Community Impact Training
Guide for Agencies - Application

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Grants (A-Z)

2022 Community Impact Process – Basic Needs

Basic Needs. Education. Economic Mobility. Health. The building blocks of a successful life. United Way believes that everyone is entitled to basic needs, a quality education, a family - sustaining income and good health. And we're not alone. Our focus on these priority areas was reinforced by the feedback we received from YOU, the community, through our open community conversations.

Through our funding, we work to ensure people get the support services they need right now while simultaneously addressing the root causes of key issues – that's how we create true community impact. We know that by improving education for all children, we're setting them on the path to high school graduation and college success. We know that those children will go on to hold skilled jobs and be financially equipped to support their families. We know that good health is directly linked to a successful life.

Most importantly, we realize that when we make sure a family's basic needs are met, and when we improve education, economic mobility and health at a community level, we all benefit.

Begin Accepting Applications Date:
5/01/2021

Deadline Date (EST Time Zone):
5/28/2021 4:00 PM

2022 Community Impact Process – Economic Mobility

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Begin Accepting Applications Date:
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5/28/2021 4:00 PM

Search for Grants

Login

Email

amber.hewitt99@gmail.com

Password

....

Forgot Password?

| Login | Cancel |

Welcome to United Way of the Low Country Grants System.

New Applicants:
To begin a new application click the "Create New Account" button below. Your account will be created and tied to your email address.

Existing Applicants:
Enter your Username and Password to complete the application. *(This is your email address and password used to set up your account.)*

Forgot Password:
Click on "Forgot Password" and enter your login email address to reset your password. Once complete, an email will be sent asking you to reset your password. You will receive a confirmation email once you've successfully reset your password.

Create New Account

Click on my applications

Select which application you would like to work on

Now, when you go to the dashboard, there will be a new icon "Start Application". Click on it.
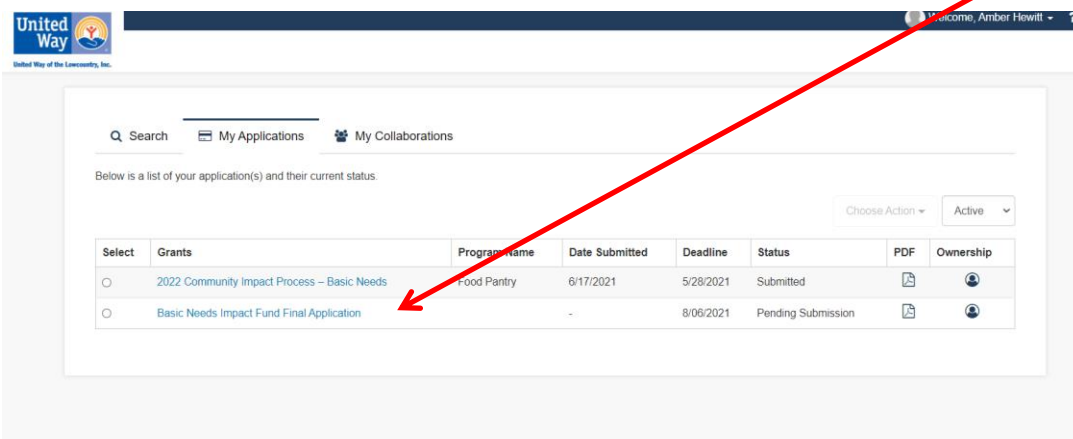
Instructions:

Please carefully read the information below. It addresses many common questions and will help you in the electronic process.

- To begin, click on the icons below and provide the requested information.

- You have the option to save your work and submit the information at a later time. Be sure to click the "Save" button at the bottom of each section to save your work.
- Before submitting, ensure that all sections are filled out properly. Once the "Final Review and Submit" process has been completed, no additions or corrections are accepted.

- The progress bar in the sections below must read 100% in order to submit your application. If a section does not read 100%, you missed a required question(s) in that section or did not upload a required document.

