



COVID-19 SCREENING FOR COMMUNITY ORGANIZATIONS - Stay Safe and Stop the Spread

TECHNICAL SUPPORT AND RESOURCES FOR APPLICANTS

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This document is to be used as a guide when applying to the Canadian Red Cross Program COVID-19 Screening for Community Organizations

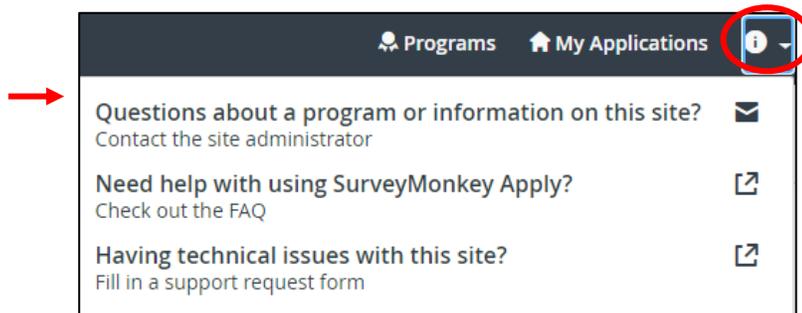
For full information about the program, including Application Guidelines, FAQs and other resources for applicants, visit: [Stop the Spread and Stay Safe - Canadian Red Cross](#)

The Canadian Red Cross application portal uses a platform called **SurveyMonkey Apply**

- For privacy information, relevant to how SurveyMonkey collects and stores user data, click here: <https://help.smapply.io/hc/en-us/articles/360003749013-SurveyMonkey-Apply-Data-Privacy>

In addition to this document, you can also find support by:

- contacting the site administrator at COVID19ScreeningProgram@redcross.ca, or by phone at 1-888-381-8246.
- clicking the “i” button in the site header and choose **Contact Site Administrator**



This application is available to complete in either English or French. To change language, choose the EN ▼ button in the header and choose FR.



Cette demande peut être complétée en anglais ou en français. Pour changer la langue, cliquez sur le bouton EN ▼ en haut de la page et choisissez FR.

Completing this application may take anywhere between 30 min to a few hours depending on your organization’s ability to source the information required. Documents required are referenced in Section 4 of this document.

OVERVIEW OF APPLICATION STEPS

The request for rapid tests is done in 2 stages:

1. **Registration**, which enables us to determine if your organization is located in a Region currently participating in the program, and then

2. **Application Form** which provides:
 - a. Information about your organization and whether it meets eligibility requirements
 - b. Uploaded documents proving the good standing of your organization
 - c. A **Request Form** to provide detailed information about the location you are requesting for (how many tests are needed and where to ship them).

If an organization would like to request rapid tests be sent to more than 1 location, a separate application is needed for each site. Please refer to the section "[Completing request forms for multiple locations](#)"

Note: SM Apply refers to all forms as 'Applications'. For this program, please be aware that the first form to be filled out is the Registration Form (to provide General Organization Information), and the next form is the Application Form (to provide Specific Organization Information), ending in the Request Form (to provide Individual Site Needs and Location Information).

STEP 1: CREATE AN ACCOUNT IN SM APPLY

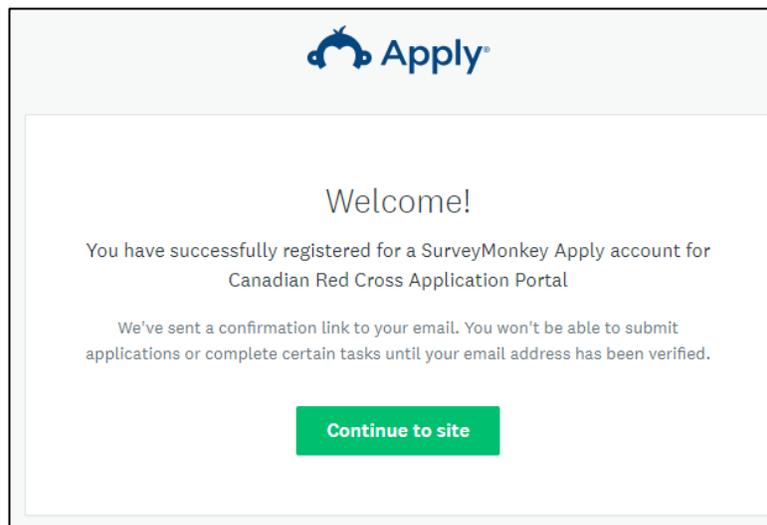
The first task is to create an account on the Canadian Red Cross Application Portal by going to <https://redcross.smapply.ca> on any web-enabled computer or mobile device. For the best user experience please DO NOT USE INTERNET EXPLORER, any other browser such as Chrome or Firefox or Edge may be used.

