



# SOUTH CAROLINA Community Loan Fund

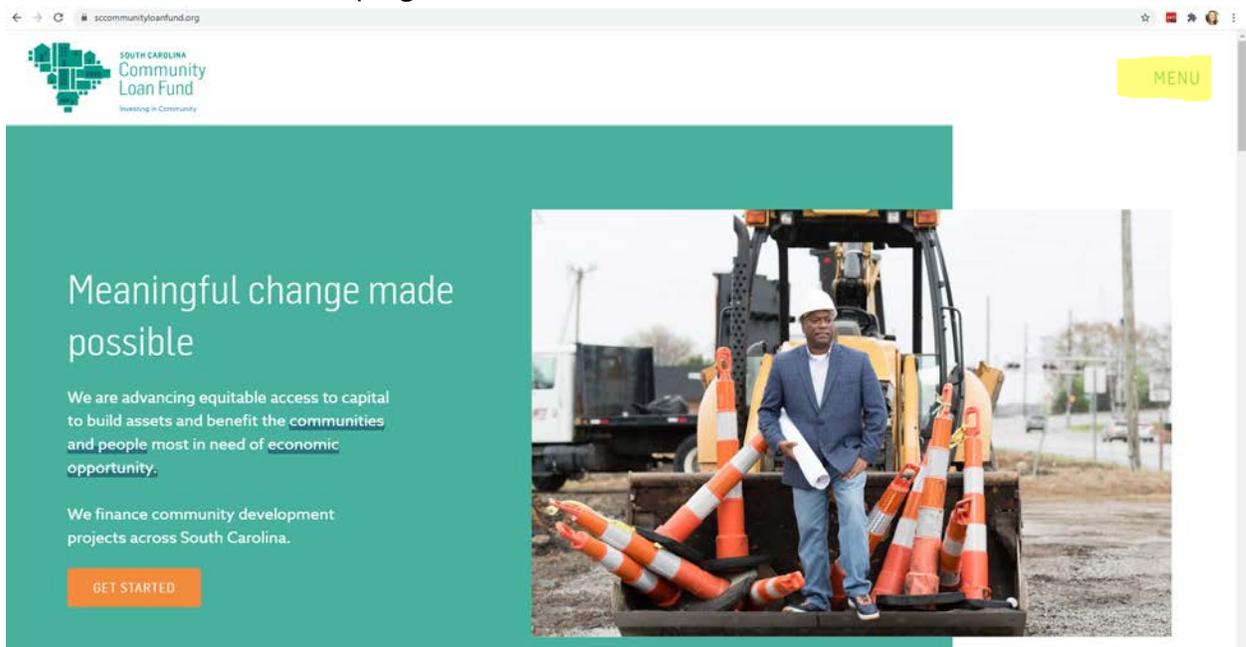
Investing in Community

## SCCLF Program Application User Guide

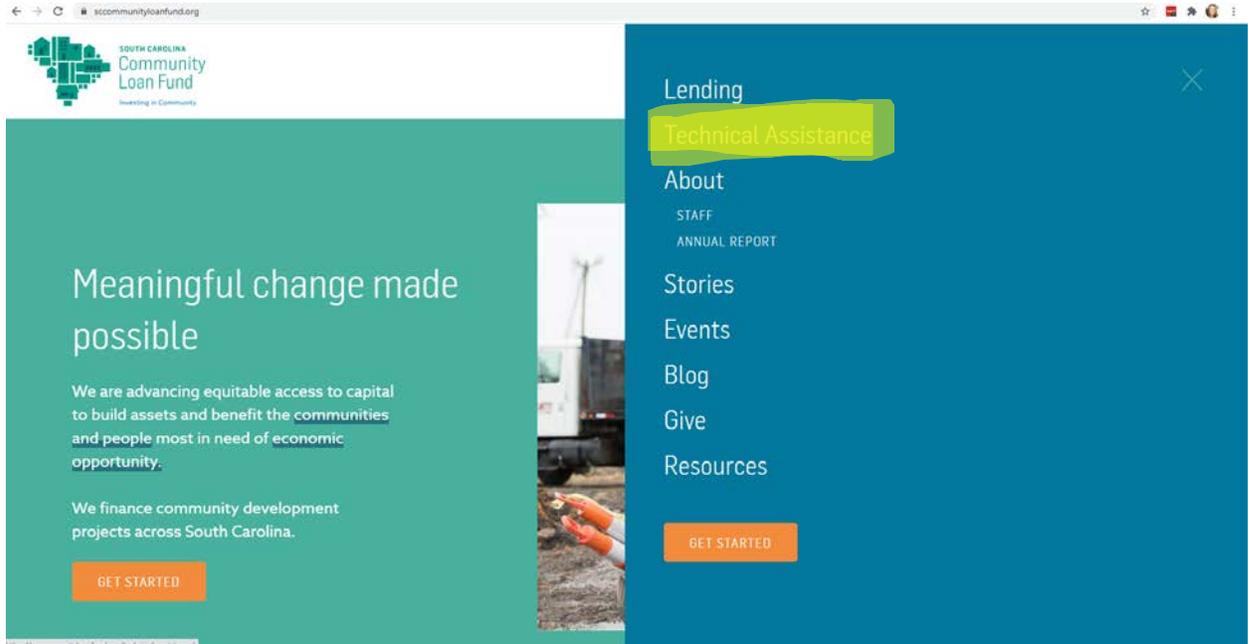
Thank you for your interest in applying for a Technical Assistance Program with South Carolina Community Loan Fund! Here you will find step-by-step instructions to help submit your online application.

