

# Community Impact Training Guide for Agencies - Application



Our site URL is: <https://uwlowcountrygrants.communityforce.com>  
(Go ahead and bookmark it ☺)

## Login

United Way of the Lowcountry, Inc. x +

uwlowcountrygrants.communityforce.com/Funds/Search.aspx#4371597136646D517975544F5976596D4E73384E69673D3D

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United Way United Way of the Lowcountry, Inc. Search for Grants Login

Grants: 2 / My Results: 2 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**

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.

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**Begin Accepting Applications Date:**  
5/01/2021

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

United Way United Way of the Lowcountry, Inc. 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

United Way  
United Way of the Lowcountry, Inc.

Welcome, Amber Hewitt ? Help

Search My Applications My Collaborations

Grants: 2 / My Results: 2 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.

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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. [View more\(...\)](#)

**Begin Accepting Applications Date:**  
5/01/2021

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

[Continue with Application](#)

Select which application you would like to work on

United Way  
United Way of the Lowcountry, Inc.

Welcome, Amber Hewitt ? Help

Search My Applications My Collaborations

Below is a list of your application(s) and their current status.

Choose Action Active

Select	Grants	Program Name	Date Submitted	Deadline	Status	PDF	Ownership
<input type="radio"/>	<a href="#">2022 Community Impact Process – Basic Needs</a>	Food Pantry	6/17/2021	5/28/2021	Submitted		

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.

**Pre Qualification Checklist**

100%

Deadline: 5/28/2021 4:00 PM

Modified by: Hewitt, Amber

Modified on: 5/20/2021 10:47 AM

**Intent to Submit for Basic Needs**

100%

Deadline: 5/28/2021 4:00 PM

Modified by: Hewitt, Amber

Modified on: 5/20/2021 10:37 AM

**Start Application**

0%

Deadline: 8/06/2021 4:00 PM

Modified by: N/A

Modified on: N/A

You will get this message, click on the “click Here”

The screenshot shows the United Way application dashboard. At the top, there is a header with the United Way logo, a user profile for Amber Hewitt, and links for 'Food Pantry' and 'Application Status: Submitted'. Below the header, a breadcrumb trail reads 'My Applications / 2022 Community Impact Process – Basic Needs / Start Application'. The main content area is titled 'Start Application' and includes a congratulatory message: 'Congratulations! Based on your responses to the checklist and intent to submit, you have been invited to submit a full application for further consideration. Please click on the link below to begin the application process by starting a new application. You only need to click on this link once to create your new application. Go to "My applications" to access your new application and dashboard after you have clicked on the below link.' A blue link labeled 'Click here' is highlighted with a red arrow. Below the message, there are three buttons: 'Save', 'Save & Return to Dashboard', and 'Return to Dashboard'. An 'Auto Save in 9:45' timer is also visible.

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.

#### Instructions:

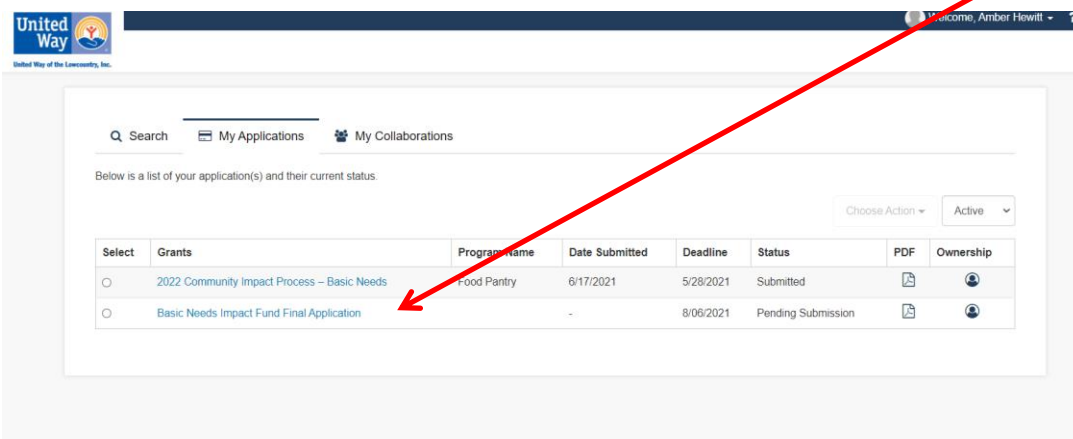
Please carefully read the information below. It addresses many common questions and will help you in the electronic process.

