

JUST TRANSITION

through
ENTREPRENEURSHIP
by enpact



How to apply to the Just Transition through Entrepreneurship Businesses Track

A step-by-step guide through the application process



Content

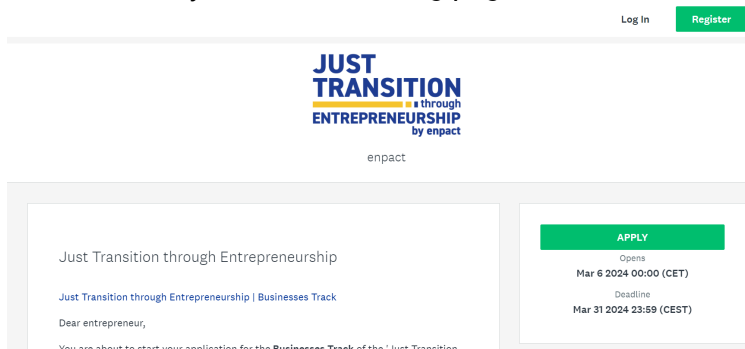
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A. Registration

What is **SurveyMonkey Apply** and what is it used for?

SurveyMonkey Apply is the program platform that will accompany you not only during the application process, but also throughout the entire program. It will be used for the application, various communications and for reporting.

1. Follow the link on the enact website or click on it [here](#) to get to SurveyMonkey Apply. The link takes you to the following page.



2. In order to apply for the program, you need to **create an account** first. This account will be used throughout the entire program.
3. Click on **register**.

Just Transition through Entrepreneurship

[Just Transition through Entrepreneurship | Businesses Track](#)

Dear entrepreneur,

You are about to start your application for the **Businesses Track** of the 'Just Transition

APPLY

Opens

Mar 6 2024 00:00 (CET)

Deadline

Mar 31 2024 23:59 (CEST)

4. Fill in your personal details and **create a password**.



Register for an applicant account

Register with



OR

First name

Last name

Email

5. Successfully **register**.



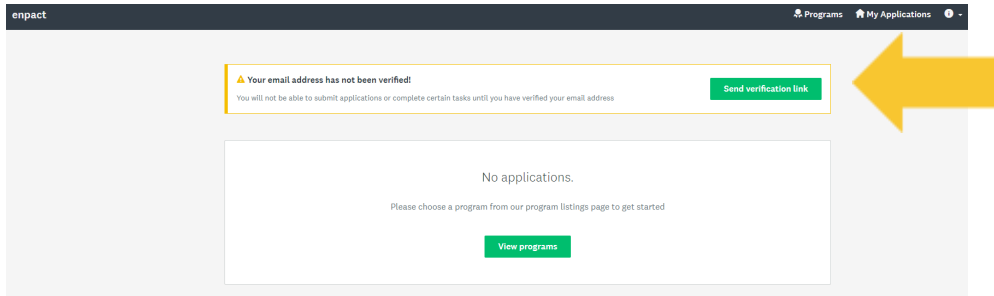
Welcome!

You have successfully registered for a SurveyMonkey Apply account for enpact

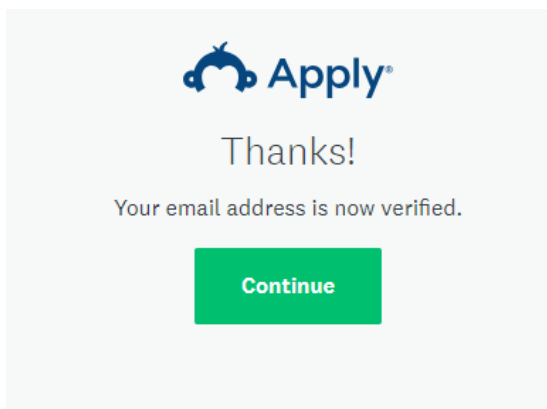
We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

[Continue to site](#)

6. **Attention: You must verify your email to be able to successfully submit your application.** Click on send verification link, go to your email inbox and verify your email.

