Columbus Area United Way

United Way

Impact Grant - Agency User Guide

For Support, please contact:

Sarah Lindberg

slindberg@columbusunitedway.com

Phone: (402) 564-5661

Agency Login

Step 1: Access the On Line system at
   https://agency.e-cimpact.com/login.aspx?org=29030F

Registering a New Agency
If you are not yet an Columbus Area United Way Partner Agency, please proceed with site registration. Registration is required for all non-partner agencies. **Existing CAUW Partner Agencies applying for an Impact Grant for a new program, skip to step 4.**

From the agency login page select 'Create a new e-CImpact account'

Step 2: 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 <u>not</u> already have an e-CImpact account. The system will also automatically enter any information linked to the EIN entered.*

Columbus Area United Way Agency Registration

> ℹ️ Fields marked with an * are required fields.

Please complete the requested information below then click the 'Next' button in the bottom right corner of this page.

Agency Account Information

EIN:*

Agency Name:*

Website URL:

Address

Address Type:*   -- Select Address Type --

Address Line 1:*

Address Line 2:

City:*

State:*   Nebraska

Zip Code:*

Email Address

Email Address Type:*   -- Select Email Type --

Email Address:*

Phone Number

Phone Number Type:*   -- Select Phone Type --

Phone Number:*

Primary Contact Information

Contact Type:*   -- Select Contact Type --

First Name:*

Last Name:*

Company:

Preferred Login

Enter your Password then retype the Password to ensure that you have entered it correctly. Your 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 spaces.

Please refrain from using the same password across multiple websites. If your password is compromised, your accounts will become vulnerable on all of those websites regardless of how secure that site is.

Password Examples:

-- abcdefg2 (valid, contains letters and numbers)
-- pa$$word (valid, contains letters and numbers)
-- 1234567# (valid, contains letters and numbers)
-- abcdefgh (invalid, contains only letters)
-- abc23 (invalid, less than 6 characters)

Please note what user name and password you create

Preferred User Name:*

Password:*

Confirm Password:*

After required informaton is entered, click Next to continue

Previous   Next

**Step 3:** Review the Agency Information, make corrections if needed, then click the "Complete Registration" button.

A Confirmation Page will be displayed. Press the 'Next' button to continue.

*You will be redirected to the login page. If you are not able to log in with your new user name / password, please contact Sarah Lindberg, slindberg@columbusunitedway.com, or call 402-564-5661 to have your new account registration activated.

Step 4: Log in to the e-CImpact system using your agency's User Name and Password. The link to the on-line system is

