

General Instructions

Kitsap County & City of Bremerton Applications 2027

General Application Instructions

The Application has two parts; you must complete both by the due date to be considered complete.

1. Organization Information Application → Collect information about your entire organization.
2. Project application → Collect project specific information.

You may submit more than one project application, but the Organization Application only needs to be submitted one time.

Outlined below is general information to get you started, including screen shots to help you navigate through SurveyMonkey.

Note: Inside SurveyMonkey, application types are referred to as Programs until an agency starts the process and names them, then it is called an application.

Step 1: All applications are accessed through SurveyMonkey Apply. Go to:

<https://apply-kitsap.smapply.io>

To sign in from the main page go to the top right side of the screen and click on the Log In. If you are a new user, click on Register to become a registered user.



Log In Register ⓘ

Kitsap County Coordinated Grant Application

Welcome to the Kitsap Coordinated Grant Application Process

The Coordinated Grant Application Process brings together separate funding sources utilizing a common application site. This site is used for the following types of applications:

- Federal Kitsap County and City of Bremerton CDBG and HOME funds
- Mental Health, Chemical Dependency, and Therapeutic Courts 1/10th Treatment Sales Tax (MHCDC), and
- Community Investments in Affordable Housing (CIAH) funds.

Step 2: On the next screen you will enter the organization name and EIN number for the applicant agency. The organization must be registered, then members are added under the organization. Individuals are not eligible to submit applications.

Coordinated Grant Application Kitsap CGA

Organization name

Address (optional)

City (optional) Country (optional)

Tax country Tax number

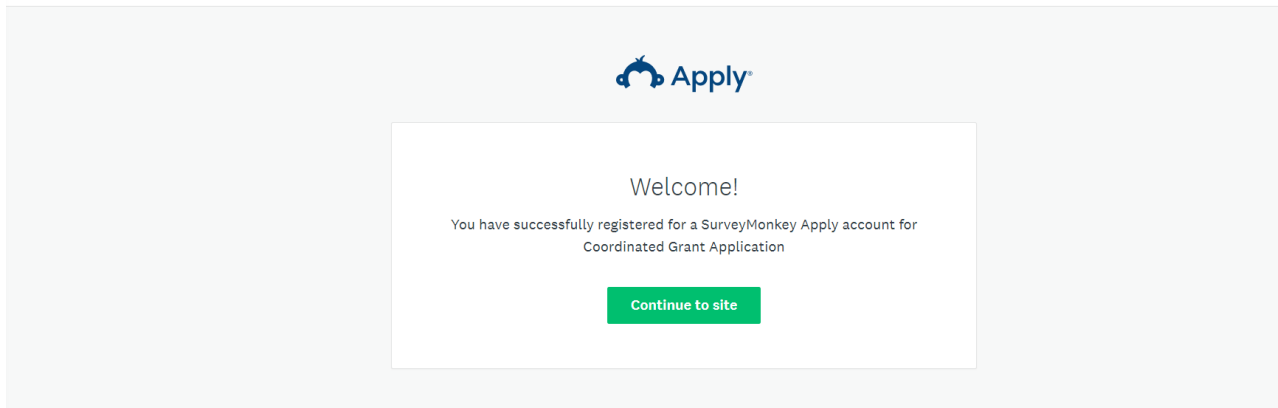
Organization phone number (optional) Organization email (optional)

Website (optional)

