21st Century Community Learning Centers Request for Proposals Application Portal

SurveyMonkey Apply

2019-20

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Where do we apply?

- To apply, visit the Florida Department of Education 21st Century Community Learning Centers 2019-20 Request for Proposal (RFP) webpage, and click the 21st CCLC Program-Apply Here link.

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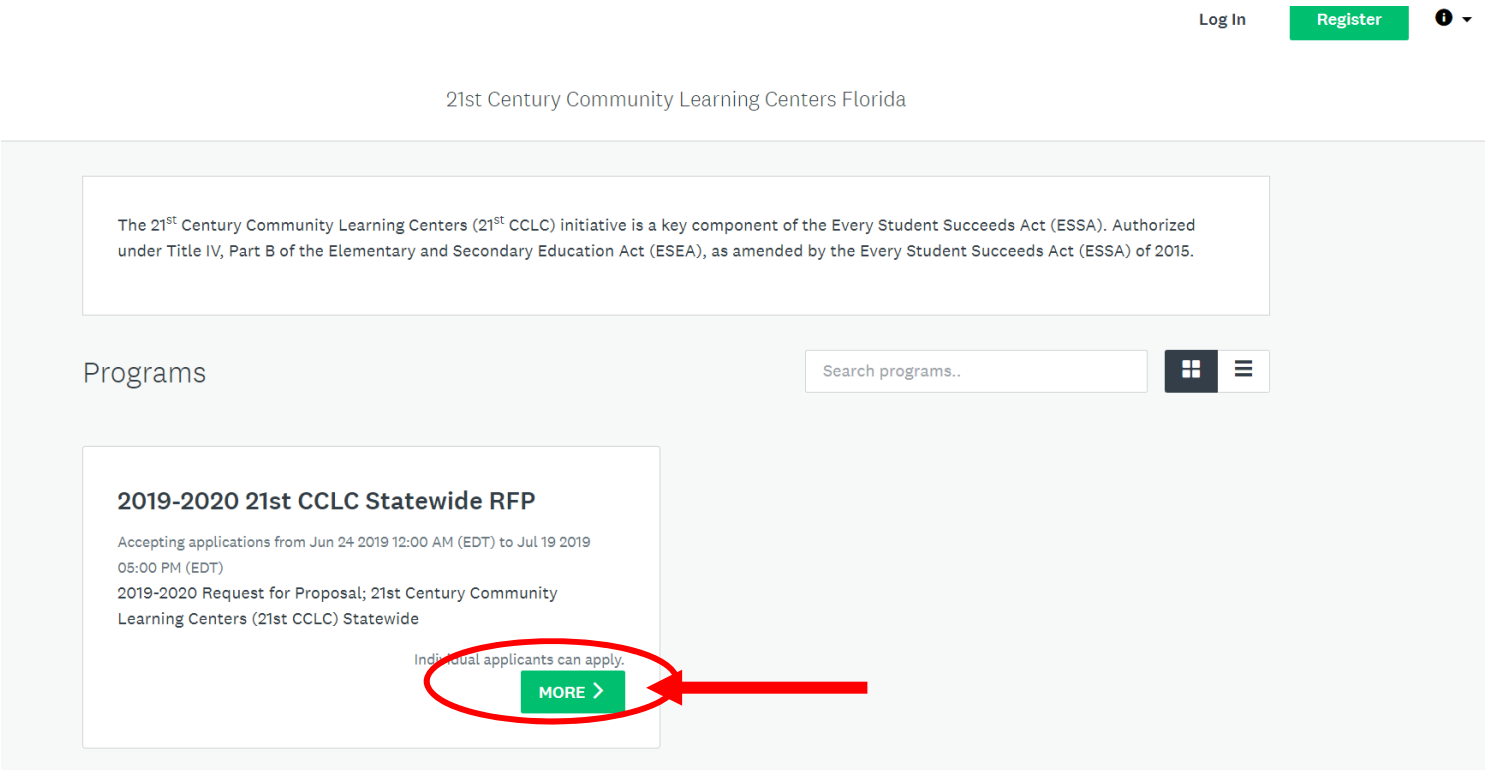
- The link will take you to the SurveyMonkey Apply Florida 21st CCLC application page. On this page, all open applications will appear.
- To view additional information about any open applications, select the green *MORE button.*