https://agency.e-cimpact.com/login.aspx?org=29030F
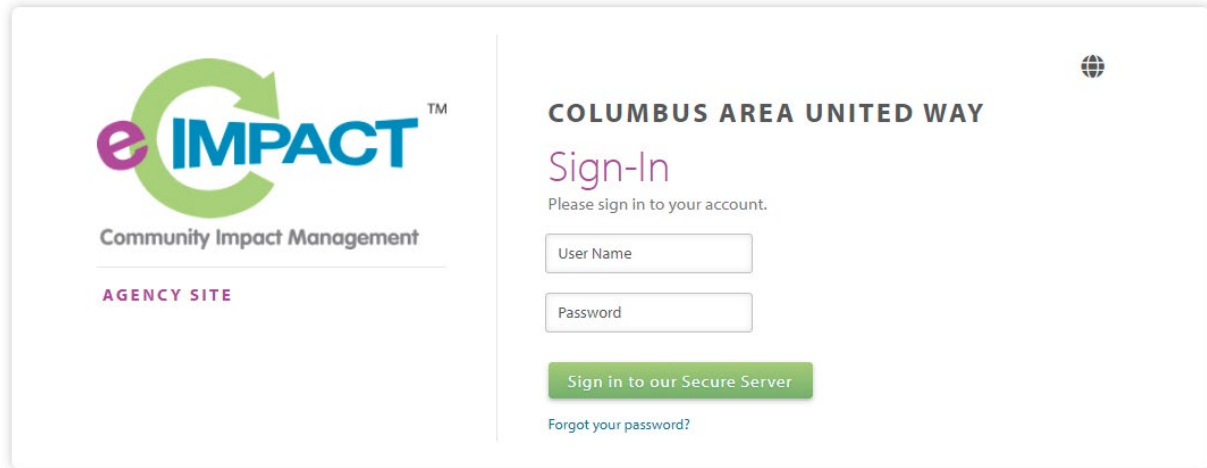
Then, click on Request Impact Grant under the "Apply/Report" section:
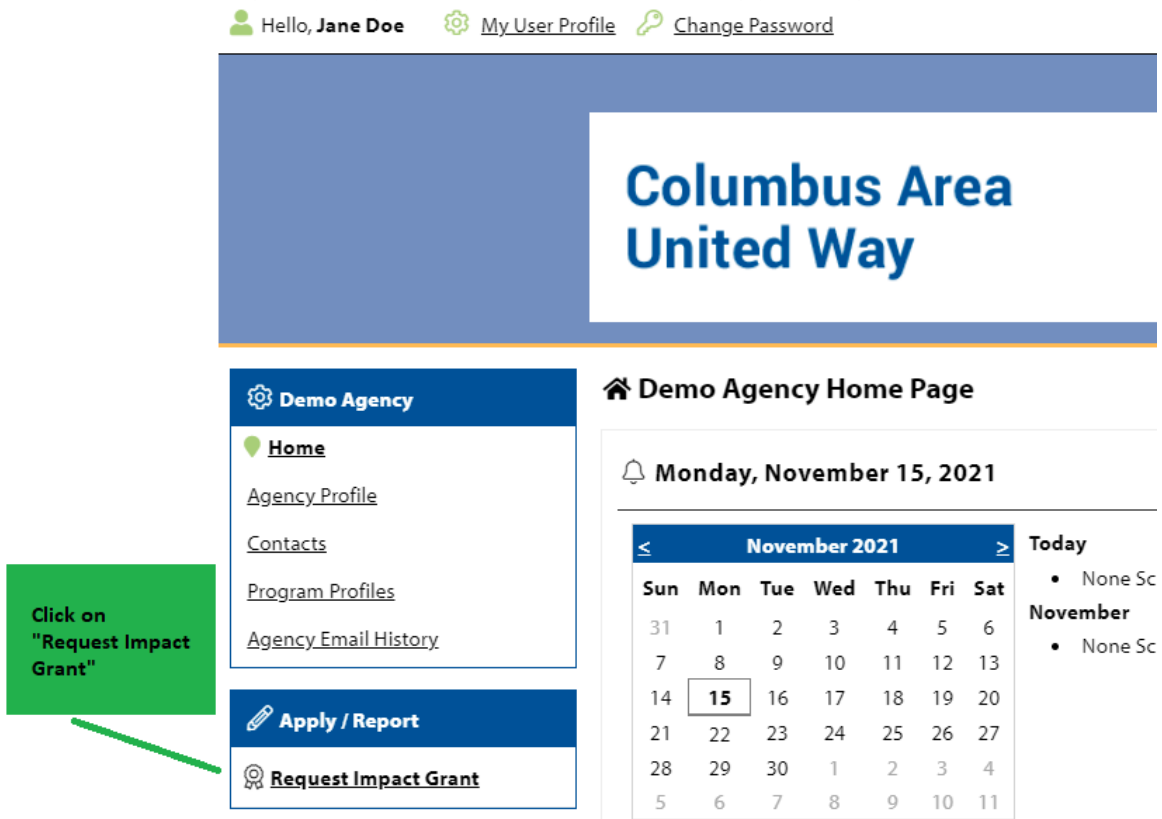
Step 5: Select a grant application you would like to apply for, and then click the 'Continue' button.

Impact Grants

2023

The filled-in radio button shows which application you will be using.

Application

Purpose:

The purpose of the Community Impact Grant program is to provide health and human service agencies and organizations an opportunity to seek funds for immediate and creative responses to the most pressing human needs in the areas of Education, Financial Stability, Health and Community Needs. Community Impact Grants can be applied for in two different areas.