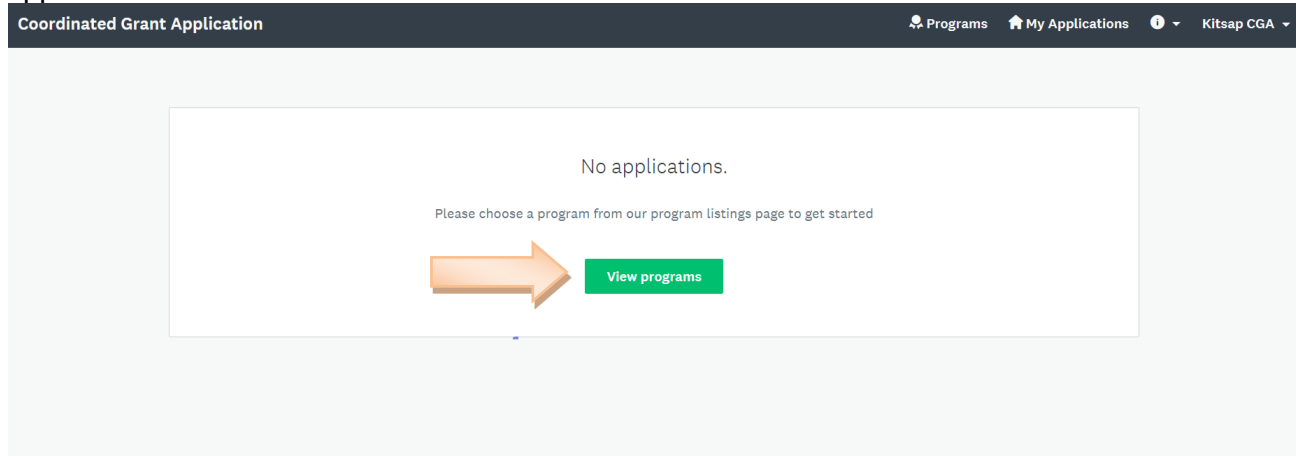
[CONTINUE](#)

Step 3: On the next screen you will get a message indicating you have registered and can continue on to start an application.

[Return to Coordinated Grant Application](#)



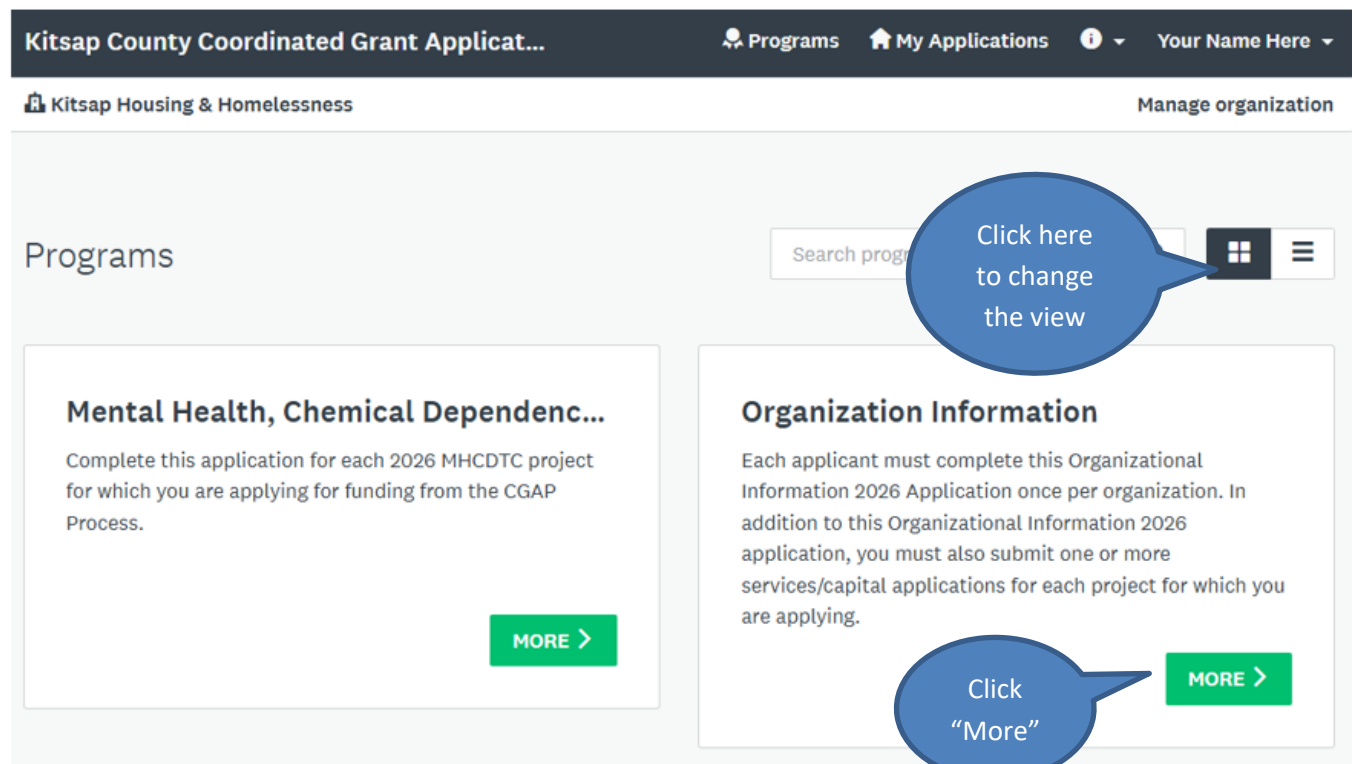
Step 4: On the next screen select the green View programs button to see the Programs accepting applications.



