SOUTH CAROLINA
Community
Loan Fund
Investing in Community

SCCLF Program Application User Guide

Thank you for your interest in applying for a Technical Assistance Program with South Carolina Community Loan Fund! Here you will find step-by-step instructions to help submit your online application.

It is important to note that the last steps to submit your application are outlined towards the end of this document. ***Please read those instructions carefully.*** *The "MARK AS COMPLETE" button does not submit your application. You will need to click the "SUBMIT" button. If you do not click the "SUBMIT" button, then your application will not be submitted for review.*

1. To begin, go to the Program Application Portal. If you already have the link for the portal, skip to Step 5. If you do not have the link for the portal, go to sccommunityloanfund.org and click "MENU" in the top right corner.
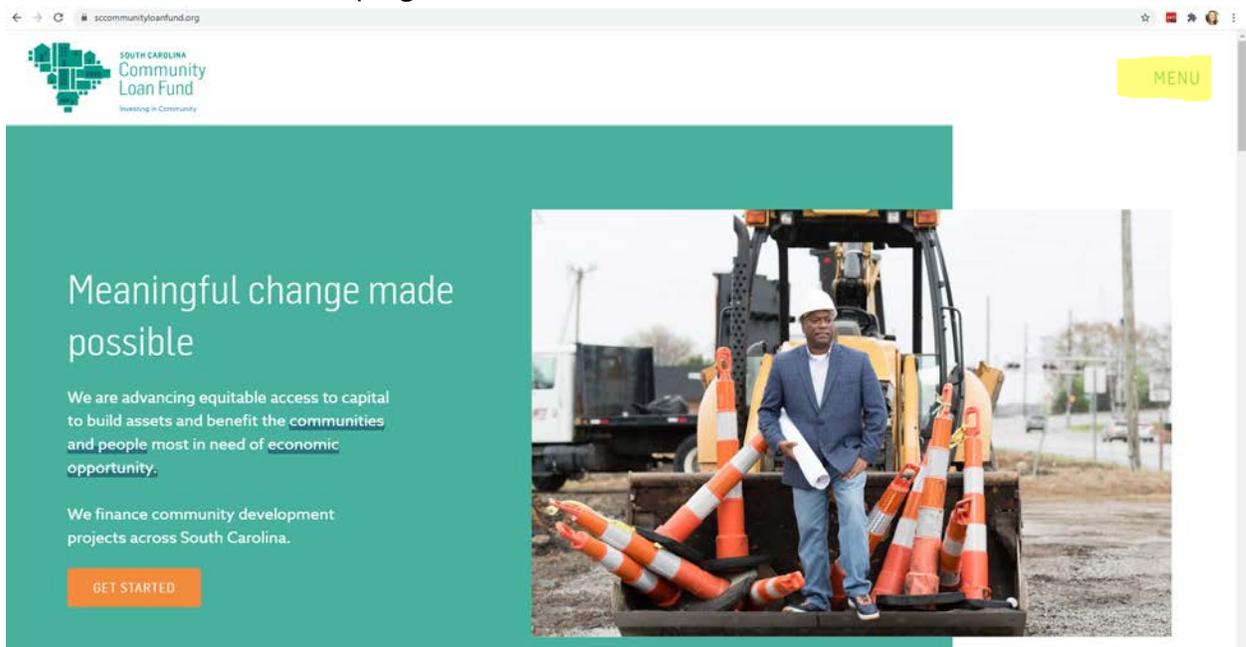
2. From the "MENU" dropdown, choose "Technical Assistance".
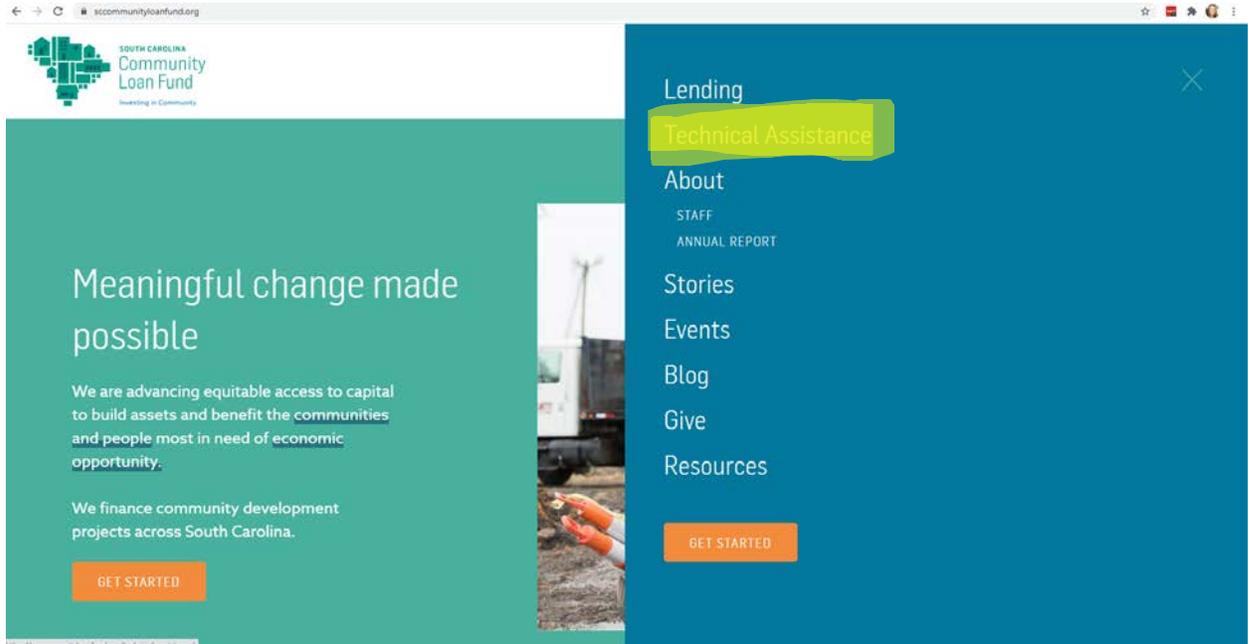
3. Scroll down to the section labeled "Programs" and click "LEARN MORE" for the program you are interested in applying for. This user guide will apply through SCCLF's LEAP Program; however, the steps are similar for applying for Feeding Innovation.
