

Smart Survey- Specific Tips for the OMVCS 2026-29 Application Form

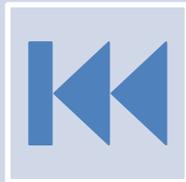
We've put these tips based on:

- Our experience supporting applicants through the process
 - Feedback from organisations who have used Smart Survey forms for grants we have ran previously including OMVCS rounds 1 & 2.
 - Our goal is to help you fill in your application with confidence.
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1. What if Something Goes Wrong



If something goes wrong while completing the form, don't panic.



Use the **Save and Continue Later** option.



Contact us for support at omfunds@manchester.gov.uk

2. Make Sure Your Tech is Ready

- Use a laptop or desktop computer. Smart Survey works best on a larger screen where you can easily review and edit your responses. We strongly advise you not to use your phones or a tablet as they may not display the form correctly or could cause you to lose progress.
- Smart Survey works best on modern browsers like Chrome, Firefox, Edge, or Safari.
- Ensure your browser is up to date. Smart Survey is not compatible with Internet Explorer.
- Where possible, avoid using public or unstable Wi-Fi, as it may cause you to lose progress.

3. Accessibility Features

- Smart Survey supports screen readers and keyboard navigation.
- If you use assistive technology, the platform is generally accessible.
- Some suggestions can be found in the picture below:

 JAWS (Job Access With Speech) Screen reader for Windows	 NVDA (NonVisual Desktop Access) Free screen reader for Windows
 VoiceOver Built-in screen reader for macOS and iOS	 TalkBack Screen reader for Android
 ZoomText Screen magnifier and reader	 Windows Magnifier Built-in magnifier in Windows
 Dragon NaturallySpeaking Speech recognition software	 Google Translate/ Microsoft Translator Language translation tools

- If you encounter any accessibility barriers or would like links for these tools, please contact us so that we can discuss this further with you.

4. Use the Word Version to Plan Responses

- Use the available Word version of the application form to draft your answers.
- This helps you to see, think through your responses and avoid losing work due to internet issues.
- **Please note: your responses must be submitted via Smart Survey before the deadline.**



5. Save and Continue Later

- You can save your progress at any time using the **Save and Continue Later** button.
- Enter your email to receive a return link and select **Save**
- The system generates a unique link to resume the survey where you left off.
- Check your junk folder if the link has not appeared.
- Email us if you cannot locate the link; we can share it with you.



6. Use the Navigation Buttons

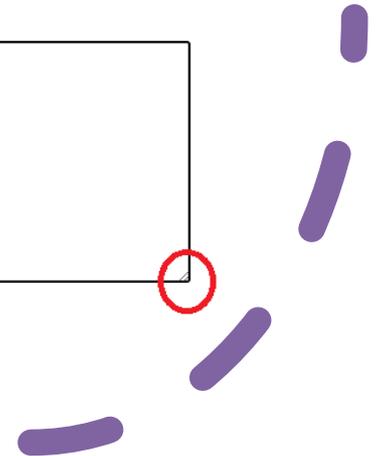
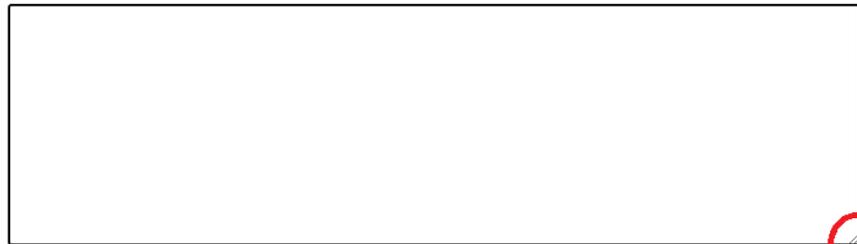
- Use the **Previous Page** and **Next Page** buttons provided in the survey.
- **Do not** use your browser's navigation buttons, as this may cause you to lose progress.