- When you are ready to submit, click the **"Final Review and Submit"** button to verify your attachments have uploaded correctly and the application contains all the necessary information. Before submitting your application, you should print a copy by clicking preview application button above, and then clicking on the printer icon on the top right. **The Board Chair should review the information provided and should open each attachment and review for quality and completeness before the "Final Review and Submit" process is completed.**

You will get this message, click on the "click Here"

You will be brought to your application dashboard. You will now see the new icons for the application phase and can begin working on your application.

Now, when you go back to your "My Applications" tab, you will see your Application

Please ONLY click on the "Start Application" button once or you will open several versions of the same application. After you have clicked on the "start Application" button, you will access that open application by going to your "My Application" tab.

Text boxes: There is no spellcheck feature in the text box, therefore, it is our recommendation to type your information into Word, use the spellcheck feature in Word, and then cut and paste into the text box.
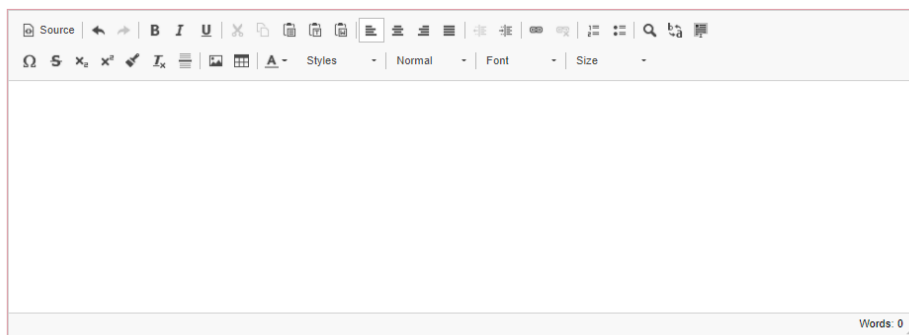
Each text box has a word limit, meaning you need to be sure to add your information, while staying under the word count. You can monitor your word count by looking in the bottom left corner of the text box.
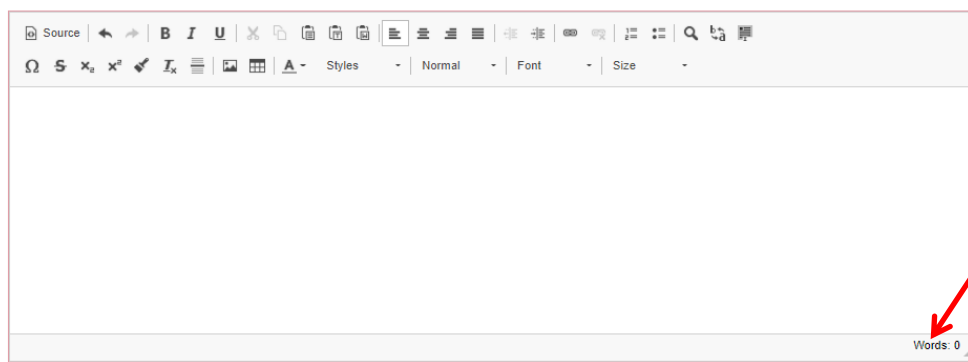
You can easily toggle the box to make it bigger by clicking the arrow in the bottom left coner under the WORD count, holding it, and dragging.
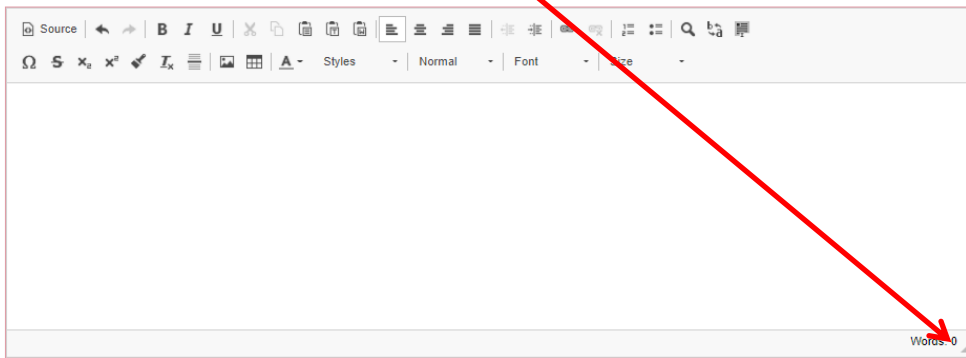
When uploading documents, other than the provided templates that are in excel format, all uploaded documents must be in PDF format. Keep in mind, how you see the documents is how the reviewers see them. Please be sure to look at each document in VIEW mode so you can see exactly what it will look like and to ensure it is the correct size and format (not too big or too small and can be easily read).

