# 2024 Community Impact Training Guide for Applicants

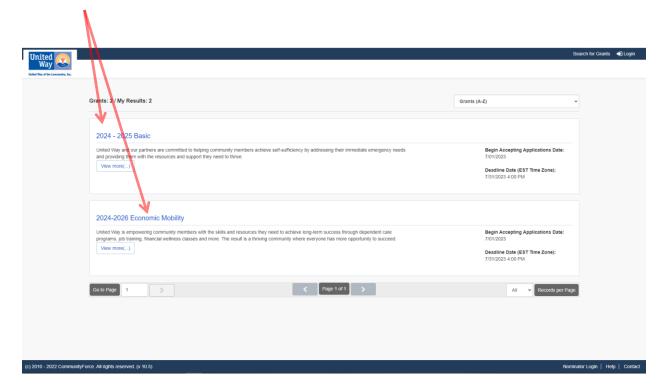


Our site URL is: <a href="https://uwlowcountrygrants.communityforce.com">https://uwlowcountrygrants.communityforce.com</a> (Go ahead and bookmark it©)

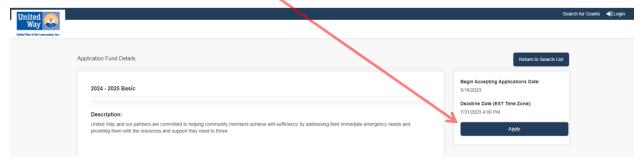
## Login

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

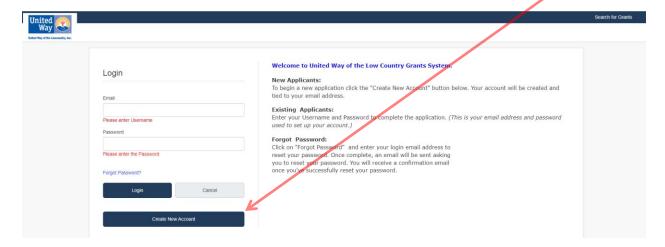
Once here, click on which application (Either Basic Needs or Economic Mobility) you are interested in applying for. Remember...You can submit more than 1 request and in more than 1 priority area!



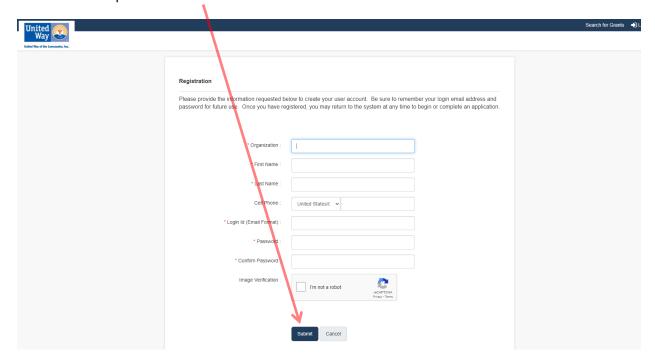
You will be brought here. Click "Apply"



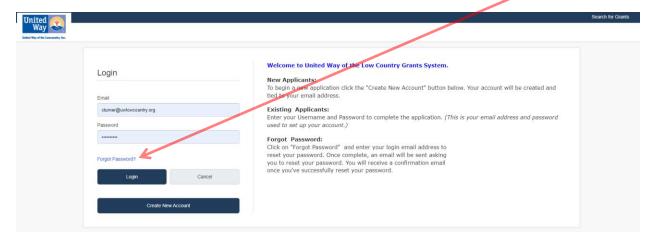
Once you click on "Apply", it will bring you to the login screen. If you are a new applicant, click on "Create New Account".



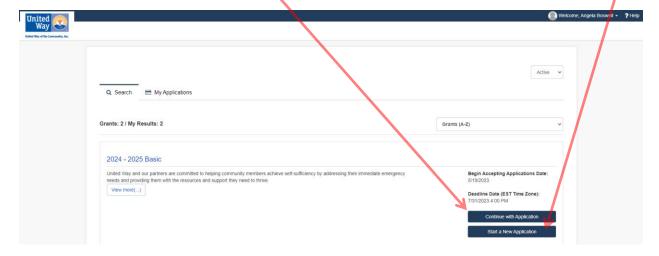
Fill in all data requested and click on "submit".