Choose **“REGISTER”** located at the top of your screen.

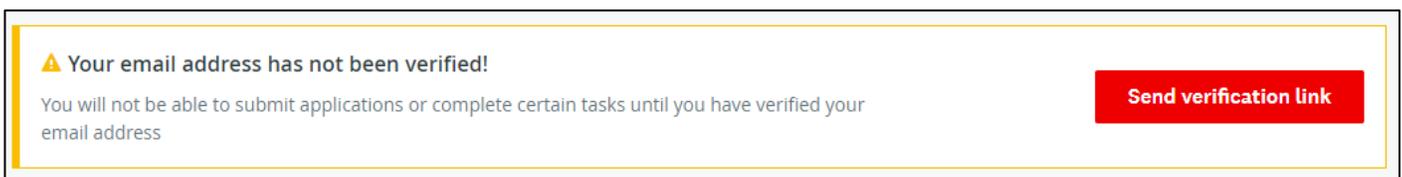


Enter your name, email, and choose a secure password, then click **“CREATE ACCOUNT”**

Once you enter your information you will receive a prompt from the system to verify your email. Upon successful verification you may continue with your application.



If you do not verify your email address you will be unable to continue. Click the red button in the header to resend the verification link.



STEP 2: CHOOSE A PROGRAM

There may be several active programs in the menu. Choose the COVID-19 Screening for Community Organizations box.

COVID-19 Screening for Community Org...

Accepting applications from 30 Apr 2021 09:00 (EDT) to 31 Oct 2021 23:59 (EDT)
COVID-19 Screening Program for Community Organizations

MORE

Click on the **“MORE”** button to access specific information pertaining to the program.

From the Program information page click on **“APPLY”** to begin your application.

COVID-19 Screening for Community Organizations

Your organization can gain access to easy and free tests to implement as part of a screening program to mitigate risk to your staff and the community your organization supports. You will also be contributing to the collective response to COVID-19 through screening and rapid action.

Who can Register?

If you're a charity, a non-profit or an Indigenous community organization with five (5) personnel (staff and volunteers) who work in close proximity to each other or have direct contact with

