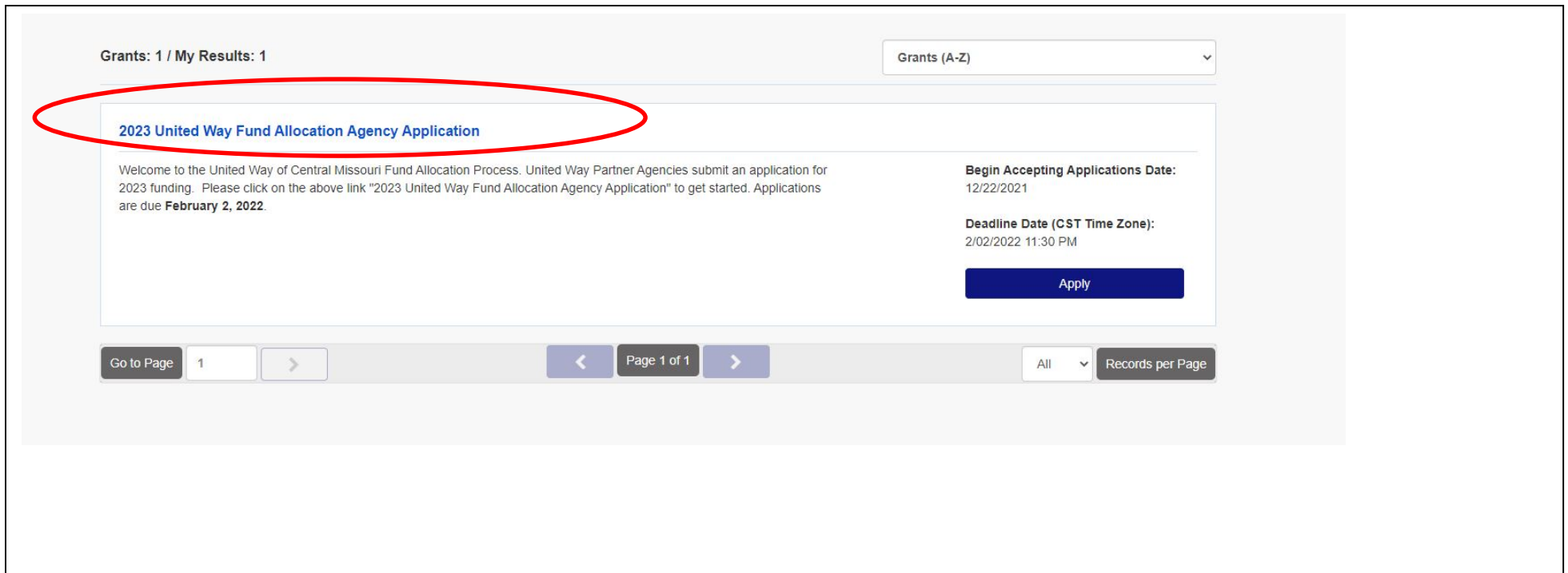


# United Way Fund Allocation Grant System Screenshots

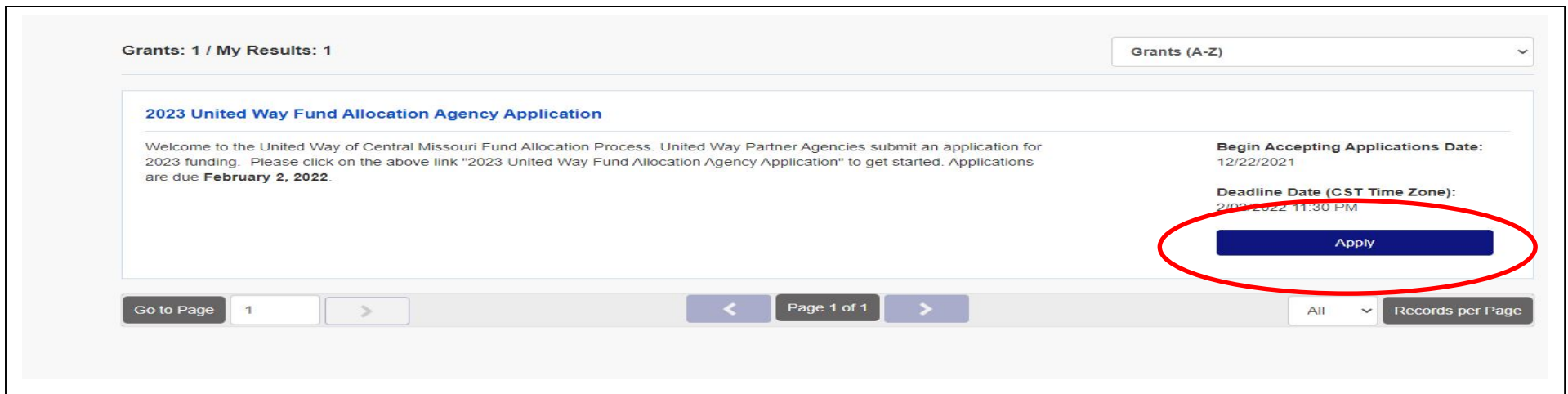
**Step 1:** Click on the link: <https://unitedwaycmgrants.communityforce.com>  
This is the welcome screen.

