

MidwayUSA Foundation Grant Application System Quick Guide

Grant Cycles: April 15 – June 15 | October 15 – December 15

Short Instructional Videos

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

Grant Platform Access – SurveyMonkey Apply (SM Apply)

1. System Access

- You must have a user account to access the system.
- User accounts are created by MidwayUSA Foundation staff **or** an existing Member of your team's profile.
 - i. *Think of it like your team's online workspace for grants.*

2. Requesting Access (*First-Time Applicants Only*)

- If your team has **never applied before**, you'll need to **request access** first.
- Go to the [Team Grants](#) page and click **Request Access**.
- Complete the form with your team and contact details.
 - i. Only one person should request access for each team, usually a coach or team leader
- You'll get an **invitation email** from SM Apply to set up your account once your profile has been created.
 - i. *Check your spam/junk folder if you don't see it.*

3. Logging In (*Returning Users*)

- Already applied in a past cycle? Just log in at musaf.smapply.org.
- Use the **same email and password** from before.
- Forgot your password?
 - i. Click **Forgot Password?** on the login screen, enter your email, and follow the reset link.

If you're not sure whether your team already has an account, email grants@midwayusafoundation.org.

Apply – Start and Submit Your Application)

1. Starting Your Application

- **Log in** to musaf.smapply.org.
- On your **dashboard**, click the “**Programs**” tab.
- Choose the **Cash Grant Application (December or June Cycle)** program.
 - i. **Don’t see it?** Have you submitted your After Action Report?
- Click **Apply** to start a new application.
 - i. *Whoever starts the application automatically becomes the **Owner**, and only the **Owner** can submit it.*

2. Completing a Task

- From your application, select a task (like “*Grant Recipient Information Confirmation*”).
- Fill in the required fields—some may be text boxes, file uploads, or dropdowns.
- Click **Mark as Complete** when you’re done.
 - i. You can **reopen tasks any time** before submission.
 - ii. Tasks marked incomplete will prevent submission—double-check before the deadline.

3. Submitting an Application

- Finish all tasks, making sure every task is marked **Complete**.
- Look for the **Submit** button once all tasks are done.
 - i. Remember, **only the Owner** can click **Submit**.
- You’ll receive a **confirmation email** as proof of submission.
 - i. After submitting the application, it is sent to MidwayUSA Foundation staff for review.

The complete [User Guide](#) is available on the *Team Grants* page.