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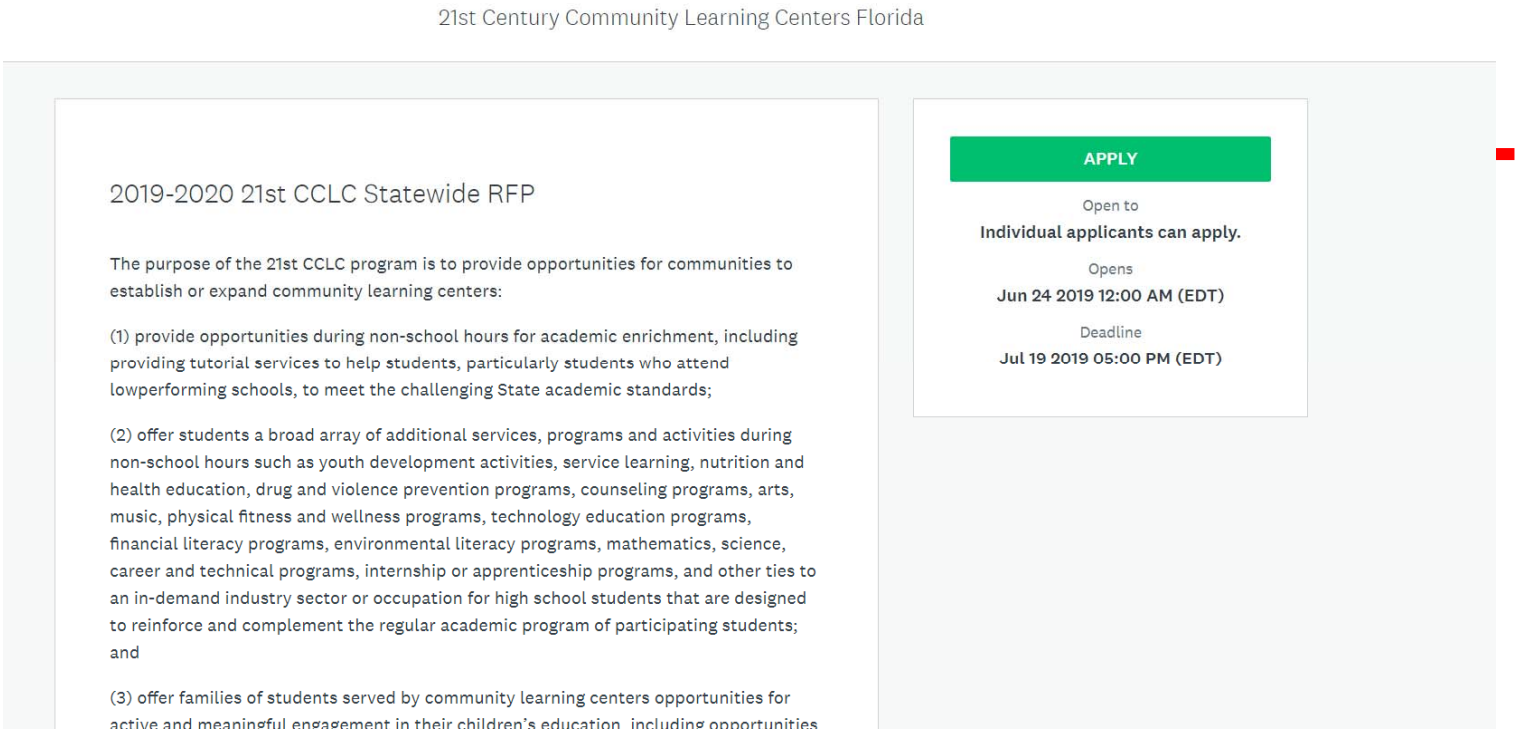
- The MORE button will take you to a brief description of the RFP.
- To begin an application, select the green *APPLY* button.
- Note: Applicants are strongly encouraged to read the entire RFP prior to beginning their proposal. Please consider all requirements for eligibility, funding methods, disqualification, licensing and evaluation prior to submitting a proposal.