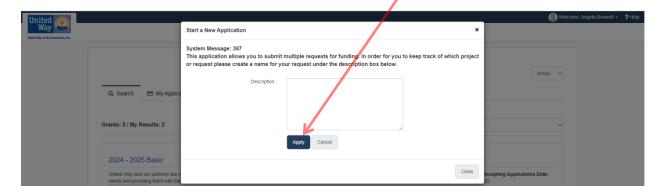
If you are NOT a new applicant, once you come to the login screen, provide your email address and password that was previously used in our electronic application process. You can click on "Forgot Password" if you cannot remember the password for this software.



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 <u>provide the name of the program</u>. 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



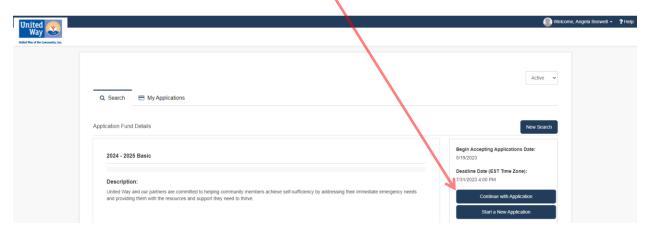
Once you click on "apply" it will bring you to the Pre-Qualification Questions. You must be able to answer "Yes" to both of these questions. Now click "submit".



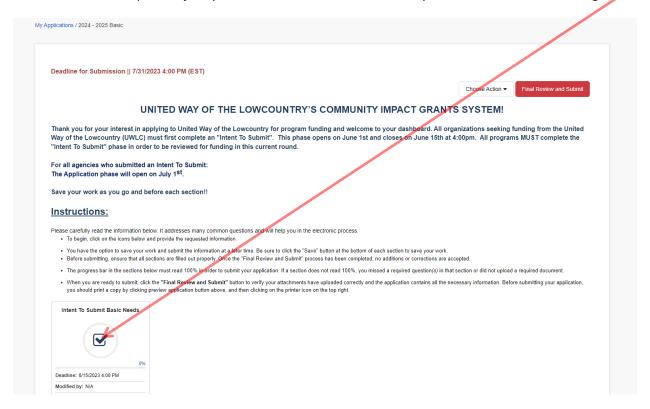
#### Click on "New Search"



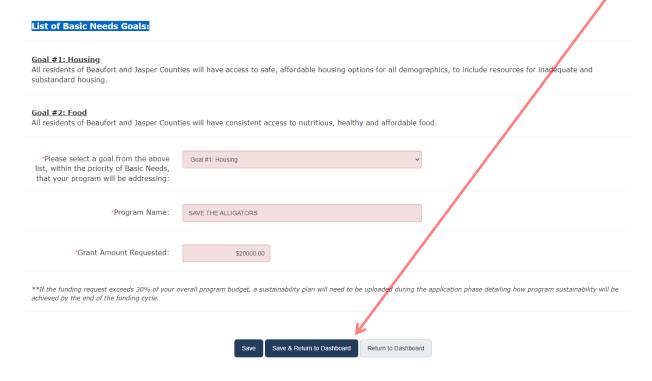
Once back here, click on "Continue with Application"

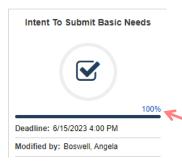


Once you click on "Continue with Application" it will bring you to your dashboard. The icon you see (Intent to submit) is the component that needs to be completed by the June 15<sup>th</sup> deadline. *This icon must read 100% complete before you will be able to submit.* Click on your icon's check mark to begin.



Once you have filled out all of the requested information, chosen your Goal from the dropdown menu, and input your requested grant amount (note: this amount is not set in stone. You are able to change your requested grant amount within the application) click the "Save & Return to Dashboard" button





Does your progress bar read 100%? Once your progress bar reads 100%, then click on the "Final Review and Submit" button located in the upper right



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

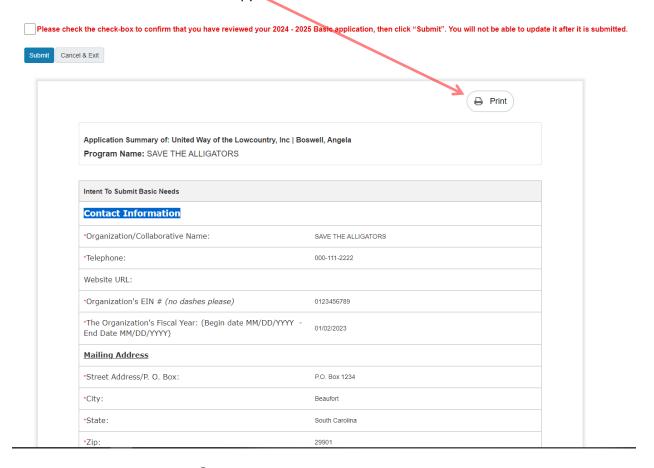


Once the final review and submit button has been clicked, the below dialog box appears: This is informing you that once this portion of the application process has been submitted, no updates to the information will be allowed.