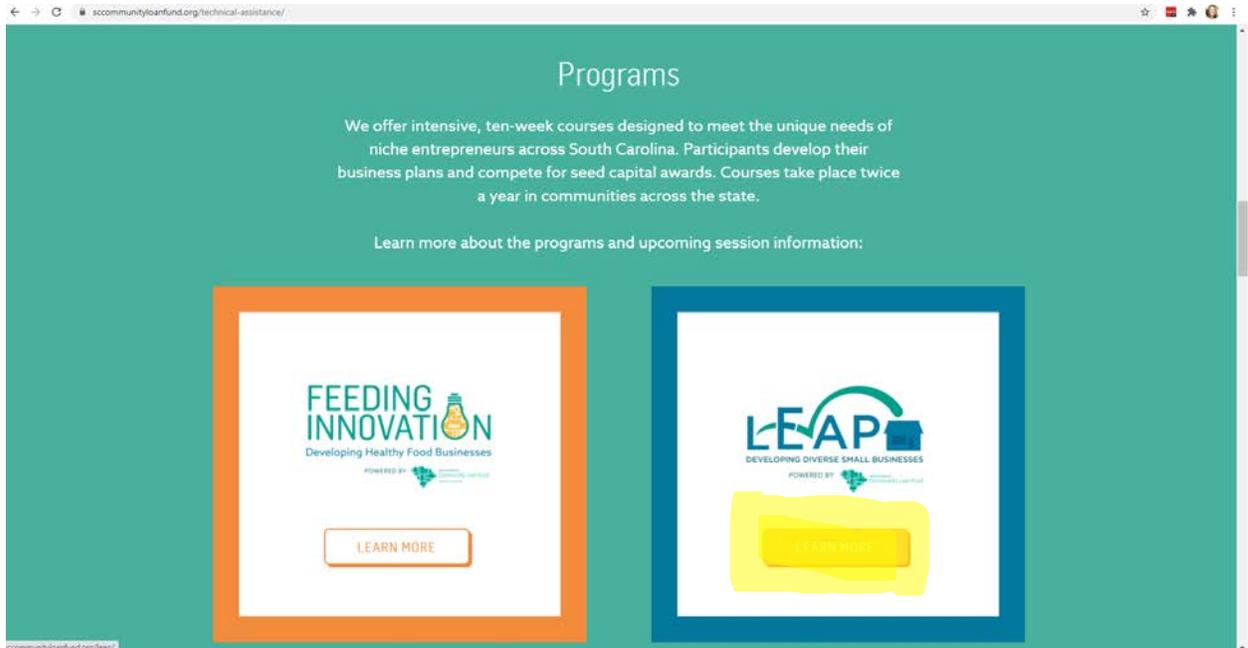
4. Scroll down and click "APPLY NOW".
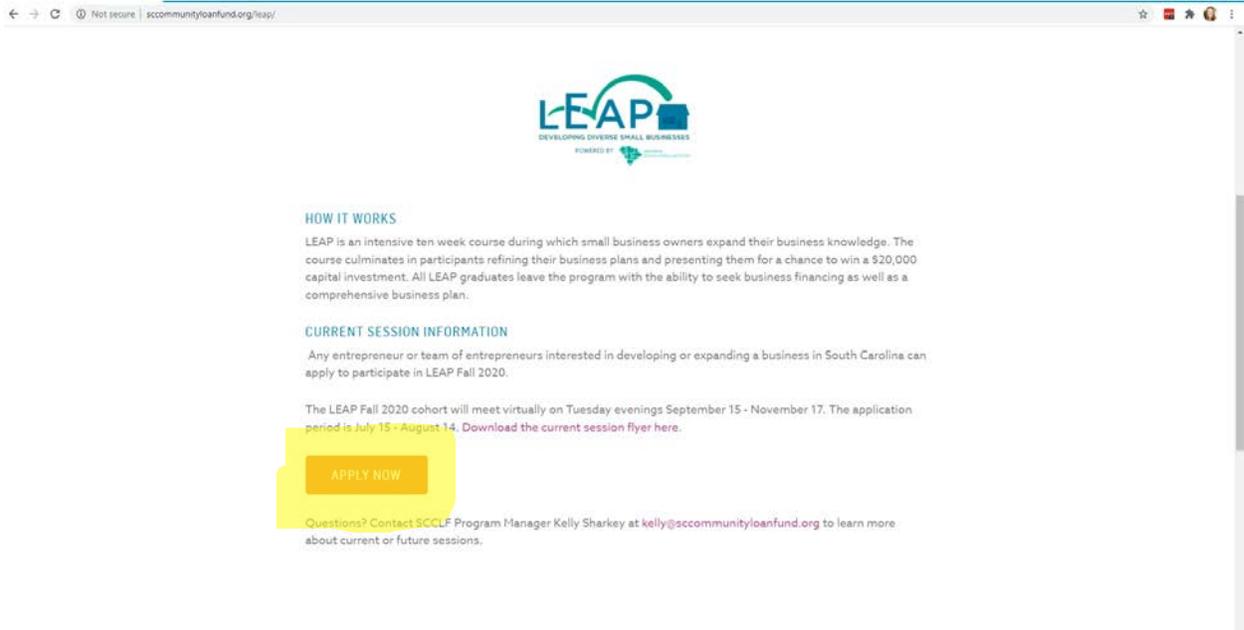
5. To the right of the Program description, click the blue "APPLY" button.
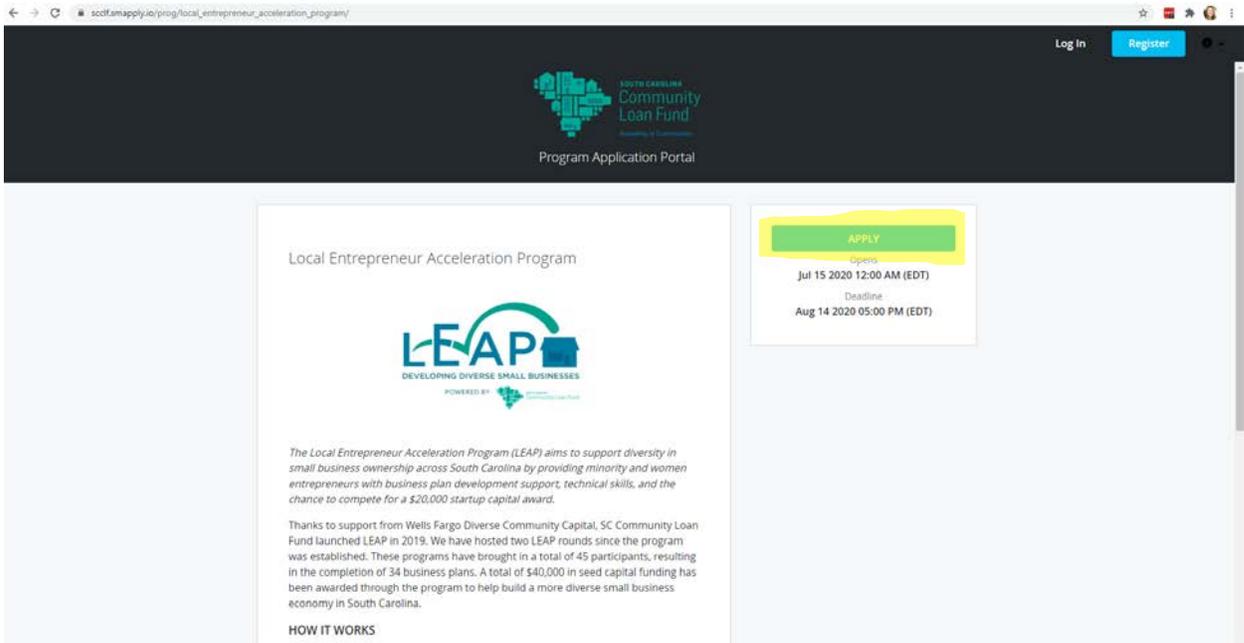
6. Type in the name of your business in the text box, then click "CREATE APPLICATION".