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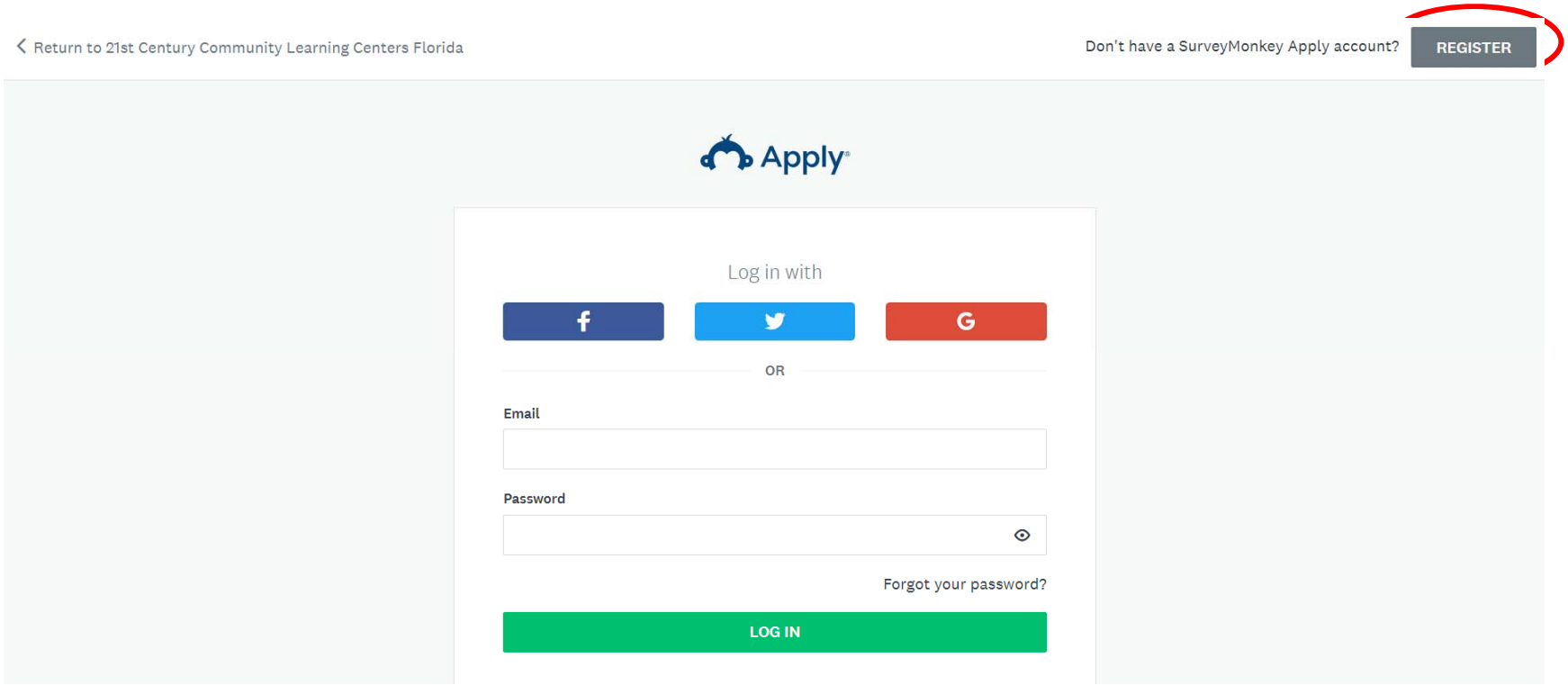
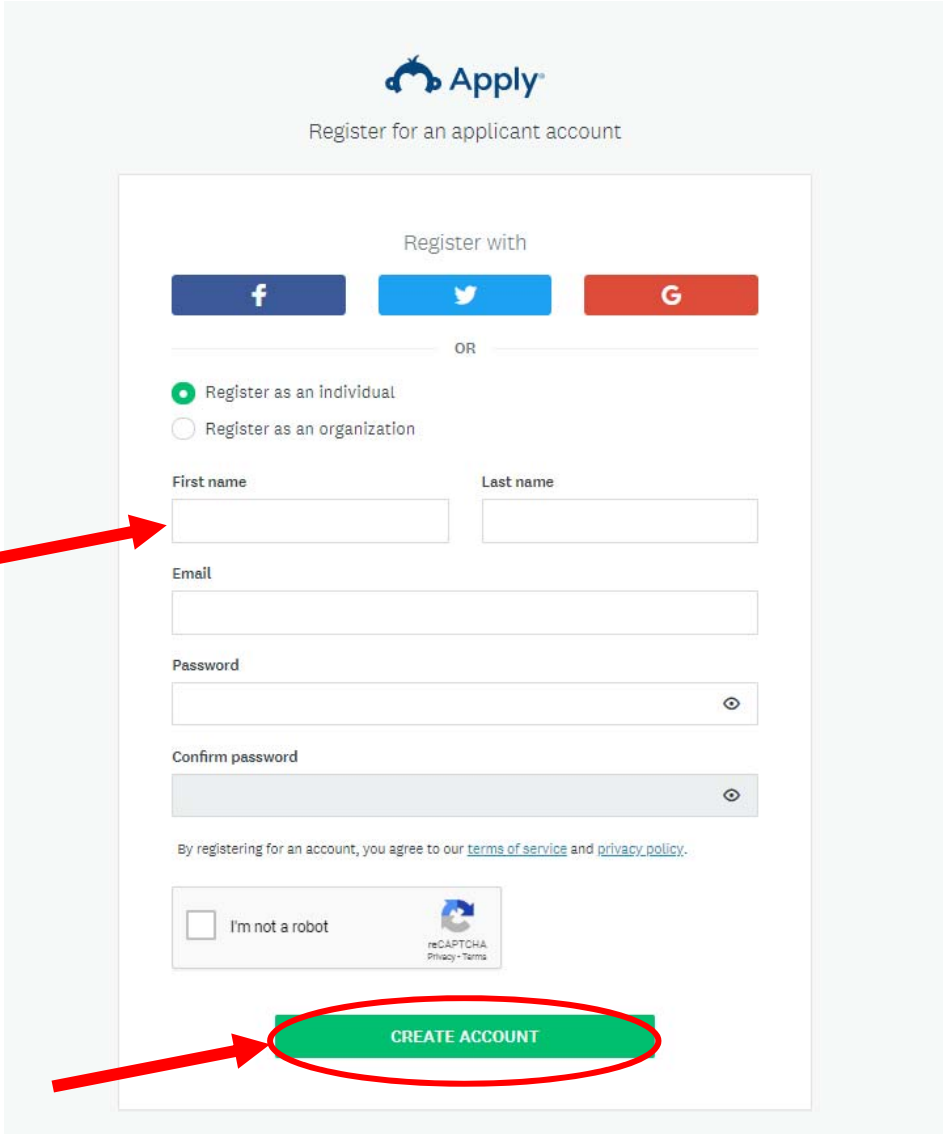
- The green APPLY button will take you to a login page. If you already have a SurveyMonkey Apply account, login using those credentials.
- If you do not have an existing account, select the gray register button that appears in the top right corner of the screen.