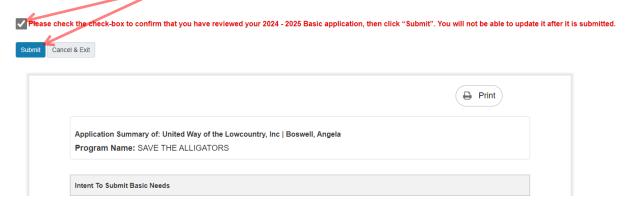


Once you have verified that you are indeed ready to submit, Click "Continue with review".

Here you have the option to review the Application Summary in the window or print a copy of your "Intent to Submit" to review in hardcopy.



Once the FINAL, FINAL review (③) is completed you will be required to check the box on the top of the form and then click submit



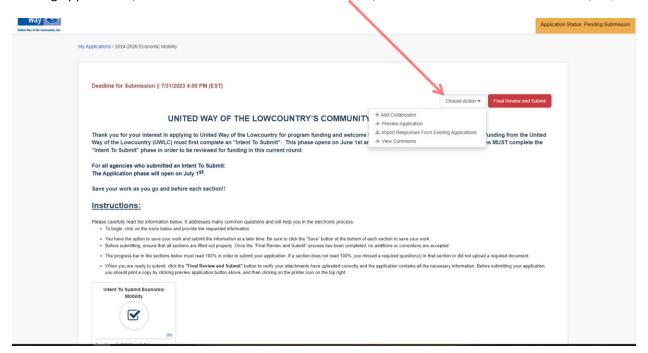
You have NOW successfully submitted the Intent to Submit portion of your application process!

REMEMBER that the Application Phase goes live on July 1<sup>st</sup> with a completion deadline of 4:00PM on July 31<sup>st</sup>!



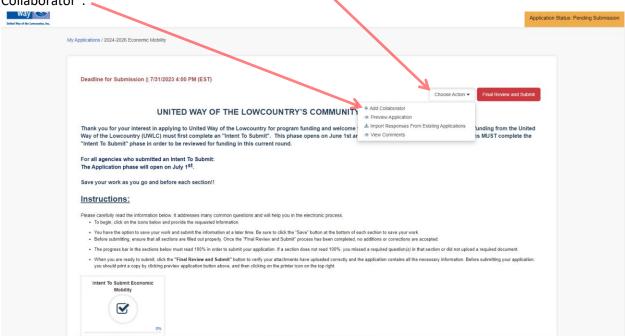
# Additional Features:

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 (only administrators will have the "View Comments" option)

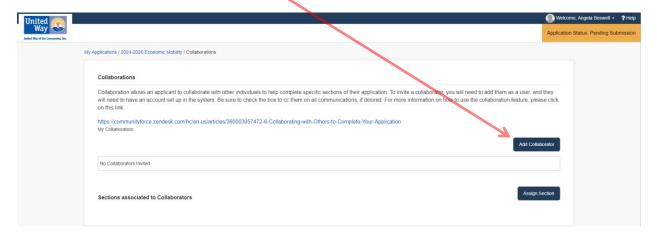


### 1) Add Collaborator

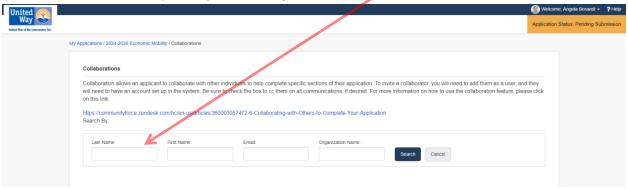
If you want to add a collaborator, click on the "Choose Action" button, then click on "Add Collaborator".