*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.*

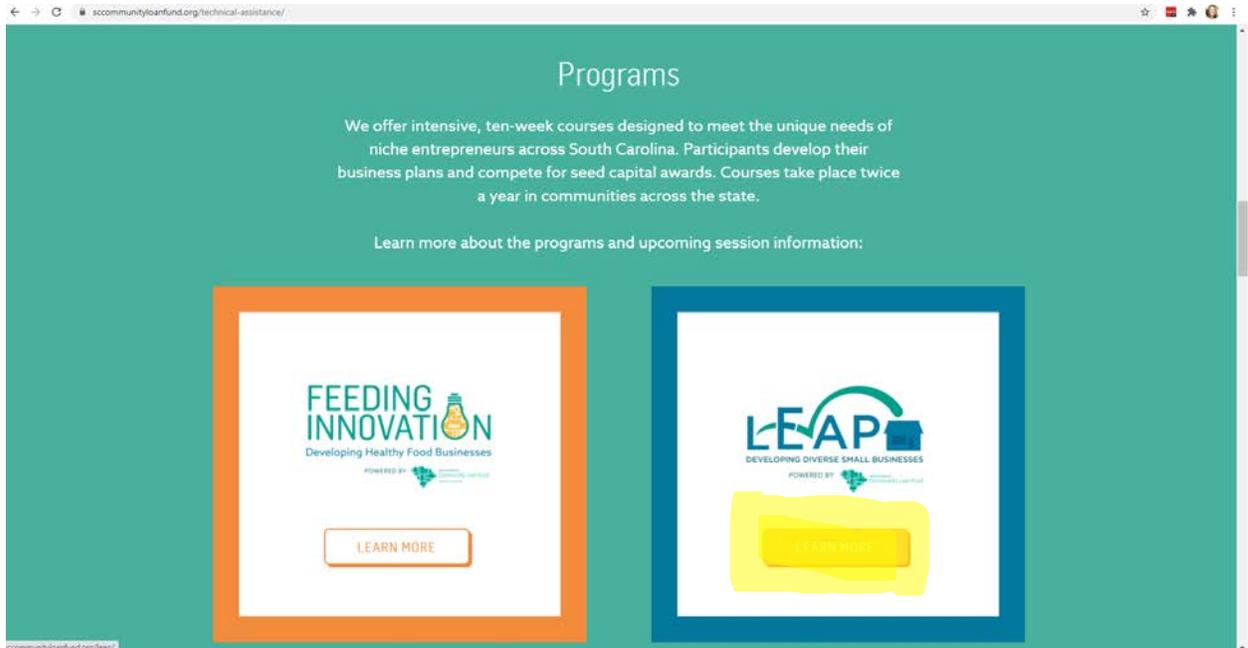
1. To begin, go to the Program Application Portal. If you already have the link for the portal, skip to Step 5. If you do not have the link for the portal, go to [sccommunityloanfund.org](http://sccommunityloanfund.org) and click “MENU” in the top right corner.



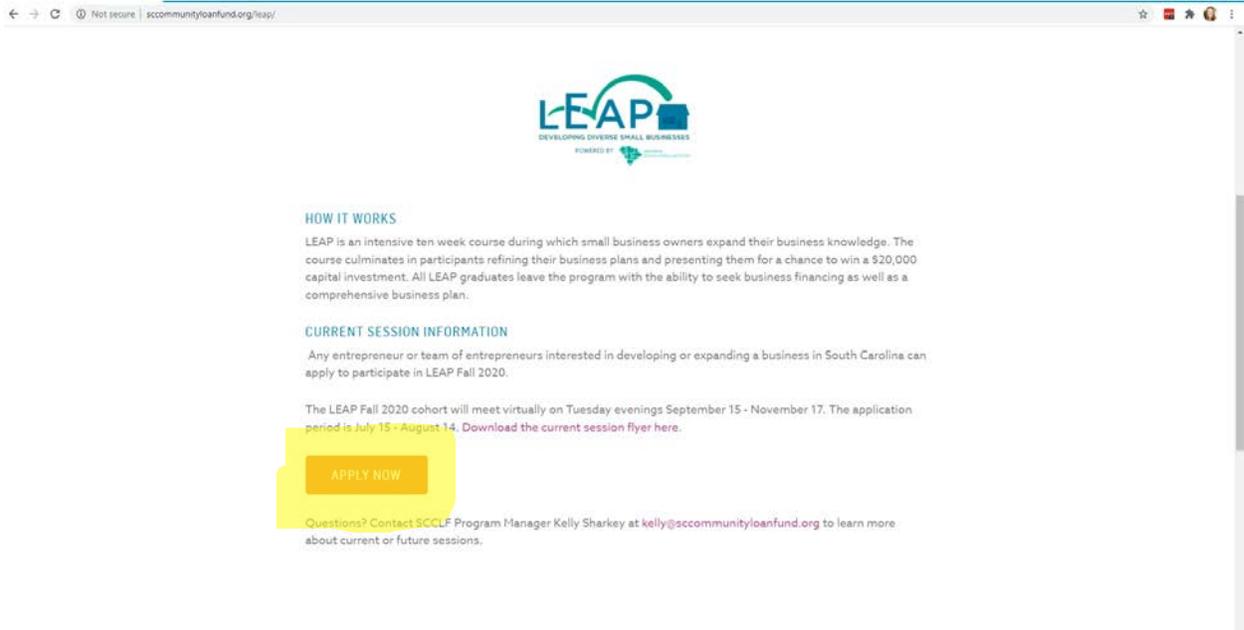
- From the “MENU” dropdown, choose “Technical Assistance”.