SurveyMonkey Apply Registration

- To register for an applicant account, complete the displayed fields and select the green *CREATE ACCOUNT* button.
- Once your registration is complete, you can use those credentials to login to the site and begin your application.



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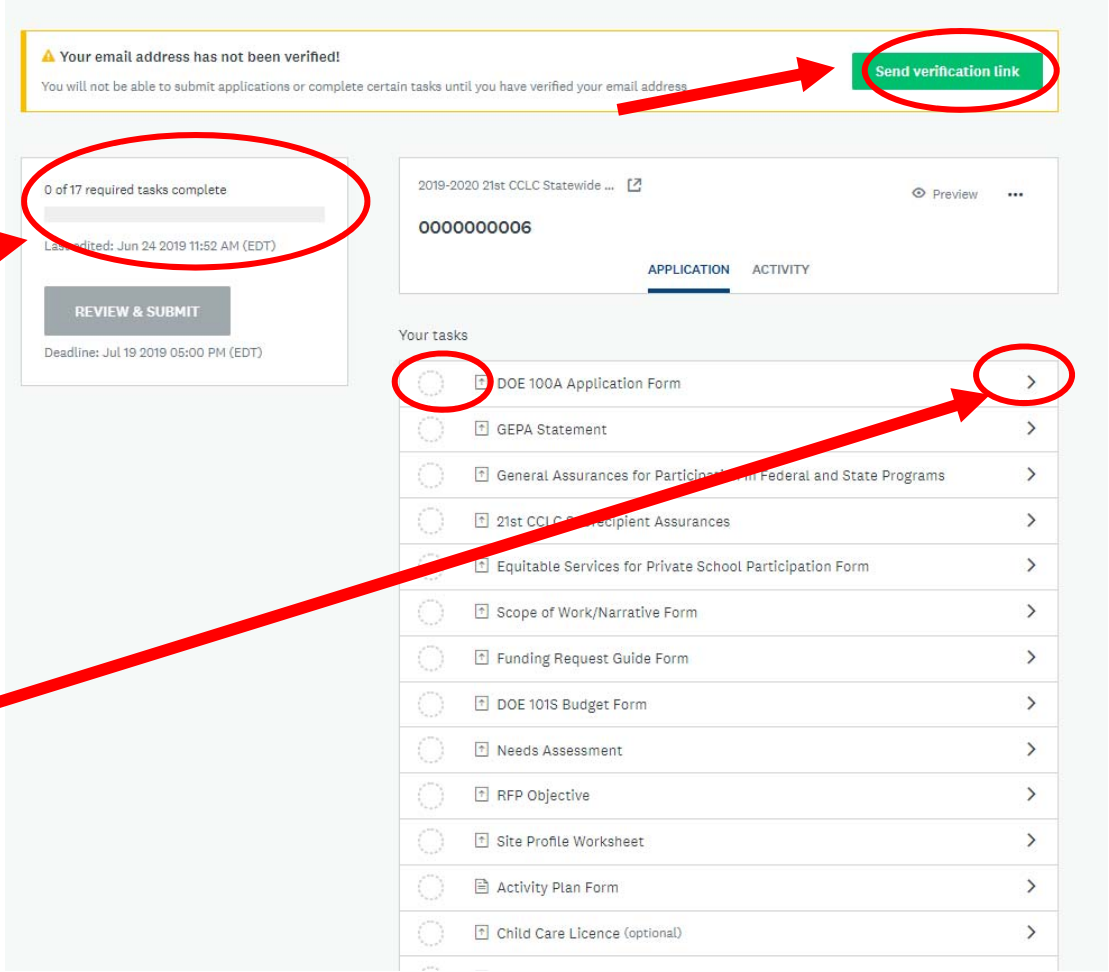
- SurveyMonkey will prompt you to verify your email address. To do so, click the green *Send verification link* button.
- The application home page will outline all pending tasks associated with the completion of the application.
- When an individual task is completed, the dotted circle will turn green.
- To complete a task, select the right facing carrot to navigate to that task.
- Once all the tasks are completed the *Review & Submit* button will turn green.