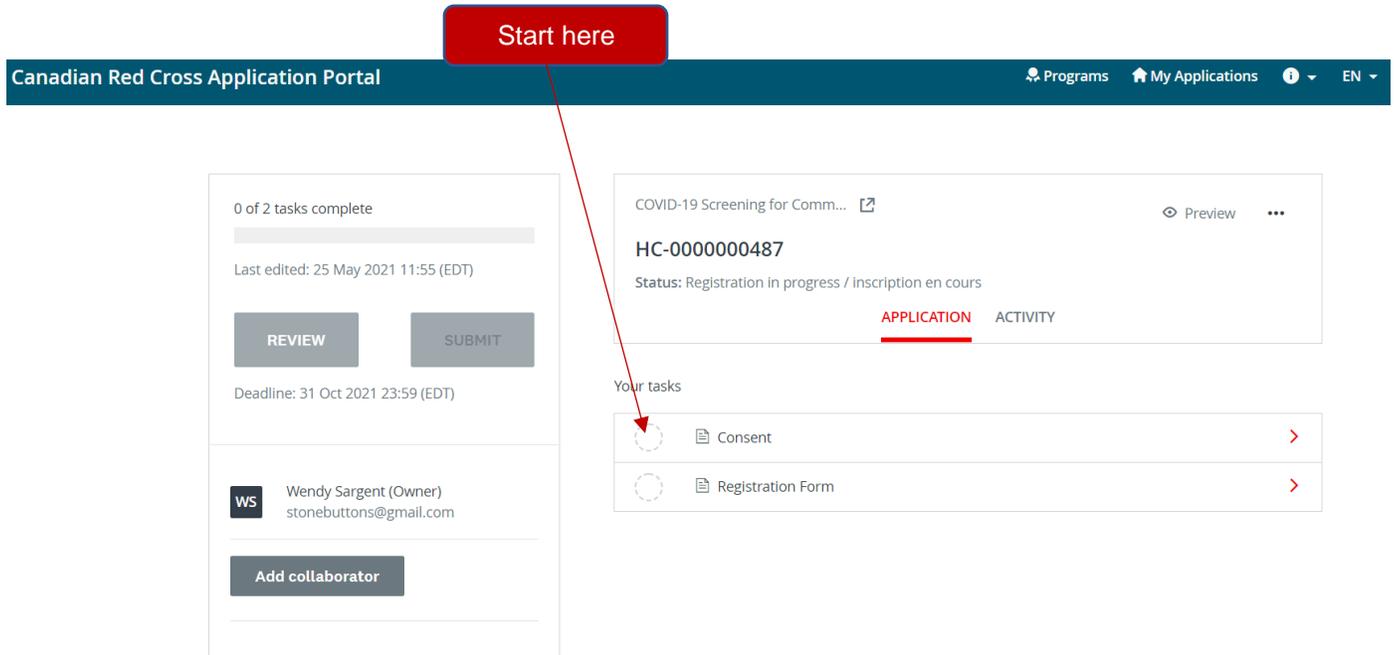
APPLY

Opens
30 Apr 2021 09:00 (EDT)

Deadline
31 Oct 2021 23:59 (EDT)

STEP 3: COMPLETE YOUR ORGANIZATION'S REGISTRATION

Your screen will look similar to the screenshot below once you have launched into the program registration.



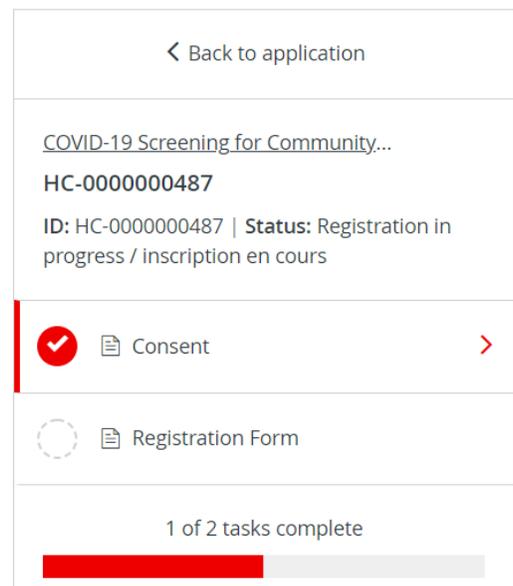
COMPLETE ALL SECTIONS OF YOUR REGISTRATION

Once you begin to complete the registration, the Task List from your dashboard will show on the left side of your screen, providing a roadmap of all the tasks that are required to complete the section. Use this to navigate through the steps of your registration / application.

The icons provide the following information:

-  Task not yet started
-  Task in progress
-  Task Completed

All **mandatory sections must show a red checkmark** before you will be able to submit your application. The progress bar below the Task List (x of 2 tasks complete) will also provide a summary to gauge your progress. At any point, you can save your progress and return to complete the application at another time.



COVID-19 Screening for Community Organizations

CONSENT

Please read the language provided in the consent form and provide your agreement by choosing the button **“I AGREE”** and then clicking **“MARK AS COMPLETE”** to save and continue.

Please indicate your acceptance of these terms by clicking “I agree”.

I agree

I do not agree

[SAVE & CONTINUE EDITING](#) [MARK AS COMPLETE](#)

You will complete the two tasks for Registration, marking each as Complete.

Once they are complete, the Submit button will turn red, and you must click this to submit your registration.

Canadian Red Cross Application Portal

2 of 2 tasks complete



Last edited: 21 May 2021 13:11 (EDT)

[REVIEW](#) [SUBMIT](#)



Application Submitted!

Thank you for submitting your registration form. When the application launches for your region you will get an email alert and you can login back into the portal to submit your full application.

[Go to My Applications](#)

OR

[View more Programs](#)

Once the program is open in your Region you will receive an invitation to complete the Application form. If the program is not yet available in your Region, your Registration Form will be held and you will receive a notification when the Program is available in your Region.

COVID-19 Screening for Community Organizations

STEP 4: COMPLETE YOUR ORGANIZATION'S APPLICATION

Once you have received an email from the system inviting you to fill out your application, Log in to your account and go to My Applications (at the top of your screen) and click Start to begin your full application.

