



Survey Monkey Apply Guidebook

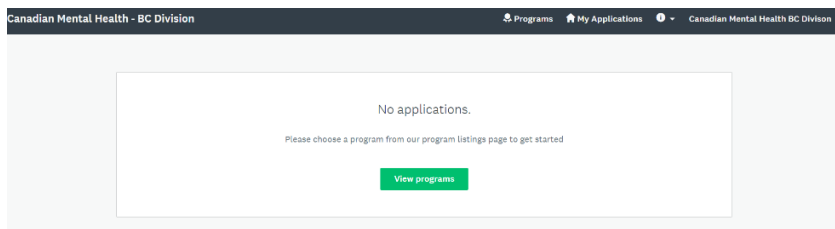
REQUEST FOR EXPRESSION OF INTEREST (EOI) 2023: PEER ASSISTED CARE TEAMS (PACT)

Getting Started

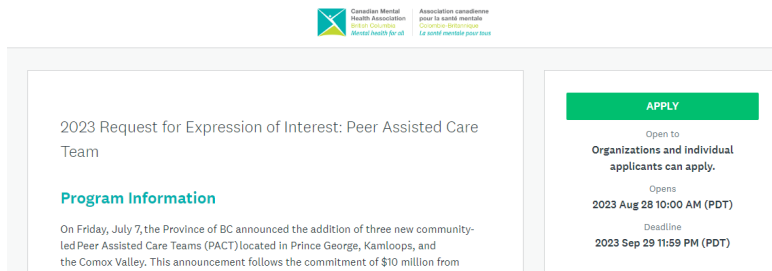
1. Visit Application <https://cmhabc.smapply.ca/prog/PACT-2023/>
2. All applicants must review the [Submission Guidelines](#)

Creating an Application

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



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”**.

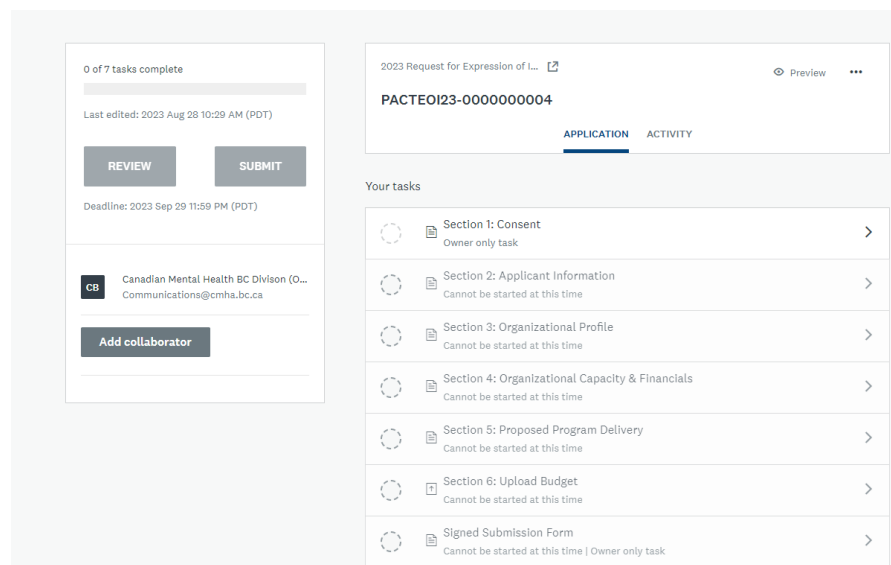
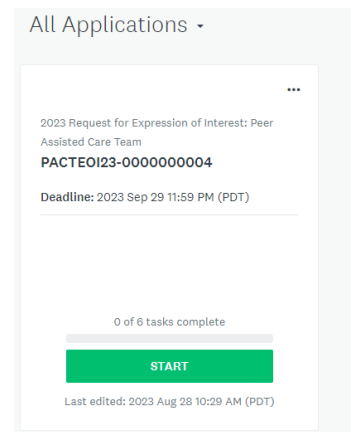


3. At any point during the application process you can add a collaborator to support in completing the application. Add them to the application by clicking “**Add Member or Team**” in your account settings.