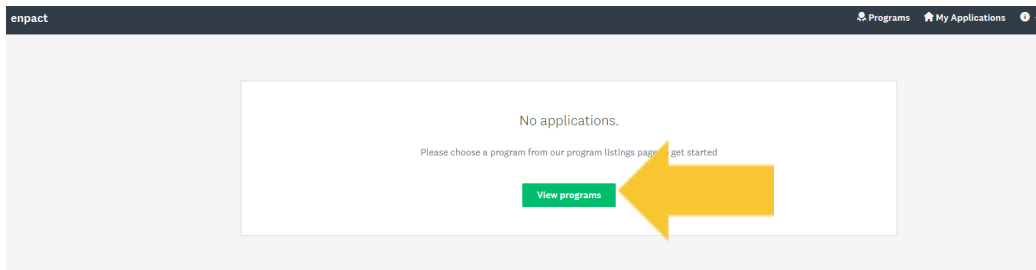


7. Return to Survey Monkey Apply and click on **continue**. Now you're ready to start filling out your application!

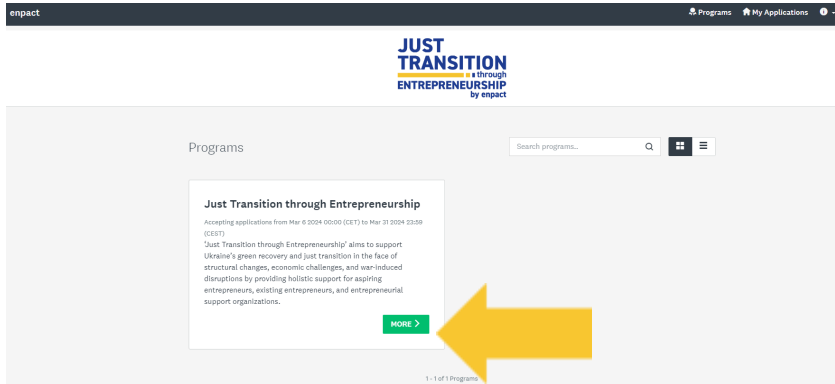


B. Application Round 1

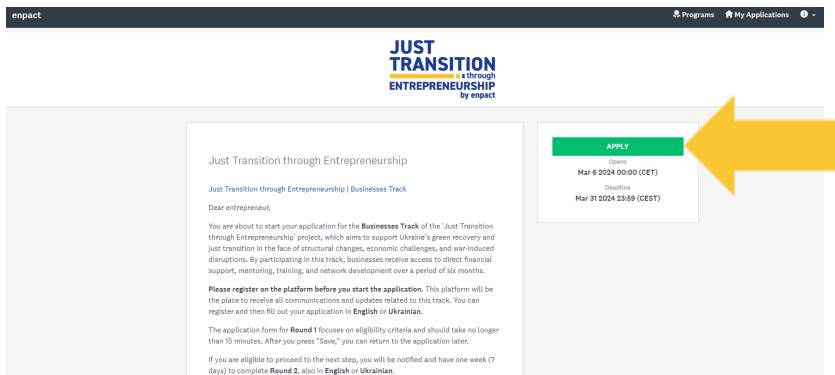
1. Get started by clicking on **view programs**.



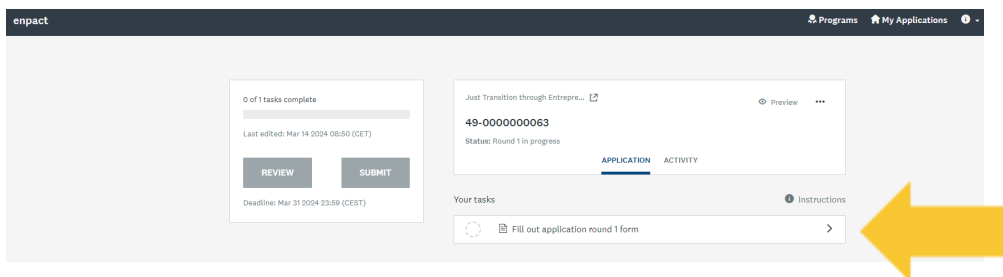
2. **Select** the Just Transition through Entrepreneurship project.