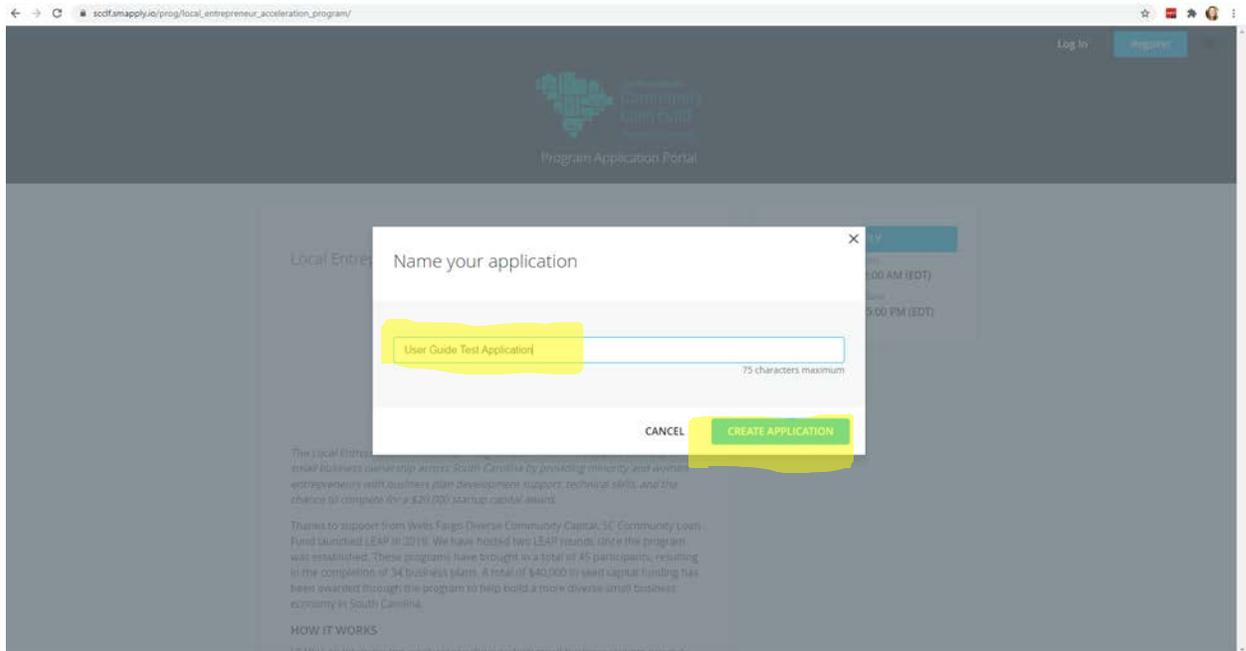
7. If you are new to the SurveyMonkey Apply software, click "REGISTER" in the top right corner to create a new account. If you already have an account, log in with your Email and Password and skip to Step 11.