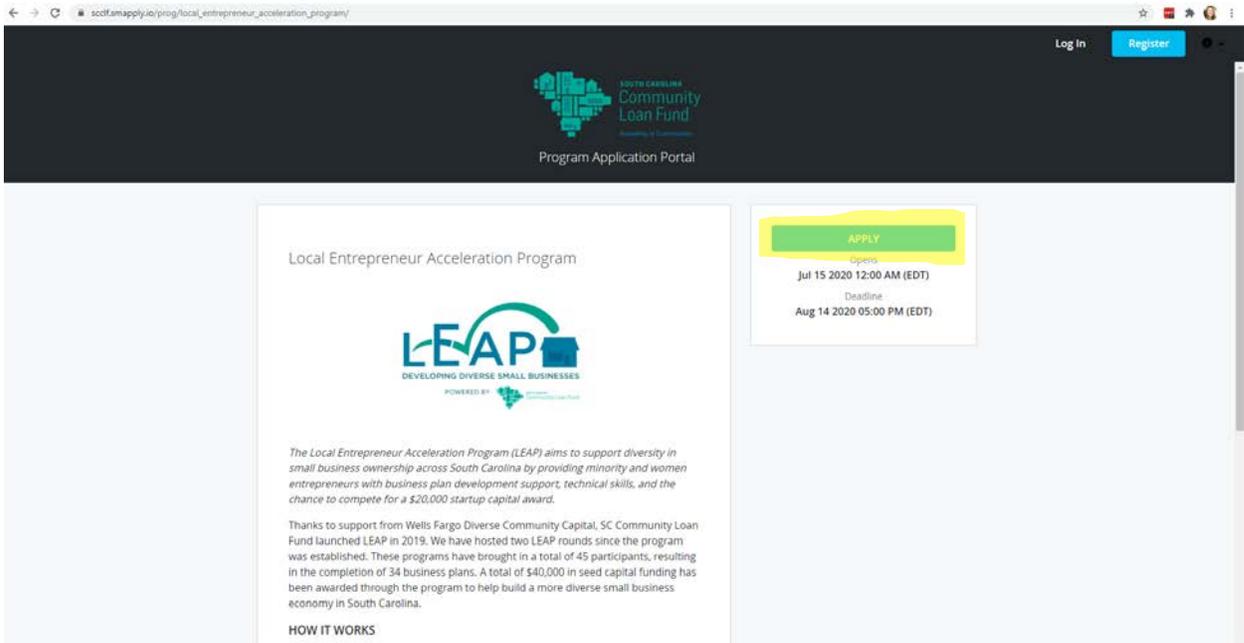
- Scroll down to the section labeled “Programs” and click “LEARN MORE” for the program you are interested in applying for. This user guide will apply through SCCLF’s LEAP Program; however, the steps are similar for applying for Feeding Innovation.



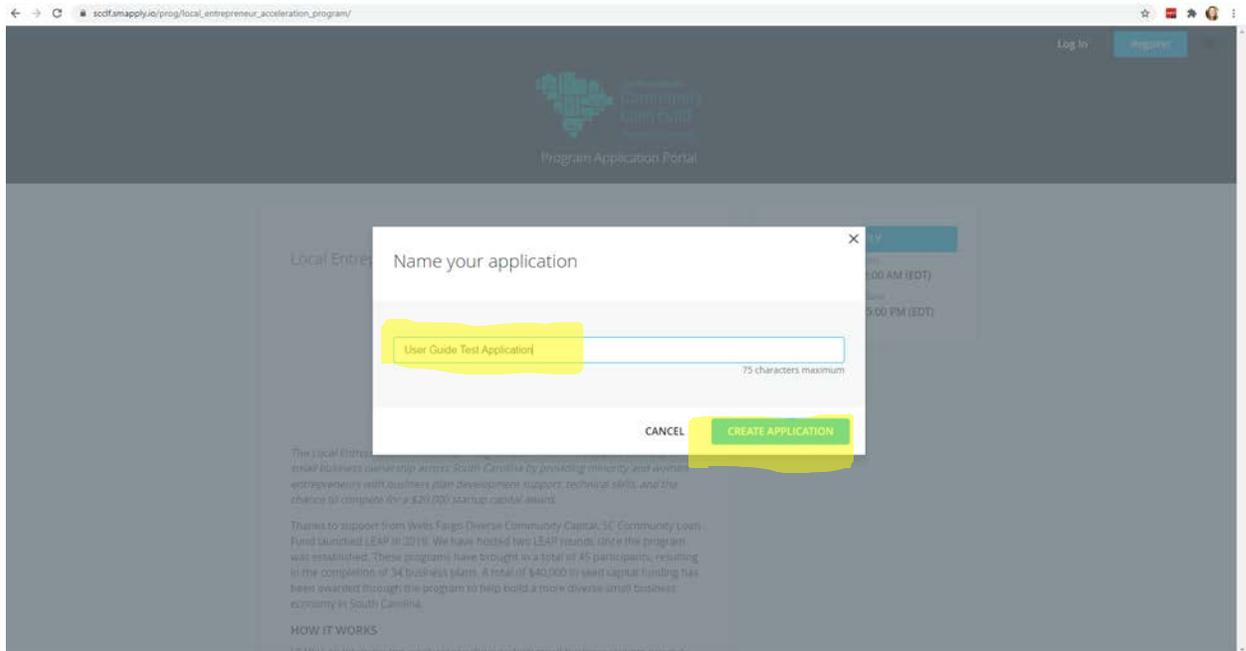
4. Scroll down and click “APPLY NOW”.



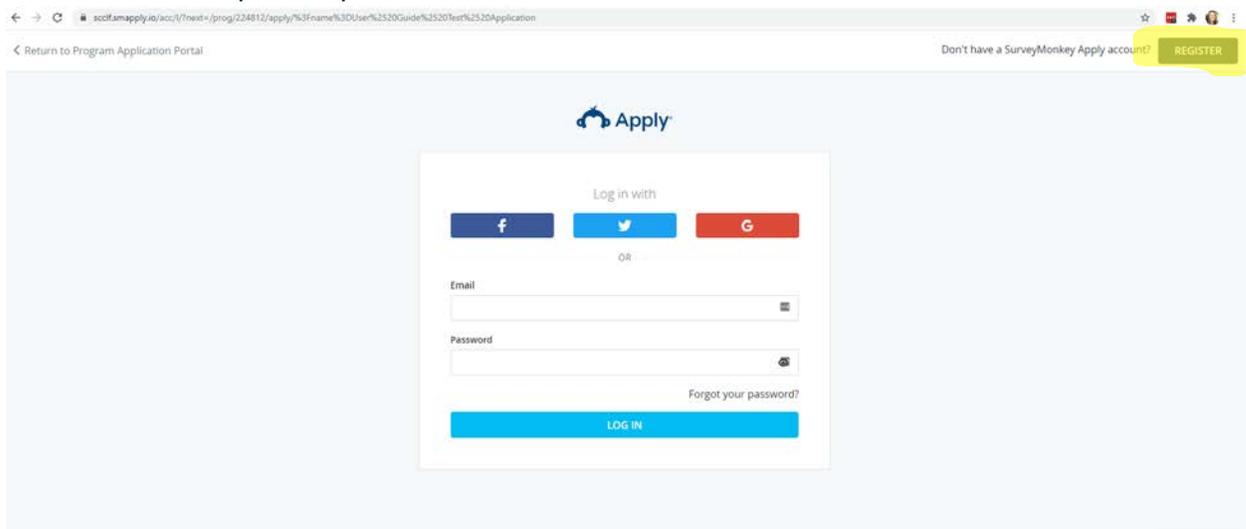
5. To the right of the Program description, click the blue “APPLY” button.