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



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.



2. When a task is complete select: **“Mark as Complete”**.

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

Task Name	Status	Completion Date
Section 1: Consent	Completed	2023 Aug 28 10:34 AM (PDT)
Section 2: Applicant Information	Completed	2023 Aug 28 10:35 AM (PDT)
Section 3: Organizational Profile	Completed	2023 Aug 28 10:37 AM (PDT)
Section 4: Organizational Capacity & Financials	Pending	
Section 5: Proposed Program Delivery	Pending	
Section 6: Upload Budget	Pending	
Signed Submission Form	Pending	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.

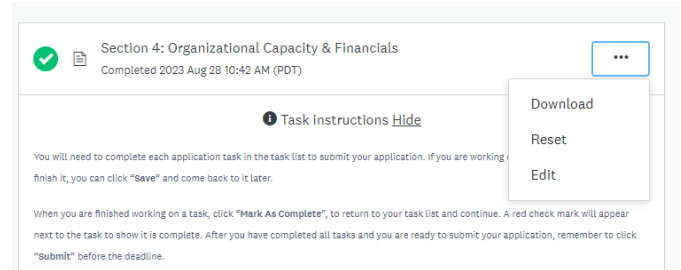


Most recent audited budget statements for Lead Organization

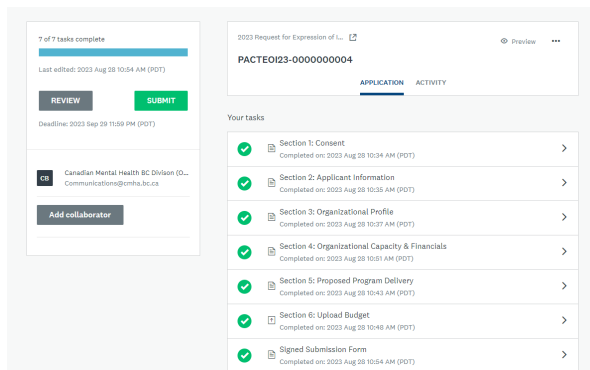
Upload a file

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.



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”**.



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

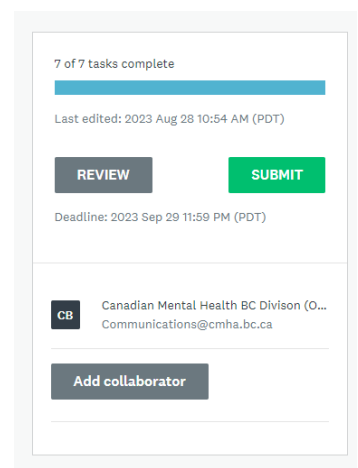
Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

CANCEL

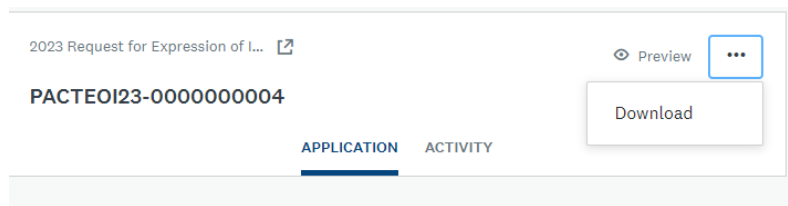
REVIEW

SUBMIT





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



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
- [Completed Budget Template](#)

Contact Information and Assistance

1. For additional questions about completing the application, please see the [Survey Monkey Apply FAQ page](#) or contact CMHA BC at [**PACT@cmha.ba.ca**](mailto:PACT@cmha.ba.ca).

2. For general information about the Survey Monkey Apply platform, please visit [General Account FAQ](#).

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