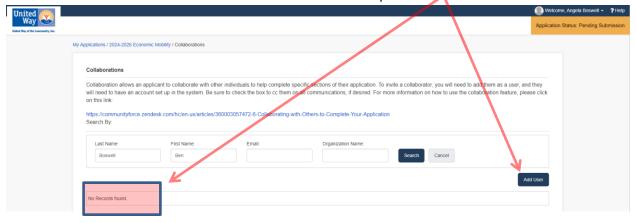
This screen will appear. Click on "Add Collaborator",



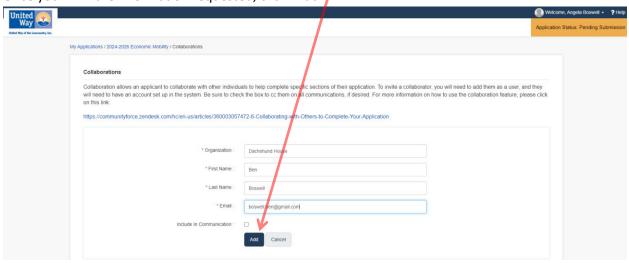
Enter the last name of the person you want to grant access to



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.



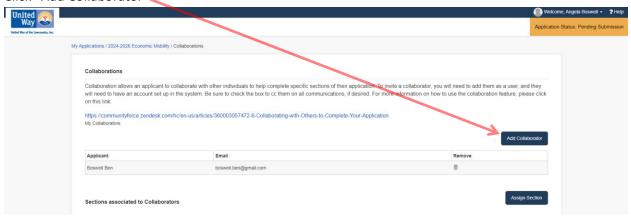
Once you fill in the information requested, click "Add"



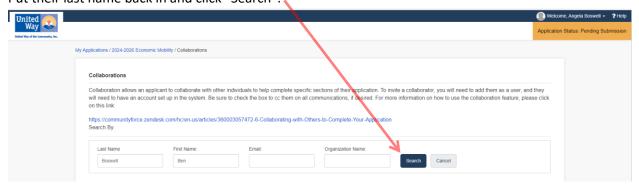
This message will appear. Click "ok"



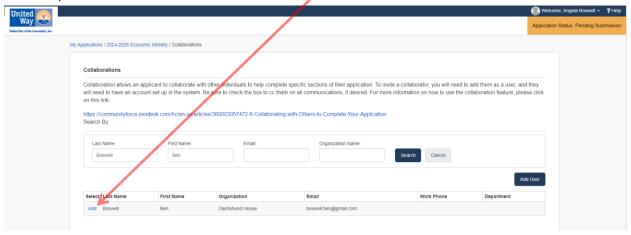
#### Click "Add Collaborator"



Put their last name back in and click "Search".



This time, their record will be found. Click on "Add"

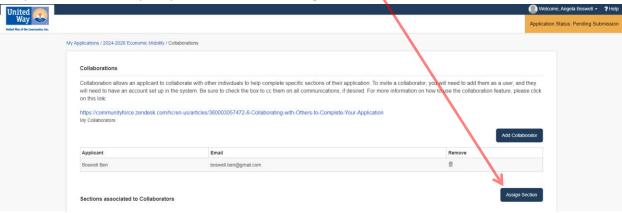


Then you will get this message letting you know your collaborator has been added successfully:

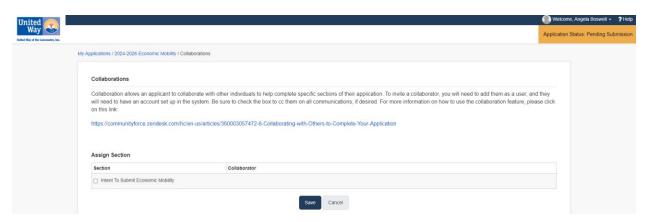
#### Click "ok" -



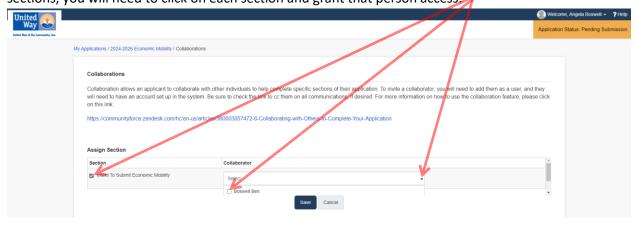
But you are NOT done quite yet! Next, click on "Assign Section"



This screen will show.