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.



- 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”.

Return to Program Application Portal

Already have a SurveyMonkey Apply account? **LOG IN**

Organization Administrator for this site to send you an invitation link, rather than creating a brand new Organization account.

Register with

Facebook Twitter Google

OR

First name: Chrissy Last name: Schoenberg

Email: chrissy@scommunityloanfund.org

Password: [masked]

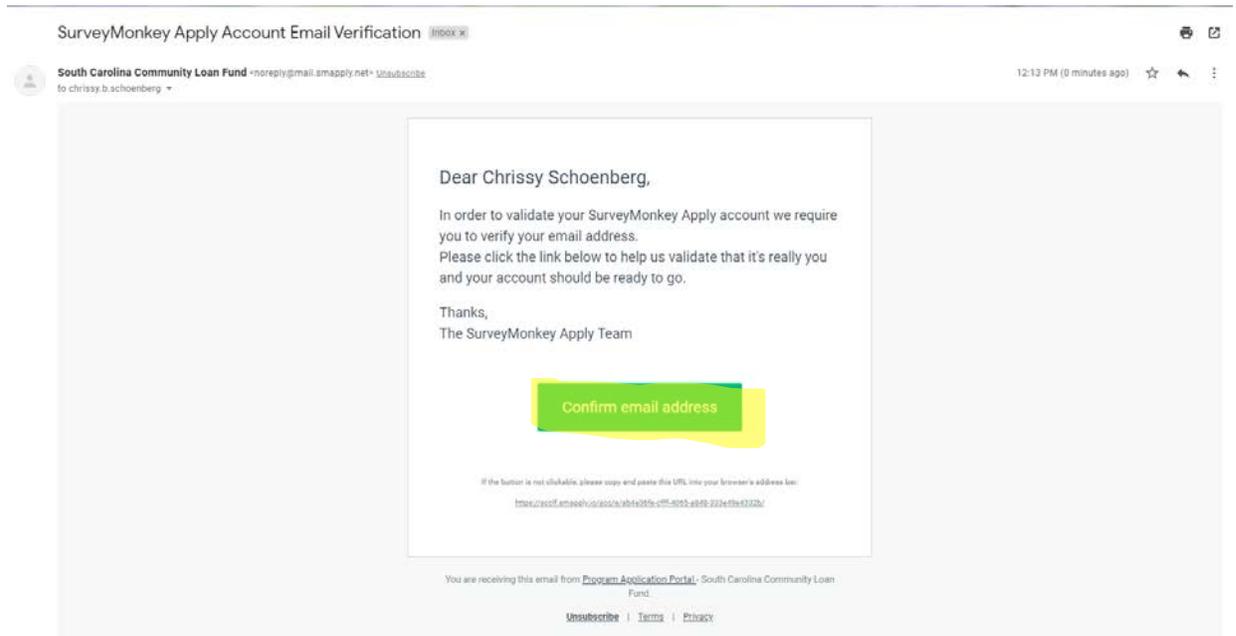
Confirm password: [masked]

