



Community Impact Management

2020/2021

Agency Site Manual

United Way of Northern Arizona

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**United Way
of Northern Arizona**

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Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari)

Direct access to the agency site is: <https://agency.e-cimpact.com/login.aspx?org=03010F>

Please bookmark the address to easily access e-CImpact at your convenience. In the event you land on the generic agency login page that requests an Org Code, please enter **03010F**

Please note that your specific site may differ slightly from example images depending on which features your United Way is using or potential site updates.

[Agency Login](#)

Now that you have accessed the Agency site, it is time to login.

For New Organizations:

Currently, the default agency username is the email address of the agency's **primary contact**.

The first time you login, the password will be *pwd123*. Once logged in you will be automatically prompted to change your password.

For Others: *if you do not know or remember your username and password, please use the 'Forgot Your Password?' link on the login page or contact Heidi Hanson-Sobek.*

Step 1: Enter your username and password

Step 2: Click 'Sign In to our Secure Server' or use the enter key.

The image shows a screenshot of the e-IMPACT Agency Site login page. The page is divided into two main sections. The top section is the login area, and the bottom section is for new users.

Top Section (Login):

- On the left is the e-IMPACT logo with the text "Community Impact Management" and "AGENCY SITE" below it.
- On the right is the "Sign-In" section with the heading "Please sign in to your account." Below this are two input fields: "User Name" and "Password".
- Below the input fields is a green button labeled "Sign in to our Secure Server".
- Below the button is a link that says "Forgot your password?".

Bottom Section (New Users):

- On the left is a large green arrow pointing right with the text "New to e-Clmpact?".
- On the right is the heading "Don't have an account?" followed by the text "Create an account to apply for available grants".
- Below this is a green button labeled "Click here to create a new Account".

Annotations:

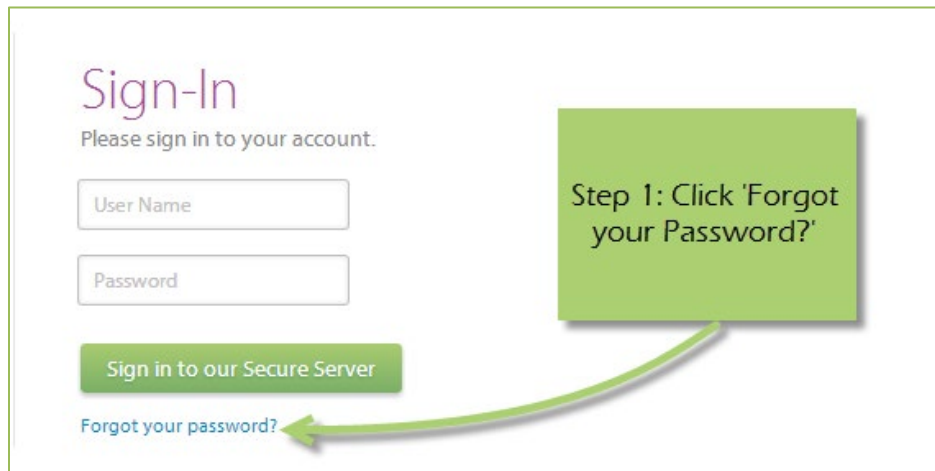
- A green box labeled "Step 1: Enter Username and Password" has an arrow pointing to the "User Name" input field.
- A green box labeled "Step 2: Click 'Sign in to our Secure Server'" has an arrow pointing to the "Sign in to our Secure Server" button.

Footer:

- On the left is a "Secured by Thawte" logo with the text "© 2013-05-28".
- In the middle is the text "Secured by Thawte © 2013 e-Clmpact, Community Impact Management".
- On the right is the text "POWERED BY seabrooks".

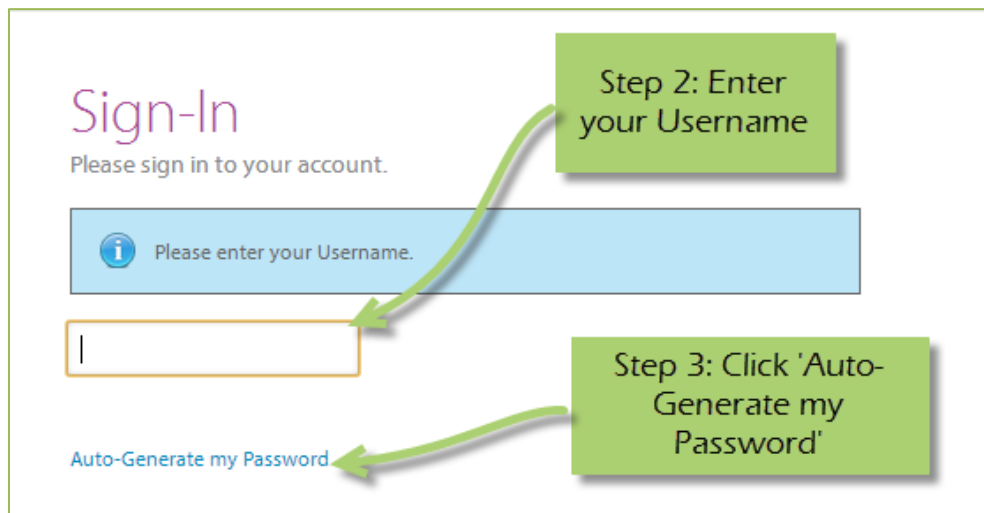
Forgot Password

Step 1: Click 'Forgot your password?' on the agency login page.



Step 2: Enter your username

Step 3: Select 'Auto-Generate my Password'

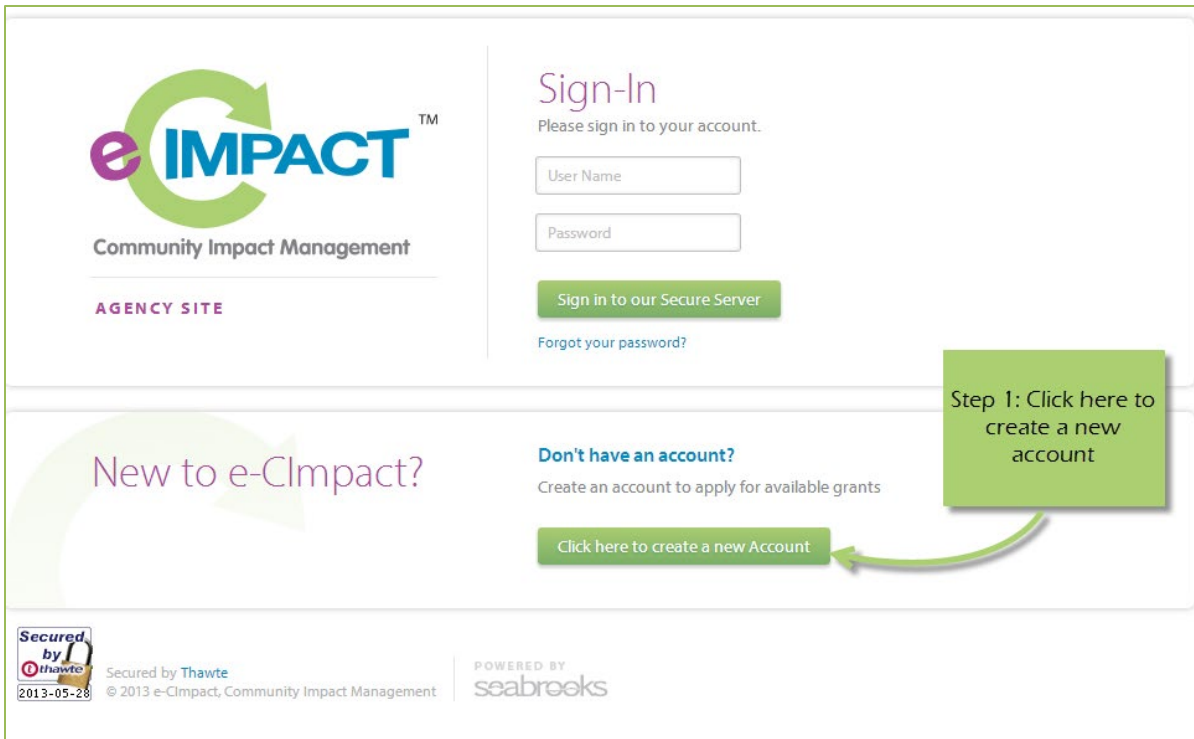


Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, please contact Heidi Hanson-Sobek.