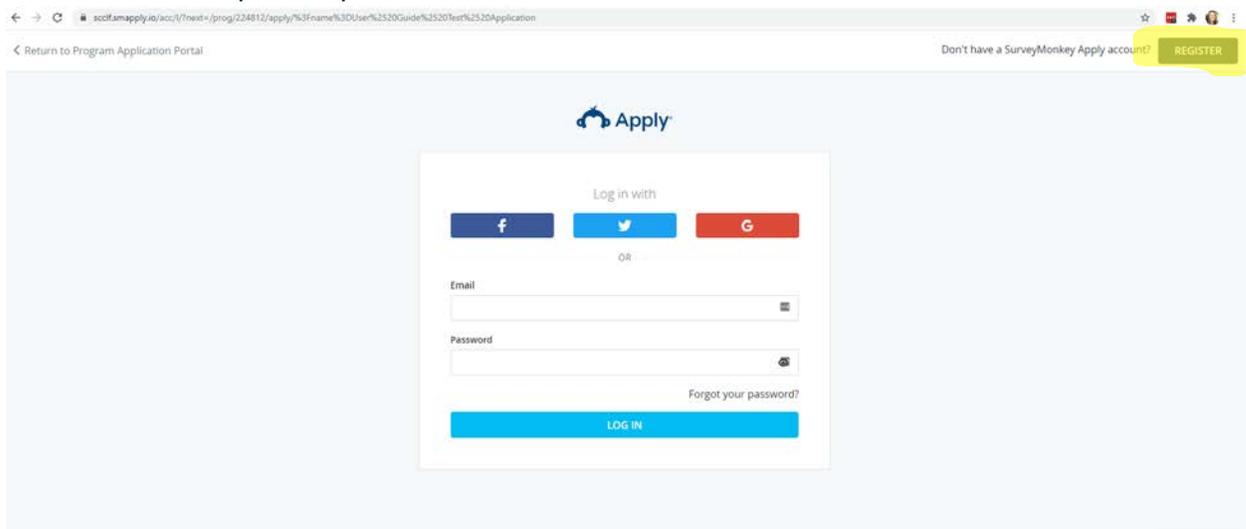
8. Fill in the text fields with your First name, Last name, Email, Password, and check the box that you are in fact not a robot. Then, click "CREATE ACCOUNT".

9. Open your email browser that you used to create the new account with and verify your email address. To do this, open the email from South Carolina Community Loan Fund with the subject line "SurveyMonkey Apply Account Email Verification" and click the green button "Confirm email address".
