

**Columbus Area
United Way**



Impact Grant - Agency User Guide

For Support, please contact:

Janet Bouc

jbouc@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'

e-IMPACT™
Community Impact Management
AGENCY SITE

COLUMBUS AREA UNITED WAY
Sign-In
Please sign in to your account.

User Name
Password

Sign in to our Secure Server
Forgot your password?

New to e-CImpact?
Create an e-CImpact account
To create a new account select the link below:
Click here to create a new e-CImpact account

Click here to create a new account

e-CImpact™ Community Impact Management
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COLUMBUS AREA UNITED WAY

Welcome to the Columbus Area United Way application and allocation portal. The most important part of the funding process is demonstrating how our partners impact our community through our three pillars: Education, Financial Stability and Health. Relevant and emerging needs are also important when looking to serve those with the greatest needs.

Through an intense strategic planning process, CAUW has identified the following goals. Kindergarten Readiness and improving and maintaining graduation rate is our focus under the Education Pillar. Our Financial Stability partners assist with basic needs, as well as help adults improve job relevant skills. Finally, the local Health initiative focuses on educating community members on healthier lifestyle choices along with an emphasis on decreasing suicide attempts by youth.

For more details on the impact priorities refer to the Resource Center in your portal. The Community Impact Document, which is located there, offers a more in-depth description of how the United Way has an impact on the Columbus area.

Review the
welcome page then
click Next to
continue

Next

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 not 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

 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:*

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:*

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\$Sw0rd (valid, contains letters and numbers)
- 1234567# (valid, contains letters and numbers)
- abcdefgh (invalid, contains only letters)
- abc23 (invalid, less than 6 characters)

Preferred User Name:*

Password:*

Confirm Password:*

Please note what user name and password you create

After required informaton is entered, click Next to continue

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

**Columbus Area
United Way**



COLUMBUS AREA UNITED WAY

Registration Review

EIN: 012345678
Agency Name: Demo Agency
Website:

Agency Information Summary

Address: 100 Main Street
Columbus, Nebraska
68601
(Main)
Email Address: demo@agency.com (Main)
Phone Number: (402) 555-1200 (Main)

Primary Contact Information Summary

Contact Name: Jane Doe (Executive Director)
Company:

Preferred Login

Username: demo@agency.com
Password: *****

Previous

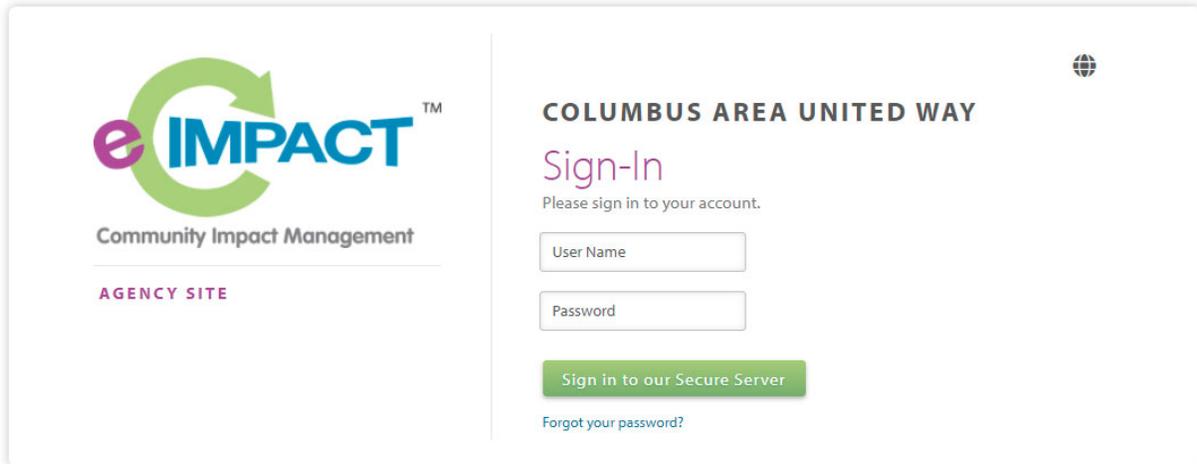
Complete Registration

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 Janet Bouc, jbouc@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:

Hello, Jane Doe My User Profile Change Password

Columbus Area United Way

Demo Agency

- Home
- Agency Profile
- Contacts
- Program Profiles
- Agency Email History

Apply / Report

- Request Impact Grant**

Demo Agency Home Page

Monday, November 15, 2021

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

- None Sc
- November
- None Sc

Click on "Request Impact Grant"

Step 5: Select a grant application you would like to apply for, and then click the 'Continue' button.

Impact Grants

2023



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.

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

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.

Impact Grants
2023 - Application
New Demo



Purpose:
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Assign Programs to this Application

At least one program is required for this application for funding.

To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program'.

Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs.

Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.

[Create a New Program and Assign it to this Form Packet](#)

You will define your agency's "program" by clicking on this link.

Each section listed below must be completed. To access a section, simply **click on the section name**. You may save your work at any time by clicking on the link at the bottom of the section page. **Save My Work.** When you are satisfied with your responses on the section, mark it completed by clicking on the **Save My Work and Mark Completed** at the bottom of each section page. When all sections of the application have been marked completed, the application may be submitted. Applications must be submitted no later than **Friday, January 13, 2023 12:00 noon CST**.