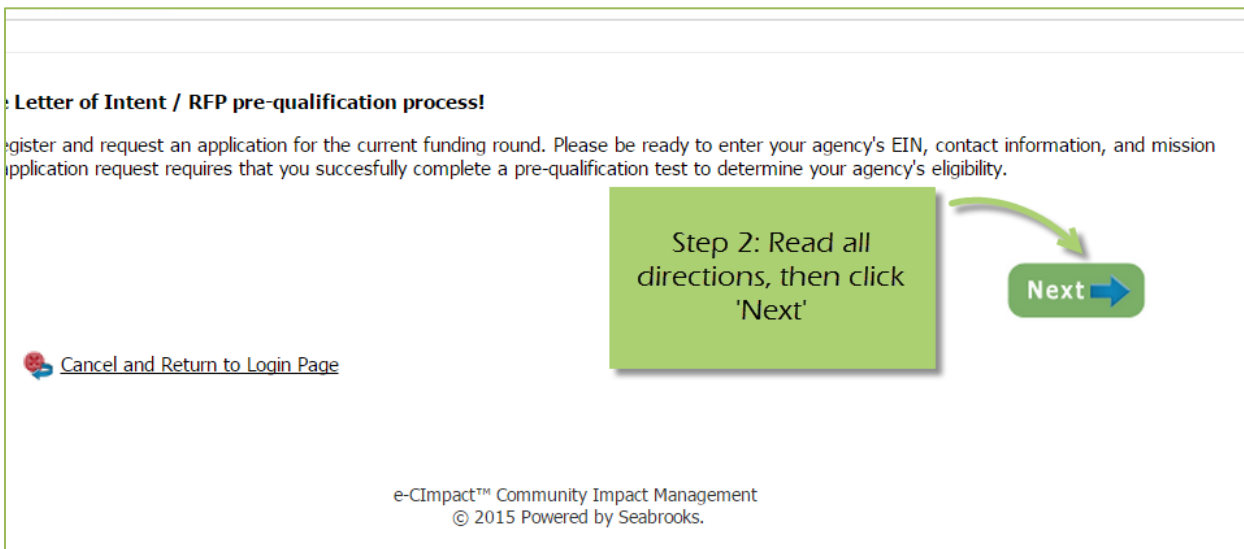
Registering a New Agency

Registration is required for all agency applications – one registration per agency – each agency may apply for more than one program.

Step 1: From the agency login page select 'Create new agency account'



Step 2: Please read all directions carefully, and then click 'Next' to continue with your registration process.



Step 3:

Please enter all required information regarding your agency. Then proceed to the next page.

**EIN – the system will automatically validate your EIN, confirming you do not already have an e-CImpact account. The system will also automatically enter any information linked to the EIN entered.*

Agency Registration

Fields marked with an * are required fields.

Please enter your Agency information in the fields below, including the agency Primary Contact information then select 'Next' at the bottom of the page to continue.

Agency Account Information

EIN: *
Agency Name:*
Website URL:

Account Information

Description:
Mission Statement:

Address

Address Type:*
Address Line 1:*
Address Line 2:
City:*
State:*
Zip Code*:

Email Address

Email Address Type:*
Email Address*:

Phone Number

Phone Number Type:*
Phone Number*:

Primary Contact Information

Contact Type:*
First Name:*
Last Name:*
Job Title:

Preferred Login

Enter your characters not contain:
Password:
Preferred User Name*:
Password*:
Confirm Password*:

Please note what username and password you create.

Step 3: Enter required information, then click 'Next'


Previous Next


Cancel and Return to Login Page

Step 4: Select a grant application you would like to apply for, and then continue to the next page.

Please review the list of currently available Grant Applications below.

Select a grant from the list to request an application. Some grants may require pre-qualification information be provided.

-  **The Youth Philanthropy Project**
The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.

-  **The Best Grant Ever**
You would be remiss if you did not apply for this....

[← Previous](#)

Step 4: Select an Application, and then click 'Next'

[Next →](#)

 [Cancel and Return to Login Page](#)

Step 5: Please answer all qualification questions, and proceed to the next page.

If your agency passes the initial qualification questions, you will then move on to confirm your registration. In the event your agency does not qualify, you will be provided information on who to contact should you have any questions.

Agency Qualification Form

Customizable instructions can be entered here.


Section 1

Does your organization have a 501c3 rating? (answer 'Yes' to Qualify).....

Step 5: Answer Qualification Question, then Click 'Next'

[← Previous](#)

[Next →](#)

 [Cancel and Return to Login Page](#)

Step 6: Review all agency information entered, and then click 'Confirm Registration'

Please Review the information below for accuracy.

EIN: 567774568
 Agency Name: 123 Test Agency

Additional Agency Account Information Summary
 Description:
 Accredited: Yes No
 Mission Statement:


Agency Information Summary
 Address: 123 Main Street
 City, Illinois
 45654
 (Mailing)
 Email Address: info@email.com (Main)
 Phone Number: (555) 666-3333 (Fax)


Primary Contact Information Summary
 Contact Name: me me (Executive Director)

Preferred Login
 Username: 123agency
 Password: *****

Request Summary
The Youth Philanthropy Project
 The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.

Step 6: Review your agencies information, then 'Complete Registration'

[Complete Registration](#) 

 [Cancel and Return to Login Page](#)

Once your registration is completed you will be able to print your confirmation page. You will also receive a confirmation email.

Common Navigation

The navigation links in e-CImpact are consistent throughout the site.

 [Save/Update](#) [Save and Return to Previous Page](#) [Cancel and Return to Previous Page](#)

Save/Update: Refreshes the page while saving any changes made to your data.

Save and Return to Previous Page: Returns you to the page last visited while saving any changes made to your data.

Cancel and Return to Previous Page: Will return you to the previous page and will NOT save any changes made to your data.

Font Size: [A](#) [A](#)

Changing the Font Size: Located in the upper right-hand corner of the agency site, click the large 'A' to increase the font size. Click the smaller 'A' to decrease the font size.



Fields marked with an * are required fields.

Agency Site Home Page

From the home page you will be able to access all parts of the agency site. There are four basic sections:

1. Account Management
2. Agency Information
3. News, Events, and Calendars
4. Applications and Resource Center

The screenshot shows the e-IMPACT Agency Site Home Page. At the top, it says "Hello, Rose Ogihara" and provides links for "Change Password", "User Profile", and "Signout", along with a session time remaining of 16:27. The page features the e-IMPACT logo and a navigation menu on the left with categories like "Family Service Agency", "Schedule", "Request Grant Application", and "Resource Center". The main content area includes a "New Meeting" section for "Application Training - Agency Site" on Thursday, February 28, 2013, with a request to RSVP. Below this is a "Calendar" for February 2013, showing the 14th as the current date. To the right of the calendar is a "Today's Schedule" for Thursday, February 14, 2013, which is currently empty. Further down is a section titled "Our Work through Initiatives" with updates on the "African American Initiative" and "Immunization Initiative". A "FEEDBACK" button is visible on the right side of the page. Four green callout boxes with arrows point to specific areas: "1. Account Management" points to the top navigation links; "2. Agency Information" points to the "Family Service Agency" menu; "3. News, Events, and Calendars" points to the "New Meeting" and "Calendar" sections; and "4. Application and Resource Center" points to the "Request Grant Application" and "Resource Center" sections.