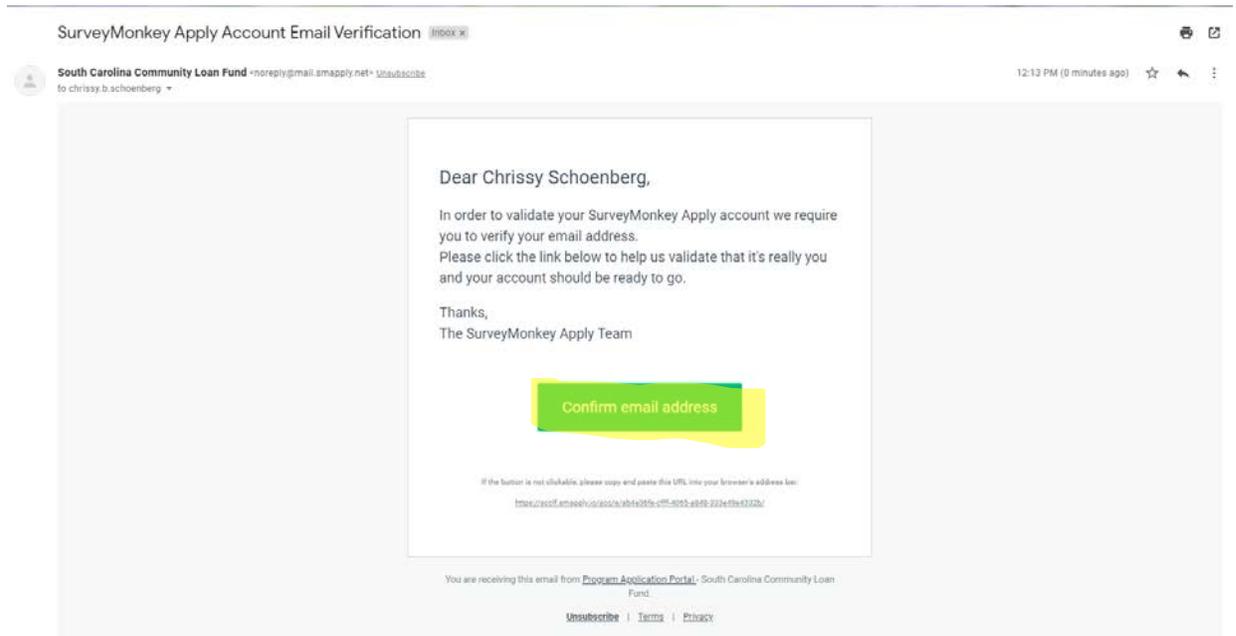
10. This will bring you to a new SurveyMonkey Apply window. In this window, click "Continue".
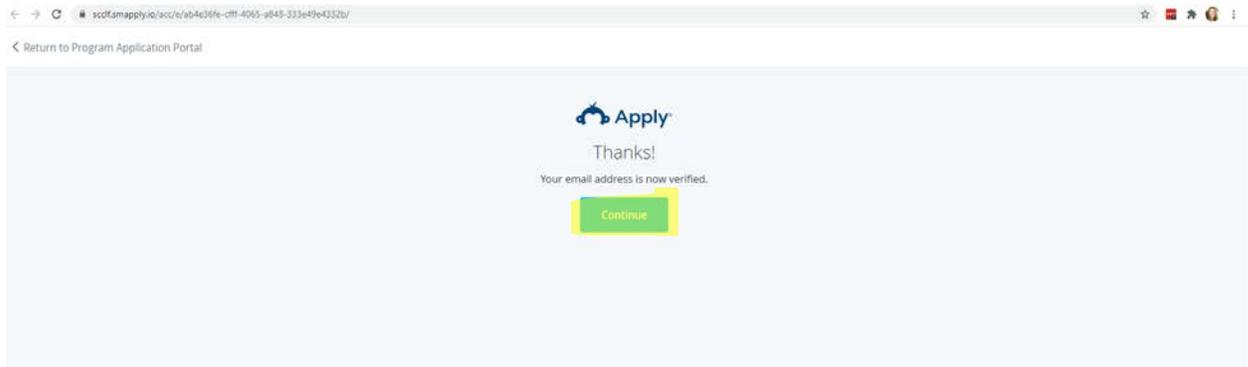
11. Fill out the text fields about your Organization/Business, then click "CONTINUE".
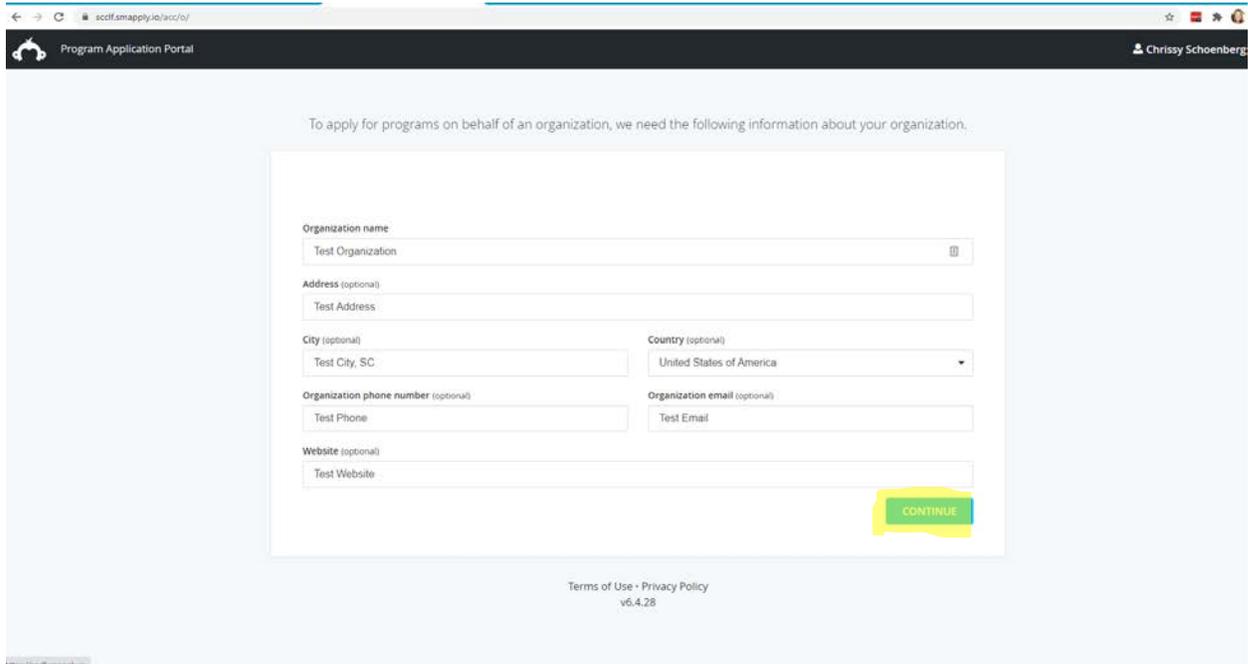
12. Click "Continue to Site".
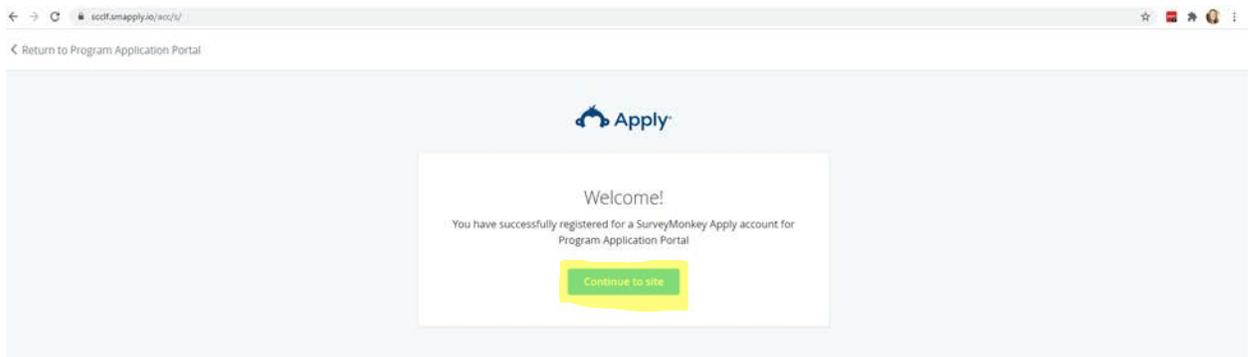
13. Click "View programs".
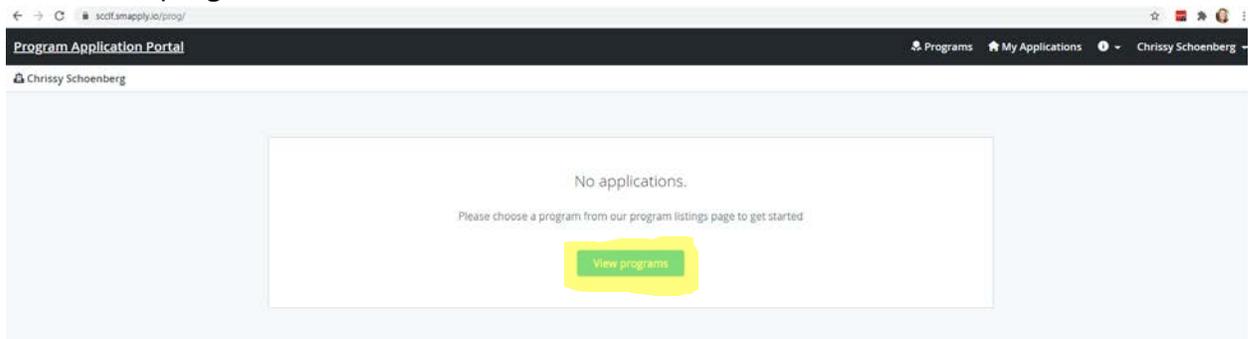
14. Click "MORE" under the program you want to apply for. For this user guide, we will apply for Local