1. _One year demonstration or pilot project grant_: Organizations are encouraged to test and develop new or improved ways of delivering needed services, services which address emerging or newly identified needs, or services which respond to previously unmet or underserved needs within the four county service area of Boone, Colfax, Platte, and Nance counties. The desired results of these demonstration/pilot programs will be improved delivery or services for persons in need, and a stronger more integrated human service network in our community.

2. _Impact Grants_: Organizations that already have programs established that are addressing recognized concerns within the areas of Education, Financial Stability, Health and Community Needs. The objective of these impact grants will be to fund programs that will have measurable results that improve lives and make lasting change.

Funding: 4% of the interest earned by the Columbus Area United Way Endowment Fund is distributed back to the community through annual Impact Grants. It is recommended an Impact Grant application request be $20,000 or less. The Fund Distribution Committee reviews all applications and makes funding recommendations to the Columbus Area United Way Board of Directors. Community Impact Grant funds will be distributed in one lump sum unless otherwise recommended by the Fund Distribution Committee.

Process: Please see full details in the Impact Grant Guidelines and Directions file attached to the Agency Information section of the application.

Review the next page, then click 'Complete Registration' to continue with the Impact Grant Application.

Review and Complete Registration

Review and submit your request. Review the information below, then click 'Complete Registration'

Request For Participation In: **Application**

Purpose:

Complete Registration

Then, click 'Continue' on the next Confirmation page.

Continue

Step 6: You are now ready to complete the Impact Grant Application.

Agency Information

Complete the items in the section. Be sure to Save your Work by using the links at the bottom of the section.

Financial Information

Agency Documents

Upload the requested file by using the "Choose File" button.

Create a Program

When you have completed your Agency Information and Agency Documents sections, you will see "Completed/Ready to Submit" as status.

You need to define your Agency's Program using the 'Create a New Program...' link.

Create a New Program and Assign it to this Form Packet

Your Application is **almost** Ready to Submit. This Application requires that a minimum of 1 Program is included, in Completed / Ready to Submit status before you may s more Program.

Application Status

View Printable Version of

| | Not Started | In Progress | Ready To Submit |

Item (* indicates Required Item)	Last Updated	Status
⭐ Demo Agency	11/15/2021 3:47 PM (CST)	Completed / Ready to Submit
Agency Information*	Jane Doe 11/15/2021 3:47 PM (CST)	🟡 Completed / Ready to Submit
Agency Documents	Jane Doe 11/15/2021 3:52 PM (CST)	🟡 Completed / Ready To Submit

Program Registration

⚙ **Program Registration**

ℹ Fields marked with an * are required fields.

Program Information

Program Name:* | Demo Program |
Limit up to 150 characters (12 used).

Program Primary Contact: | Jane Doe ▾ |

Address

📝 Copy Agency Primary Address

Address Type: | Main ▾ |

Address Line 1: | 100 Main Street |

Address Line 2: | |

City: | Columbus |

State: | Nebraska ▾ |

Zip Code: | 68601 |

Email Address

Email Type: | Main ▾ |

Email Address: | demo@agency.com |

Phone Number

Phone Type: | Main ▾ |

Phone Number: | (402) 555-1200 |

Complete all fields on the Program Registration page

💾 Save/Complete Registration

Click here to Save and Continue

🐞 Cancel and Return to Previous Page

Review the information on the confirmation page, and click 'Complete Registration'

⚜ Review and Complete Registration

Review and submit your request. Review the information below, then click 'Complete Registration'

Program Name:	**Demo Program**
Request For Participation In:	**Application**
	Purpose:

Complete Registration

Then, click continue on the next page.

Continue

On your application, you will now see your Program and Application Sections to be completed for that Program.

Application Status

	Not Started	In Progress	Ready To Submit

Item (* indicates Required Item)	Last Updated	Status
★ **Demo Agency**	**11/15/2021 3:47 PM (CST)**	**Completed / Ready to Submit**
Agency Information*	Jane Doe 11/15/2021 3:47 PM (CST)	○ Completed / Ready to Submit
Agency Documents	Jane Doe 11/15/2021 3:52 PM (CST)	○ Completed / Ready To Submit
★ **Demo Program**		**Not Started**
Program Information*		● Not Started
Program Budget*		● Not Started
Data Report*		● Not Started
Client Statistics*		● Not Started

These sections will now be completed to describe your Agency's Program

Program Information

Complete the fields on this screen:

Amount Requested

Fields to describe target population, program description, impact, etc. Some fields have a green-question-mark icon you can use to see additional information.