Account Management

[Change Password](#) | [User Profile](#) | [Signout](#) (Session time remaining: 17:44)

Change Password

Step 1: To change your password, select 'Change Password'

Step 2: Enter the old password

Step 3: Then enter the new password two times.

Password Rules:

- Must be between 6 and 15 characters.
- Must contain at least 1 character from 2 of the groups of alpha, numeric, or special characters.
- Characters NOT accepted are: ", % or any white-space.


User Profile

The User Profile area is where you are able to add, edit, or delete any of your information including: primary contact, basic information, email addresses, phone numbers, and mailing addresses. Users may also choose to be 'Included in all Emails'.

Primary Contact: There can only be one primary contact per agency. This can be set by selecting the check box 'Primary?'. The primary contact is automatically included in all emails and cannot be deactivated unless a new primary contact is selected.

Active: Make sure your account is 'Active'. Once a user is deactivated you will need to contact Heidi Hanson-Sobek to reactivate the user account.

Contacts

 Fields marked with an * are required fields.

Primary?
 Include in all Emails?
 Active?

Type:*

Prefix:

First Name:*


Middle Initial:


Last Name:*


Suffix:

Company:

Job Title:

 [Save/Update](#)

 [Save and Return to Previous Page](#)

 [Cancel and Return to Previous Page](#)

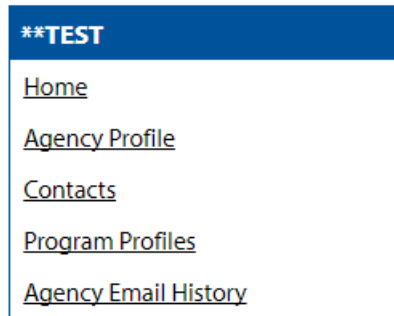
Enter any necessary information, and then click 'Save/Update'.

Signout

Users should 'Signout' of e-CImpact to ensure the security of their data. Once signed out of e-CImpact, press the 'X' in the upper right hand corner of your browser to close the window.

[Agency Information](#)


The Agency Information section is where account information, contacts, statements (mission / vision / agency) and program information is housed. From this section you will be able to update your address(es), or contact information.



[Agency Profile](#)

The profile page is where all agency specific information is housed and can be updated. This includes the basic information – agency name, EIN, staff contact, primary contact, website, etc.

Agency Profile

 Fields marked with an * are required fields.

Agency Name:* 123 Test Agency

EIN:
Format: ##-##### or #####


Accreditation By:

Website:

Staff Liaison:

Primary Contact:

Description:
Limit up to 750 characters (0 used).



Agency address(es), phone number(s) and email address(es)

You may also add, edit or delete, address, phone numbers and email addresses. Agencies are able to have multiple records for each section.

Addresses				
Type	Address	Primary?	Active?	Actions
Mailing	123 Main Street, City, IL 45654, U.S.A.	Yes	Yes	Edit Delete
+ Add New Address				
Phone Numbers				
Type	Phone Number	Primary?	Active?	Actions
Fax	(555) 666-3333	Yes	Yes	Edit Delete
+ Add New Phone Number				
Email Addresses				
Type	Email Address	Primary?	Active?	Actions
Main	info@email.com	Yes	Yes	Edit Delete
+ Add New Email Address				

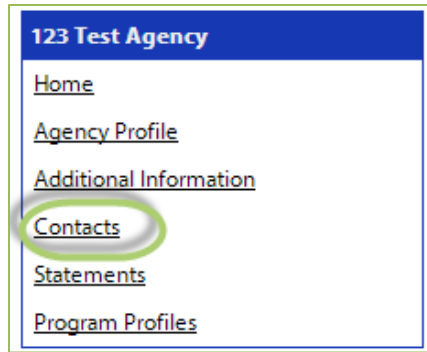
Agency Contacts

- Confidential?
- Primary?
- Active?

When adding a new record, or updating existing records, be sure to select 'Active' appropriately.

'Primary' can only be selected for one record.

To view all agency contacts – click 'Contacts' from the agency information section on the homepage.



From this area you will be able to see anyone who is currently listed as a contact at your agency, as well as add, edit, deactivate or delete an agency contact.

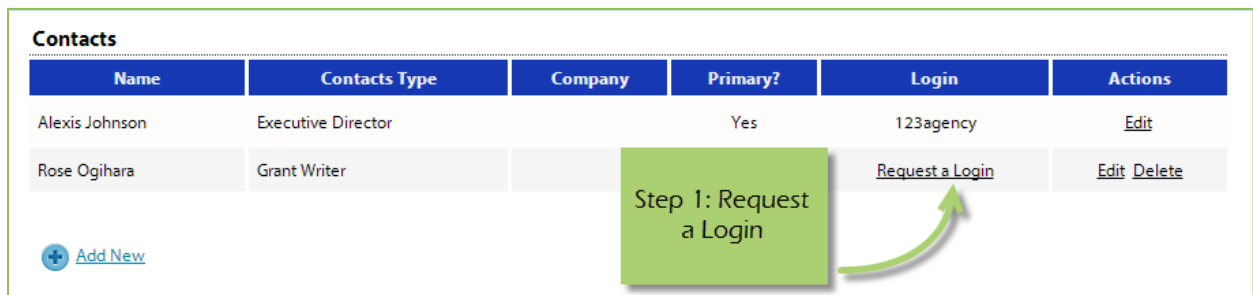


The agency contact profile page is similar to the user profile and contains the same information.

- Name and preference
- Email addresses
- Phone Numbers
- Addresses

Request a Login: Once a new contact has been created, you are able to request a login for this user.

Step 1: Click 'Request a Login'



Step 2: Enter username and password.

**A contacts email address is commonly used as the username due to email addresses being unique.*

Request a Login Account for Rose Ogihara

Enter a password and then retype the password to ensure that it has been entered correctly. Your new password must be between 6 and 15 characters in length and contain at least 1 character from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain the following characters: ", %, or any white-space.

Password Examples:

- abcdefg2 (valid, contains letters and numbers)
- paSsword (valid, contains letters and numbers)
- 1234567# (valid, contains letters and a special character)
- abcdefgh (invalid, contains only letters)
- abc23 (invalid, less than 6 characters)


Contact Type: Grant Writer


Contact Name: Rose Ogihara

Username:*

Password:*
no value

Confirm Password:*
no value

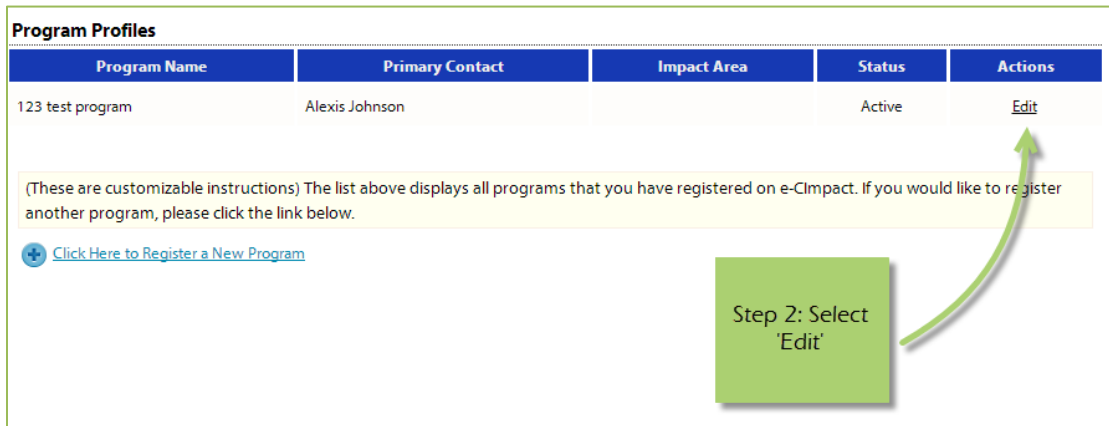
 [Save/Update](#)

 [Return To Previous Page](#)

Updating Program Information

Step 1: To edit a program, go to the program profiles area.

