

# 2023 Community Impact Training Guide for Applicants

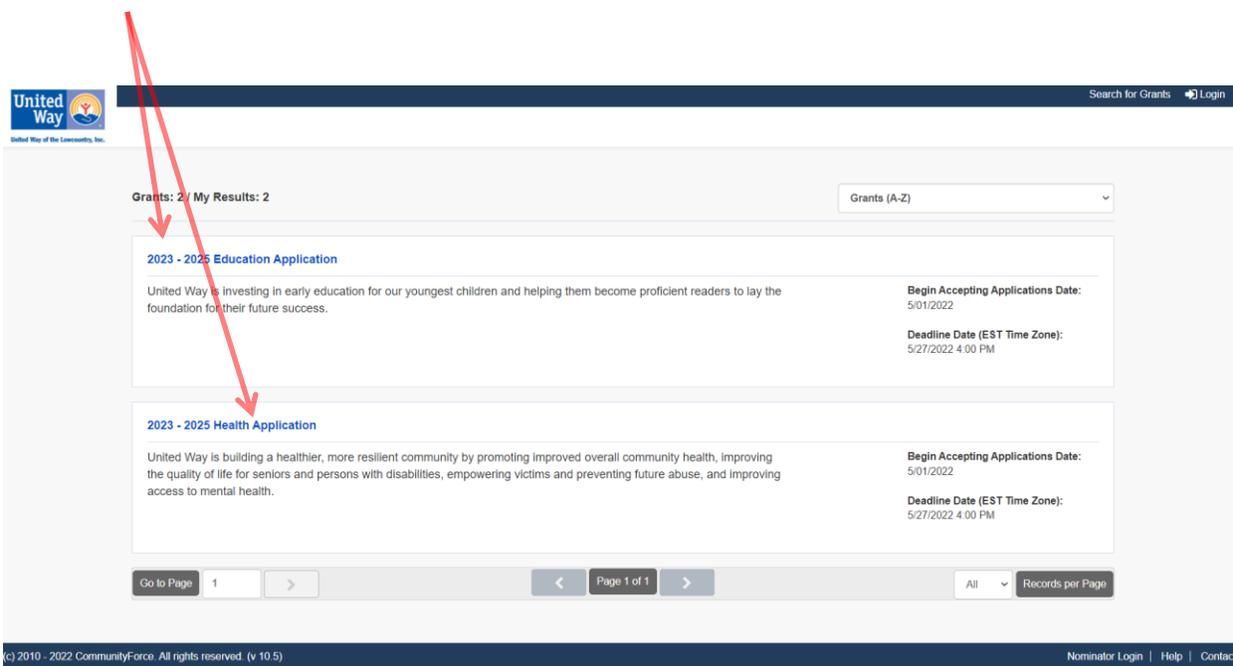


Our site URL is: <https://uwlowncountrygrants.communityforce.com>  
(Go ahead and bookmark it☺)

## Login

Once you click on the link above, or type it into your address bar, it will bring you to the home screen.

Once here, click on which application (Either Education or Health) you are interested in applying for. Remember...You can submit more than 1 request and in more than 1 priority area!



You will be brought here. Click “Apply”



Once you click on “Apply”, it will bring you to the login screen. If you are a new applicant, click on “Create New Account”.

United Way  
United Way of the Low Country, Inc.

Search for Grants

Login

Email

Password

[Forgot Password?](#)

Login Cancel

[Create New Account](#)

**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.

Fill in all data requested and click on “submit”.

United Way  
United Way of the Low Country, Inc.

Welcome

Search for Grants | Login

**Registration**

Please provide the information requested below to create your user account. Be sure to remember your login email address and password for future use. Once you have registered, you may return to the system at any time to begin or complete an application.

\*Organization :

\*First Name :

\*Last Name :

\*Login Id (Email Format) :

\*Password :

\*Confirm Password :

Submit Cancel

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[Nominator Login](#) | [Help](#) | [Contact](#)

If you are NOT a new applicant, once you come to the login screen, provide your email address and password that was previously used in our electronic application process. You can click on “Forgot Password” if you cannot remember the password for this software.