Entrepreneur Acceleration Program (LEAP); however, the steps are similar for applying for Feeding Innovation.
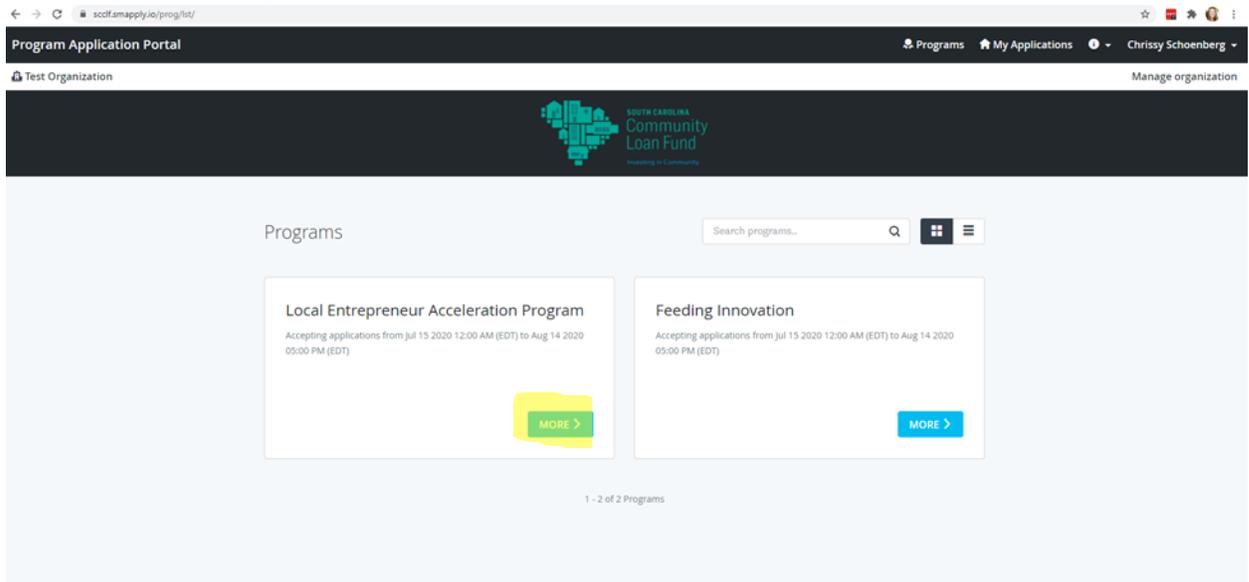
15. Click "CHECK ELIGIBILITY".

16. Take the quiz by clicking the circle next to your response. Then, click "Save my profile".

17. If you are eligible, click "OKAY" and continue. If you are not eligible, unfortunately this is the end of the application process and we are not able to offer the program for your business. Please consider applying with us for future business opportunities.