Step 2: Select 'Edit' next to the desired program.



The screenshot shows a table titled "Program Profiles" with the following data:

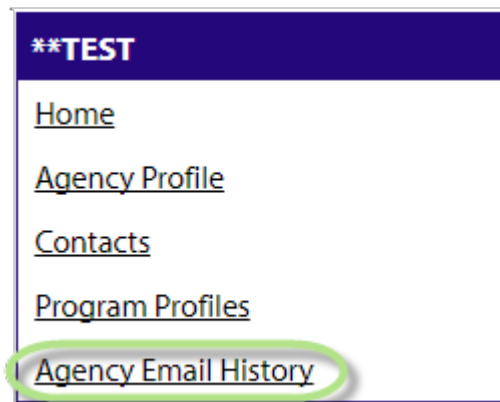
Program Name	Primary Contact	Impact Area	Status	Actions
123 test program	Alexis Johnson		Active	Edit

Below the table, there is a yellow box with the text: "(These are customizable instructions) The list above displays all programs that you have registered on e-CImpact. If you would like to register another program, please click the link below." Below this box is a blue link: "+ [Click Here to Register a New Program](#)". A green callout box with the text "Step 2: Select 'Edit'" has a green arrow pointing to the "Edit" link in the table.

From here you will be able to update information needed.

Agency Email History

If enabled by your United Way, the agency email history feature will allow you to access any past emails sent through the e-CImpact system.



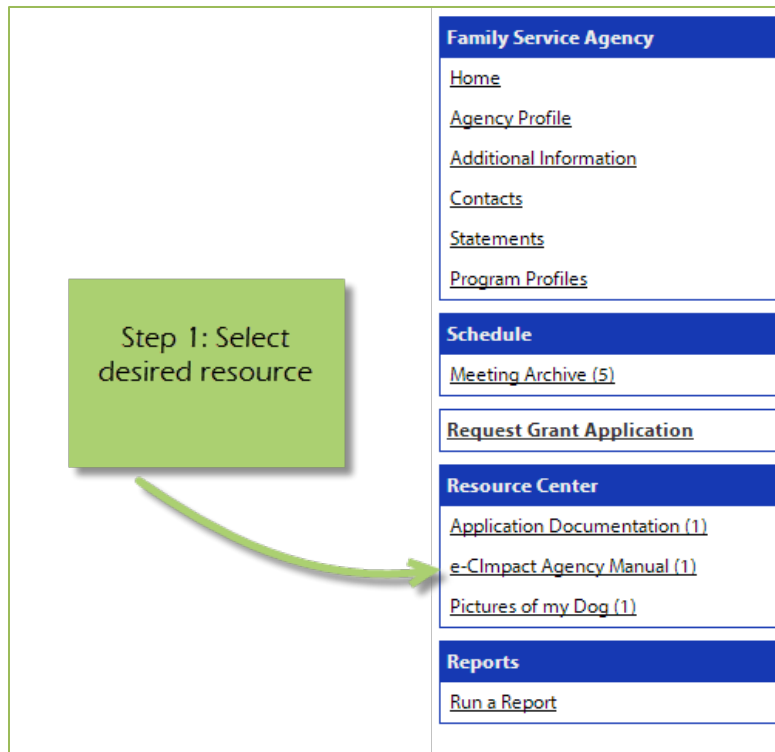
The screenshot shows a navigation menu with a dark blue header containing the text "**TEST". Below the header are several menu items, each with a blue underline: "Home", "Agency Profile", "Contacts", "Program Profiles", and "Agency Email History". The "Agency Email History" item is circled in green.

Resource Center

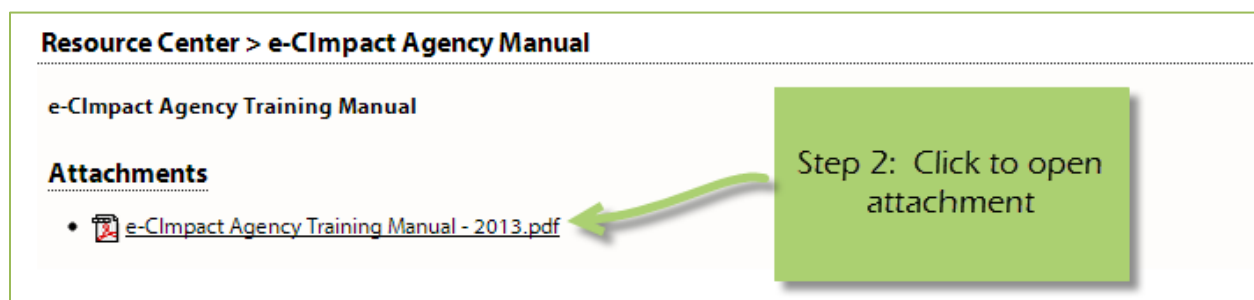
The agency resource center is where you will be able to find any documents you may need to reference from United Way of Northern Arizona. The resource center is located in the lower half of the left-hand navigation.

Accessing Resources

Step 1: Select desired resource item



Step 2: Click on the attachment link to open



The Basics of your Applications / Grant Process

Accessing Application / Grant Process

Step 1: Choose the application or grant process from the list located in the left hand navigation.



The image shows a screenshot of a web application's navigation menu. The menu is titled "Request Grant Application" and is organized into several sections. A green callout box on the right side of the menu contains the text "Step 1: Click the link for the application or grant you would like to apply for". A green arrow points from this callout box to the "2013 Application" link in the "Grant Process" section of the menu.

Request Grant Application
Community Grants
2008-10 United Way RFP
<u>Initial Application</u>
2010-2012 Annual Application
1) <u>Request for Funding</u>
2) <u>Mid-Year Reporting</u>
2012 - 2014
1) <u>Letter of Intent</u>
2012 Focus Area Grants
1) <u>Application</u>
Grant Process
Other Grant Process
<u>2013 Application</u>
Questions and Answers

Form Status

This page works much like a check list. You are able to easily see how much of your application you have submitted.

The top bar is the Overall Application status.

The Status column is for the individual forms.

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation		Not Started	
Agency Information*		Not Started	
Alternative Education Pro		Not Started	<input checked="" type="checkbox"/> Include?
Program Information*		Not Started	
Demo Logic Model Navigation		Not Started	
Program Budget*		Not Started	
Program Demographics*		Not Started	
Copy of Program Logic Model		Not Started	

Not Started: When the application or form is in not started status, it means that no data has been entered yet.

In Progress: If your form is set to in progress, then the form has been started, and saved. The form has not been marked completed. The top bar will remain at 'In Progress' until all forms are marked completed.

Ready to Submit: Once all forms are marked completed, your top bar should move to 'Ready to Submit'. At this stage you should review any information entered, then move on to submit your application.

Submitted: When an application is in submitted status, you will no longer be able to make changes to the information on the forms. If you submit, and find you need to make an edit, you should contact Heidi Hanson-Sobek.

Entering Information

To begin filling out your application click on the desired form:

Not Started In Progress

Item (* indicates Required Item)

Children's Home Foundation

Agency Information*

Alternative Education Program

Program Information*

Demo Logic Model Navigation*

Program Budget*

Program Demographics*

Copy of Program Logic Model*

Save Options

After entering information on your forms, you have multiple save options.