United Way  
United Way of the Low Country, Inc.

Search for Grants

Login

Email  
tturner@uwlowcountry.org

Password  
\*\*\*\*\*

[Forgot Password?](#)

Login Cancel

[Create New Account](#)

**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.

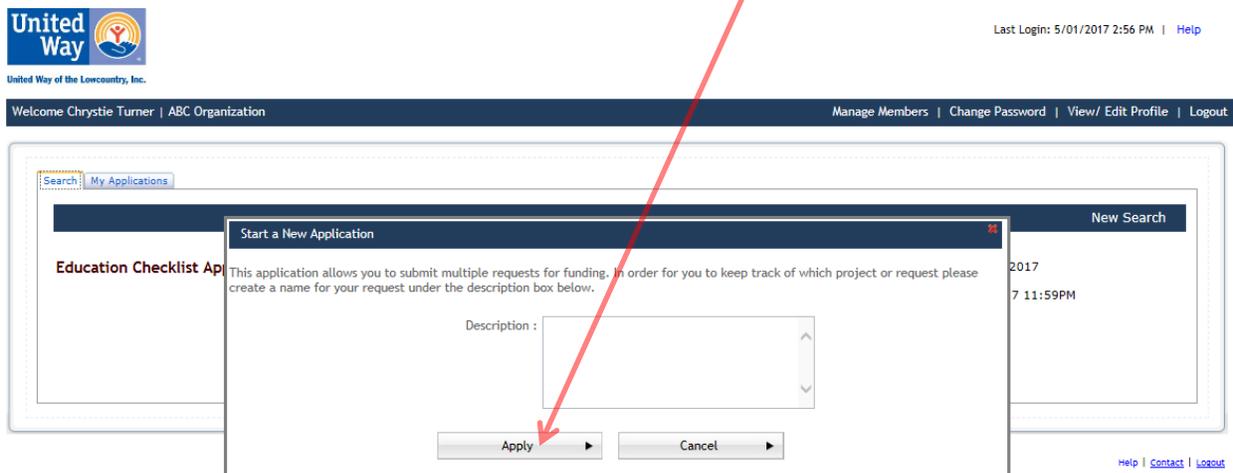
**Existing Applicants:**  
Enter your Username and Password to complete the application. (This is your email address and password used to set up your account.)

**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.

If you are JUST beginning this year's process, click on "Start a new application". (You would also click on this if you have already created an application and are planning to submit multiple requests for funding.) If you have already created multiple requests for funding and want to begin working on them, you would click "continue with application". Another dialog box will appear listing all applications you currently have open. Simply select the application you need from the list.



Since the software allows you to submit multiple requests for funding, it will ask you to provide a description. Please use this to provide the name of the program. This will be REALLY helpful if you intend to submit multiple requests. Please use this even if you do not intend to submit multiple requests. After you enter the name of the program, click apply



Once you click on “apply” it will bring you to your dashboard. The two icons you see (prequalification checklist and Intent to submit) are the components that need to be completed by the May 27<sup>th</sup> deadline. *Both of these icons must read 100% complete before you will be able to submit.*

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 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 May 31st 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.
- 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. **This should be done and all attachments verified by your Board Chair before they provide their electronic signature at the end of the Pre-qualification Checklist section.**

Pre Qualification Checklist    Intent to Submit for Basic Needs

SUGGESTION: Complete all questions and upload all documents BEFORE answering the statements and providing the electronic signatures found in Pre-qualification icon. *The Prequalification progress bar will NOT read 100% until electronic signatures are provided.* Since there could be many different staff assisting with the application, and since providing the wrong documentation could prevent you from being eligible, 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 both progress bars read 100%, then click on the “Final Review and Submit” button located in the upper right

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 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 May 31st 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.