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

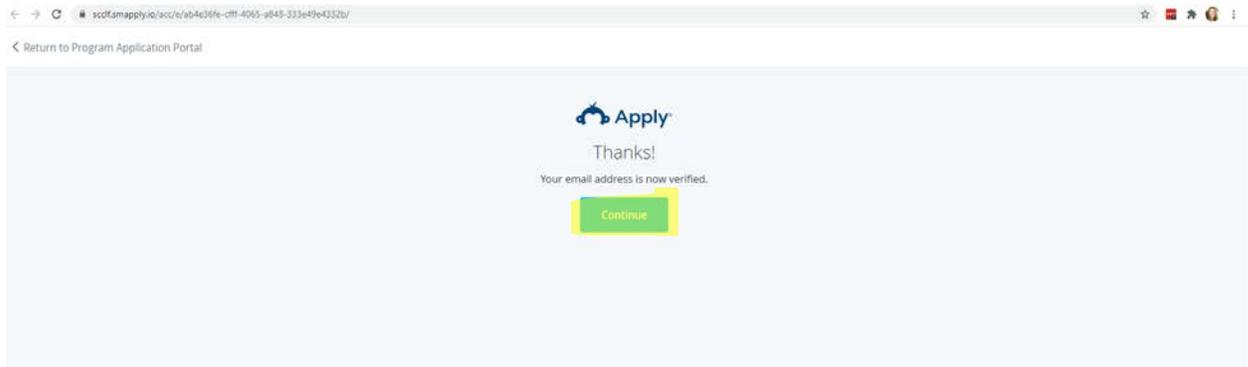
I'm not a robot

**CREATE ACCOUNT**

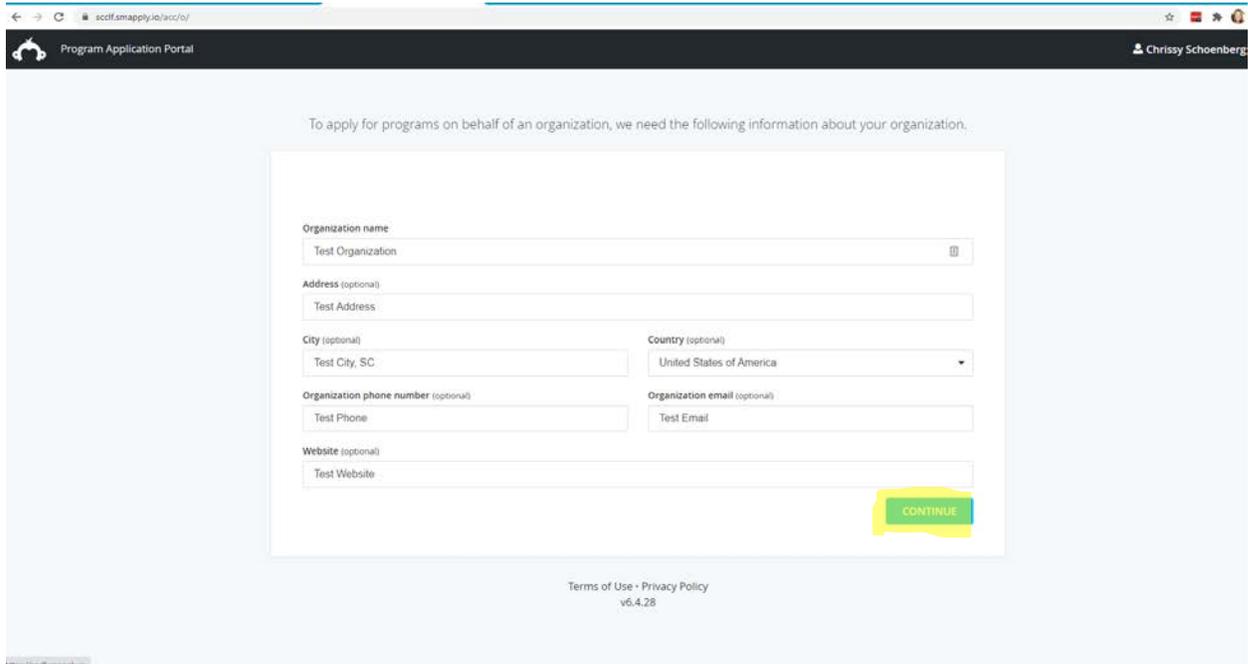
- Open your email browser that you used to create the new account with and verify your email address. To do this, open the email from South Carolina Community Loan Fund with the subject line “SurveyMonkey Apply Account Email Verification” and click the green button “Confirm email address”.



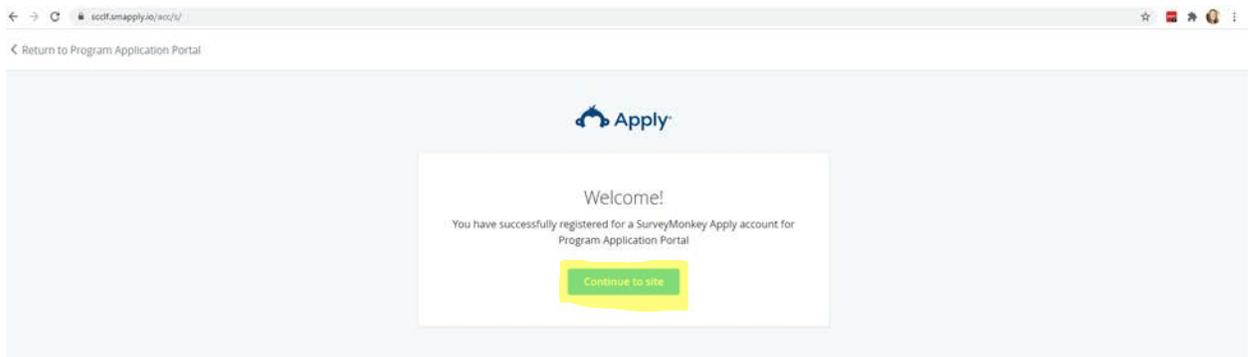
10. This will bring you to a new SurveyMonkey Apply window. In this window, click “Continue”.



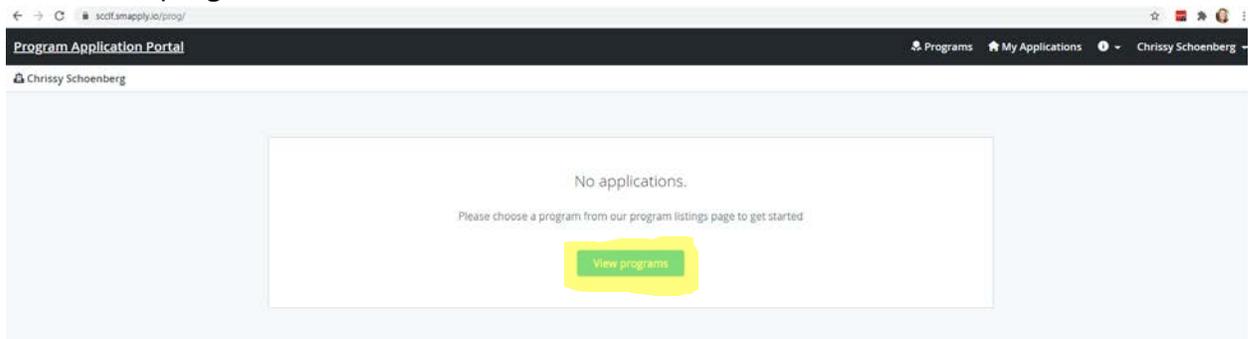
11. Fill out the text fields about your Organization/Business, then click “CONTINUE”.



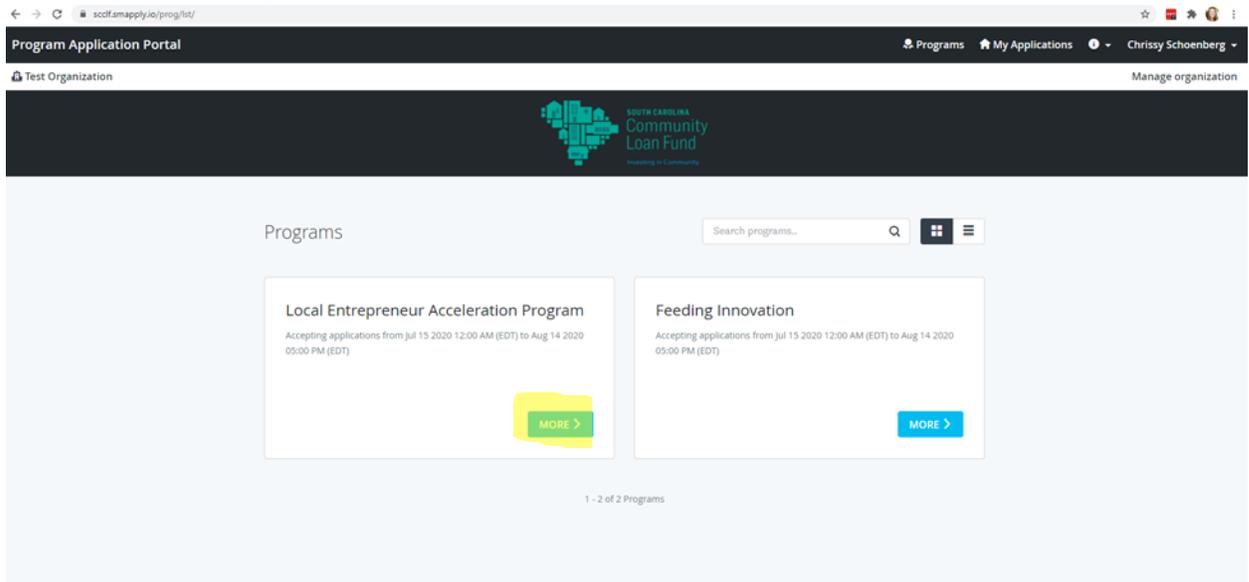
12. Click “Continue to Site”.



