

Survey Monkey Apply Guidebook

REQUEST FOR EXPRESSION OF INTEREST (EOI) 2023: PEER ASSISTED CARE TEAMS (PACT)

Getting Started

- 1. Visit Application https://cmhabc.smapply.ca/prog/PACT-2023/
- 2. All applicants must review the Submission Guidelines

Creating an Application

1. Click "View Programs" and select "2023 Request for Expression of Interest: Peer Assisted Care Team".

| Canadian Mental Heal | th - BC Division | 🐥 Programs | Applications | • • | Canadian Mental Health BC Divison 👻 |
|----------------------|--|------------------|--------------|-----|-------------------------------------|
| | | | | | |
| | | | | | |
| | No applications. | | | | |
| | Please choose a program from our program listings pa | ge to get starte | d | | |
| | View programs | | | | |

Click "More" and then "Apply" to start a new application.



2. After selecting "**Apply**", you will be prompted to login or register for a new account. If you do not already have an account, please create one. If you already have an account and are returning to complete your application, please "**Sign In**".



3. At any point during the application process you can add a collaborator to support in completing the application. Add them to the application by clicking "**Add Member or Team**" in your account settings.

4. Once you have signed in and verified your email address, you will be redirected to the application form.

5. You must complete the entire application, which includes 7 pages (also called tasks)

- Consent
- Application Information
- Organizational Profile
- Organizational Capacity and Financials
- Proposed Program Delivery
- Budget
- Signed Submission Form

| All Applications • | |
|---|--|
| | |
| 2023 Request for Expression of Interest: Peer | |
| Assisted Care Team | |
| PAC1E0123-000000004 | |
| Deadline: 2023 Sep 29 11:59 PM (PDT) | |
| | |
| | |
| | |
| | |
| 0 of 6 tasks complete | |
| | |
| START | |
| Last edited: 2023 Aug 28 10:29 AM (PDT) | |

| 0 of 7 tasks complete Last edited: 2023 Aug 28 10:29 AM (PDT) | 2023 Request for Expression of L. [2] PACTEO123-000000004 APPLICATION ACTIVITY | Preview |
|--|--|---------|
| REVIEW SUBMIT | Your tasks | |
| Deadline: 2023 Sep 29 11:59 PM (PDT) | C B Section 1: Consent Owner only task | |
| CB Canadian Mental Health BC Divison (O Communications@cmha.bc.ca | Cannot be started at this time | |
| Add collaborator | Cannot be started at this time | |
| | Cannot be started at this time | |
| | Cannot be started at this time | |
| | Cannot be started at this time | |
| | Signed Submission Form Cannot be started at this time Owner only task | |

Completing an Application

1. Section 1: Consent must be "**Marked Complete**" first before receiving access to the other sections. You can, at any time, save and continue editing your application by selecting the grey "**Save and Continue Editing**" button.



| Canadian Mental He | alth - BC Division | 😞 Programs | A My Applications | 🛈 🛨 Canadia | n Mental Health BC Divison 👻 |
|--------------------|--|------------------|-------------------|----------------------------|------------------------------|
| | Consent to Contact | nis application. | | | |
| | Collaborative Submissions | | | | |
| | Please list all organizations involved in the collaborative submission | | | | |
| | | | | | |
| | SAVE & CONTINUE EDITING MARK AS CO | OMPLETE | | | |
| | POWERED BY 🖚 Apply: | | Copyright @ M | iomentive Privacy Terr | 16 |

2. When a task is complete select: "Mark as Complete".

| Canadian Mental He | alth - BC Division | 🔍 Programs | A My Applications | 0 - | Canadian Mental Health BC Divison 🔸 |
|--------------------|---|-----------------|-------------------|-----------|-------------------------------------|
| | Consent to Contact • Lagree, CMHA can store and use the above information to contact via e-mail or phone in relation to the Clear | is application. | | | |
| | Collaborative Submissions | | | | |
| | Please list all organizations involved in the collaborative submission | | | | |
| | | | | | A |
| | SAVE & CONTINUE EDITING MARK AS CO | OMPLETE | | | |
| | POWERD BY 🖚 Apply | | Copyright @ M | ioment?ve | Privacy Terms |