Late applications will not be accepted.

Submission Deadlines January 13th, 2023 at 12:00 noon CST

Application Status [View Printable Version of this Entire Application](#)

	Not Started	In Progress	Ready To Submit	Submitted
Item # (indicates Required Item)				
★ New Demo				Not Started
Agency Information*				● Not Started
Submission Notes*				● Not Started
Agency Documents				● Not Started

Each application "section" will be completed by clicking on these "section links".

Agency Information

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



Save your work, continue working on this page



Save your work, return to previous page



When you are done with the section, this saves your work and marks it complete



This option returns you to the previous page but does NOT save your work!

Agency Documents

Upload the requested file by using the “Choose File” button.

Agency Documents

Description	File	Last Modified	Action
Agency Board of Directors*	<input type="button" value="Choose File"/> No file chosen Accepted file types: pdf, doc, docx, rtf, xls,xlsx, csv, txt, gif, jpg, jpeg, tif, bmp, png, eps, ppt, pptx		

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

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

Be sure to Save your Uploaded File to the application

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](#)

Information: 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 submit 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

Fields marked with an * are required fields.

Program Information

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

Program Primary Contact:

Address

[Copy Agency Primary Address](#)

Address Type:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Complete all fields on the Program Registration page

Email Address

Email Type:

Email Address:

Phone Number

Phone Type:

Phone Number:

[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

Continue

Then, click continue on the next page.

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.

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.

 [Save My Work](#)

 [Save My Work And Return To Previous Page](#)

 [Save My Work and Mark as Completed](#)

Program Budget

Complete the 'Projected Revenue' and 'Projected Expenses' fields on this screen.

The Projected Surplus (or Deficit) and the Percent of Program Budget Funded by United Way will be calculated for you. Be sure to Save your Work with the options at the bottom of the screen.

Example:

Revenue

	Projected 2022 Budget
UW Allocations	<input type="text" value="100.00"/>
Gov. Funding - City	<input type="text" value="200.00"/>
Gov. Funding - Federal	<input type="text" value="300.00"/>
Gov. Funding State	<input type="text" value="400.00"/>
Special Events / Fundraising	<input type="text" value="500.00"/>
Program Services Fees and Reimbursements	<input type="text" value="50.00"/>
Foundation and Corporate Support	<input type="text" value="600.00"/>
Other Revenue (click here to Itemize)	1,000.00
Special Gift	<input type="text" value="1,000.00"/>
Total	3,150.00

Expense

	Projected 2022 Budget
Salaries	<input type="text" value="500.00"/>
Employee Benefits & Taxes	<input type="text" value="500.00"/>
Professional Fees and Contracts	<input type="text" value="500.00"/>
Specific Assistance for Individuals	<input type="text" value="100.00"/>
Communications	<input type="text" value="500.00"/>
Program Supplies	<input type="text" value="500.00"/>
Occupancy (rent, utilities, building & grounds)	<input type="text" value="200.00"/>
Advertising / Printing & Publications	<input type="text" value="250.00"/>
Travel / Meetings / Conferences	<input type="text" value="100.00"/>
Other Expenses (click here to itemize)	0
Total	3,150.00

	Projected 2022 Budget
Surplus or (Deficit)	0.00

Percentage of United Way funding to the total program support & revenue

	Projected 2022 Budget
Percent of Program Budget Funded by United Way	3.17

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-Impact '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.

Pillar

[Select a New Pillar](#)

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 New

Pillar:

- Education
- Community Needs
- Financial Stability
- Health

[Save My Work and Close This Window](#)

Select one Pillar, then click Save My Work to continue

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

 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

 [Save My Work and Continue](#)

**Select an Indicator,
then Save to 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*	<input type="text"/>
# Achieving*	<input type="text"/>
% 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

i 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

Jemo Agency - Demo Program

Status: ■ Not Started

Client Statistics

1 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*	<input type="text"/>
Total	<input type="text"/>

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)	<input type="text"/>
05 - 18 (School-Age)	<input type="text"/>
19 - 64 (Adults)	<input type="text"/>
65 + (Seniors)	<input type="text"/>
Unknown	<input type="text"/>
Total	<input type="text"/>

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	<input type="text"/>
Females	<input type="text"/>
Unknown	<input type="text"/>
Total	<input type="text"/>

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	<input type="text"/>
Boone	<input type="text"/>
Butler	<input type="text"/>
Collfax	<input type="text"/>
Nance	<input type="text"/>
Polk	<input type="text"/>
Other Communities (Click Here to Itemize)	0
Total	<input type="text"/>

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	<input type="text"/>
Black / African American	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>
Other (Click to Itemize)	0
Unknown	<input type="text"/>
Total	<input type="text"/>

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	<input type="text"/>
Not Hispanic, Latino or Spanish	<input type="text"/>
Unknown	<input type="text"/>
Total	<input type="text"/>

[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.

i Nice work, your Application is now Ready to Submit! **Would you like to [Submit This Application Now?](#)**

By clicking **SUBMIT, you attest that you are authorized to submit this application on behalf of your organization and the information contained in this application is true and accurate to the best of your knowledge.**

Application Submission Details

Approved at the Board of Directors meeting on*: 

Executive Director*:

Board President*:

Board Treasurer*:

Send Submission Confirmation Email To*:

I certify that the information submitted in this application is true and correct to the best of my knowledge*:

 Submit This Application Now!