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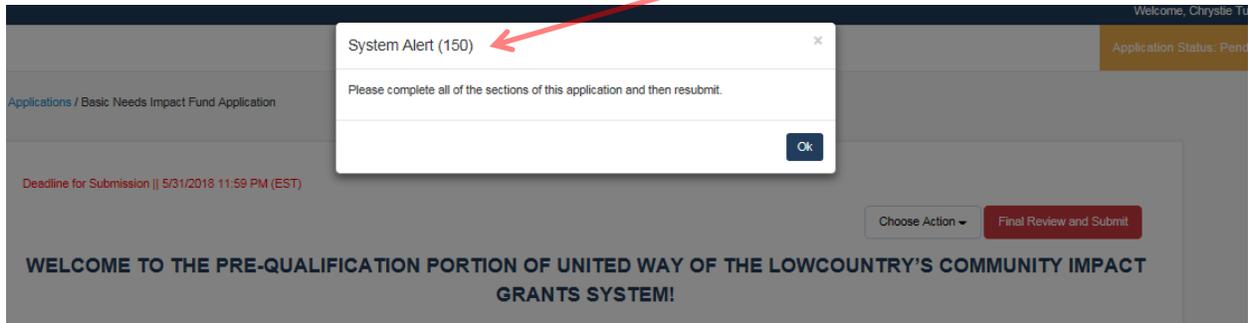
**Instructions:**

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

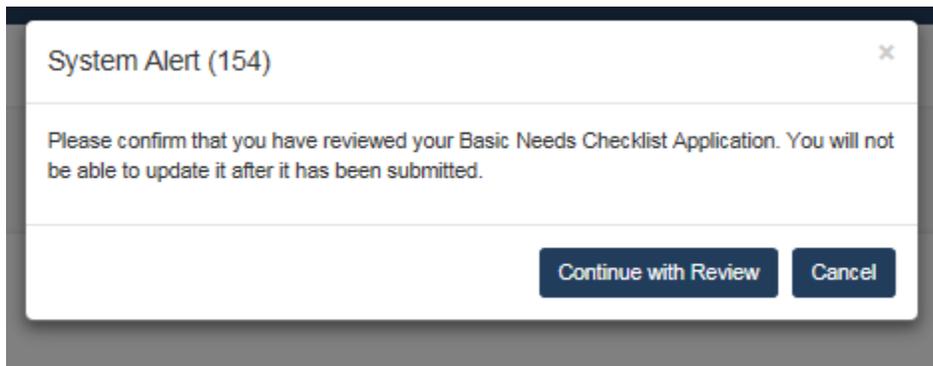
- To begin click on the icons below.
- You have the option to save your work and submit the information at a later time. Be sure to click the "Save" button at the bottom of each section to save your work. There is a time-out feature. If a page remains idle for 20 minutes, it will not automatically save 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.
- 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. **This should be done and all attachments verified by your Board Chair before they provide their electronic signature at the end of the Pre-qualification Checklist section.**

Pre Qualification Checklist    Intent to Submit for Basic Needs

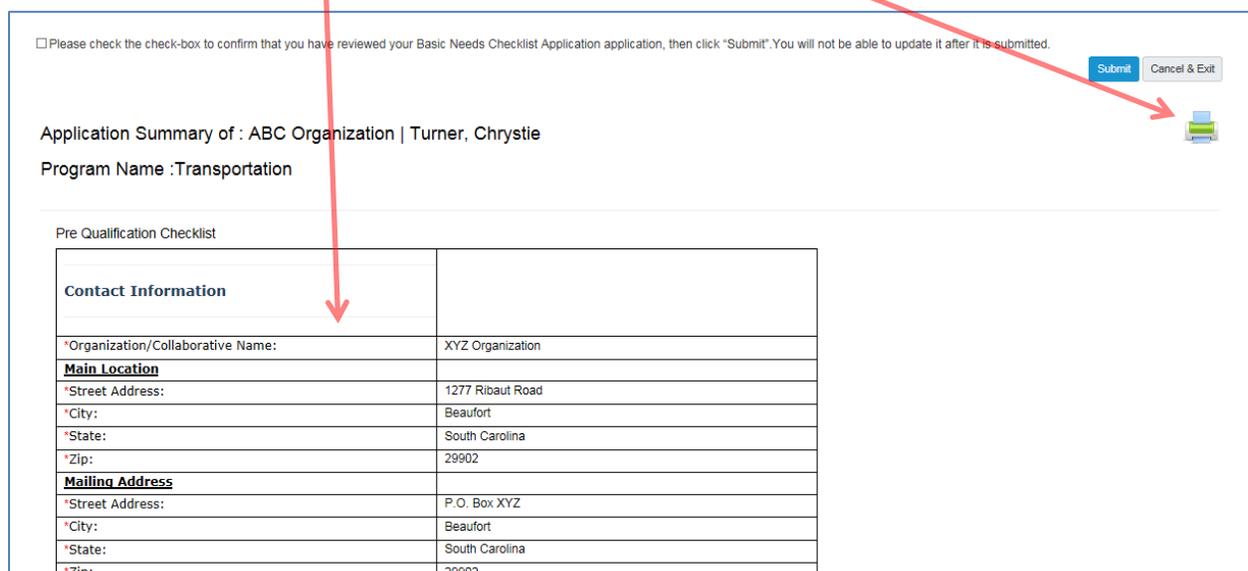
If you click on the Red “Final Review and Submit” button before you have answered all questions and uploaded all attachments, you will receive this error message:



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.



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 Checklist Application application, then click "Submit". You will not be able to update it after it is submitted.

Submit Cancel & Exit

Application Summary of : ABC Organization | Turner, Chrystie

Program Name :Transportation

Pre Qualification Checklist

Contact Information	
*Organization/Collaborative Name:	XYZ Organization
<b>Main Location</b>	
*Street Address:	1277 Ribaut Road
*City:	Beaufort
*State:	South Carolina
*Zip:	29902
<b>Mailing Address</b>	
*Street Address:	P. O. Box XYZ
*City:	Beaufort
*State:	South Carolina
*Zip:	29902

You NOW have successfully submitted your Prequalification/Intent to Submit portion of the application process! **You will be informed by June 24<sup>th</sup> as to your eligibility to proceed in the application process.**

# 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

The screenshot shows the United Way Grants System dashboard. At the top right, there is a yellow box with the text "Application Status: Pending S". Below the header, there is a navigation bar with "My Applications / Basic Needs Impact Fund Application". The main content area has a red banner that says "Deadline for Submission || 5/31/2018 11:59 PM (EST)". Below this, there is a "Choose Action" dropdown menu with three options: "Add Collaborator", "Preview Application", and "Import Responses From Existing Applications". To the right of the dropdown is a red button labeled "Final Review and Submit". The main heading reads "WELCOME TO THE PRE-QUALIFICATION PORTION OF UNITED WAY COMMUNITY IMPACT GRANTS SYSTEM!". Below the heading, there is a paragraph of text: "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." Below this, there is a note: "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!!". Underneath, there is an "Instructions:" section with a sub-heading "Please carefully read the information below. It addresses many common questions and will help you in the electronic process." followed by a list of instructions: "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.", and "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) Add Collaborator

If you want to add a collaborator click on the “Choose Action” button, then click on “Add Collaborator”.

This screenshot is identical to the one above, showing the United Way Grants System dashboard. The "Choose Action" dropdown menu is open, and the "Add Collaborator" option is highlighted. A red arrow points from the text above to this option. The rest of the dashboard content, including the header, navigation bar, main heading, and instructions, is the same as in the previous screenshot.

This screen will appear. Click on "Add Collaborator"

The screenshot shows the top navigation bar with the United Way logo on the left and 'Welcome, Chryste T' on the right. Below the navigation bar, the breadcrumb trail reads 'My Applications / 2020 Health Prequalification Checklist / Collaborations'. The main content area is titled 'Collaborations' and contains a section 'My Collaborators' with a text box stating 'No Collaborators Invited.' To the right of this section is a dark blue button labeled 'Add Collaborator'. Below the 'My Collaborators' section is another section titled 'Sections associated to Collaborators' with a dark blue button labeled 'Assign Section'.

Enter the last name of the person you want to grant access to

The screenshot shows the same 'Collaborations' page. The search form is expanded, showing a 'Search By:' section with four input fields: 'Last Name', 'First Name:', 'Email:', and 'Organization Name:'. The 'Last Name' field is highlighted with a red arrow. To the right of the input fields are 'Search' and 'Cancel' buttons.