Step 5: Once you click on **View programs**, the next screen will show the Programs currently open and accepting applications. If this is the first time you have applied during the 2027 Grant cycle you must complete the *Organization Information* application as well as any project applications.

If you have completed the *Organization Information* application previously, you may skip to Step 10.

Step 6: The first application type you need to complete is *Organization Information*. In the screenshot example below, there are two programs accepting applications. When you click on the **More** button inside the *Organization Information* box, it will take you to the screen where you can start the application by clicking on the Apply button.



Step 7: Click on Apply. A popup window will appear asking you to name your application. **Use your agency name for the Organization Information application.** Once you name the application, the next screen is where you will start filling out the application.

Kitsap Housing & Homelessness Manage organization

Organization Information 2026

Each Application has two parts, and you must complete both application types.

- 1) The **Organization Information 2026** Application (this application) is designed to collect information pertaining to your entire organization. [The](#)

APPLY

Deadline
Jul 15 2025 12:01 PM (PDT)

Step 8: The next screen will show you the application you just named as a Task. Once you have completed a task it will show the date it was completed. To begin working on your application click the link under Your Tasks (i.e. *Organization Information 2027*), or the right arrow, and start filling in the application tasks. You can also add Members or a Team by clicking on the green button on the left side of your screen (see screenshot above).

Coordinated Grant Application Process Programs My Applications Your Name Here

Your Organization Manage organization

0 of 3 tasks complete

Last edited: May 30 2024 01:00 PM (PDT)

Deadline: Jul 16 2024 12:01 PM (PDT)