Final Review and Submit:

Since there could be many different staff assisting with the application, and since providing the wrong documentation could prevent you from receiving a site visit, after all questions are answered and attachments included, the Executive Director and the Board Chair are required to review all material to ensure accuracy and quality. Once the statements and electronic signatures have been provided, and all progress bars read 100%, then click on the "Final Review and Submit" button located in the upper right. The application is NOT officially submitted until this process has been completed.

If you click on the Red "Final Review and Submit" button before you have answered all questions and uploaded all attachments, you will receive this error message:
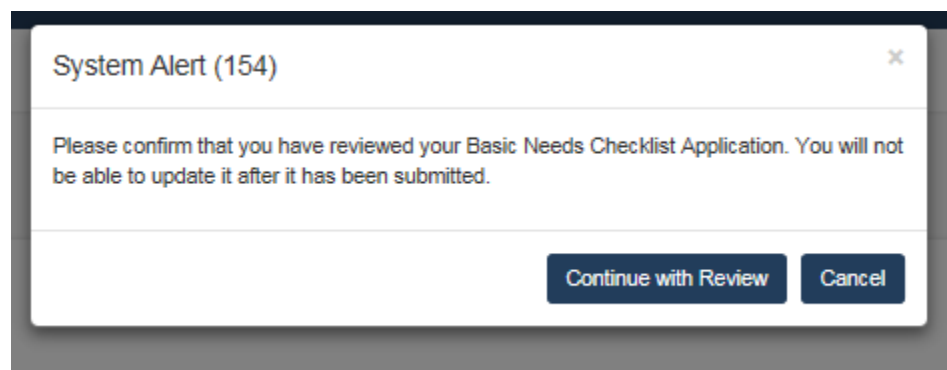
Once the final review and submit button has been clicked, the below dialog box appears: This is informing you that once this portion of the application process has been submitted, no updates to the information will be allowed.

Click "Continue with review" and you will see this screen. Here you have the option to review the application in the window or print a copy to review in hardcopy. **PRINT A HARDCOPY OF THIS APPLICATION FOR YOUR AGENCY'S INTERNAL FILES**

Once the FINAL, FINAL review (☺) is completed you will be required to check the box on the top of the form and then click submit.

You have NOW successfully submitted your application!

Additional Features:

If you want to 1) Add Collaborator 2) Preview a copy of your application or 3) Import responses from existing applications, click on the "Choose Action" button

1) Preview Application

If you want to preview application, click on "Choose Action" button, then preview application

A clean copy of your application and answers will be viewable. Click on the printer icon to print.

Application Summary of: United Way of the Lowcountry | Hewitt, Amber

Program Name: Food Pantry

Pre Qualification Checklist	
Contact Information	
*Organization/Collaborative Name:	United Way Fake Organization
*Telephone:	843-982-3040
Website URL:	
Mailing Address	
*Street Address/P. O. Box:	1277 Ribaut Road
*City:	Beaufort
*State:	South Carolina
*Zip:	29902