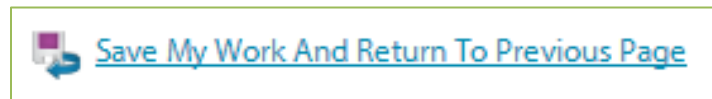
Save My Work / Save My Work and Return to Previous Page: These options are for when you need to save, or move on to something else, and are not finished entering information.

Save My Work and Mark as Completed: This option is for when you have entered and reviewed your information and are ready to turn it in.

Switching Forms

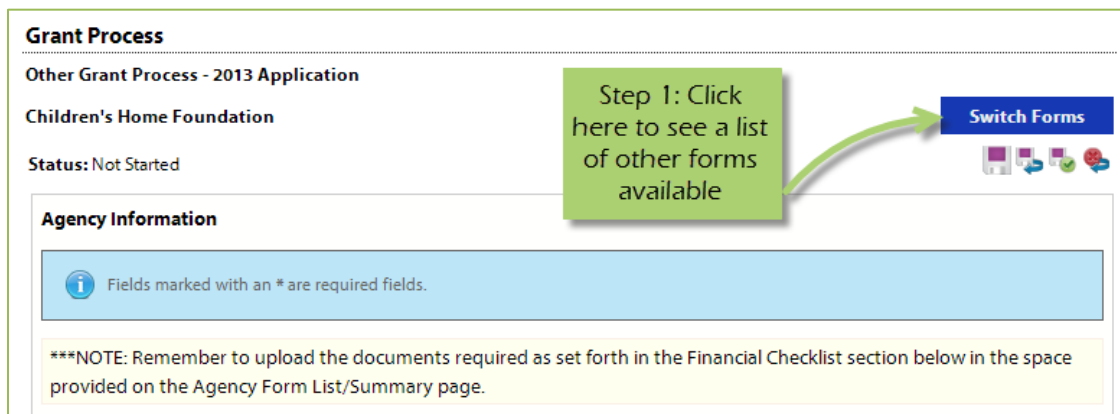
There are two ways to switch forms within an application:

First: When you are finished with one form, click on 'Save My Work and Return to Previous Page', and then select the next form.



Second: You can use the 'Switch Forms' option, located in the upper right hand corner.

Step 1: Click 'Switch Forms' to view the list of available forms.



Grant Process
Other Grant Process - 2013 Application
Children's Home Foundation
Status: Not Started

Agency Information

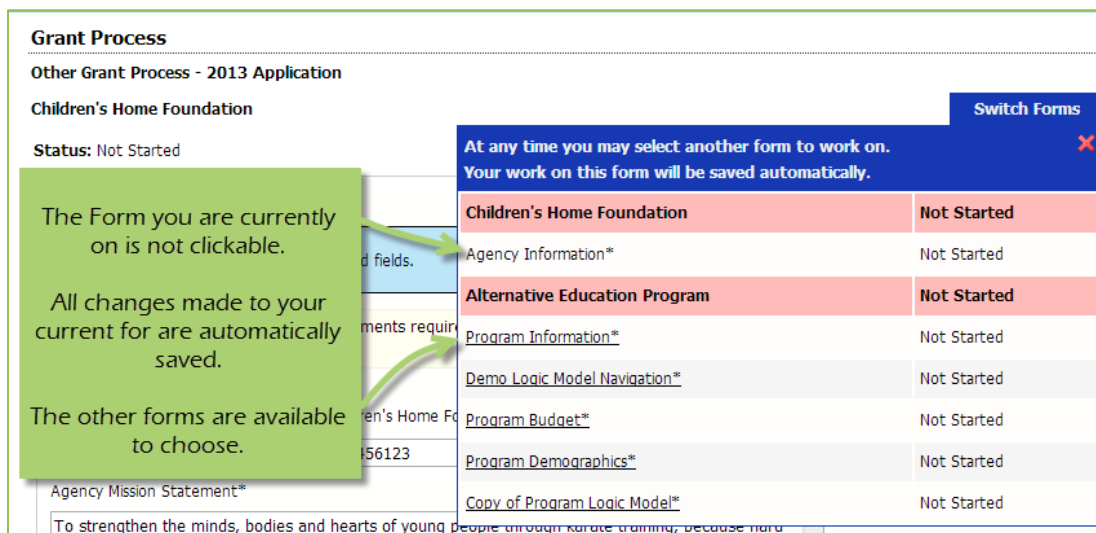
Fields marked with an * are required fields.

***NOTE: Remember to upload the documents required as set forth in the Financial Checklist section below in the space provided on the Agency Form List/Summary page.

Step 1: Click here to see a list of other forms available

Switch Forms

Step 2: Click on the form you would like to move to.



Grant Process
Other Grant Process - 2013 Application
Children's Home Foundation
Status: Not Started

The Form you are currently on is not clickable.
All changes made to your current form are automatically saved.
The other forms are available to choose.

At any time you may select another form to work on.
Your work on this form will be saved automatically.

Form Name	Status
Children's Home Foundation	Not Started
Agency Information*	Not Started
Alternative Education Program	Not Started
Program Information*	Not Started
Demo Logic Model Navigation*	Not Started
Program Budget*	Not Started
Program Demographics*	Not Started
Copy of Program Logic Model*	Not Started

Attachments

Uploading Attachments

Excepted file types for uploading documents:

- Accepted file types: pdf, doc, docx, ppt, pptx, xls, xlsx, gif, jpg, jpeg, bmp, tif, rtf, and txt.
- Combined maximum file size is 8MB.

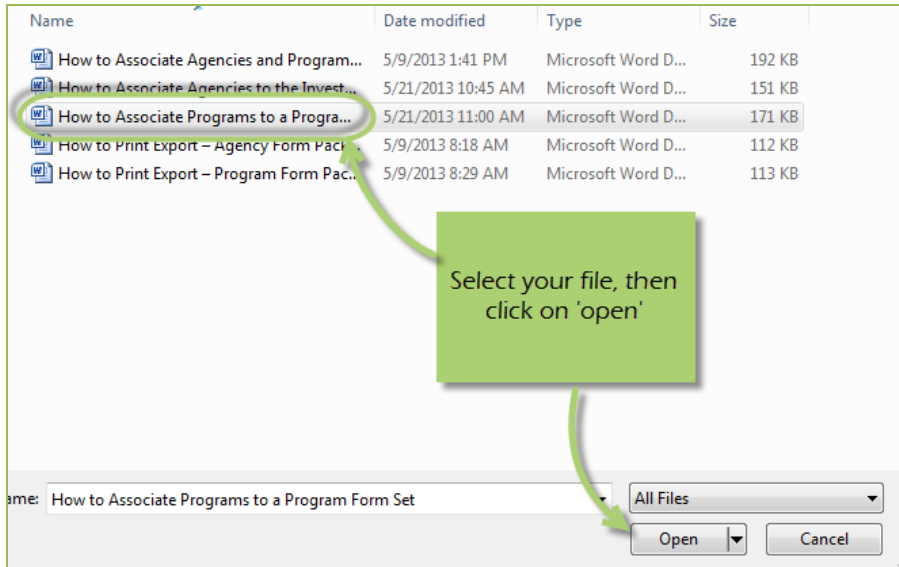
Step 1: Open Supporting Documents

The screenshot shows the 'Application Status' page. At the top, there are three status tabs: 'Not Started' (highlighted in red), 'In Progress', and 'Submitted'. To the right is a 'Print / Review Options' button. Below the tabs is a table with columns: 'Item (* indicates Required Item)', 'Last Up', and 'Action'. The table contains two rows: 'Children's Home Foundation' and 'After School Program'. The 'After School Program' row has a 'Not Started' status and an 'Include?' checkbox. A green callout box with the text 'The Attachments form displays the same as other forms.' is positioned over the table, with a green arrow pointing to the 'Required Documents' link in the 'Children's Home Foundation' row.