- 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.
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The screenshot displays the application dashboard with seven sections, each represented by a card with a progress bar and a deadline. A red arrow points to the 'Organizational Information' card. The sections are:

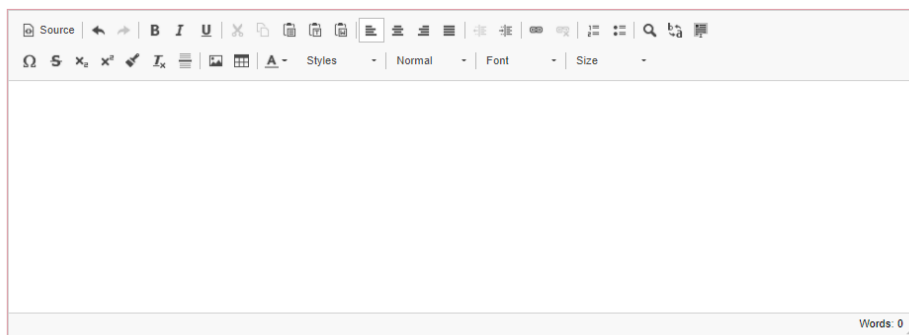
- Pre Qualification Checklist**: 100% progress, Deadline: 5/28/2021 4:00 PM, Modified by: N/A, Modified on: N/A.
- Intent to Submit for Basic Needs**: 100% progress, Deadline: 5/28/2021 4:00 PM, Modified by: N/A, Modified on: N/A.
- Organizational Information**: 0% progress, Deadline: 8/06/2021 4:00 PM, Modified by: N/A, Modified on: N/A.
- Program Information**: 0% progress, Deadline: 8/06/2021 4:00 PM, Modified by: N/A, Modified on: N/A.
- Goals Outcomes and Indicators for Basic Needs Programs**: 0% progress, Deadline: 8/06/2021 4:00 PM, Modified by: N/A, Modified on: N/A.
- Marketing and Success Stories**: 0% progress, Deadline: 8/06/2021 4:00 PM, Modified by: N/A, Modified on: N/A.
- Application Final Approval**: 0% progress, Deadline: 8/06/2021 4:00 PM, Modified by: N/A, Modified on: N/A.

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

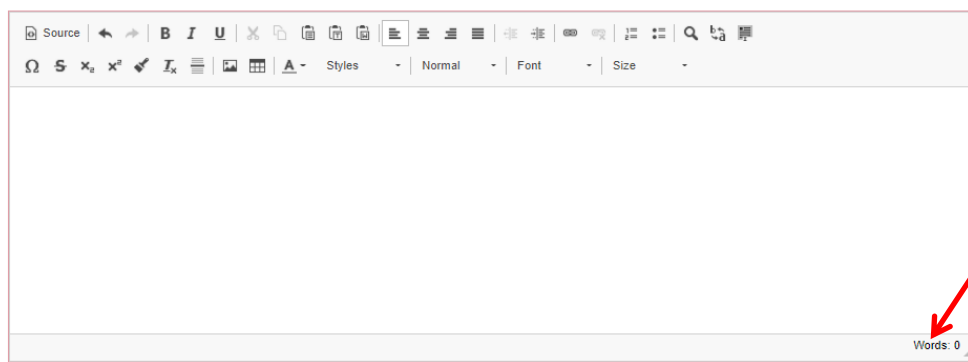


Please ONLY click on the “Start Application” button once or you will open several versions of the same application. After you have clicked on the “start Application” button, you will access that open application by going to your “My Application” tab.

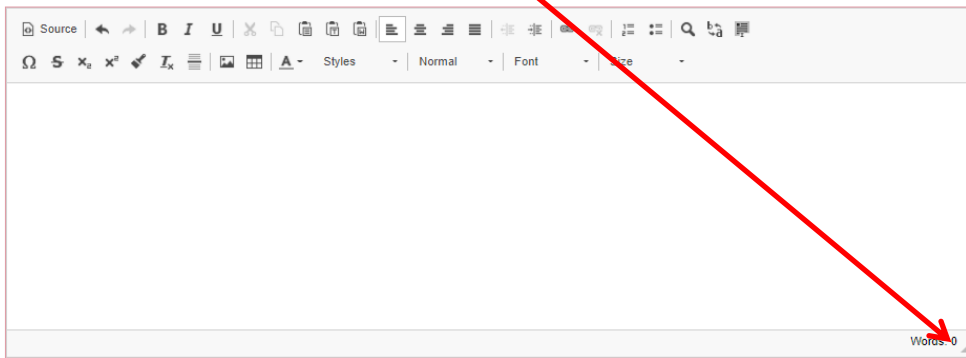
**Text boxes:** There is no spellcheck feature in the text box, therefore, it is our recommendation to type your information into Word, use the spellcheck feature in Word, and then cut and paste into the text box.



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 corner under the WORD count, holding it, and dragging.