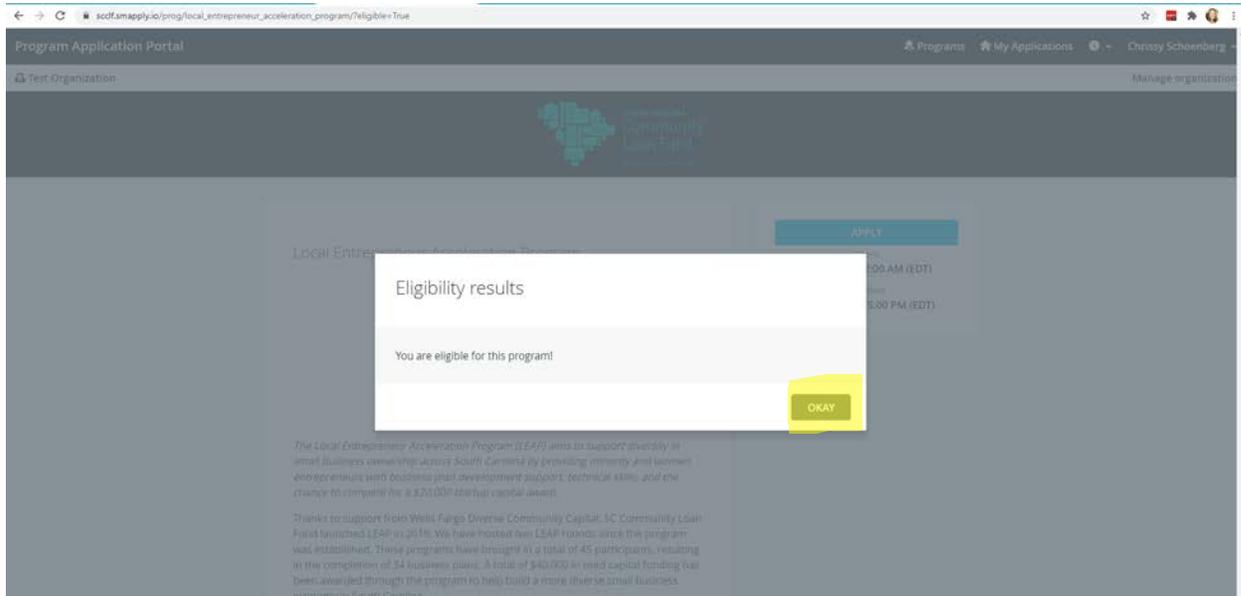
18. Click "APPLY".
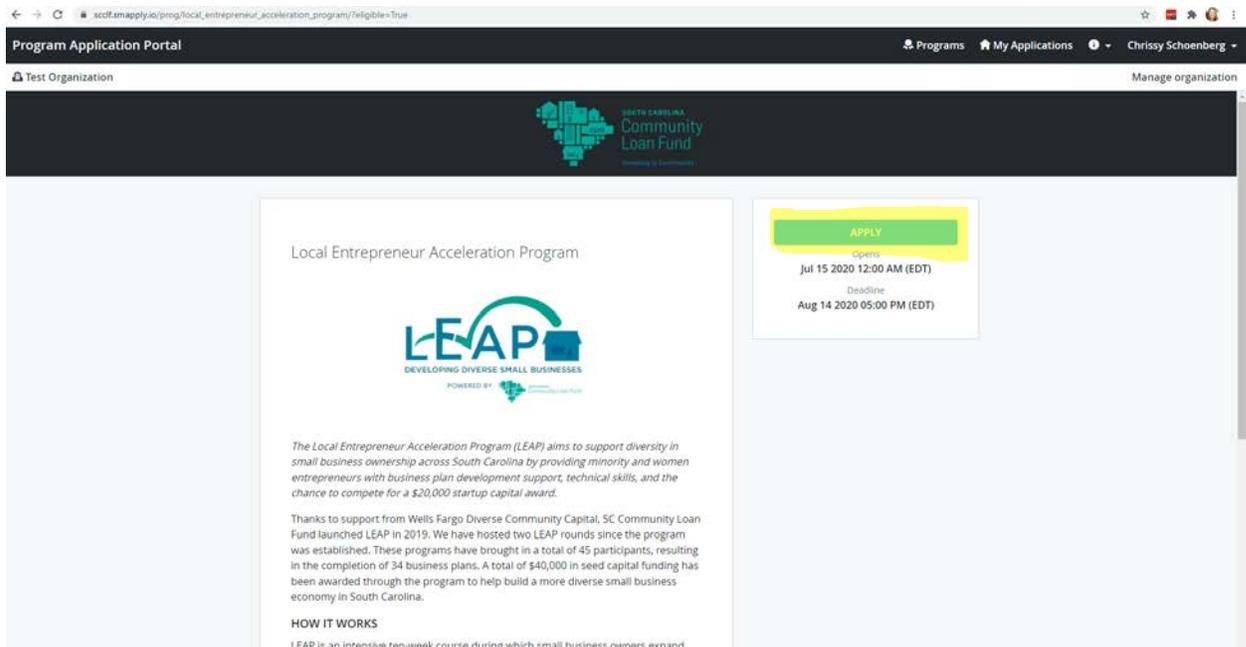
19. Type in the name of your Organization/Business and click "CREATE APPLICATION".
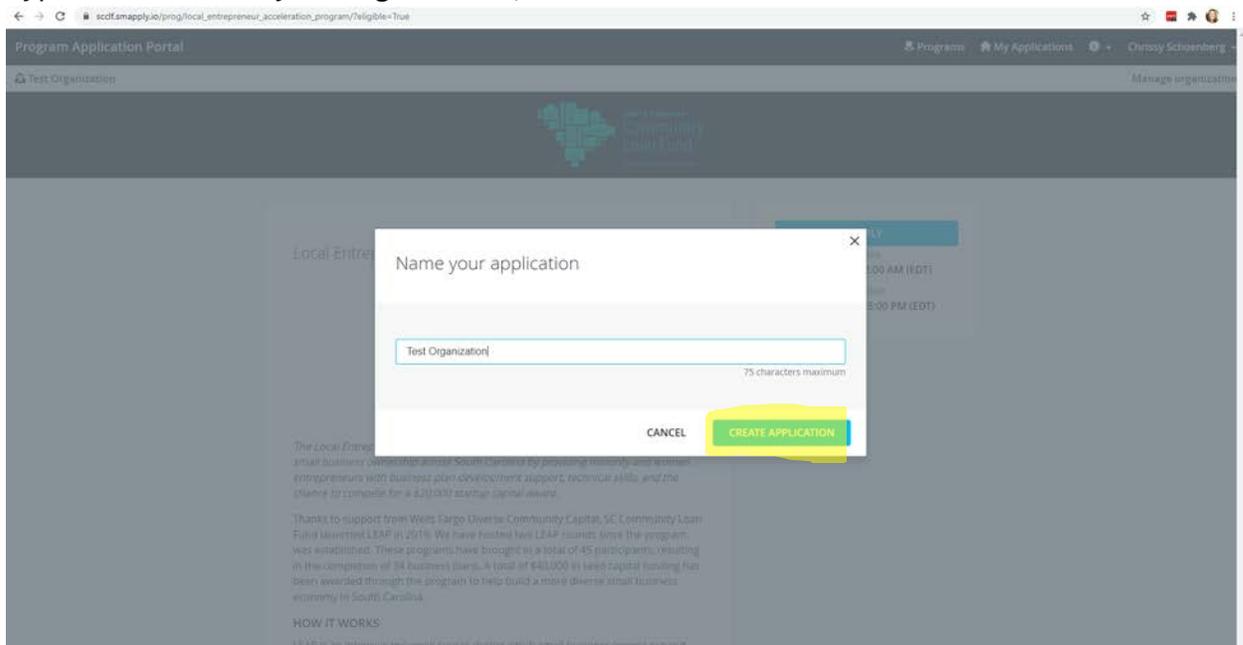
20. This will bring you to the home page of your Application Portal. Under "Your tasks" you will see the open Program Application. Click the ">" to continue working on your application.
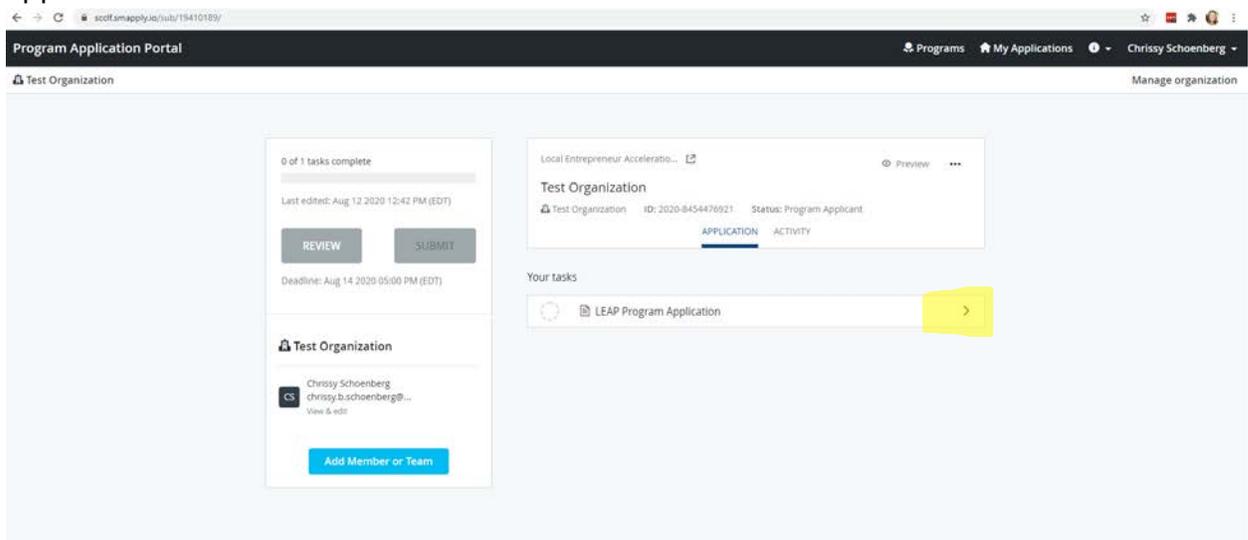
21. Fill out the application by typing in the text boxes and clicking the circles/check boxes for your responses. At the end of the page, click "NEXT".

22. Continue filling out the application by typing responses into text boxes, choosing responses from drop down menus, clicking the circle by responses, or clicking boxes by responses. Continue clicking "NEXT" at the end of the page.

23. In the text box, type in a description of your business. Please provide specific details on how you serve/employ low to moderate-income communities or individuals, as well as how you would use the $20,000. After you have typed your response, click "NEXT".

24. Click the circle next to your response, then type in your name for an electronic signature. Then click "MARK AS COMPLETE".

25. Review the information on your application. Once you are satisfied with your application, click "SUBMIT".

26. Confirm submission by clicking "SUBMIT".

27. You have successfully submitted your program application! Thank you for applying for a program with South Carolina Community Loan Fund.

   If you have any additional questions, you can reach Kelly Sharkey, Programs Manager, at kelly@sccommunityloanfund.org or at 854-222-3010.