All Applications ▾

COVID-19 Screening for Community Organizations
HC-0000000473

Deadline: 31 Oct 2021 18:00 (EDT)

STATUS: Request In Progress

0 of 3 required tasks complete

START

Submitted on: 21 May 2021 13:16 (EDT)

You will be taken into the full application. Work through the steps listed on the Task List at the left side of your screen.

← Back to application

COVID-19 Screening for Community...
HC-0000000362
ID: HC-0000000362 | Status: Application form OPEN / Formulaire de demande OUVERT

- Organization Information & Eligibility >
- Verify charity status (optional for charities only) (optional)
- Last annual report, donor report, or reporting to stakeholders on activities
- Governance Documents (optional)
- Rapid Test Request Form - Location 1

0 of 3 required tasks complete

Last edited: 22 May 2021 13:56 (EDT)

REVIEW **SUBMIT**

Organization Information & Eligibility

Rapid Test Organization Profile & Eligibility Form

Required for the *Stop the Spread and Stay Safe!* COVID-19 Screening Program for Community Organizations

Organization Profile

Organization type

- Non-Profit
- Registered charity or other qualified donee
- Indigenous organizations: Whether your organization is Indigenous-led, Indigenous-serving or Indigenous-mandated, please select if it is operating as a non-profit or a charity. If you are not sure, please contact us at COVID19ScreeningProgram@redcross.ca

Please confirm your organization's primary language preference

- English
- French

COVID-19 Screening for Community Organizations

Choose **“SAVE & CONTINUE EDITING”** located at the bottom of the form to save your work periodically.

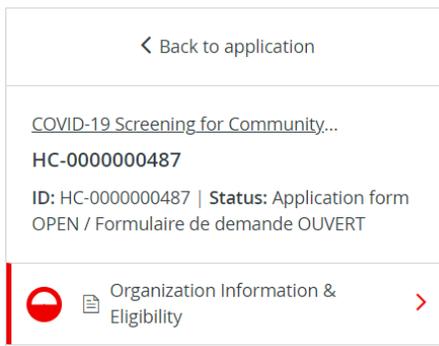
SAVE & CONTINUE EDITING

MARK AS COMPLETE

When you click **“SAVE & CONTINUE EDITING”** you will be alerted if the form contains errors (e.g., blank fields that have not yet been filled out) but the **form is still going to save with the errors.**

 The form contains errors.

The status of your form in the Task List will turn half red to indicate it is in progress.

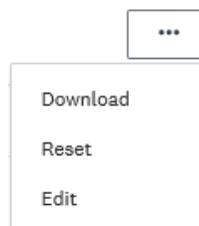


The screenshot shows a task list item with a red progress bar on the left. The task title is "COVID-19 Screening for Community..." with ID "HC-0000000487". Below the title, it says "ID: HC-0000000487 | Status: Application form OPEN / Formulaire de demande OUVERT". At the bottom, there is a red circle icon and the text "Organization Information & Eligibility" with a right-pointing arrow.

As you complete each section, choose **“MARK AS COMPLETE”** which will turn the task into a red checkmark on the Task List. If you have completed the task and would like to return to make a change, you may reopen by clicking the “...” menu at the top of the screen and choosing **“EDIT”**. Note you will need to **“MARK AS COMPLETE”** again once you have completed your edits.



TIP – If you would like to print out the application to be able to gather the information offline before entering into your online application, you may obtain a copy by clicking the “...” menu at the top of the screen and choosing **“DOWNLOAD”**. This will open a PDF copy of the application which you may print for your own use.



The screenshot shows a dropdown menu with three options: "Download", "Reset", and "Edit". The menu is open, and the options are listed vertically.



WARNING: If you select **“RESET”** from the “...” menu, all data in your form will be deleted.

STEP 5: UPLOAD SUPPORTING DOCUMENTS

On your dashboard there are a few tasks that require you to upload supporting documents.