REVIEW **SUBMIT**

Your Organization

Your Name
Your@email
View & edit

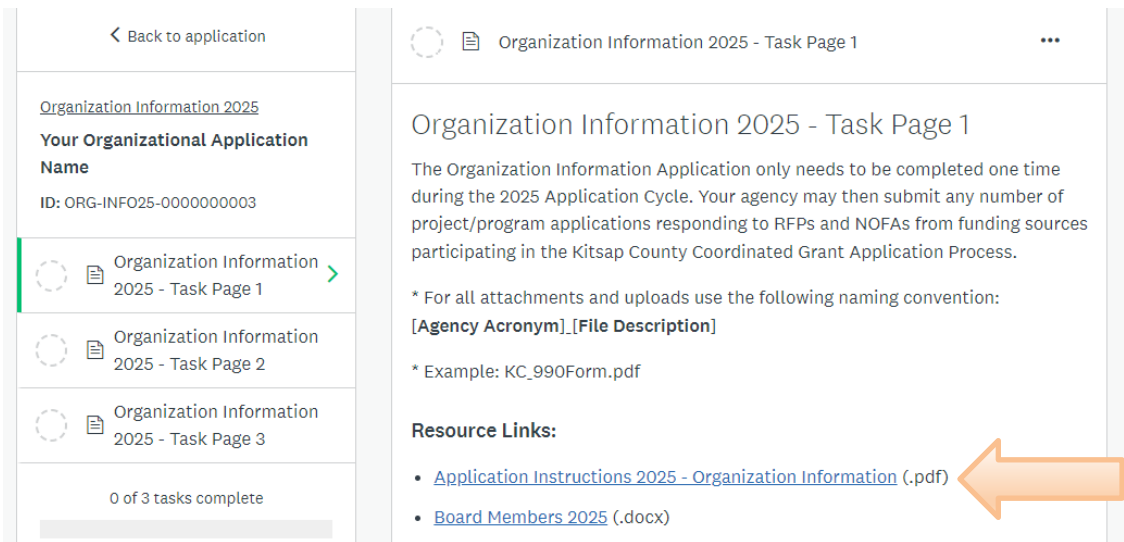
Add Member or Team

Organization Information 2025 - Task Page 1

Organization Information 2025 - Task Page 2

Organization Information 2025 - Task Page 3

To access the instructions for the Organization Information application once inside the application screen, click on the link under **Resource Links**.

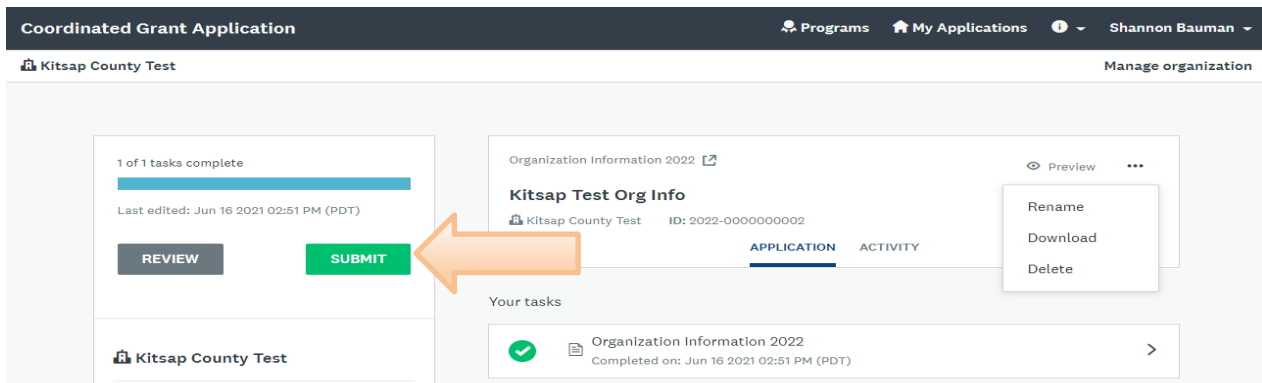


1. As you move through the application you will see information is collected in several ways including:
 - a. **Text boxes** – text boxes are provided for information you will enter directly. Simply click in the box and begin typing. Please be aware of the word limits. You will receive an error message if you exceed the word limit. It will be easier to type narrative in Word and cut and paste it into the text boxes. This will allow you to track your word counts and spell check.
 - b. **Downloadable forms** – Forms provided for download are in Word or Excel. For questions that say download the form, hover with your cursor over the name of the form and click on the link. A small dialog box will open, click **Open file** and save the form to your computer. Enter the required information and save using the following file name convention: **(agency acronym) (document name)**
 - **Example: KCBoardMembers.docx** would be the name for the Board Members form completed and submitted by Kitsap County.
 - When you are ready to upload click the **Upload a file** button on the screen, browse your computer to find your file and upload it to your application.
 - c. **Uploading documents** – Documents which your agency creates (i.e. not on a Downloaded form) should be in one of the following file types:
 - PDF or Microsoft Office 2007 and newer (.docx, .xlsx)
 - Microsoft Office 2005 and older - supported but not recommended (.doc, .xls)
 - Uploaded documents must follow the same file name convention as explained above under downloadable forms: **(agency acronym) (document name)** Please keep your document name as short as possible.
 - You must create a single file to upload for each question.
2. You may also find certain questions are not applicable to your type of project or your type of agency. Follow the instructions, answer the main question then based on your answer you may be instructed to skip the follow-up and move to the next question.