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.



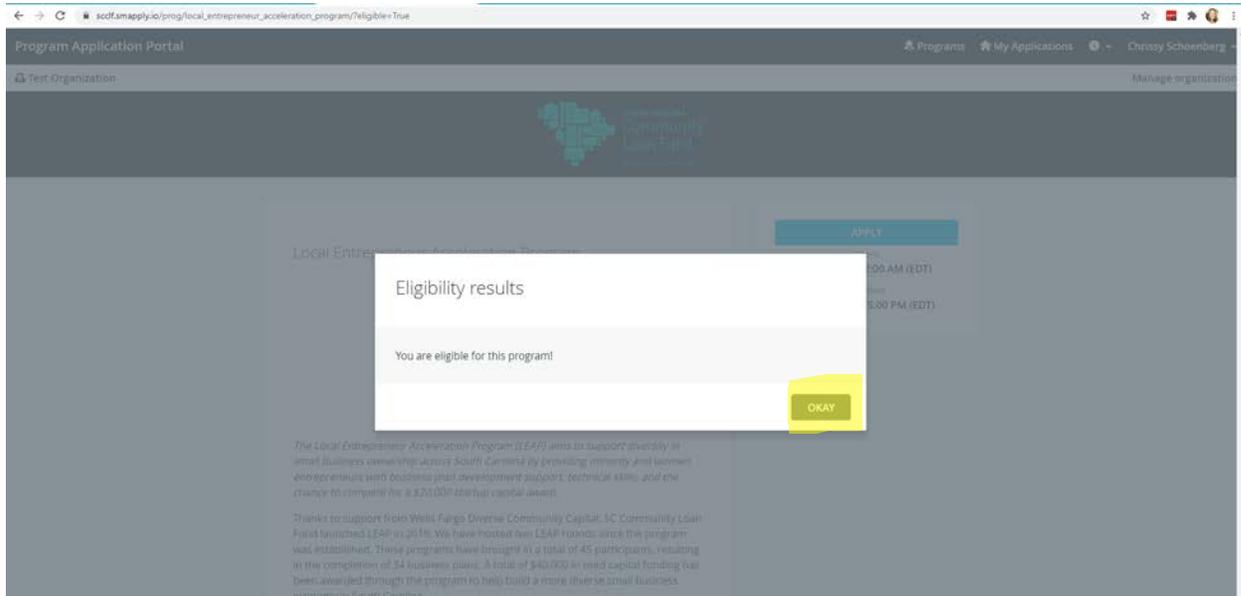
15. Click “CHECK ELIGIBILITY”.

The screenshot shows the 'Program Application Portal' for the South Carolina Community Loan Fund. The page title is 'Local Entrepreneur Acceleration Program'. The logo for LEAP (Local Entrepreneur Acceleration Program) is displayed, with the tagline 'DEVELOPING DIVERSE SMALL BUSINESSES' and 'POWERED BY SOUTH CAROLINA Community Loan Fund'. Below the logo, there is a paragraph describing the program's goal: 'The Local Entrepreneur Acceleration Program (LEAP) aims to support diversity in small business ownership across South Carolina by providing minority and women entrepreneurs with business plan development support, technical skills, and the chance to compete for a \$20,000 startup capital award.' Another paragraph mentions support from Wells Fargo Diverse Community Capital and the SC Community Loan Fund, stating that LEAP was launched in 2019 and has resulted in 45 participants and 34 business plans. A section titled 'HOW IT WORKS' states that LEAP is an intensive ten-week course. On the right side of the page, there is a yellow box with a green 'CHECK ELIGIBILITY' button. Below the button, it says 'Opens Jul 15 2020 12:00 AM (EDT)' and 'Deadline Aug 14 2020 05:00 PM (EDT)'. The top navigation bar includes 'Programs', 'My Applications', and the user name 'Chrissy Schoenberg'.

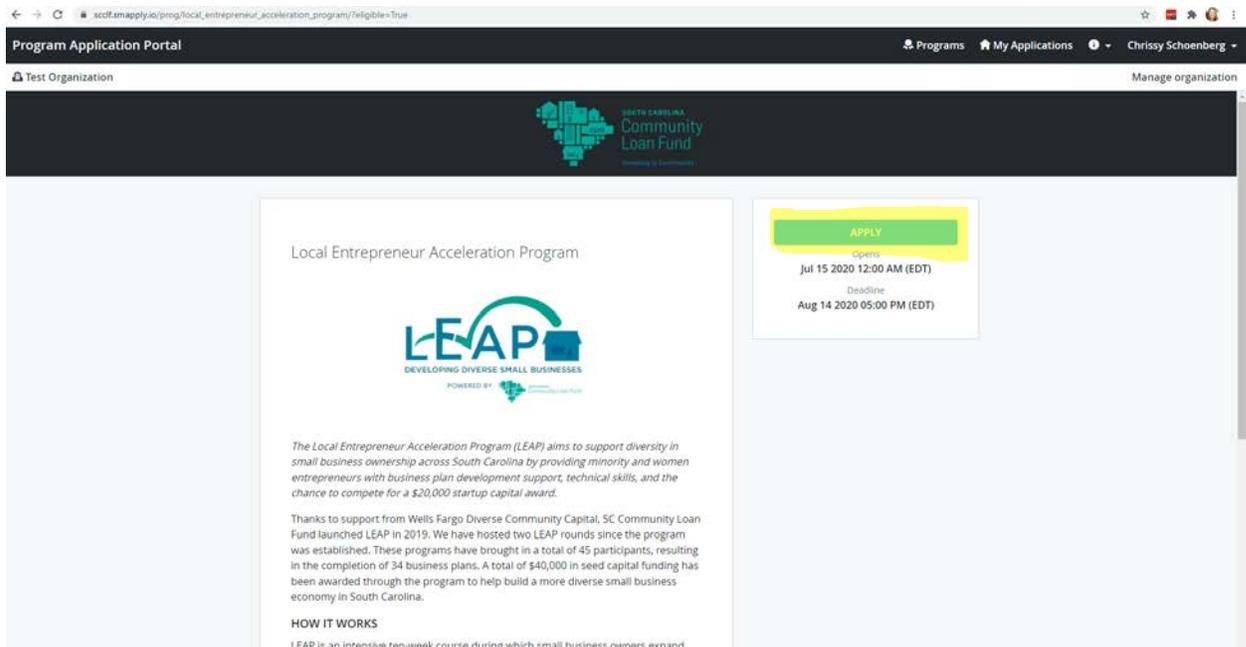
16. Take the quiz by clicking the circle next to your response. Then, click “Save my profile”.