The screenshot shows a dashboard with a list of tasks on the left and a detailed view of the 'Organization Information & Eligibility' task on the right. The task is marked as completed with a red checkmark and a document icon. The detailed view shows the 'Rapid Test Organization Profile & Eligibility Form' with sections for 'Organization Profile', 'Organization type', 'Please confirm your organization's primary language preference', and 'Definitions'. The 'Organization type' is set to 'Registered charity or other qualified donee' and the language preference is 'English'. The 'Definitions' section explains that 'Non-profits' are defined in the Program Guidelines as community organizations, associations, societies or trusts that are (whether incorporated or unincorporated) organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit and exclude registered charities, other qualified donees, and for-profit businesses ('Non-profits'). A registered charity refers to a charitable organization, public foundation, or private foundation registered with

In each section, upload your document into the system by clicking **"ATTACH FILE"** or if the format is a YouTube or Vimeo video, you can **"LINK TO VIDEO"** instead. Upload file formats allowed include Word, PDF, or image files such as .JPG, .PNG. When finished uploading click **"MARK AS COMPLETE"**.

The screenshot shows the upload interface for the 'Last annual report, donor report, or reporting to stakeholders on activities' task. It features two main buttons: 'ATTACH FILE' and 'LINK TO VIDEO'. Below these buttons, there is a progress indicator showing 'Minimum: 1 | Maximum: 10' and a 'MARK AS COMPLETE' button.

STEP 5: COMPLETE THE RAPID TEST REQUEST FORM

The Rapid Test Request Form provides information on how many individuals you will be testing and the location of the rapid test usage site.

← Back to application	 Rapid Test Request Form ⋮
COVID-19 Screening for Community... HC-0000000487 ID: HC-0000000487 Status: Application form OPEN / Formulaire de demande OUVERT	<h3>Application Form COVID-19 Screening Program</h3> <p>Please complete this form to tell us more about your organization in order to access support, information and COVID-19 Rapid Antigen Tests.</p> <p>This program has two main objectives:</p> <ol style="list-style-type: none">1) to provide the support (information, access to experts) that your organization will need to implement a screening program and2) to distribute the rapid testing needed as part of your program. In this form, we invite you to give us more information about your organization and your needs, so that we can help you ensure the success of your program. <h4>COVID-19 Rapid Antigen Tests for your personnel</h4> <p>Please confirm the number of personnel (staff and volunteers) in each province or territory that are working in a frontline setting where they may be in close contact with others and will want to participate in a screening program. "Others" can be personnel from the same organization, another organization or clients/the public.</p> <p>The program is focused on organizations working in higher risk contexts where the risk of transmission is higher. This includes community organizations that are currently undertaking direct service delivery of critical services or supports.</p>
<input checked="" type="checkbox"/>  Organization Information & Eligibility	
<input type="checkbox"/>  Verify charity status (optional for charities only) (optional)	
<input checked="" type="checkbox"/>  Last annual report, donor report, or reporting to stakeholders on activities	
<input type="checkbox"/>  Governance Documents (optional)	
<input type="checkbox"/>  Rapid Test Request Form >	

Save your application regularly by clicking **"SAVE & CONTINUE EDITING"** at the bottom of the form.

SAVE & CONTINUE EDITING

MARK AS COMPLETE

COVID-19 Screening for Community Organizations

Signing your document: Type your name into the Signing Authority box, and then use your mouse or touchpad to sign your name in the blank space provided. You may choose **"CLEAR"** to clear the box and try again if you are not satisfied.

Terms & Conditions

Rapid Testing for Community Organizations led by Health Canada, the Grantee hereby agrees to the following terms set forward in this form. Note this is a binding legal agreement so please ensure that the person completing this form reviews the Terms and Conditions and has the authority to bind the Grantee's organization.

Type Name of Signing Authority

Signature

Clear

Once you have signed electronically click **"MARK AS COMPLETE"**.

Once **"MARK AS COMPLETE"** has been checked, the form will lock and a red check mark will show against the task in the left hand task list. If all required tasks have been completed, the Submit button will become available (see the next step).

COVID-19 Screening for Community...

HC-000000487

ID: HC-000000487 | Status: Application form
OPEN / Formulaire de demande OUVERT

- Organization Information & Eligibility
- Verify charity status (optional for charities only) (optional)
- Last annual report, donor report, or reporting to stakeholders on activities
- Governance Documents (optional)
- Rapid Test Request Form >

3 of 3 required tasks complete

Last edited: 25 May 2021 16:24 (EDT)

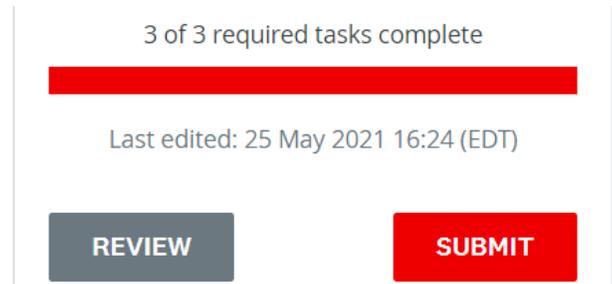
REVIEW SUBMIT

If you need to return to the application form to make a change (before the final submission), click the "..." button at the top right of the page and choose **"EDIT"**. This will unlock the page for editing. You will need to choose **"MARK AS COMPLETE"** again once you are done editing.