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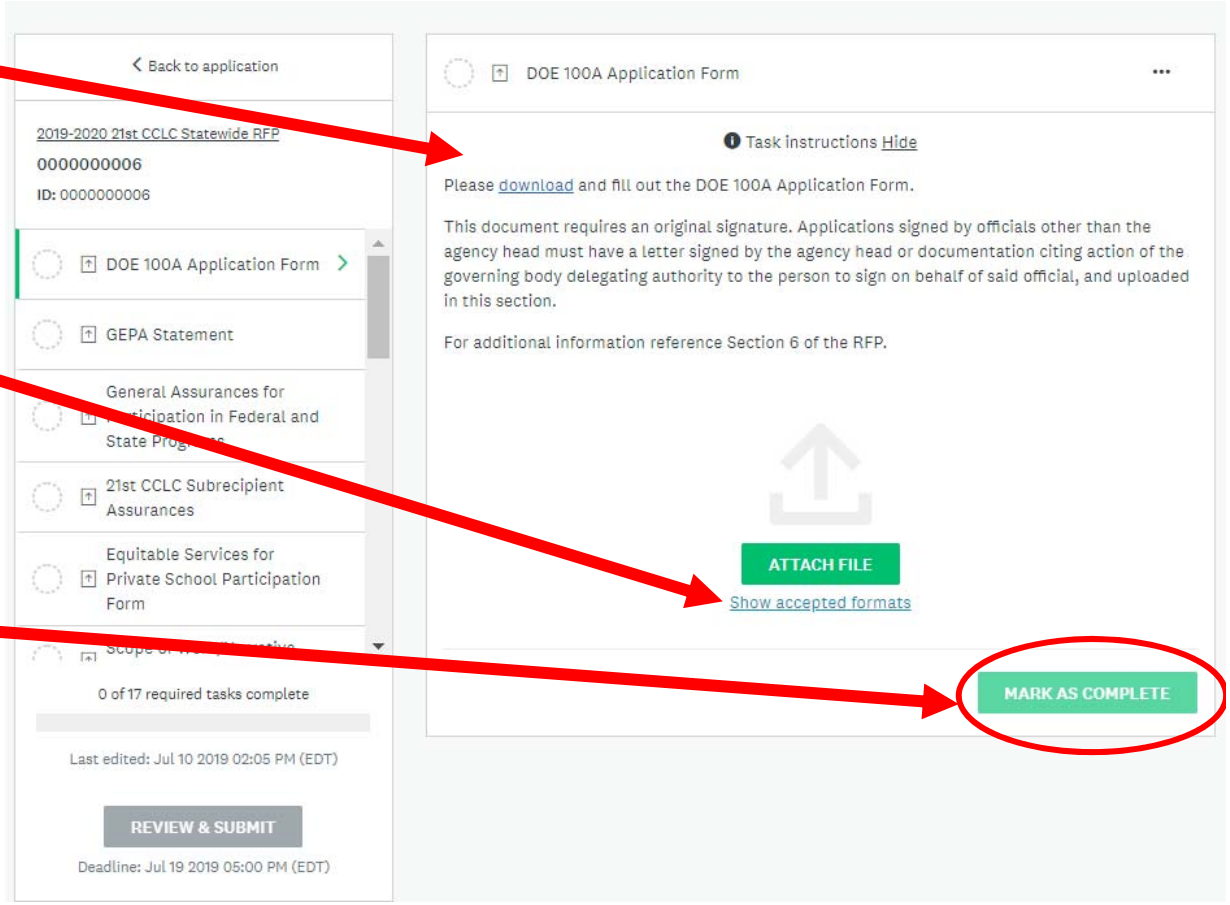
- When you click into a task, the task instructions will appear on the right hand side of the screen under the task name.
- When uploading a file, you can select the *Show accepted formats* link to see which file formats are acceptable.
- Once a document has been uploaded, you will be able to verify the task as complete by selecting the green *MARK AS COMPLETE* button.