3. On this page, you will find further information on the project and the application process. You will also find a link to an FAQ document, that we recommend you consult should you have questions. Click on **apply** to start the application.



4. Now you can start the first round of application by clicking on **fill out the application round 1 form**.



- The **navigation menu** in the yellow box will show you how much of the application you already completed. It also allows you to review your answers and submit the application at the end.

The screenshot shows the 'enact' application interface. On the left, a navigation menu is highlighted with a yellow box. It includes a 'Back to application' link, the application title 'Just Transition through Entrepreneurship', the ID '49-000000049', and the status 'Round 1 in progress'. Below this, it shows '0 of 1 tasks complete' and 'Last edited: Mar 12 2024 10:23 (CET)'. At the bottom of the menu are 'REVIEW' and 'SUBMIT' buttons, and a 'Deadline: Mar 31 2024 23:59 (CEST)'. The main content area on the right is titled 'Form for "Round 1"' and 'Аплікаційна Форма для "Першого етапу відбору"'. It contains a progress bar at 0%, a description of Round 1, and the 'Personal information' section with the question 'What is your first name in English as it appears in your identifying document? (Passport or ID)'.

- Most of the application form consists of questions like the ones in the large yellow box. All questions and answer options will be presented in English and Ukrainian, and applicants can choose to answer in either language.

This screenshot is identical to the one above, but the yellow box highlights the main content area of the form. This area includes the title 'Form for "Round 1"', the Ukrainian title 'Аплікаційна Форма для "Першого етапу відбору"', the progress bar, the description of Round 1, and the 'Personal information' section with the question 'What is your first name in English as it appears in your identifying document? (Passport or ID)'.

- On the first page of the application form, question 3 asks you to enter your **birth date**. **Please pay particular attention to changing the year, month and date of your birth, as indicated by the yellow arrows below.** Please also keep this in mind when responding to question 20 on page 2 on the date of business registration.

3. What is your birth date?
Вкажіть дату вашого народження.

2024 March

MON	TUE	WED	THU	FRI	SAT	SUN
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today Clear Close

8. If you would like to revise your answer on a single or multiple choice question, you can simply tick another box, or you can clear your previous answers by clicking on the **clear** button.

What is your gender?
Вкажіть вашу стать

Woman | Жінка

Man | Чоловік

Nonbinary | Небінарна особа

Other | Інше

Prefer not to say | Не бажаю вказувати

Clear

9. Once you have filled out a page in the application and scrolled to the bottom, you will find a button that allows you to **save your answers** (without submitting them) and **continue to the next page**.

Which language would you like to receive emails and other content in?
Якою мовою ви хотіли б отримувати електронні листи та інший контент?

Ukrainian | Українською

English | Англійською

SAVE & CONTINUE EDITING NEXT

- Please note that you are required to **fill out all mandatory fields** on one page before continuing to the next. If you have failed to do so, you will receive a notification that informs you of this and an indication of the questions to which the answers are missing or invalid.

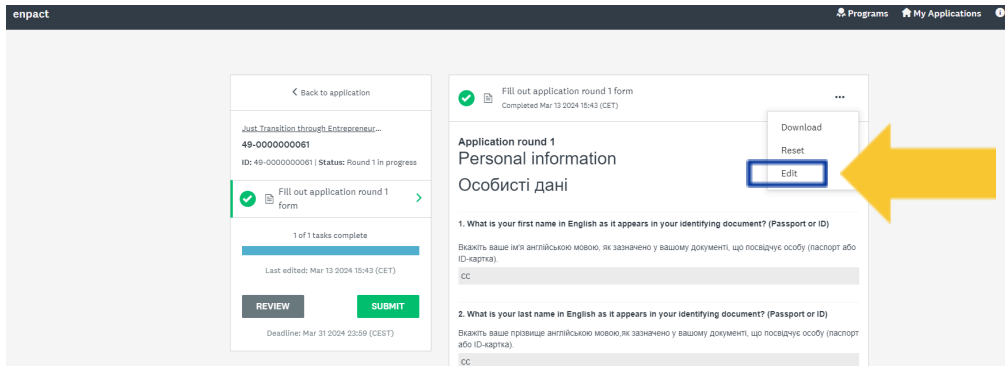
The screenshot shows a web application interface. At the top, a red-bordered box contains a warning icon and the text "The form contains errors." A yellow arrow points to this box from the right. Below this, the interface is split into two columns. The left column shows a sidebar with a "Back to application" link, application details (ID: 49-000000049, Status: round 1 in progress), and a progress indicator for "Round 1" (0 of 1 tasks complete). The right column is titled "Form for 'Round 1'" and "Аплікаційна Форма для 'Першого етапу відбору'". It includes a progress bar at 0%, a description of Round 1, and a red warning: "Please check your answers below and correct them before continuing." A yellow arrow points to this warning. Below the warning, the form section is titled "Personal information" and "Особисті дані".