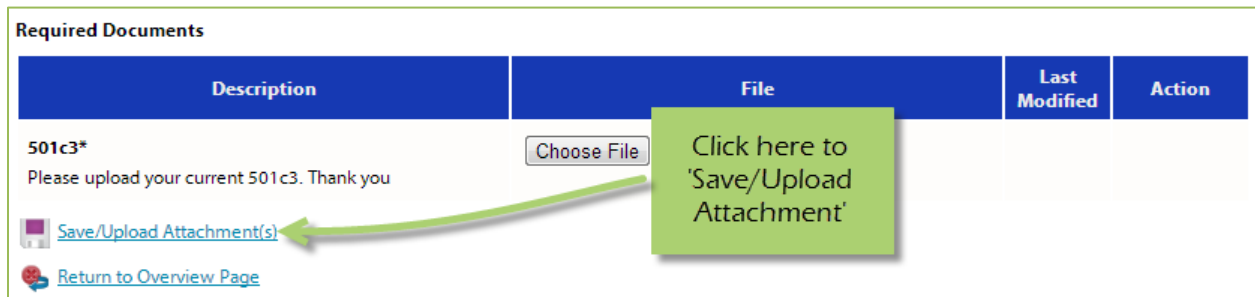
Step 2: Once you have confirmed your document meets the upload requirements, click 'Choose File'.

The screenshot shows the 'Required Documents' page. It features a table with columns: 'Description', 'File', 'Last Modified', and 'Action'. The first row is for '501c3*', with the description 'Please upload your current 501c3. Thank you'. In the 'File' column, there is a 'Choose File' button and the text 'No file chosen'. Below the table are two links: 'Save/Upload Attachment(s)' and 'Return to Overview Page'. A green callout box with the text 'Click here to 'Choose File'' is positioned to the right of the 'Choose File' button, with a green arrow pointing to it.

Step 3: Browse your computer, and select the desired document.

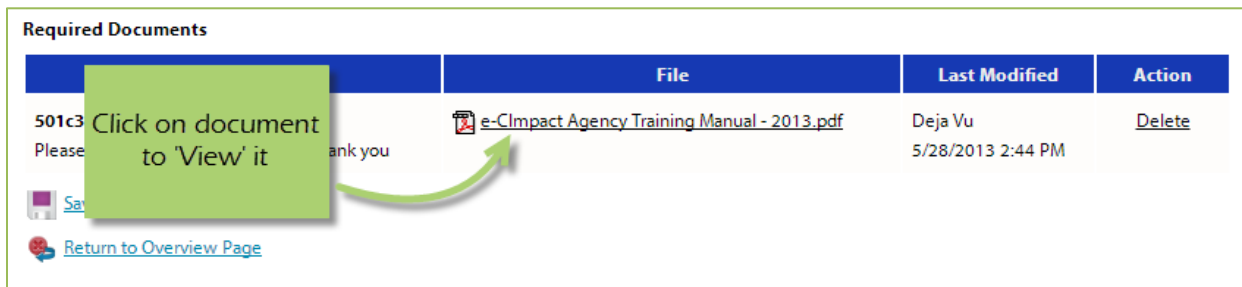


Step 4: 'Save/Upload Attachment(s)'



Viewing Attachments

Step 1: Click on the document name to download and open it.



Deleting Attachments

In the event the wrong document was uploaded you may need to delete your attachment.

Step 1: Open documents form

Application Status **Print / Review Options**

Not Started In Progress Submitted

Item (* indicates Required Item)	Last Up	Action
Children's Home Foundation		
<u>Agency Information*</u>		
<u>Required Documents</u>	Not Started	
After School Program	Not Started	<input checked="" type="checkbox"/> Include?

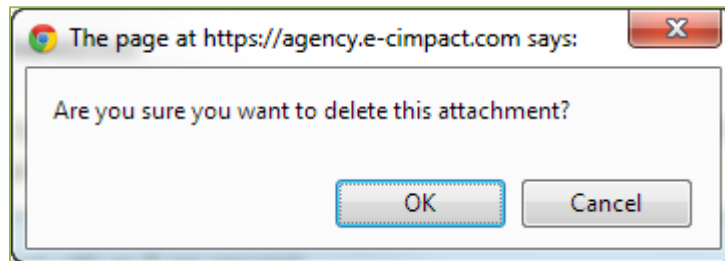
Step 2: Select 'Delete' next to the desired document

Required Documents

Description	F	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	e-CImpact Agency Train	Deja Vu 5/28/2013 2:44 PM	<u>Delete</u>

[Save/Upload Attachment\(s\)](#)
[Return to Overview Page](#)

Step 3: Confirm you would like to delete this attachment



You are now able to upload the correct attachment.

Submitting Application

Mark Forms 'Complete / Ready to Submit'

In order to submit your application, you must mark ALL forms 'Completed / Ready to Submit'

Step 1: Open form

Application Status			Print / Review Options		
Not Started		In Progress		Ready To Submit	Submitted
Item (* indicates Required Item)	Status	Action			
Children's Home Foundation	In Progress				
Agency Information*	In Progress				
Required Documents	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready To Submit			
After School Program	5/22/2013 2:08 PM (CST)	Completed / Ready to Submit	<input checked="" type="checkbox"/> Include?		


Step 2: Review information, then 'Save My Work and Mark as Completed'

<ul style="list-style-type: none">Save My WorkSave My Work And Return To Previous PageSave My Work and Mark as CompletedReturn To Overview Page	<p>After review - Click here to mark form completed</p>
--	---

Complete these steps for each form until you have completed the entire application.

Submit!

Once all forms are 'Completed / Ready to Submit', the 'submit this application now' option will appear at the top of the page. Your application may have other submission questions added.

 Your Application is now Ready To Submit! Please verify all the information ...

Application Submission Details



Send Submission Confirmation Email To:*

Submitted By:

[Submit This Application Now!](#)

Application Status [Print / Review Options](#)

Not StartedIn ProgressReady To SubmitSubmitted

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation	5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
<u>Agency Information*</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
<u>Required Documents</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
After School Program	5/22/2013 2:08 PM (CST)	Completed / Ready to Submit	<input checked="" type="checkbox"/> Include? 
<u>Program Information*</u>	Deja Vu 5/22/2013 2:06 PM (CST)	Completed / Ready to Submit	
<u>Demo Logic Model Navigation*</u>	Deja Vu 5/22/2013 2:07 PM (CST)	Completed / Ready to Submit	

Step 1: Confirm the email address to send the confirmation message.

Application Submission Details

Send Submission Confirmation Email To:*

Submitted By:

[Submit This Application Now!](#)

Confirm email address, make changes if necessary

Step 2: Select 'Submit This Application Now!'

Application Submission Details

Send Submission Confirmation Email To:*

Submitted By:

[Submit This Application Now!](#)

Select 'Submit This Application Now!'

Now that you have successfully submitted your application, you will see everything is now in submitted status.

Grant Process

Other Grant Process - 2013 Application

Children's Home Foundation

This is the Description - and this displays on the Agency Site in the Investment Process!!



Thank you... application will be review... indicate... funding to be ...