3. As you move through the application you will be able to **Save & Continue Editing** which will save your work and leave you on the same page; or click **Next** or **Previous** to move to a different page. If there is missing information, it will alert you and you must fill in the information before proceeding. You are at the end of the task when you see a button to **Mark as Complete**.

Step 9: If you click **Mark as Complete** you will be sent back to your Dashboard. You can still View, Edit or Delete the task. To edit, click on the ellipsis and select Edit.

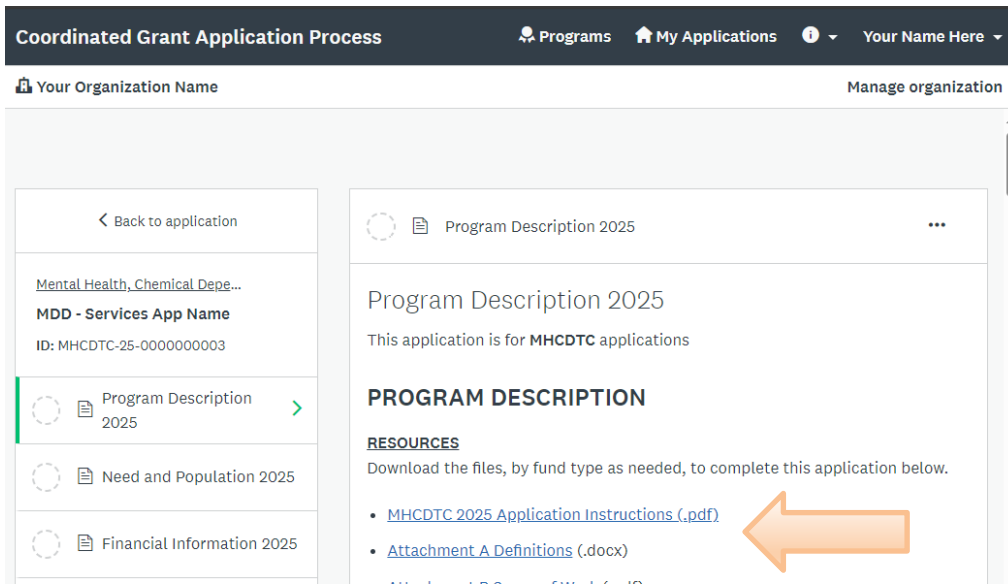
Step 10: When you are ready, and all tasks have been completed you can click **Submit**. Your application will remain open for editing until the application deadline. Make sure to download and save a copy of your application. Click on the ellipsis and select **Download** to save a copy on your computer.



Step 11: Once you have submitted an *Organization Information* Application you will need to click on **Programs** in the upper right part of the screen to create the project application. Here you will select an application type from open programs. You will select one of the following options:

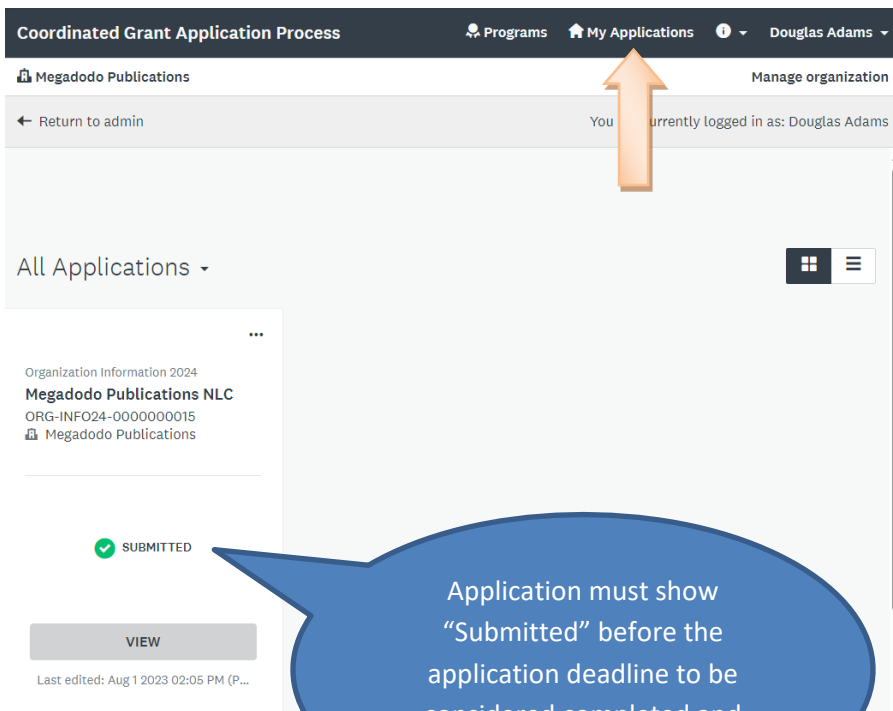
- MHCDTC Treatment Sales Tax 2027
- Capital - Public Facility, Infrastructure, Shelter - 2027
- Capital - Rental Housing - 2027
- Capital – Homeowner Housing 2027

Links to the instructions and forms are available at the beginning of the application under Project Information Resource Links as shown in the screen shot below.



Once you have started your application you will complete it in the same manner as the Organization Information application. Make sure to complete each task and hit Submit before the application deadline. You should also download a copy of the application for your records.

Step 12: Once you have completed the project application, click on **My Applications** at the top of the screen to view your submissions. You should see all applications, the status and if they have been submitted. Completed, does not mean submitted. If it does not say Submitted, you will need to click on the application and then on the click the Submit button.



To Edit an existing application: On the My Applications page you will see all applications your agency has created. To edit an application that has been submitted, click on **View** button. This will take you to the application, then click on the ellipsis and select edit. Once inside your application scroll down to the question you would like to update. After you have completed your edits, you will need to click on **Mark as Complete** again. To edit an application that has not been submitted, click on the **Continue** button. This will take you to your application. Once you have made edits click on **Save & Continue**, or when completed click on Mark as Complete. You will need to hit **Submit** if the application has not been submitted.

Frequently Asked Questions

1. **What if I want to save what I have done and come back later?** You can click on the Save & Continue button at the bottom of the page. You can sign out and when you log back into your application your changes will have been saved.
2. **Can I go back into my application and correct something after I have hit the Submit button?** Yes, up until the deadline you will be able to make changes. Log back into your application, make the necessary changes, and click on the Mark as Complete button.
3. **What if I have technical difficulties?** If you experience technical problems with the site, click on the Help link and select the appropriate assistance from the pop-up menu.
 - For clarification about an application question or forms you may contact any of the following staff members:

Kitsap County Applications CDBG and HOME

Bonnie Tufts at btufts@kitsap.gov

Sharon Schwartz at sschwartz@kitsap.gov

City of Bremerton Applications CDBG

Sarah Lynam at sarah.lynam@ci.bremerton.wa.us

Kitsap County 1/10th of 1% for Mental Health Sales Tax (MHCDTC)

Hannah Shockley at hshockle@kitsap.gov

Community Investments in Affordable Housing

Joel Warren at jwarren@kitsap.gov