Describe social problems, community issues and/or community needs the program will address and why this program is the optimal approach. Include local relevant data specific to the community need or issue that would be addressed by the program. (For additional data support, please visit the Resource Center tab.)
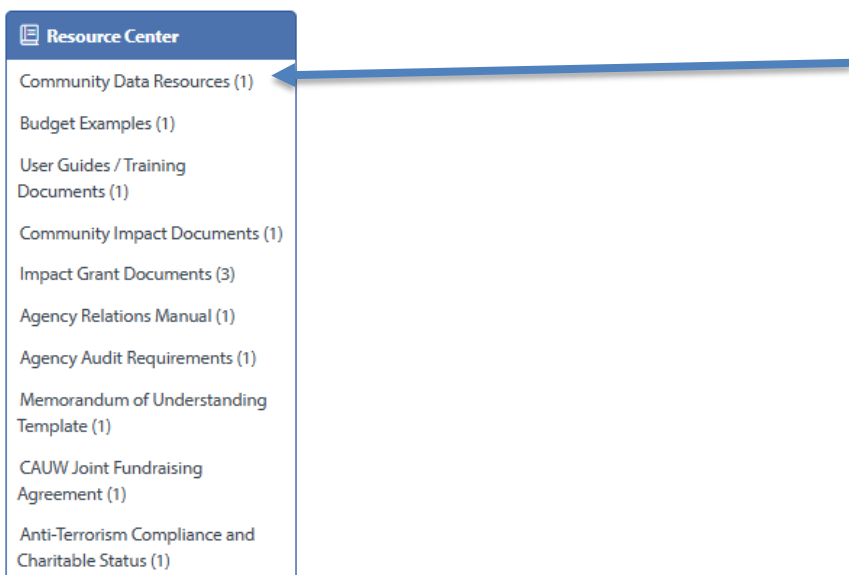
Be sure to save your work using the links at the bottom of the page. Once all fields have been completed, use the Save My Work and Mark as Completed option.

Program Budget

Complete the Income and Expense categories. Use the "Anticipated" total for amounts you are expecting and "Committed" for the income already received for the funding year. With "Project Expenses," please specify the expenses from your organization that will come from your Impact Grant request and those that will come from outside funding. **There is a sample budget in the Resource Center under "Budget Examples."

The "Net Excess (Deficiency)" will automatically calculate.

Resource Center

Community Data Resources (1)

Budget Examples (1)

User Guides / Training Documents (1)

Community Impact Documents (1)

Impact Grant Documents (3)

Agency Relations Manual (1)

Agency Audit Requirements (1)

Memorandum of Understanding Template (1)

CAUW Joint Fundraising Agreement (1)

Anti-Terrorism Compliance and Charitable Status (1)

Program Income

Contributed Income

	Anticipated	Committed	Total
Funding from Columbus United Way			0.00
Foundation Grants			
State Grants			
Federal Grants			
Corporate Sponsors			
Individual Contributions			
Total Contributions	0.00	0.00	0.00

Earned Income

	Anticipated	Committed	Total
Service Fees			0.00
Fundraising Events			
Other Income	0	0	0
Total Earned Income	0.00	0.00	0.00

	Anticipated	Committed	Total
In-Kind Support			0.00
Total Project Income	0.00	0.00	0.00

Personnel Expenses

	CAUW Request	Other Funding	Total
Salaries and Wages			0.00
Payroll Taxes / Benefits			
Total Personnel Expenses	0.00	0.00	0.00

Non-Personnel Expenses

	CAUW Request	Other Funding	Total
Office Operations			0.00
Travel			
Equipment			
Supplies			
Training and Outreach			
Printing/Copying/Publication			
Insurance			
Lease/Mortgage			
Utilities/Phone/Internet			
Other (Click to Add)	0	0	0
Total Non-Personnel Expenses	0.00	0.00	0.00

	CAUW Request	Other Funding	Total
Total Program Expenses	0.00	0.00	0.00

NET EXCESS (DEFICIENCY)

	Total
Net Excess (Deficiency)	0.00

- Save My Work
- Save My Work And Return To Previous Page
- Save My Work and Mark as Completed
- Return To Overview Page

> **Don't forget to use the Budget Example in the Resource Center if you need help! **

NOTE

You will need to justify your budget numbers in the "Program Budget Narrative" tab.

