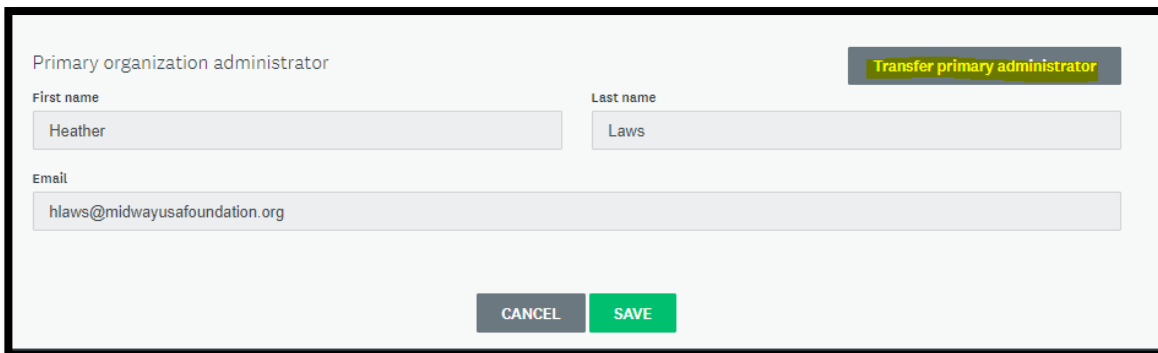
How to change the Primary administrator of my organization's profile



1. Click on **Manage organization** (upper right corner)



2. Click on the **Transfer primary administrator** button



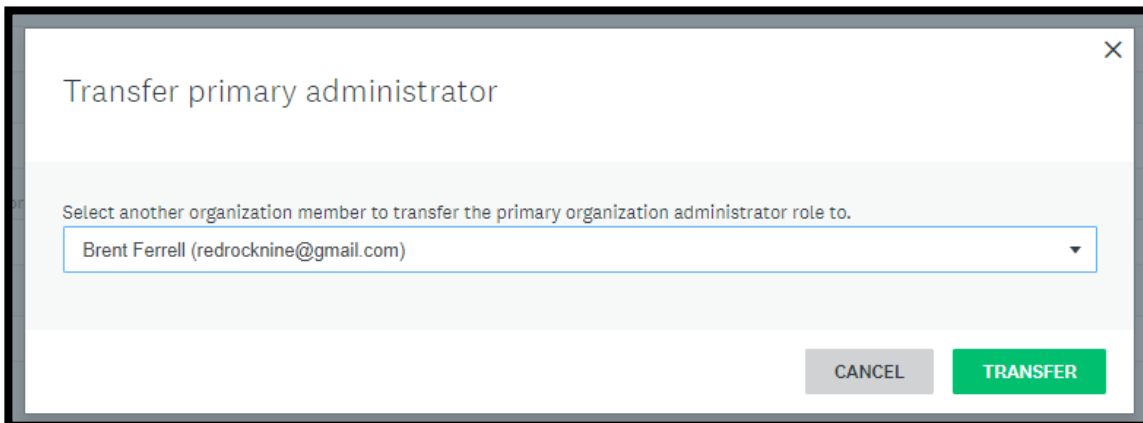
Primary organization administrator

First name: Heather Last name: Laws

Email: hlaws@midwayusafoundation.org

CANCEL SAVE

3. A window will appear with a list of profile members (note: the new **Primary administrator** must be an existing **Member** of your organization's profile in order to transfer the profile ownership, see [How to add a Member to my organization's profile](#)).



Transfer primary administrator

Select another organization member to transfer the primary organization administrator role to.

Brent Ferrell (redrocknine@gmail.com)

CANCEL TRANSFER

4. Select the **Member** you want to receive the primary administrator role
5. Click **Transfer**

Application Glossary

- **All Programs** – cash grant applications
- **Eligible Programs** – qualified to start and submit a cash grant application
- **All Applications** – open applications in progress, submitted, awarded, or declined
- **Application Guidelines** – notes eligible organizations, minimum qualifications, program specifics/requirements, and program policy details
- **My Applications** – applications in progress, submitted, awarded, or declined
- **Owner** – user with ownership of an application. It defaults to the user that starts an application. Ownership is required to submit an application. Ownership may be transferred.
- **Collaborator** – user added to an application
- **Tasks** – application section with questions to collect applicant information
- **Mark As Complete** – records a task as finished when all task questions have been answered. You may save your work and can complete the task later by clicking *Save and Continue Editing*. All tasks must be marked as complete in order to submit your application.

User Glossary

- **User Profile** – overview of the user’s role(s), applications, and preferences
 - User roles:
 - **Applicant** role – view, start, and submit applications
 - **Recommender** role – provide a second signature on an application
- **Organizational Profile** – represents one endowment and its basic information
 - **Manage organization** – manage users of an organizational profile
 - **Members** – users with access to the organizational profile
 - Member roles:
 - **Primary administrator** – owner of the organization’s profile. This member will have full administrative control over the organization's members and applications. This member can transfer ownership of the organization and may edit and remove members of the organization at any time. Also referred to as the Primary Grant Contact by MidwayUSA Foundation staff.
 - **Administrator** – has similar control over the organization's members and applications as the Primary Administrator. However, they will only be able to edit and remove non-administrative members and inactivate other Administrators.
 - **Non-administrator** – able to edit applications on behalf of the organization but will not have access to manage the organization's profile and members. They cannot start or submit applications for an organization.