If this person has not been a collaborator in the past, you will see the below screen with "No records found". Click "Add User" and fill in the information requested.

The screenshot shows the search results for the 'Collaborations' page. The search form is filled with 'Turner' in the 'Last Name' field and 'Patrick' in the 'First Name:' field. The 'Search' button is highlighted with a red arrow. Below the search form, a red box highlights the text 'No Records found.' To the right of this text is a dark blue button labeled 'Add User'.

Once you fill in the information requested, Put their last name back in. This time, their record will be found. Click on add

My Applications / 2020 Education Impact Fund Application / Collaborations

### Collaborations

Search By:

Last Name	First Name:	Email:	Organization Name:	Search	Cancel
Jack					

[Add User](#)

Select	Last Name	First Name	Organization	Email	Work Phone	Department
<a href="#">Add</a>	Jack	Bobby	UWLC	bjack@uwlowcountry.org		

Then you will get this message letting you know your collaborator has been added successfully:

My Applications / 2020 Education Impact Fund Application

Important ()

Collaborator added successfully.

[Ok](#)

### Collaborations

Search By:

Last Name	First Name:	Email:	Organization Name:	Search	Cancel
Jack					

[Add User](#)

Select	Last Name	First Name	Organization	Email	Work Phone	Department
<a href="#">Add</a>	Jack	Bobby	UWLC	bjack@uwlowcountry.org		

But you are NOT done quite yet! Next, click on "Assign Sections"

My Applications / 2020 Education Impact Fund Application / Collaborations

### Collaborations

My Collaborators

[Add Collaborator](#)

Applicant	Email	Remove
Jack Bobby	bjack@uwlowcountry.org	

[Assign Section](#)

### Sections associated to Collaborators

This screen will show.

My Applications / 2020 Education Impact Fund Application / Collaborations

**Collaborations**

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**Assign Section**

Section	Collaborator
<input type="checkbox"/> Pre Qualification Checklist	
<input type="checkbox"/> Intent to Submit for Education	

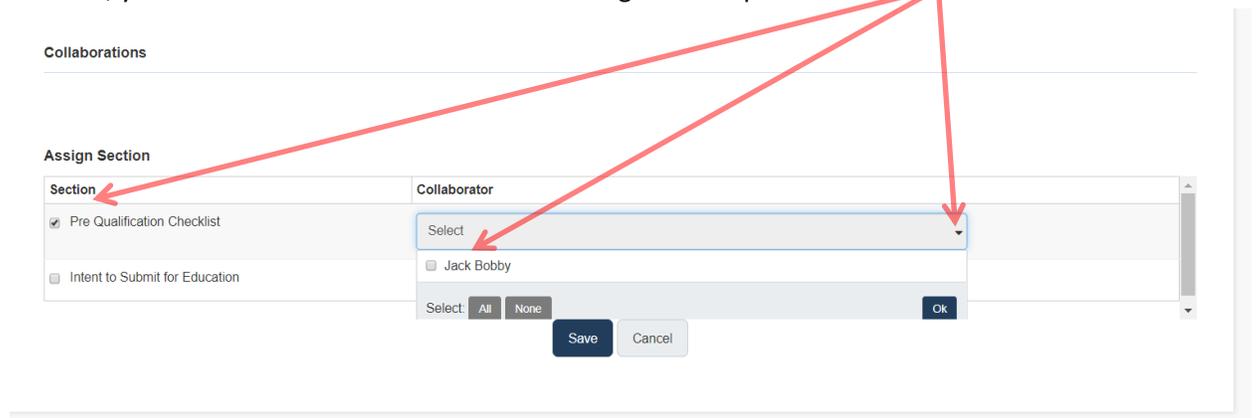
Click each section and select the person you would like to assign. If you add multiple collaborators, there will be several names listed. Click on each person you would like to have access to that particular section. If you would like your collaborator to have access to both sections, you will need to click on each section and grant that person access.