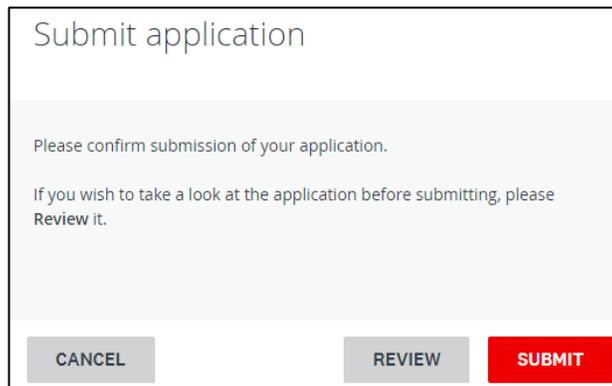
STEP 6: SUBMIT YOUR APPLICATION FOR REVIEW

Once there is a check mark against all sections in the task bar, you are ready to submit for review.

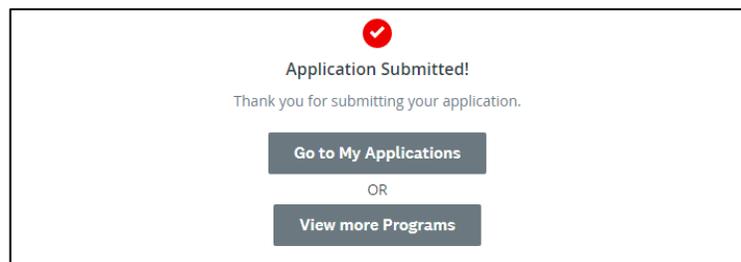
Click the **“SUBMIT”** button found at the bottom of the task bar.



The system will present you with an opportunity to review your application and documentation before your final submission. Click on **“REVIEW”** to access. If all is correct, select **“SUBMIT”** again and your application will be forwarded to the administration team for review. You will be contacted if additional information is required.



You may then redirect to the view more programs page and complete an additional application for another location if desired.



COVID-19 Screening for Community Organizations

OPTIONAL: Completing request forms for multiple locations

** Ensure you use the same account for additional locations you used to register the first location.

To request for an additional location, go to the Programs menu on your main page. Find the COVID-19 Screening for Community Organizations program box.

Choose 'More' on the program box.

COVID-19 Screening for Community Org...

Accepting applications from 30 Apr 2021 09:00 (EDT) to 31 Oct 2021 23:59 (EDT)
COVID-19 Screening Program for Community Organizations

[See my application](#) **MORE**

In the 'More' page you can choose to view the application already submitted ("See my application"), or begin a new application. Choose Apply to begin a new application.

COVID-19 Screening for Community Organizations

Your organization can gain access to easy and free tests to implement as part of a screening program to mitigate risk to your staff and the community your organization supports. You will also be contributing to the collective response to COVID-19 through screening and rapid action.

Who can Register?

If you're a charity, a non-profit or an Indigenous community organization with five (5) personnel (staff and volunteers) who work in close proximity to each other or have direct contact with

See my application

APPLY

Opens
30 Apr 2021 09:00 (EDT)

Deadline
31 Oct 2021 23:59 (EDT)

You will be taken into the Registration step first, but all data from previous application will be already filled in. If you have no changes, click Submit.

2 of 2 tasks complete

Last edited: 22 May 2021 14:44 (EDT)

REVIEW **SUBMIT**

Deadline: 31 Oct 2021 23:59 (EDT)

WS Wendy Sargent (Owner)
Wendy.Sargent@redcross.ca

Add collaborator

COVID-19 Screening for Comm...

HC-0000000481

Status: Registration in progress / inscription en cours

APPLICATION ACTIVITY

Your tasks

- Consent
Completed on: 22 May 2021 14:44 (EDT)
- Registration Form
Completed on: 22 May 2021 14:44 (EDT)

COVID-19 Screening for Community Organizations

If you do want to make changes, choose the three dots (...) at top right corner and choose Edit.