The screenshot shows the 'Eligibility Quiz' section of the Program Application Portal. The question is 'Does your business work alcohol, tobacco, and/or sexual content?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below the options is a 'Clear' button. At the bottom of the quiz area, there is a yellow box with a green 'Save my profile' button. The top navigation bar is the same as in the previous screenshot, showing 'Programs', 'My Applications', and 'Chrissy Schoenberg'.

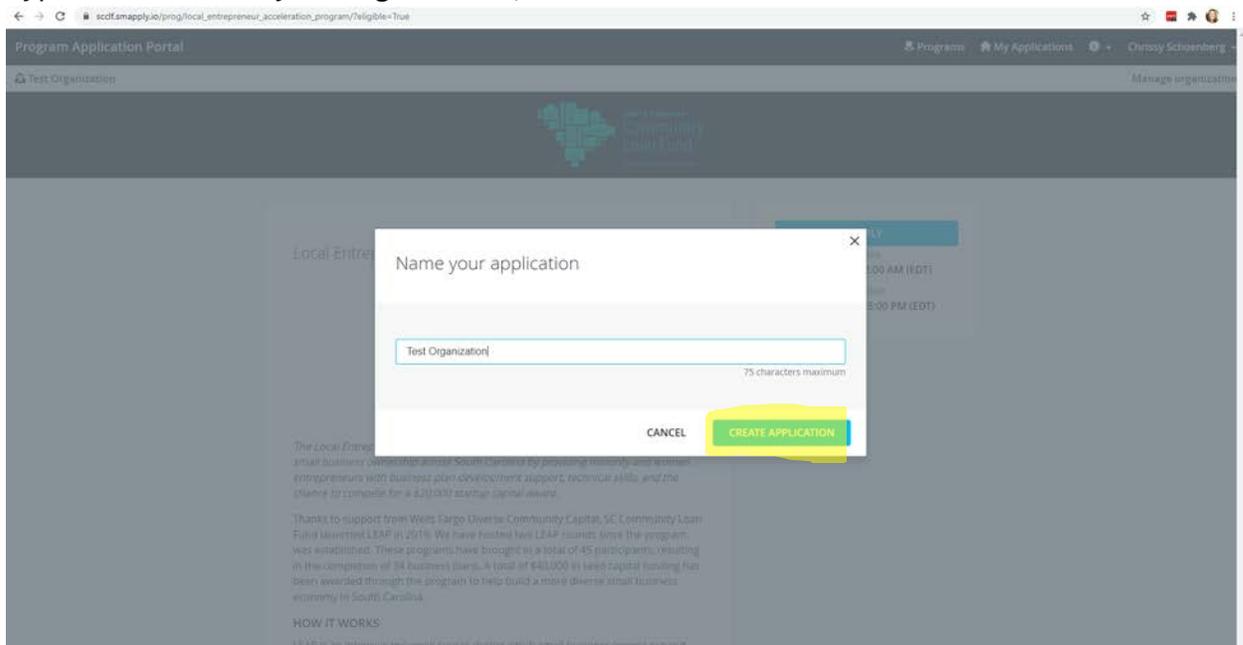
17. If you are eligible, click “OKAY” and continue. If you are not eligible, unfortunately this is the end of the application process and we are not able to offer the program for your business. Please consider applying with us for future business opportunities.



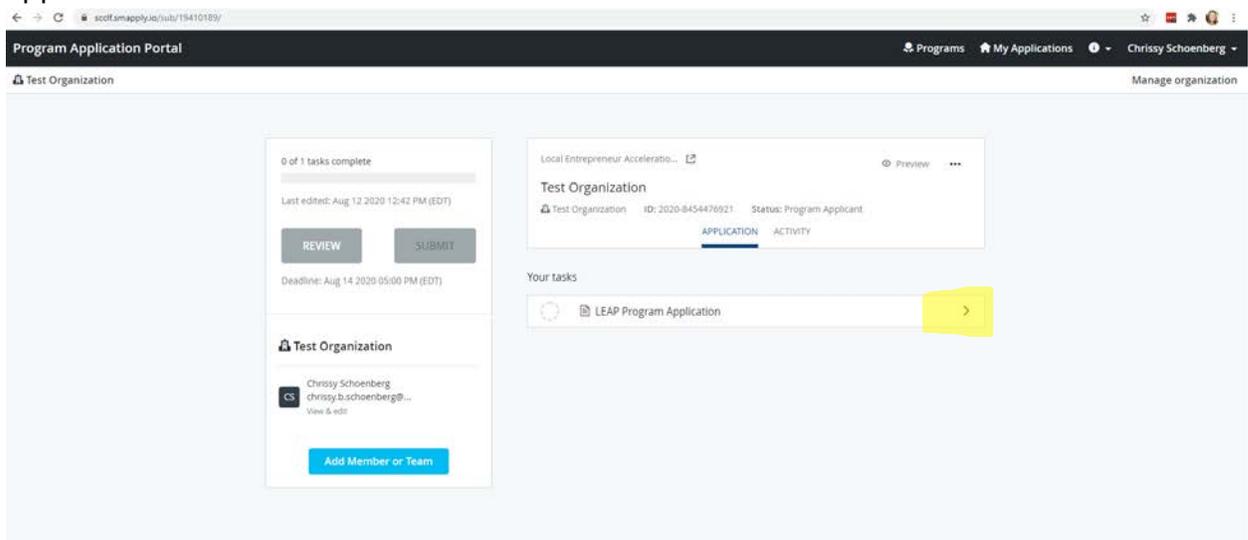
18. Click “APPLY”.