- On the left side of the screen is an application navigation pane. This allows you to navigate between the various application tasks.



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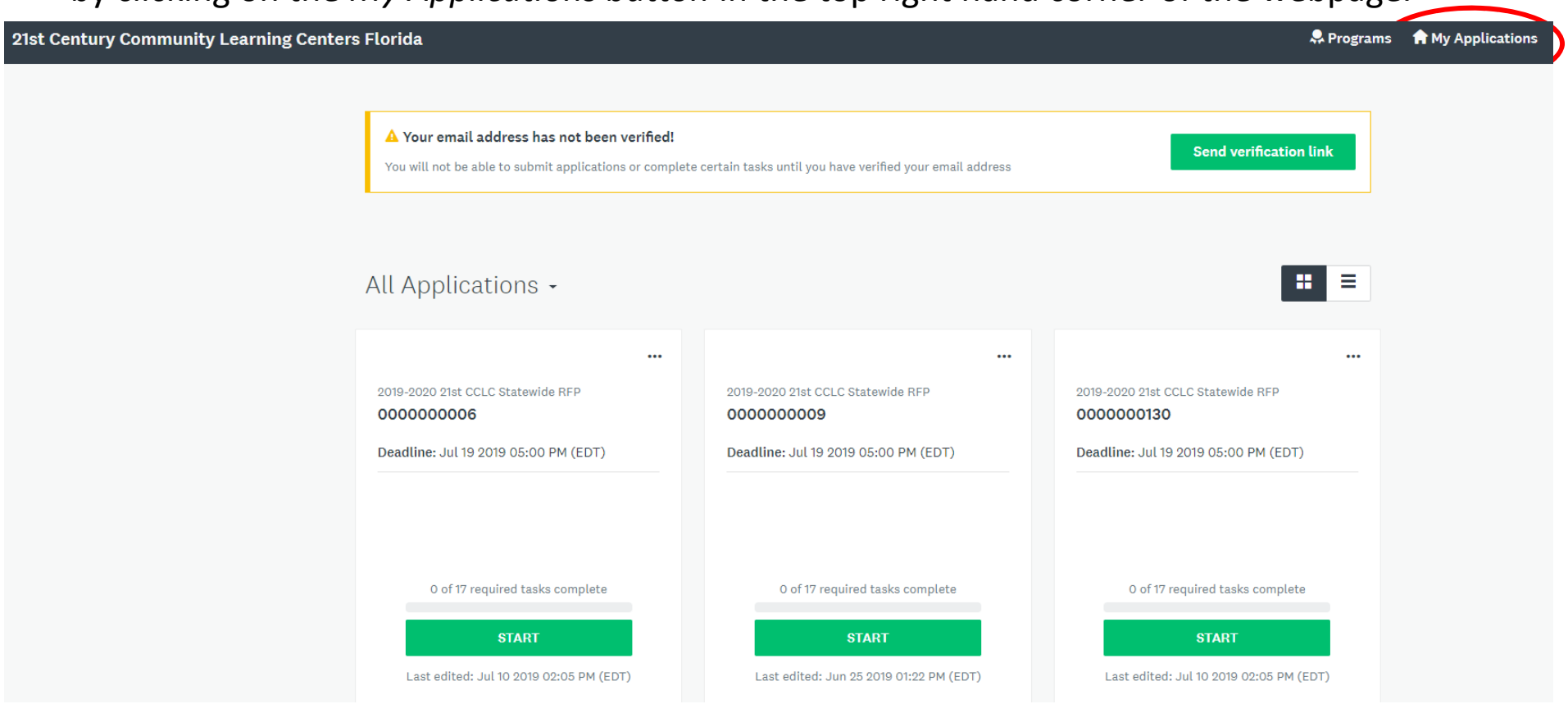
- If your agency is submitting multiple applications, you can view each individual application by clicking on the *My Applications button* in the top right hand corner of the webpage.