- When you have arrived at the third and last page of the questionnaire and filled out all answers, you can click on the button **mark as complete**.

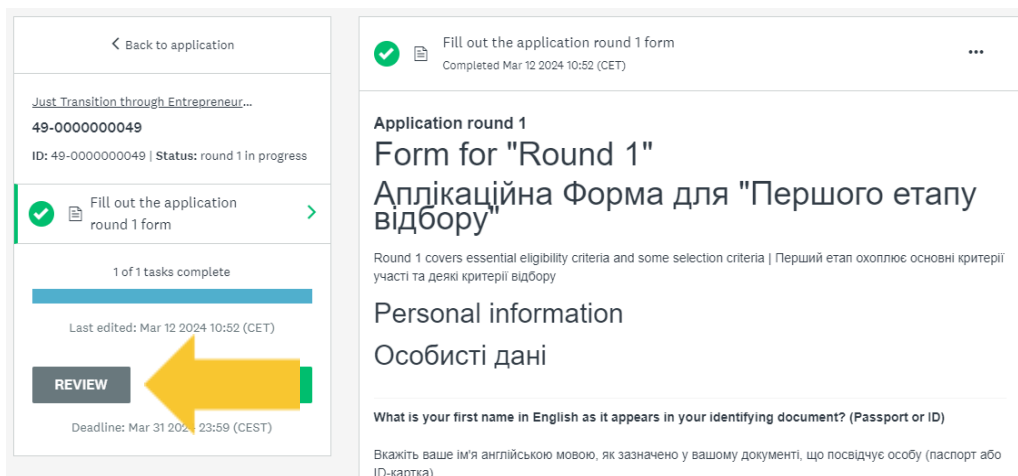
The screenshot shows a questionnaire page. The main question is: "Are any other employees from your business applying? If so, please indicate their name and position." Below this is the Ukrainian translation: "Чи подають заявки також інші працівники вашого бізнесу? Якщо так, будь ласка, вкажіть їхні імена та посади." There are two radio button options: "Yes | Так:" followed by a text input field, and "No | Ні". At the bottom of the page, there are three buttons: "PREVIOUS" (grey), "SAVE & CONTINUE EDITING" (grey), and "MARK AS COMPLETE" (green). A yellow arrow points to the "MARK AS COMPLETE" button from the right.

C. Editing and Submitting an Application

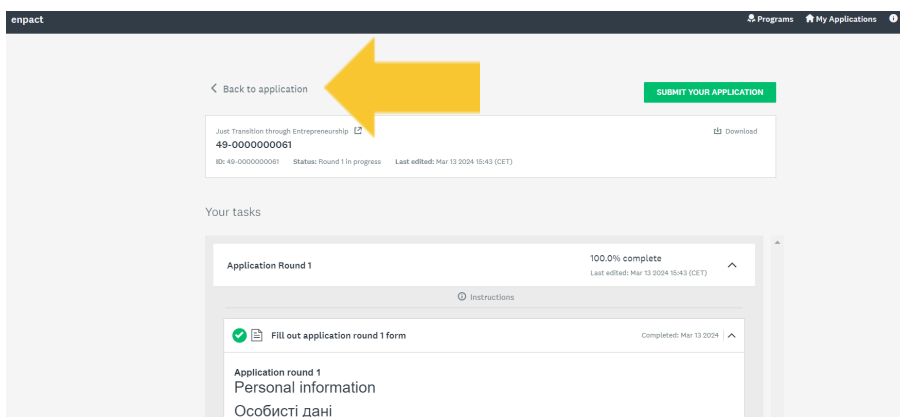
- We advise you to review your answers before submitting the application. If you would like to edit your answers, please click on the three dots shown in the screenshot below and **select edit**.