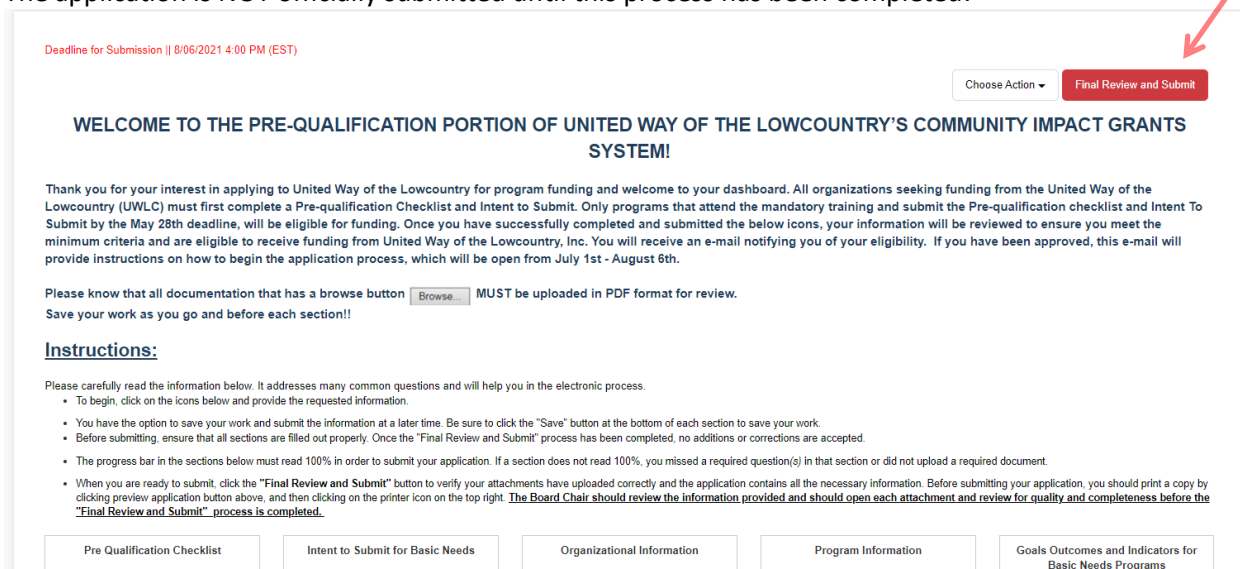


When uploading documents, other than the provided templates that are in excel format, all uploaded documents must be in PDF format. Keep in mind, how you see the documents is how the reviewers see them. Please be sure to look at each document in VIEW mode so you can see exactly what it will look like and to ensure it is the correct size and format (not too big or too small and can be easily read).

Please attach the updated information:	<input type="text"/>	<input type="button" value="Browse"/>
	IRS Extension letter.pdf <a href="#">Delete File</a>	
<hr/>		
Please attach the updated information:	<input type="text"/>	<input type="button" value="Browse"/>
	Board Approved Bylaws Updated .pdf <a href="#">Delete File</a>	
<hr/>		
Please attach the updated information:	<input type="text"/>	<input type="button" value="Browse"/>
	Updated letter from SOS .pdf <a href="#">Delete File</a>	
<hr/>		
Please attach the updated information:	<input type="text"/>	<input type="button" value="Browse"/>
	Updated Strategic Plan .pdf <a href="#">Delete File</a>	

### **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.



Deadline for Submission || 8/06/2021 4:00 PM (EST)

Choose Action ▾ **Final Review and Submit**

### WELCOME TO THE PRE-QUALIFICATION PORTION OF UNITED WAY OF THE LOWCOUNTRY'S COMMUNITY IMPACT GRANTS SYSTEM!

Thank you for your interest in applying to United Way of the Lowcountry for program funding and welcome to your dashboard. All organizations seeking funding from the United Way of the Lowcountry (UWLC) must first complete a Pre-qualification Checklist and Intent to Submit. Only programs that attend the mandatory training and submit the Pre-qualification checklist and Intent To Submit by the May 28th deadline, will be eligible for funding. Once you have successfully completed and submitted the below icons, your information will be reviewed to ensure you meet the minimum criteria and are eligible to receive funding from United Way of the Lowcountry, Inc. You will receive an e-mail notifying you of your eligibility. If you have been approved, this e-mail will provide instructions on how to begin the application process, which will be open from July 1st - August 6th.

Please know that all documentation that has a browse button **Browse...** MUST be uploaded in PDF format for review. Save your work as you go and before each section!!