Collaborations

---

**Assign Section**

Section	Collaborator
<input checked="" type="checkbox"/> Pre Qualification Checklist	<div style="border: 1px solid #ccc; padding: 2px;"><p>Select</p><ul style="list-style-type: none"><li><input type="checkbox"/> Jack Bobby</li></ul><p>Select: <input type="button" value="All"/> <input type="button" value="None"/> <input type="button" value="Ok"/></p></div>
<input type="checkbox"/> Intent to Submit for Education	



If you have allowed this person access before, their information will show up right below where you entered their name. Click on “Add” and that person will be added as a collaborator, and follow the same steps as for a new user.

United Way  
United Way of the Lowcountry, Inc.

Aftercare for Disadvantaged Youth Application

My Applications / 2020 Health Prequalification Checklist / Collaborations

**Collaborations**

Search By:

Last Name: Knoll  
First Name:  
Email:  
Organization Name:

Search Cancel

Add User

Select	Last Name	First Name	Organization	Email	Work Phone	Department
Add	Knoll	Lindsey	ABC Organization	lknoll@uwlowcountry.org	843-982-3040	

## 2) Preview Application

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

United Way  
United Way of the Lowcountry, Inc.

Application Status: Pending

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 GRANTS SYSTEM!

IMMUNITY IMPACT

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 **Browse...** 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!
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Choose Action Final Review and Submit

- Add Collaborator
- Preview Application
- Import Responses From Existing Applications

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

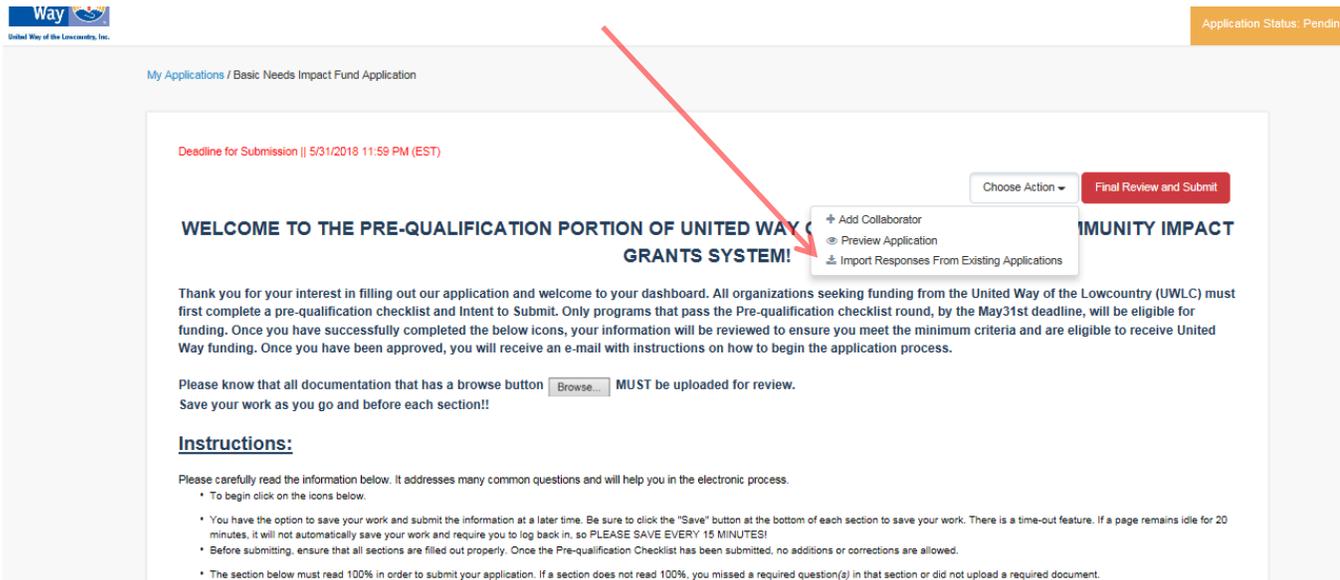
Application Summary of : ABC Organization | Tamec, Chrystie  
Program Name : Aftercare for Disadvantaged Youth