Program Budget Narrative

Does your program charge clients/participants for the service provided? Yes/No If yes, explain if the rate is fixed or variable and what is used to determine the rates.

Explain how a possible investment will be used to leverage additional funds.

There is an example of this justification in the Resource Center under "Budget Examples"

For each category on your program budget—we'd like a justification for how you got to that number. Please see the example for further information. You can type it in here. OR you can attach in the supporting document form.

OR attach here.

Data Report

This section describes the Community Outcome Statement along with Outputs and Indicators that that will be used to measure impact against one of the Columbus Area United Way's Pillars. For more information on the Pillars, reference the e-CImpact 'Resource Center' on the home page, click on 'Impact Grant Document' then review "Pillar Goals and Community Outcomes for Impact Grants.pdf"

Information about the Pillars can be found here

Resource Center

Training Documents (1)

Community Impact Documents (1)

Anti-Terrorism Compliance and Charitable Status (1)

Impact Grant Documents (2)

Agency Relations Manual (1)

Memorandum of Understanding Template (1)

Example of a Demographic intake form (1)

Data Report

⚠ **Please complete the following tasks.**
Requirements:
  • **Community Outcome Statements**: Minimum of 1 required. Please enter 1.

Click here to begin the process of selecting the Pillar, Outcomes and Indicators that will be used to measure your program's community impact.

Pillar

⊕ Select a New Pillar

Pillar > Select New

Pillar:

○ Education
○ Community Needs
○ Financial Stability
○ Health

Select one Pillar, then click Save My Work to continue

🖫 Save My Work and Close This Window

Data Report / Select Community Outcome Statement, Output and Indicator, continued

Data Report

> ⚠ **Please complete the following tasks.**
> Requirements:
> • **Community Outcome Statements**: Minimum of 1 required. Please enter 1.

Pillar

Education

Click here to start the process of selecting Community Outcome Statement, Output and Indicator. The options will differ depending upon the Pillar chosen. This example shows the Education Pillar options.

Community Outcome Statements

➕ Select a New Community Outcome Statement

Community Outcome Statements > Select New

Community Outcome Statement:

○ Improve Kindergarten readiness
○ Improve and maintain community public school 4-year graduation rate

Select an Outcome Statement then click 'Save My Work and Continue'

💾 Save My Work and Continue

Community Outcome Statements > Update

> ⚠ Requirements:
> • **Indicators**: Minimum of 1 required. Please enter 1.
> • **Outputs**: Minimum of 1 required. Please enter 1.

Community Outcome Statement: Improve and maintain community public school 4-year graduation rate

Indicators

➕ Select a New Indicator

Click on these options to select the Indicator and Outputs that will be used to measure the program's community impact.

Outputs

➕ Select a New Output

Data Report / Select Community Outcome Statement, Output and Indicator, continued

Community Outcome Statements > Indicators > Select New

Indicator – specific and measurable piece of information that will show the outcome is occurring

It is highly recommended to select from the available common measures, if possible.

Community Outcome Statement: Improve and maintain community public school 4-year graduation rate

ℹ️ Please select one or more Indicators from the list below.

Indicator:
- ☐ #/% improve or maintain school attendance
- ☐ #/% maintain meaningful relationship with adults and/or peers
- ☐ #/% of students improve behavior/discipline
- ☐ Other Indicator

Select an Indicator,
then Save to continue

💾 Save My Work and Continue

Data Report / Select Community Outcome Statement, Output and Indicator, continued

Community Outcome Statements > Update

> ⓘ Requirements:
> • **Outputs:** Minimum of 1 required. Please enter 1.