The screenshot displays a web interface for managing COVID-19 screening applications. On the left, a sidebar contains a 'Back to application' link and a list of application components: 'Consent' and 'Registration Form' (which is currently selected and highlighted with a red bar). The main content area shows the details for the 'Registration Form', which was completed on May 22, 2021, at 14:44 (EDT). The form title is 'Rapid Test Registration Form - Formulaire d'inscription'. The 'Full Name of the Organization' field is populated with 'Wendy Test', and the 'Type of Organization' field is 'Non-Profit'. A three-dot menu in the top right corner of the form is open, revealing options for 'Download', 'Reset', and 'Edit'.

When finished editing, choose 'Complete', and then 'Submit' from the left menu.

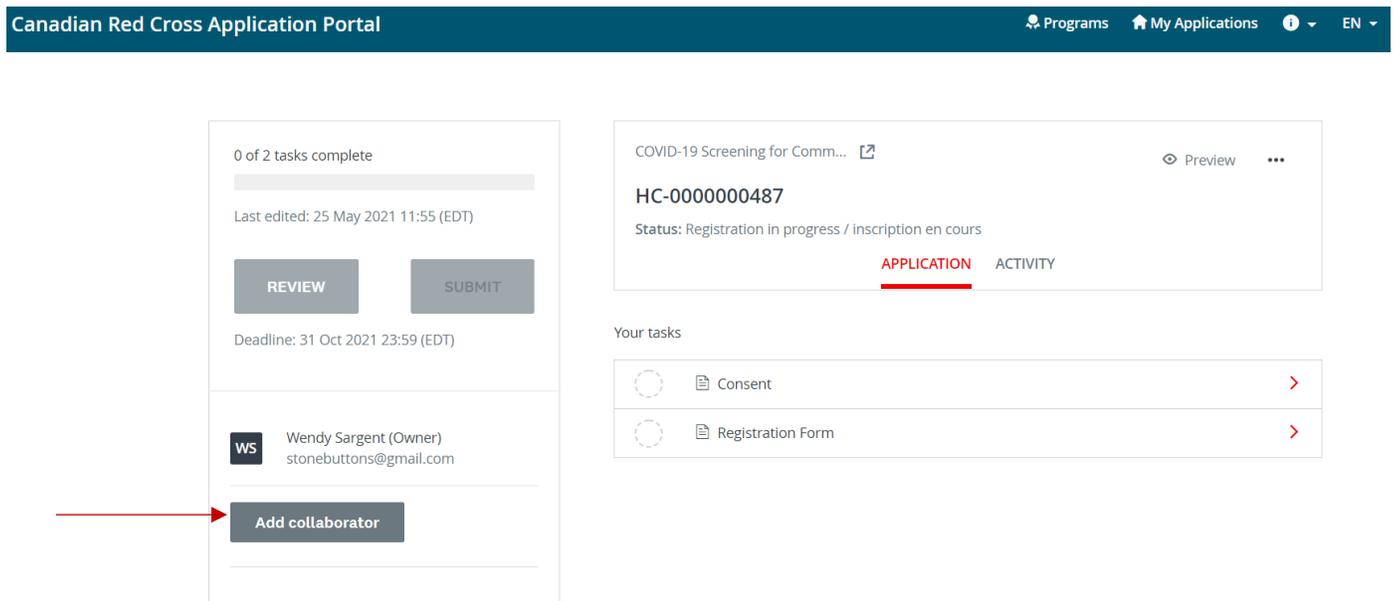
If your newly created location registration is in an approved Region that is currently participating in the program, you will receive an email to continue your application. All information will be pre-populated from previous application except for the Request Form which is unique to the new location.

When complete, click 'Submit' to submit for review by the Review Team.