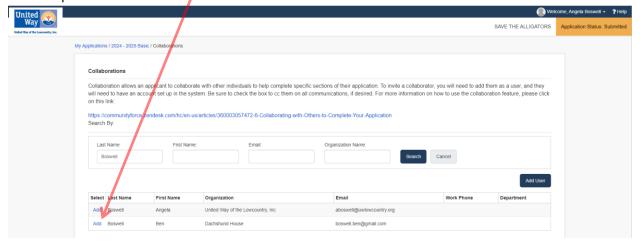
Click each section and select the person you would like to assign. If you add multiple collaborators, there will be several names listed. Click on each person you would like to have access to that particular section. If you would like your collaborator to have access to both sections, you will need to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



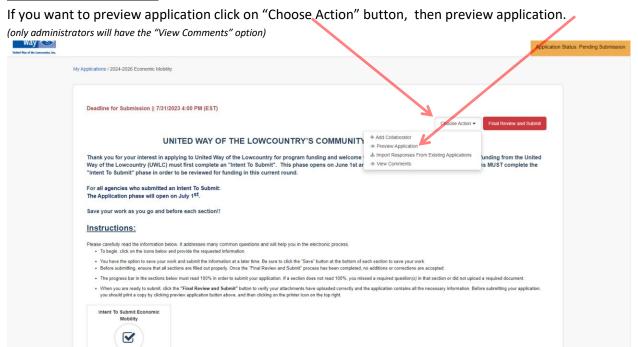
Once you have finished with your selections in the above step, click "Save". This message will appear letting you know that your Invitation to collaborate on this application has been emailed to the selected individuals using the email addresses you entered.



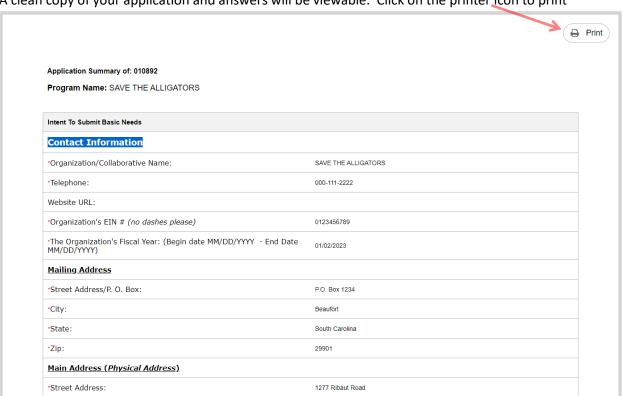
If you have allowed this person access before, their information will show up right below where you entered their name. Click on "Add" and that person will be added as a collaborator, and follow the same steps as for a new user.



#### 2) Preview Application

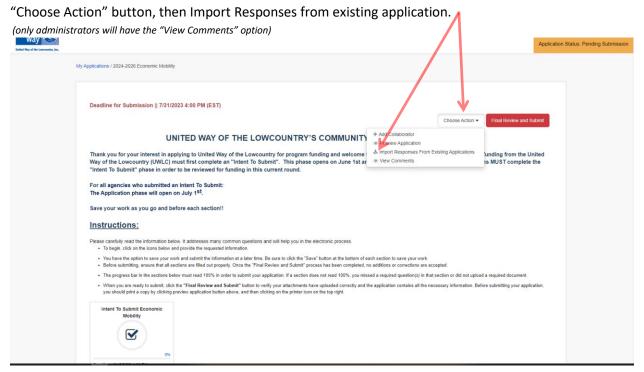


A clean copy of your application and answers will be viewable. Click on the printer icon to print

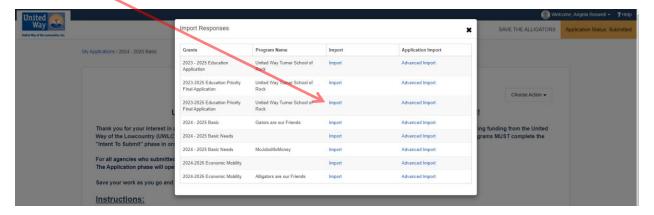


#### 3) Import Responses

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



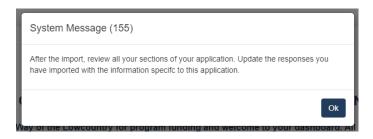
Once this is done, you will select which application you want to clone the answers from and click on "Import"



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



You will then receive this message, click on "OK":



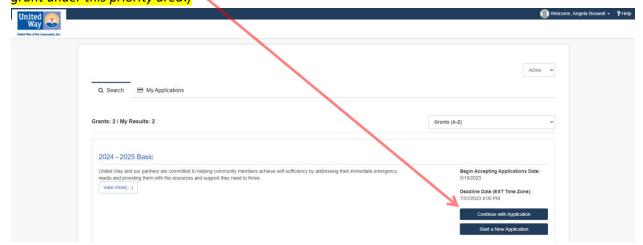
Most of the information during the Intent to Submit Phase is Organization specific, so this feature is really helpful!

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

The icons on the new application will show 100%. The goal your program name and 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 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 again, this is what you will see. Click on "Continue with Application". DO 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