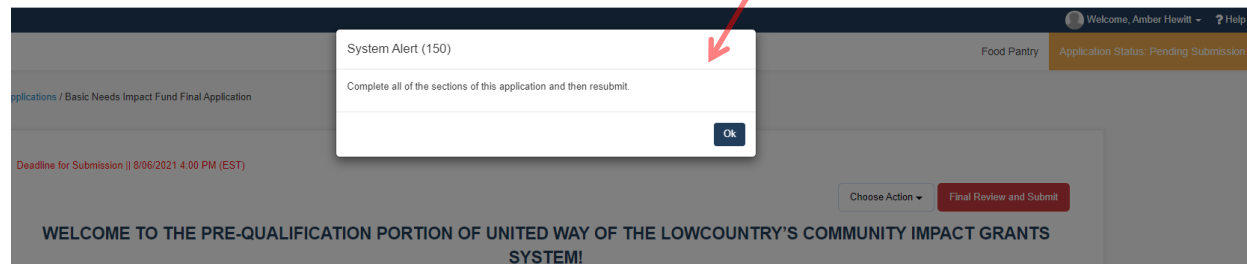
**Instructions:**

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.
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Pre Qualification Checklist	Intent to Submit for Basic Needs	Organizational Information	Program Information	Goals Outcomes and Indicators for Basic Needs Programs
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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:



System Alert (150)

Complete all of the sections of this application and then resubmit.

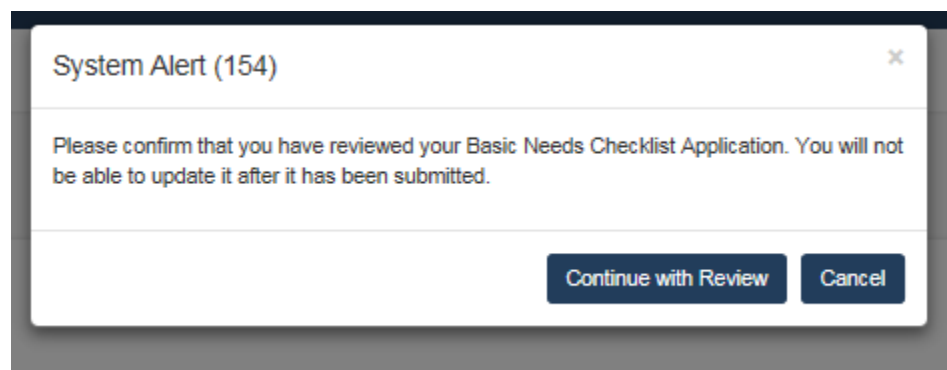
Ok

applications / Basic Needs Impact Fund Final Application

Deadline for Submission || 8/06/2021 4:00 PM (EST)

WELCOME TO THE PRE-QUALIFICATION PORTION OF UNITED WAY OF THE LOWCOUNTRY'S COMMUNITY IMPACT GRANTS SYSTEM!

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.



System Alert (154)

Please confirm that you have reviewed your Basic Needs Checklist Application. You will not be able to update it after it has been submitted.

Continue with Review Cancel

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**

☐ Please check the check-box to confirm that you have reviewed your Basic Needs Impact Fund Final Application application, then click "Submit". You will not be able to update it after it is submitted.

[Print](#) [Submit](#) [Cancel & Exit](#)

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

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.

☐ Please check the check-box to confirm that you have reviewed your Basic Needs Impact Fund Final Application application, then click "Submit". You will not be able to update it after it is submitted.

[Print](#) [Submit](#) [Cancel & Exit](#)

Application Summary of: United Way of the Lowcountry | Hewitt, Amber  
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**Pre Qualification Checklist**

**Contact Information**

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\*Zip: 29902

**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

United Way of the Lowcountry, Inc. Application Status: Pending S

My Applications / Basic Needs Impact Fund Application

Deadline for Submission || 5/31/2018 11:59 PM (EST)

WELCOME TO THE PRE-QUALIFICATION PORTION OF UNITED WAY OF THE LOWCOUNTRY IMPACT GRANTS SYSTEM!

Thank you for your interest in filling out our application and welcome to your dashboard. All organizations seeking funding from the United Way of the Lowcountry (UWLC) must first complete a pre-qualification checklist and Intent to Submit. Only programs that pass the Pre-qualification checklist round, by the May31st deadline, will be eligible for funding. Once you have successfully completed the below icons, your information will be reviewed to ensure you meet the minimum criteria and are eligible to receive United Way funding. Once you have been approved, you will receive an e-mail with instructions on how to begin the application process.

Please know that all documentation that has a browse button  MUST be uploaded for review. Save your work as you go and before each section!!

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.
- 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. There is a time-out feature. If a page remains idle for 20 minutes, it will not automatically save your work and require you to log back in, so PLEASE SAVE EVERY 15 MINUTES!
- Before submitting, ensure that all sections are filled out properly. Once the Pre-qualification Checklist has been submitted, no additions or corrections are allowed.
- The section 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.

## 1) Preview Application

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

Welcome, Amber Hewitt

Food Pantry Application Status: Pending S

My Applications / Basic Needs Impact Fund Final Application

Deadline for Submission || 8/06/2021 4:00 PM (EST)

WELCOME TO THE PRE-QUALIFICATION PORTION OF UNITED WAY OF THE LOWCOUNTRY IMPACT GRANTS SYSTEM!

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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**

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