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".

The screenshot shows a web browser window with the URL [sccfl.amapply.io/hsa/19410189/fm/90151086/w/](https://sccfl.amapply.io/hsa/19410189/fm/90151086/w/). The page title is "Program Application Portal". The user is logged in as "Christy Schoenberg". The main content area is titled "LEAP Program Application" and shows a progress bar at 0%. On the left, a sidebar provides application details: "Local Entrepreneur Acceleration Program", "Test Organization", ID: 2020-9454476921, Status: Program Applicant, and a "LEAP Program Application" link. It also shows "0 of 1 tasks complete", "Last edited: Aug 12 2020 12:42 PM (EDT)", and a "Deadline: Aug 14 2020 05:00 PM (EDT)". The main form fields include: "Name" (Test name), "Address" (Test address), "City" (Test city), "State" (South Carolina), "Zip Code" (00000), and "Address: Home or Business?".

The screenshot shows the same web browser window, but the form has advanced to a survey section. The questions are: "Are you able to devote four or more hours a week to this program?" with radio buttons for "Yes" (selected) and "No"; and "How did you hear about LEAP?" with radio buttons for "Advertisement", "Google Search", "Previous Program Participant", "SBDC", "SCORE" (selected), "Social Media", "Workshop/Training", and "Other (Please specify)" with a text input field. At the bottom, there are two buttons: "SAVE & CONTINUE EDITING" and "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.

Program Application Portal

Test Organization

LEAP Program Application

Local Entrepreneur Acceleration Program  
Test Organization  
ID: 2020-8454476921 | Status: Program Applicant

LEAP Program Application

0 of 1 tasks complete

Last edited: Aug 12 2020 12:47 PM (EDT)

REVIEW SUBMIT

Deadline: Aug 14 2020 05:00 PM (EDT)

LEAP Program Application

Project Information

Please note, this information will be kept confidential

Name of Your Company

Test Organization

Have you ever participated in entrepreneur classes in the past?

Yes

No

Clear

What stage is your project in?

Expanding

Existing or EXPANSION:

Expanding

Startup is your business been in operation? (if applicable)

Idea

Is this business currently your primary source of income?

Yes

No

Clear

How hours per week do you currently spend working on this business?

50

Have you already prepared a business plan or any part of a business plan for this business?

Yes

No

Clear

Have you ever applied for a commercial loan (for this business or others)?

Yes

No

Clear

PREVIOUS SAVE & CONTINUE EDITING NEXT

Apply

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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”.

Program Application Portal

Test Organization

LEAP Program Application

Local Entrepreneur Acceleration Pro...  
Test Organization  
ID: 2020-8454476921 | Status: Program Applicant

LEAP Program Application

0 of 1 tasks complete

Last edited: Aug 12 2020 12:54 PM (EDT)

REVIEW SUBMIT

Deadline: Aug 14 2020 05:00 PM (EDT)

LEAP Program Application

Supplemental Information

Describe your business / Idea in 1,000 words or less. Your write-up should address:

- Explain your business model or concept
- Please describe how you serve/employ low to moderate-income communities or individuals.
- How would you use the \$20,000?

Test Organization is (insert business model or concept here in depth). We serve the community, specifically low-income individuals by (insert how you serve low-income individuals). I would use the \$20,000 award money by (insert how you would use the \$20,000). I appreciate the opportunity to improve my business. Thank you for your time and consideration.

This value must be between 1 and 1000 words.

PREVIOUS SAVE & CONTINUE EDITING NEXT

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

Program Application Portal

Test Organization

LEAP Program Application

0 of 1 tasks complete

Last edited: Aug 12 2020 12:58 PM (EDT)

REVIEW SUBMIT

Deadline: Aug 14 2020 05:00 PM (EDT)

I understand that if I am selected for participation in SCCLF's LEAP Program, I am committing to:

I agree to attend and actively participate in the 10 week LEAP course. I will engage in the online curriculum and utilize my video and audio settings to contribute to class.

Meeting all submission deadlines. Participating fully in the program outside of class time, including writing a full business plan. Responding to all email and phone communication from South Carolina Community Loan Fund (SCCLF) and other partners in a timely manner.

I also understand that if I am awarded the seed capital, it will be disbursed based on agreed upon benchmarks set with SCCLF staff.

If awarded the allocated funds for the LEAP Program, I agree to have an active business bank account in order for the funds to be disbursed.

Further, I understand that in order to receive a loan from SCCLF for this project, I must go through the standard application and underwriting process.

Yes  
 No

Clear

Please type your name as your signature

First name Last name

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

Apply

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

The screenshot shows a web browser window with the URL [scdf.smapply.io/hk/19410189/rm/90151086/](http://scdf.smapply.io/hk/19410189/rm/90151086/). The page title is "Program Application Portal" and the user is logged in as "Chrissy Schoenberg". The main content area is titled "Test Organization" and displays a "LEAP Program Application" form. The form is marked as "Completed Aug 12 2020 01:00 PM (EDT)". The form fields include: Name (Test name), Address (Test address), City (Test city), State (South Carolina), Zip Code (00000), and Address: Home or Business? (Business). A progress bar indicates "1 of 1 tasks complete" and "Last edited: Aug 12 2020 01:00 PM (EDT)". A "SUBMIT" button is highlighted in yellow.

26. Confirm submission by clicking “SUBMIT”.

The screenshot shows the same web browser window as above, but with a "Submit application" dialog box overlaid. The dialog box contains the text: "Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it." The dialog box has three buttons: "CANCEL", "REVIEW", and "SUBMIT". The "SUBMIT" button is highlighted in yellow.

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](mailto:kelly@sccommunityloanfund.org) or at 854-222-3010.



SOUTH CAROLINA  
Community  
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Investing in Community