**Pre-qualification Checklist**

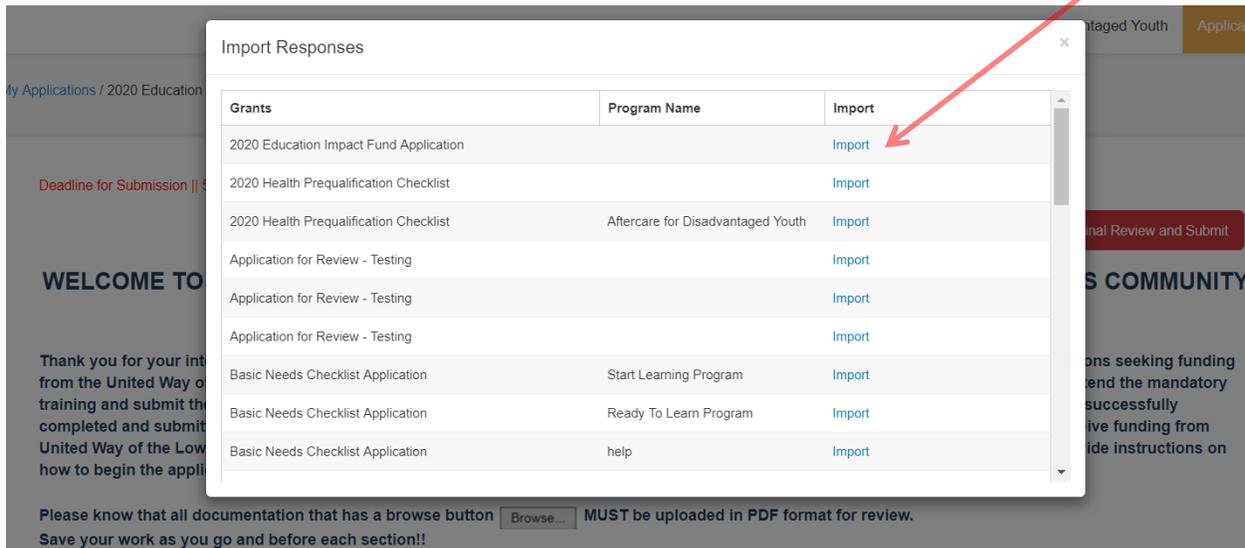
Contact Information	
*Organization/ Collaborator Name:	United Way of the Lowcountry
*Billing Address	
*Street Address/R. O. Box:	R. O. Box 200
*City:	Beaufort
*State:	South Carolina
*ZIP:	29901
Main Address (Physical Address)	
*Street Address:	1277 88th Road
*City:	Beaufort
*State:	South Carolina
*ZIP:	29901
*Telephone:	843.982.3040
*Website URL:	www.uwlowcountry.org
Executive Director Information	
*Name:	Wanda Parsons
*E-mail:	WParsons@uwlowcountry.org
*Direct Line Extension:	843.982.3051
*Cell Phone:	843.982.3244
Board of Directors Chairperson	
*Name:	Ann Reinbold
*E-mail:	areinbold@uwlowcountry.org

### 3) Import Responses

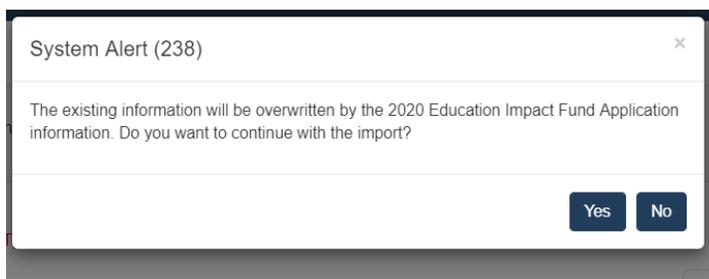
If you have already filled out a prequalification checklist on another program and you want to submit a second program, you don't have to do all of this hard work again! You can click on the "Choose Action" button, then Import Responses from existing application.