2. Now, you can review all your answers again by clicking on the **review** button, if you wish.



3. In the review mode, you cannot edit your answers. If you would like to edit your answers again, click on **back to application**, select the round 1 form and navigate to the editing mode as explained in step 19. **Attention: This is your last chance to edit your answers, as you can no longer edit them once you have submitted your application.**



- To finally submit the application, simply click on the **submit** button. **Attention: After submitting, you can no longer edit your answers.**

Back to application

Just Transition through Entrepreneur...
49-000000049
ID: 49-000000049 | Status: round 1 in progress

Fill out the application round 1 form

1 of 1 tasks complete

Last edited: Mar 12 2024 10:52 (CET)

REVIEW SUBMIT

Deadline: Mar 31 2024 23:59 (CEST)

Fill out the application round 1 form
Completed Mar 12 2024 10:52 (CET)

Application round 1
Form for "Round 1"
Аплікаційна Форма для "Першого етапу відбору"

Round 1 covers essential eligibility criteria and some selection criteria | Перший етап охоплює основні критерії участі та деякі критерії відбору

Personal information
Особисті дані

What is your first name in English as it appears in your identifying document? (Passport or ID)

Вкажіть ваше ім'я англійською мовою, як зазначено у вашому документі, що посвідчує особу (паспорт або ID-картка).

- When clicking on the submit button, you will be asked to confirm your submission by clicking on **submit** once again.

Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

CANCEL REVIEW SUBMIT

- If this window comes up, it means **your application has been successfully submitted.**

Application Submitted!

Thank you for submitting your application.

Go to My Applications

OR

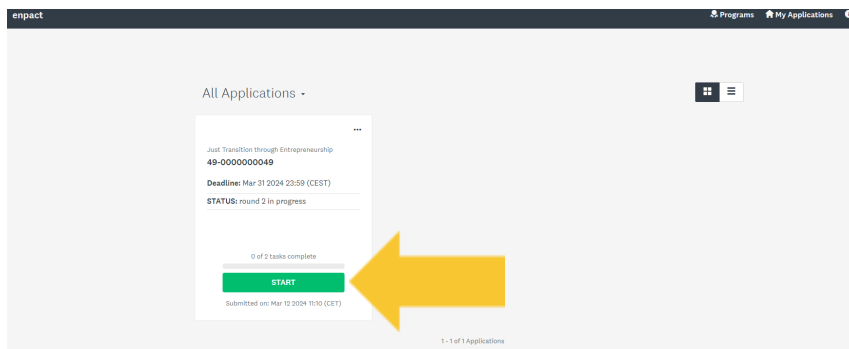
View more Programs

- Another way to be sure that your submission has been successfully submitted is to **check your emails**. If you have successfully completed round 1 of the application and meet the eligibility criteria, you will receive an email inviting you to continue to **round 2**. If you do not meet the eligibility criteria, you will receive an email with the next steps for your application.

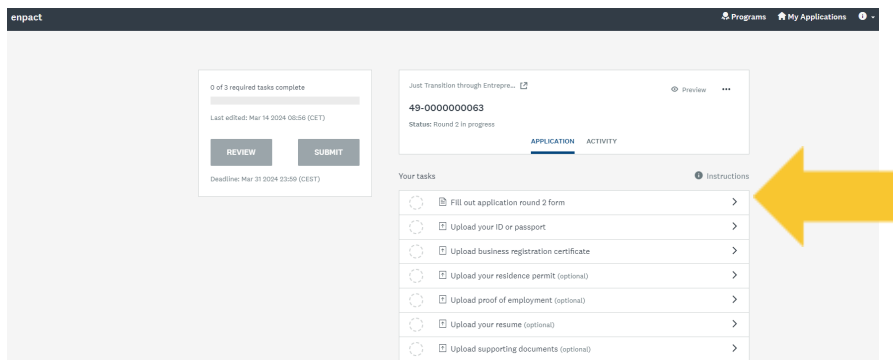
D. Application Round 2

We advise you to complete application round 2 within a week of starting your application process, but latest by the application deadline.