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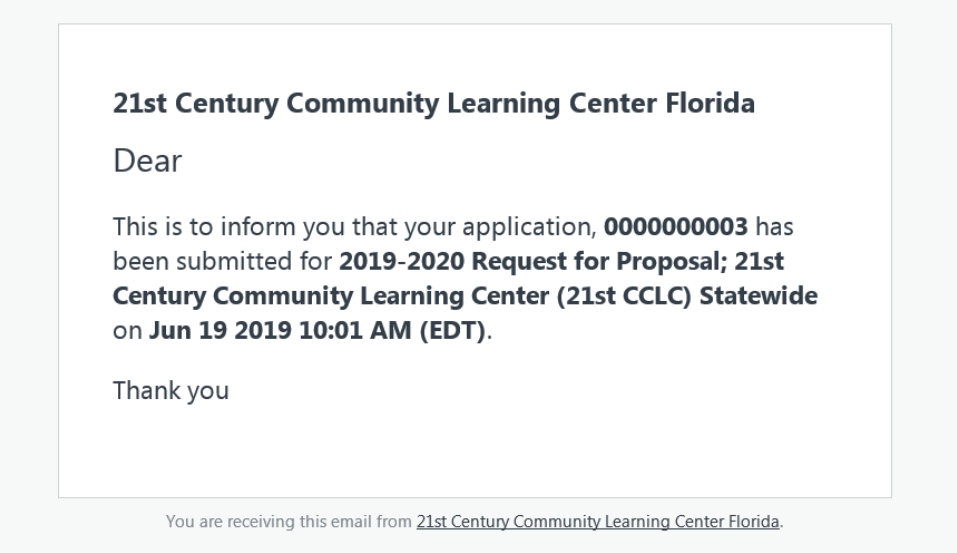
- Once you submit an application, you will receive a system-generated email message informing you that your application has been submitted.
- If you experience any difficulties with the application system, please contact the SurveyMonkey Apply support team at support@smapply.io.



21st Century Community Learning Center Florida

Dear

This is to inform you that your application, **0000000003** has been submitted for **2019-2020 Request for Proposal; 21st Century Community Learning Center (21st CCLC) Statewide** on **Jun 19 2019 10:01 AM (EDT)**.

Thank you

You are receiving this email from 21st Century Community Learning Center Florida.

The deadline to submit all applications for the Statewide RFP is
Friday, July 19, 2019 at 5:00 PM EDT.

www.FLDOE.org