ADDITIONAL INFORMATION AND TASKS

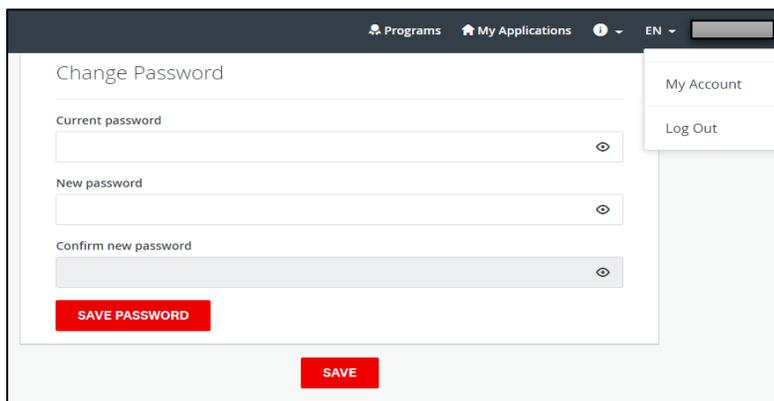
Adding another team member to your organization's application

You can add additional team members to your account to enable a collaborative approach to completing your organization's application. To invite additional team members to your application, choose **"ADD COLLABORATOR"** located below your Task List. This will send an email to your chosen colleague to invite them to participate.



Change your password

To change your password, click on your name on the top right corner of the screen and choose **"MY ACCOUNT"**. Scroll down to **"CHANGE PASSWORD"**. Click **"SAVE"** when you're done.



Viewing your applications in progress and submitted

Clicking on the **“MY APPLICATIONS”** button will display the applications that are in progress/submitted.

Canadian Red Cross Application Portal

Programs My Applications EN

Welcome!

Click "View programs" to get started, or click on one of your applications below to continue or to submit your progress report.

Pour naviguer vers le français, cliquez sur le menu déroulant EN dans le menu bleu ci-dessus et sélectionnez FR (Français Canada).

FRAUD NOTICE: The Canadian Red Cross will never ask for your banking information or credit card information (except when you are making a donation). Extremely limited personal information and no financial deposits or contributions are required at the point of application, or at any time for the *Stop the Spread and Stay Safe! Program: COVID-19 Screening Program for Community Organizations*, the *COVID-19 Emergency Support for Community Organizations Program* or the *Northern Alberta Floods 2020 Program*. Unfortunately, bad actors see health emergencies and disasters as an opportunity to commit fraud against those impacted and organizations like the Canadian Red Cross. If you receive an email or phone call from someone posing as the Canadian Red Cross, and when in doubt, you can call us at 1-866-221-2232 or email us at Covid19communitysupport@redcross.ca to validate that the outreach is from the Canadian Red Cross.

All Applications ▾

COVID-19 Screening for Community Organizations
HC-0000000473

Deadline: 31 Oct 2021 18:00 (EDT)

STATUS: Application form OPEN / Form...

Once your application is completed and submitted you may return to this page to see the status of your application.

All Applications ▾

COVID-19 Screening for Community Organizations
HC-0000000487

STATUS: Under review / En cours d'exa...

 **SUBMITTED**

VIEW

Submitted on: 25 May 2021 16:37 (EDT)

The status will show as Application in Progress until you Submit the application (status **“SUBMITTED”**). For a list of possible statuses you may see here please see the table on the next page.

COVID-19 Screening for Community Organizations

To view your application online, choose “VIEW” to enter the application, then choose choose “**PREVIEW**” at the top right. To download a copy of the application click ‘...’ and “**DOWNLOAD**”.

 Submitted

Submitted on: 25 May 2021 16:37 (EDT)

COVID-19 Screening for Comm... 

 Preview 

HC-0000000487

Status: Under review / En cours d'examen

APPLICATION ACTIVITY

If you have a question regarding the status of your application, please view your application online as the status is updated as it progresses through the review process. For additional questions, please contact the administrator at 1-888-381-8246 or by email at COVID19ScreeningProgram@redcross.ca .

COVID-19 Screening for Community Organizations

Understanding the Application 'Status'

Once you complete your application, you will be able to view the status of your application(s) as it moves through the review process. The following provides more information on what each status indicates.

Registration In Progress	Registration is being completed by the applicant and has not yet been submitted.
Holding	Registration has been submitted but Applicant's geographical Region (province/territory) has not yet joined the program. Application will be held and once the Region joins the program the applicant will be notified by email.
Application Form OPEN	Registration was successfully submitted and applicant's Region is eligible to apply for Rapid Tests. Applicant should return to the portal to continue their application.
Submitted	Application is complete and has been submitted to the Administrator for review.
Under Review	The application is being reviewed by an Administrator.
Check your email for important communication - Information Required	Additional information or documentation is required to complete review of the application. An email has been sent to the Applicant.
Request Processing	Application has been approved and order has been sent for processing and shipment.
Reporting	Order fulfillment complete, portal is open to receive testing reports.