Application Submission Details

Send Submission Confirmation Email To:* doreen@seabrooks.com

Submitted By: Deja Vu on 5/22/2013 at 3:02 PM (CST)

Application Status

[Print / Review Options](#)

Not Started

In Progress

Ready To Submit

Submitted

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation	5/22/2013 3:02 PM (CST)	Submitted	
<u>Agency Information*</u>	Deja Vu 5/22/2013 3:02 PM (CST)	Submitted	
<u>Required Documents</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Submitted	
After School Program	5/22/2013 3:02 PM (CST)	Submitted	<input checked="" type="checkbox"/> Include?
<u>Program Information*</u>	Deja Vu 5/22/2013 3:02 PM (CST)	Submitted	
<u>Demo Logic Model Navigation*</u>	Deja Vu	Submitted	

Please note: Once an application is in submitted status you will be able to view the information entered. You will not be able to make any changes to the information.

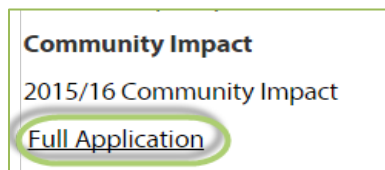
Printing Options

There are different levels you may print:

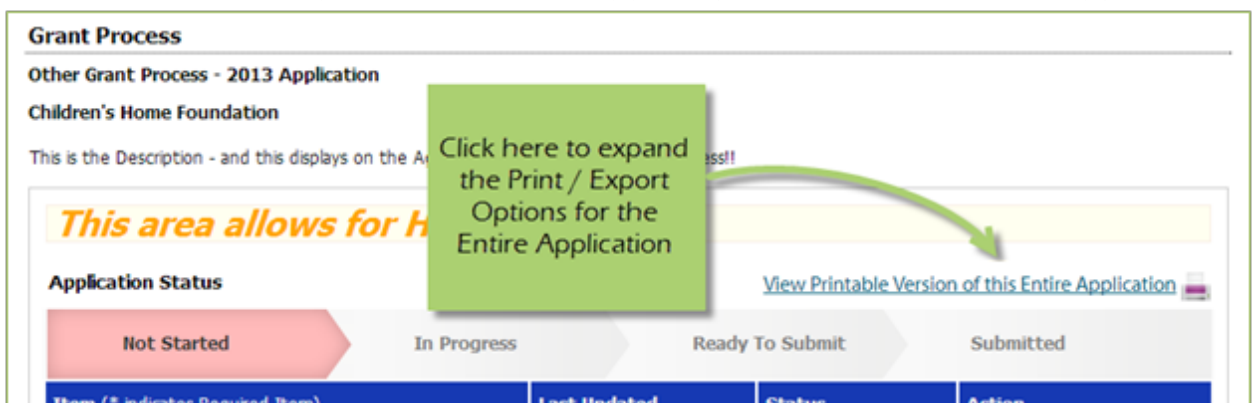
- The Entire Application – This will print or export all forms within this application.
- Agency Packet – This will print all forms that are agency specific.
- Program Packet– This will print all forms that are program specific.
- Individual Form – This will print the individual form.

The Entire Application

Step 1: Open the application by clicking on it in the left-hand navigation.

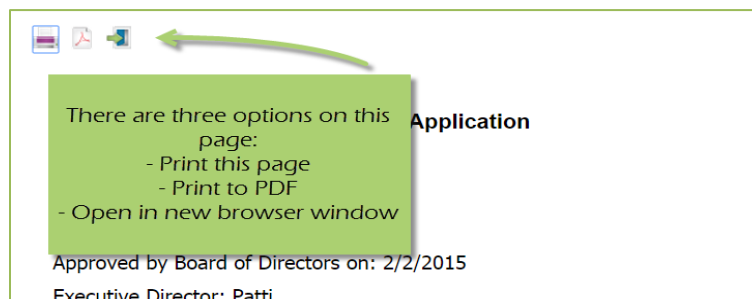


Step 2: Click on 'Print/Review Options' box in the upper right-hand corner of the application



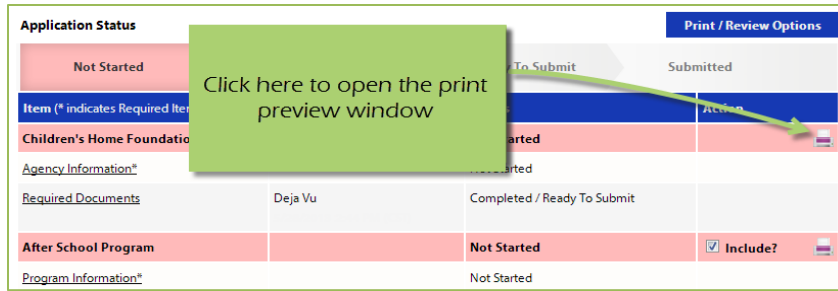
main page.

Step 3: Select the option you would like to use, continue on to print.

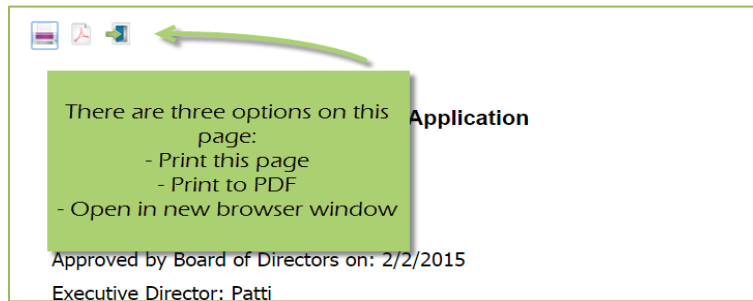


Agency Packet

Step 1: From the application main page, click on the 'Print' icon, in the agency section of the list grid under the action column.

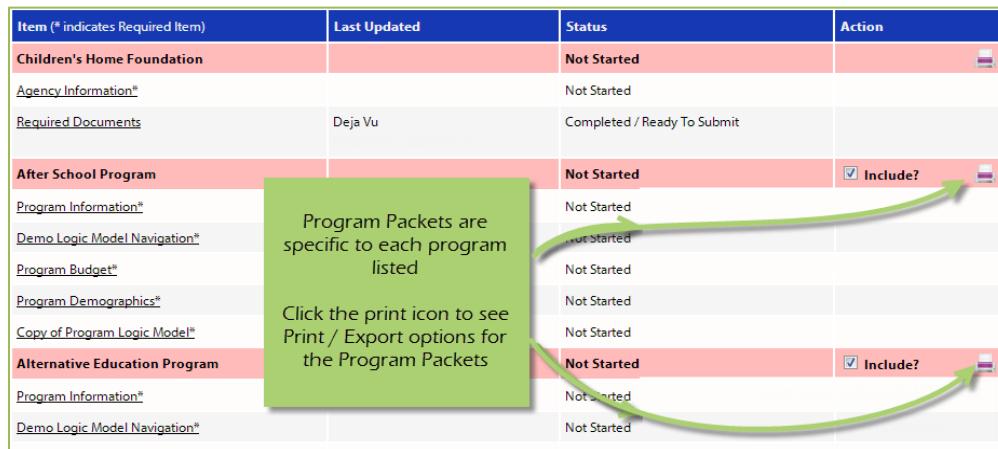


Step 2: Select the 'Print' option you would like to use, continue on to print.



Program Packet

Step 1: From the application main page, click the 'print' icon next to the desired program you would like to print. Then choose which print option to use.



Individual Forms

Step 1: From the application main page, open the form you would like to print.

Application Status				Print / Review Options
Not Started		In Progress	Ready To Submit	Submitted
Item (* indicates Required Item)	Last Updated			Action
Children's Home Foundation				
Agency Information*				
Required Documents	Deja Vu	Completed / Ready To Submit		
After School Program		Not Started	<input checked="" type="checkbox"/> Include?	
Program Information*		Not Started		

Step 2: In the lower right-hand corner of your form are the option for printing.

Save My Work

Save My Work And Return

Save My Work and Mark as

Return To Overview Page

View Printable Version

Click here to print the current form


Questions and Answers

Your site may have the “Questions and Answers” feature enabled. This enables you to receive and answer specific questions from volunteers during the review process.