3. When marked complete, you will be returned to the task screen. You will be able to see your completed task.

| 2023 Request for Expression of I [2] PACTEOI23-0000000004 | | | | |
|--|---|--|---|--|
| | APPLICATION ACTIVITY | | | |
| Your task | 23 | | | |
| 0 | Section 1: Consent Completed on: 2023 Aug 28 10:34 AM (PDT) | | > | |
| 0 | Section 2: Applicant Information Completed on: 2023 Aug 28 10:35 AM (PDT) | | > | |
| 0 | Section 3: Organizational Profile Completed on: 2023 Aug 28 10:37 AM (PDT) | | > | |
| | 🖹 Section 4: Organizational Capacity & Financials | | > | |
| | Section 5: Proposed Program Delivery | | > | |
| | 1 Section 6: Upload Budget | | > | |
| \bigcirc | Signed Submission Form Cannot be started at this time Owner only task | | > | |

4. To upload material i.e. budget, financials, organizational charts simply attach a file in the accepted format.



Most recent audited budget statements for Lead Organization

🟦 Upload a file

Accepted formats: .pdf, .doc, .docx

5. At any point you would like to delete/clear submitted content click "**Reset**" to edit or change the content in the section click "**Edit**" using the three dots located at the top right of the Section. You can download each section or download the full application once submitted.

| Section 4: Organizational Capacity & Financials Completed 2023 Aug 28 10:42 AM (PDT) | |
|---|--------------------------------|
| Task instructions Hide | Download |
| | Reset |
| You will need to complete each application task in the task list to submit your application. If you are working | |
| finish it, you can click "Save" and come back to it later. | Edit |
| When you are finished working on a task, click "Mark As Complete", to return to your task list and continue. | A red check mark will appear |
| next to the task to show it is complete. After you have completed all tasks and you are ready to submit your | application, remember to click |
| "Submit" before the deadline. | |
| | |

7 of 7 tasks complete

REVIEW

Last edited: 2023 Aug 28 10:54 AM (PDT)

SUBMIT

6. If all aspects of the expression of interest have been submitted correctly, the progress bar tracking your application completion will demonstrate **7 of 7 tasks complete**, and you will be able to "**Submit**".

| 7 of 7 tasks complete | PACTE0123-000000004 | Preview ···· |
|--|---|--------------|
| Last edited: 2023 Aug 28 10:54 AM (PDT) | APPLICATION ACTIVITY | |
| Deadline: 2023 Sep 29 11:59 PM (PDT) | Your tasks | |
| | Section 1: Consent Completed on: 2023 Aug 28 10:34 AM (PDT) | |
| CB Canadian Mental Health BC Divison (O Communications@cmha.bc.ca | Section 2: Applicant Information Completed on: 2023 Aug 28 10:35 AM (PDT) | |
| Add collaborator | Section 3: Organizational Profile Completed on: 2023 Aug 28 10:37 AM (PDT) | |
| | Section 4: Organizational Capacity & Financials Completed on: 2023 Aug 28 10:51 AM (PDT) | |
| | Completed on: 2023 Aug 28 10:43 AM (PDT) | |
| | Completed on: 2023 Aug 28 10:48 AM (PDT) | |
| | Signed Submission Form | |

Submitting an Application

- 1. At this point you'll be prompted to review your application before finalizing your submission. Once you have reviewed, and you are ready, click "**Submit**" again.
- 2. Please be advised that once you submit your application you will no longer be able to reopen application to edit.

| Submit application | D | Deadline: 2023 Sep 29 11:59 PM (PDT) |
|--|-------|---|
| Please confirm submission of your application. If you wish to take a look at the application before submitt please Review it. | ng, | Canadian Mental Health BC Divison (O Communications@cmha.bc.ca Add collaborator |
| | | |
| CANCEL REVIEW S | UBMIT | |



3. Congratulations, you have submitted your application! You may download a full copy.

| 2023 Request for Expression of I | Preview |
|----------------------------------|----------|
| PACTE0I23-000000004 | Download |
| APPLICATION ACTIVITY | |
| | |

Please note the application deadline. Applications will not be accepted after this time.

Uploaded Documents

Documents required to be uploaded with your application:

- Organizational Chart
- Recent Audited Financial Statements
- Proof of Incorporation
- <u>Completed Budget Template</u>

Contact Information and Assistance

1. For additional questions about completing the application, please see the <u>Survey Monkey</u> <u>Apply FAQ page</u> or contact CMHA BC at <u>PACT@cmha.ba.ca.</u>

2. For general information about the Survey Monkey Apply platform, please visit <u>General</u> <u>Account FAQ</u>.

3. For specific questions about the **2023 Request for Expression of Interest: Peer Assisted Care Team** process please contact CMHA BC at <u>PACT@cmha.ba.ca</u> or join a CMHA BC led EOI information session. Details on the CMHA BC website.