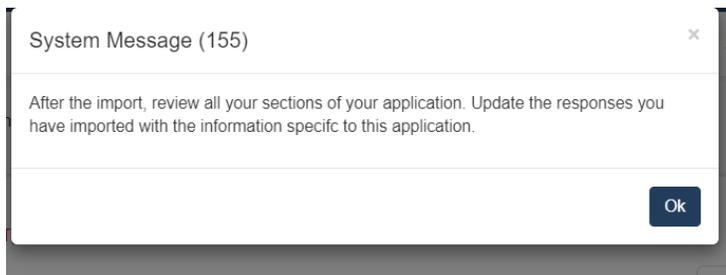
Once this is done, you will select which application you want to clone the answers from and click on "Import"



You will then receive this message. Click "Yes":



You will then receive this message, click on “OK”:



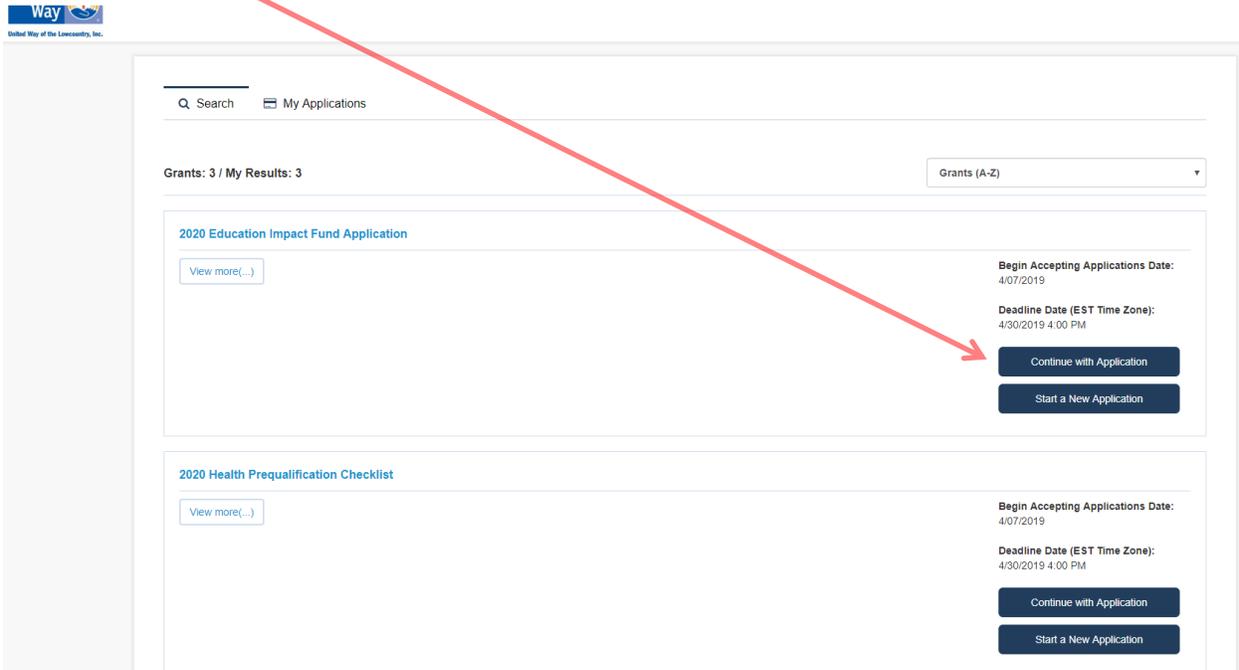
Most of the information during the prequalification phase is Organization specific, so this feature is really helpful!

However, if you decide to import responses from existing application... **BE CAREFUL**

The icons on the new application will show 100% complete because the Board Chair signature (*found in the Prequalification Checklist icon*) AND the goal your program will be addressing (*found in Intent to Submit icon*) all transfer with this import feature. **If you use the import feature, you must go in and delete the Chair's signature (so they can review before signing off on it) and update the selected goal and program name for the new program submission.**

# Starting a New Application/Continuing with a Current Application:

If you create an application, then go back out and come in, this is what you will see. Click on “continue with application, NOT start new application (unless you are applying for more than 1 grant under this priority area.



When you click on Continue with application, this appears, listing all applications you currently have open. Select which application you would like to work on