7. Expanding Boxes

Some questions let you expand the answer box, making it easier to see your full response and check for typos or missing information. Just click  and drag the bottom-right corner of the box to resize it.

6.1. Tell us about the difference you've made over the last 12 months to the people you work with. (500 words) *



8. Word Counts

- There are no maximum word counts, so take the space you need to explain your answers clearly.
- Avoid typing random words just to move on. Smart Survey might think you've answered the question, and you could end up submitting your application with answers that don't make sense.



9. Pay Attention to Required Fields

- Required questions are marked with an asterisk (*).
- Check the **guidance note document** - some questions may require you to enter 'N/A' if you're not providing a response in order to progress.

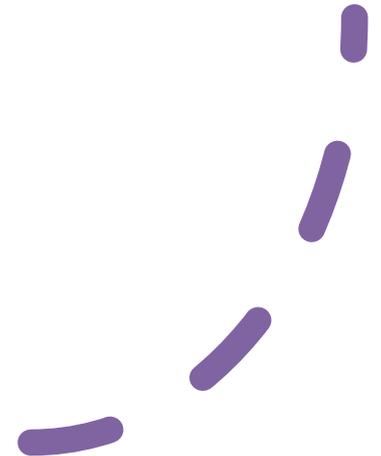
⚠ There was an error on your page. Please correct any required fields and submit again. [Go to the first error.](#)

⚠ This question requires an answer

2.2. Does your organisation have its own bank account? *

10. Logic Jumps

- The form uses **skip logic** in some places where you are asked a yes or no question - so your answers will change what questions appear next.
- Don't worry if the form seems to “**skip**” sections that are included in the word version of the application provided to help you prepare your responses - it's working as intended.
- If in doubt, send us an email.

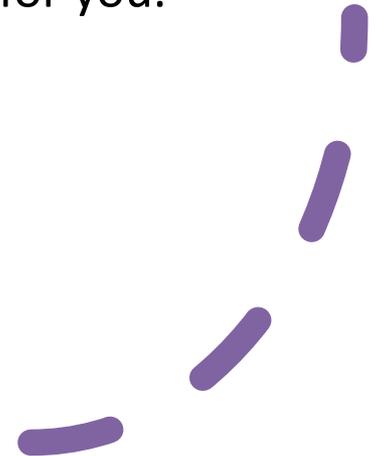


11. Checks Before You Submit your application

- Review your answers
 - Make sure you've provided a full response in any required fields (*). Especially if you used placeholder text (e.g. "test") to move to the next page.
 - Proofread for typos ,unclear wording or incorrect financial information
 - Confirm contact details are correct
 - Don't leave it to the last minute to submit your form!
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12. Confirmation of Your Submission

- After submitting, you can print a copy for your records. [Print and save a copy of your application](#)
- A copy of the application will automatically be sent to both contact email addresses provided in your application.
- To make changes before the deadline, email us and we will reopen the form for you.



13. Be Mindful of Time and Deadlines

- Don't leave it to the last minute, give yourself enough time to:
 - Insert your responses from the Word document.
 - Carefully review your responses before submitting.
 - Reach out to us with any technical issues you experience with the form.
- If you have a query, we'll respond as soon as possible. However, especially as the deadline approaches, it may take us longer to get back to you.



14. You are responsible for your application

- Don't leave technical issues or questions until just before the deadline. To ensure we have enough time to assist you, we strongly recommend sending us any technical queries by **Wednesday 27 August 2025** where possible.
- This will give our team time to respond before close of business on **Friday 29 August 2025**, as we do not work during weekends.
- Try to submit your application at least a day before the deadline.
Please note: On the day of the deadline, we'll do our best to respond to queries, but we can't guarantee a reply before the deadline. If you have a question, please get in touch as early as possible.

Q & A

- Opportunity for anyone to ask any specific Smart Survey Questions