There are two ways to access ‘Questions and Answers’.

In the Application – a new tab will be added to the application if a volunteer has a question regarding that specific application.

2010-2012 Annual Application - 1) Request for Funding
Children's Home Foundation



Funding: Funded programs will receive a final year of funding based on satisfactory program performance. Process: Applications will be reviewed by the leadership of the Community Impact Division of United Way. Funds will be distributed.

The Questions and Answers tab will only display if there are questions that have been asked regarding the specific application

Community Fund and volunteers. The Commission on how

Application **Questions and Answers (1)**

✓ Your application for funding has been successfully submitted. It will be reviewed by a committee of community volunteers.
 Thank you.

Application Submission Details

In the left-hand Navigation, at the bottom of the investment/application list – All questions and answers will be listed.

[Request Grant Application](#)

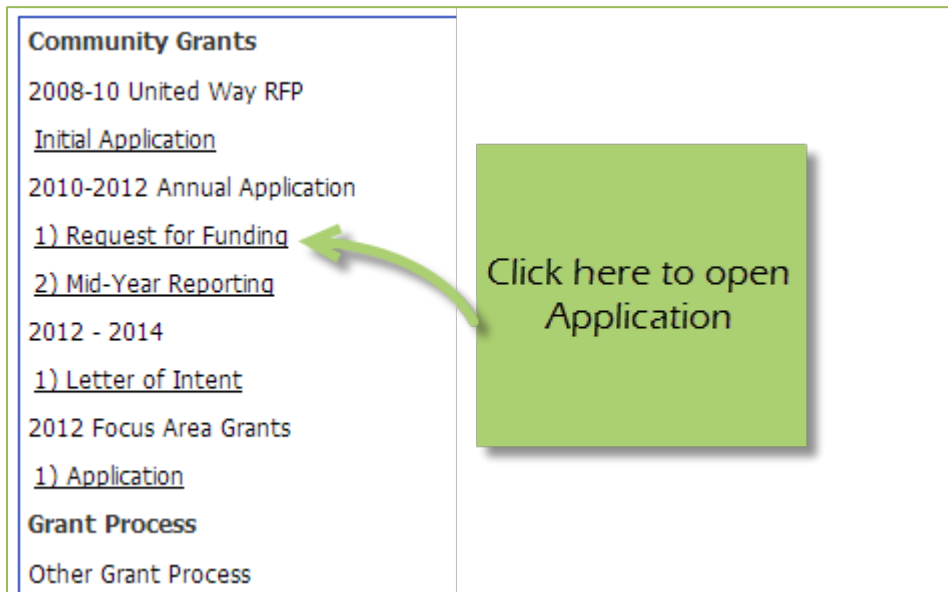
Community Grants
 2008-10 United Way RFP
[Initial Application](#)
 2010-2012 Annual Application
 1) [Request for Funding](#)
 2) [Mid-Year Reporting](#)
 2012 - 2014
 1) [Letter of Intent](#)
 2012 Focus Area Grants
 1) [Application](#)

Grant Process
 Other Grant Process
[2013 Application](#)
[Questions and Answers](#)

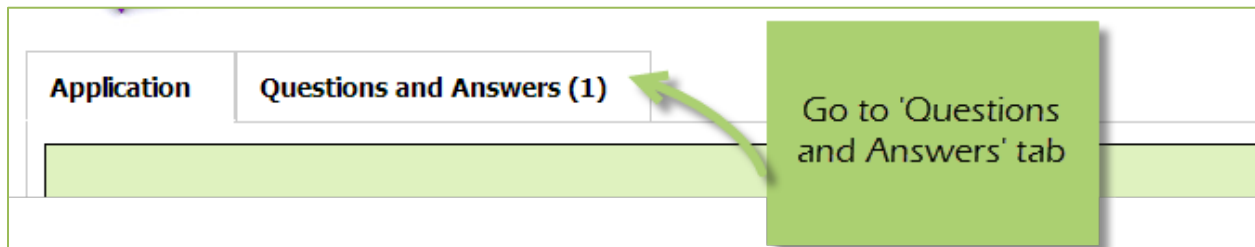
Click here to see ALL questions and answers

Responding to a Question – In the Application

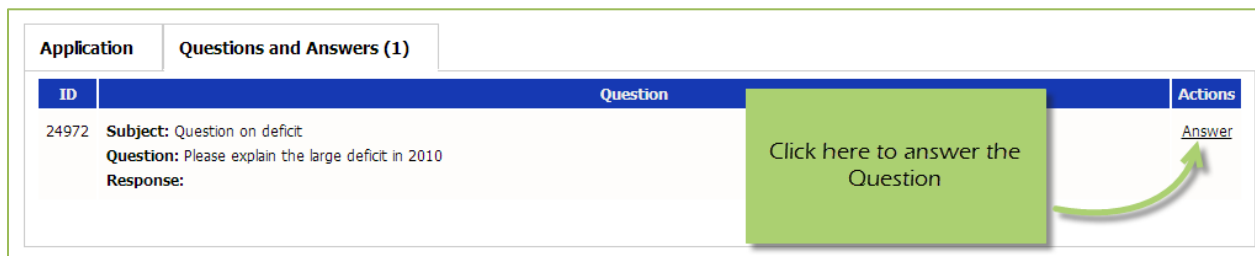
Step 1: Open the application



Step 2: Go to 'Questions and Answers' tab



Steps 3: Select 'Answer' for desired question



Step 4: Enter your answer to the question, then 'Save and Return to Previous Page'

Question ID: 24972
 Program: Alternative Education Program

Question on deficit

Please explain the large deficit in 2010

Limit up to 3000 characters (0 used).

[Save and Return to Previous Page](#)
[Cancel and Return to Previous Page](#)

Once the answer is saved, it is approved by your Heidi Hanson-Sobek, and then displays to the volunteers reviewing your application.

Responding to a Question – From the overall ‘Questions and Answers’ list

Step 1: Click on ‘Questions and Answers’ in the left-hand navigation

[Request Grant Application](#)

Community Grants

2008-10 United Way RFP

[Initial Application](#)

2010-2012 Annual Application

[1\) Request for Funding](#)

[2\) Mid-Year Reporting](#)

2012 - 2014

[1\) Letter of Intent](#)

2012 Focus Area Grants

[1\) Application](#)

Grant Process

Other Grant Process

[2013 Application](#)

[Questions and Answers](#)

Click here to see ALL questions and answers

Step 2: Click ‘Respond’ next to desired question

Questions and Answers					
ID	Investment	Program	Question		Action
24972	Community Grants - 2010-2012 Annual Application - 1) Request for Funding	Alternative Education Program	Subject: Question on deficit Question: Please explain the large deficit in 2010 Response:	<div style="border: 1px solid green; padding: 5px; display: inline-block;">Click here to respond to the question</div>	Respond

[Export Questions and Answers To Adobe PDF](#)

Step 3: Enter your answer to the question, then 'Save and Return to Previous Page'

Question ID: 24972
Program: Alternative Education Program

Question on deficit
Please explain the large deficit in 2010

Type your answer here, then click 'Save and Return'

Limit up to 3000 characters (0 used).

[Save and Return to Previous Page](#)
[Cancel and Return to Previous Page](#)

Print / Export - Questions and Answers

Currently this can only be done through the overall 'Questions and Answers' area

Questions and Answers					
ID	Investment	Program	Question		Action
24972	Community Grants - 2010-2012 Annual Application - 1) Request for Funding	Alternative Education Program	Subject: Question: Response:	<div style="border: 1px solid green; padding: 5px; display: inline-block;">Click here to Export Questions to PDF</div>	Respond

[Export Questions and Answers To Adobe PDF](#)