Community Outcome Statement: Improve and maintain community public school 4-year graduation rate

Indicators

#/% improve or maintain school attendance

Indicator Measurement

	Projected April 2022 – March 2023
# Served*	
# Achieving*	
% Achieving	

Complete the fields on the Indicator Screen, then Save Your Work using the links at the bottom of the page

Measurement Questions

ⓘ Data Collection Methods:*

Limit up to 500 characters (0 used).

Please explain how you arrived at your projected number.*

Limit up to 500 characters (0 used).

➕ Select a New Indicator

Outputs

➕ Select a New Output

💾 Save My Work

💾 Save My Work and Close This Window

Data Report / Select Community Outcome Statement, Output and Indicator, continued

Community Outcome Statements > Outputs > Select New

Output – direct products of program activities, ie. # classes taught, # counseling sessions, # participants attending the workshop

It is highly recommended to select from the available common measures, if possible.

Community Outcome Statement: Improve and maintain community public school 4-year graduation rate
Selected Indicators

- #/% improve or maintain school attendance

ℹ️ Please select one or more Outputs from the list below.

Output:
- ☐ # of youth assisted to help overcome a barrier impacting school performance
- ☐ # attending an expanded learning opportunity program
- ☐ # educated on the importance of parent involvement in their child's education
- ☐ Other Output

💾 Save My Work and Continue

Select an Output, then Save to continue

Outputs

attending an expanded learning opportunity program

Output Measurement

	Projected April 2022 – March 2023
Number*	

Complete the fields on the Output Screen, then Save your Work using the links at the bottom of the page

Measurement Questions

❓ Data Collection Methods:*

Limit up to 500 characters (0 used).

Please explain how you arrived at your projected number.*

Client Statistics

Impact Grants

2022 - Application

Demo Agency - Demo Program

Status: 🔴 Not Started

Client Statistics

ℹ️ Fields marked with an * are required fields.

💡 Provide client beneficiary characteristics data for the total number of unduplicated individuals that you are projecting for the next fiscal year.

Total for each section must match total number of program clients.

Save your work by selecting SAVE AS DRAFT as you fill in the form. After completing all data entry, select SAVE AND VERIFY, the system will then verify that the total for the total clients served.

Projected Total Clients Served by the Program

	Projected (April 2022 – March 2023)
# of Unduplicated Clients*	
Total	

Age

💡 Provide the information on the Age of the clients that your program is serving.

Make sure to save your information before exiting the page.

	Projected (April 2022 – March 2023)
00 - 04 Years (Preschool)	
05 - 18 (School-Age)	
19 - 64 (Adults)	
65 + (Seniors)	
Unknown	
Total	

Gender

💡 Provide the information on the Gender of the clients that your program is serving.

Make sure to save your information before exiting the page.

	Projected (April 2022 – March 2023)
Males	
Females	
Unknown	
Total	

County

💡 Provide information on the location of the clients that your program is serving.

Make sure to save your information before exiting the page.

	Projected (April 2022 – March 2023)
Platte	
Boone	
Butler	
Colfax	
Nance	
Polk	
Other Communities (Click Here to Itemize)	0
Total	

Race

💡 Provide information on the Race of the clients that your program is serving.

Make sure to save your information before exiting the page.

	Projected (April 2022 – March 2023)
White	
Black / African American	
American Indian or Alaska Native	
Asian	
Native Hawaiian or Other Pacific Islander	
Other (Click to Itemize)	0
Unknown	
Total	

Ethnicity

💡 Provide information on the Ethnicity of the clients that your program is serving.

Make sure to save your information before exiting the page.

	Projected (April 2022 – March 2023)
Hispanic, Latino or Spanish	
Not Hispanic, Latino or Spanish	
Unknown	
Total	

🖼️ Save My Work
🖼️ Save My Work And Return To Previous Page
🖼️ Save My Work and Mark as Completed
🖼️ Return To Overview Page

> Complete each section with the Projected Demographic information describing the clients your program will be serving.
>
> Be sure to save your work using the links at the bottom of the page.

When all application sections have been completed, complete the final screen and click the Red button to submit.