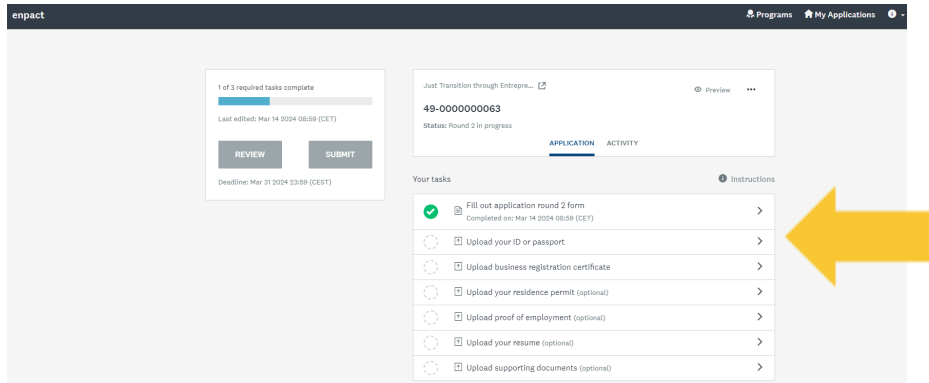
- If you click on **Go to My Applications** (as shown in number C.6. above) and you have successfully completed round 1 and been admitted to round 2 of the application, the page will look like this. You can then begin to fill out the second round of the application by clicking on **start**.



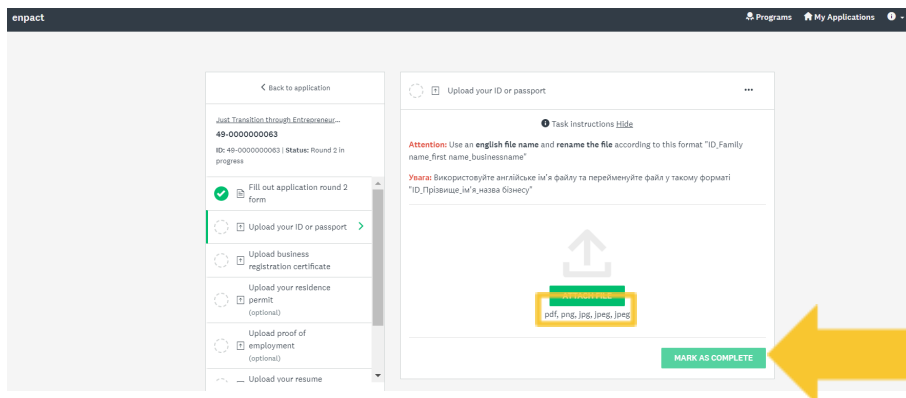
- You will then see that your tasks to complete now are **round 2 of the application and uploading the relevant documents**.



3. Start **round 2** by clicking on it and follow the same steps as for round 1.
4. Once you have completed round 2, your page should look like the image below. You can now click on the respective documents and upload them. Please **upload all required documents** in the accepted formats mentioned and choose which optional documents you wish to add to support your application.



5. Please be aware of the **accepted formats** to upload your documents. After uploading each document, **click on mark as complete** to save your answers.



E. Final Submission

1. After submitting all the documents, please **edit, review** and **submit your application** following the same procedure as you did for round 1.
2. Once you have successfully submitted round 2, you will receive a **confirmation** via email.

Outlook: Once the application deadline has passed, the enpact team will review your application and reach out to you with the next steps.

F. Support

1. I have followed these steps and am still encountering difficulties. What should I do?

Please carefully assess the instructions again and consult the FAQ document on our website to see if you may find answers to your questions there. If these resources are not able to assist you, please reach out to us at justtransition@enpact.org