The screenshot shows a web interface for the United Way Fund Allocation Grant System. At the top left, it displays "Grants: 1 / My Results: 1". To the right is a dropdown menu labeled "Grants (A-Z)". The main content area features a blue link titled "2023 United Way Fund Allocation Agency Application". Below this link is a welcome message: "Welcome to the United Way of Central Missouri Fund Allocation Process. United Way Partner Agencies submit an application for 2023 funding. Please click on the above link '2023 United Way Fund Allocation Agency Application' to get started. Applications are due **February 2, 2022**." To the right of the message, there are two key dates: "Begin Accepting Applications Date: 12/22/2021" and "Deadline Date (CST Time Zone): 2/02/2022 11:30 PM". A prominent blue "Apply" button is located below these dates. At the bottom of the page, there is a navigation bar with a "Go to Page" field containing the number "1", a right arrow, a left arrow, "Page 1 of 1", a right arrow, a dropdown menu set to "All", and a "Records per Page" field.

**Step 2:** Click on the Application link – 2023 United Way Fund Allocation Agency Application.



Once you see the 2023 United Way Fund Allocation Agency Application click on “Apply”



**Step 3:** This is the Login screen. Each agency has one log-in. Use the same log-in as last year. Do not create a new account. Enter your Email and Password then click the Log-in button.

United Way  
United Way of Central Missouri

Search for Grants Login

### Login

Email  
  
Please enter Username

Password  
  
Please enter the Password

[Forgot Password?](#)

Login Cancel

Create New Account

**Welcome to United Way of Central Missouri Grants System.**

**New Applicants:**  
To begin a new application click the "Create New Account" button below. Your account will be created and tied to your email address.

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

**Forgot Password:**  
Click on "Recover My Password link" and enter your Login email address to receive the password in the email.

**Step 4:** Once logged in, the 2023 Application will be loaded. If you click on the drop down box in the upper right hand corner it will give you the option to change password, view/edit profile, logout. **Always remember to logout each time you leave the system.**

United Way  
United Way of Central Missouri

Welcome, Test Applicant ▾

Last Login: 12/03/2021 7:54 AM

Change Password

View/Edit Profile

Logout

My Applications / 2023 United Way Fund Allocation Agency Application

Deadline for Submission || 2/02/2022 11:30 PM (CST)

Choose Action ▾ Final Review and Submit

Questions about this application may be directed to:

Theresa Verslues, Vice President [theresa.verslues@unitedwaycemo.org](mailto:theresa.verslues@unitedwaycemo.org) (573) 636-4100

Attachments: Uploaded documents need to be in the format as 8-1/2" X 11" portrait orientation.  
Allowable formats are doc, docx, pdf, xls, xlsx file types.

**Step 5:** The first thing you should do is “Import Responses From Existing Application”. This is a dropdown box “Choose Action”. You will want to Import Responses from the 2022 United Way Fund Allocation Agency Application. It will populate over 50% of your application. Other items on the dropdown are – Add Collaborator – this enables you to send sections for other staff to complete. Preview Application – You may preview your application, save it or print it.

My Applications / 2023 United Way Fund Allocation Agency Application

**Deadline for Submission || 2/02/2022 11:30 PM (CST)**

**Choose Action** Final Review and Submit

**Questions about this application may be directed to:**

Theresa Verslues, Vice President [theresa.verslues@unitedwaycemo.org](mailto:theresa.verslues@unitedwaycemo.org) (573) 636-41

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| Section                                | Progress | Deadline           | Modified by | Modified on |
|--|----------|--------------------|-------------|-------------|
| 2023 United Way Fund Allocation Agency | 0%       | 2/02/2022 11:30 PM | N/A         | N/A         |
| Agency Details                         | 0%       | 2/02/2022 11:30 PM | N/A         | N/A         |
| Funding Request                        | 0%       | 2/02/2022 11:30 PM | N/A         | N/A         |
| Program or Service Information         | 0%       | 2/02/2022 11:30 PM | N/A         | N/A         |
| Demographics and People Served         | 0%       | 2/02/2022 11:30 PM | N/A         | N/A         |

Once you click on “Import Responses from Existing Application” this box will come up. Click **Import** – 2022 United Way Fund Allocation Agency Application.

The screenshot shows a web application interface with a modal window titled "Import Responses". The modal contains a table of applications with "Import" and "Advanced Import" buttons. The "Import" button for the "2022 United Way Fund Allocation Agency Application" is circled in red. The background shows the United Way logo and a navigation menu.

| Application Name                                   | Import | Advanced Import |
|--|--------|-----------------|
| Support Grant Application                          |        |                 |
| 2019 United Way Disaster Recovery Grant            | Import | Advanced Import |
| 2019 United Way Fund Allocation Agency Application | Import | Advanced Import |
| 2020 United Way Fund Allocation Agency Application | Import | Advanced Import |
| 2021 United Way Agency Partner Opportunity Grant   | Import | Advanced Import |
| 2022 United Way Fund Allocation Agency Application | Import | Advanced Import |

**Step 6:** Each section is an icon. You may complete the application in any order. Make sure each section is 100% complete.

My Applications / 2023 United Way Fund Allocation Agency Application

**Deadline for Submission || 2/02/2022 11:30 PM (CST)**

Choose Action ▾ **Final Review and Submit**

Questions about this application may be directed to:

Theresa Verslues, Vice President [theresa.verslues@unitedwaycemo.org](mailto:theresa.verslues@unitedwaycemo.org) (573) 636-4100

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| Section                                | Icon                      | Completion | Deadline           | Modified by | Modified on |
|--|---------------------------|------------|--------------------|-------------|-------------|
| 2023 United Way Fund Allocation Agency | Information (i)           | 0%         | 2/02/2022 11:30 PM | N/A         | N/A         |
| Agency Details                         | Calendar (+)              | 0%         | 2/02/2022 11:30 PM | N/A         | N/A         |
| Funding Request                        | Search (magnifying glass) | 0%         | 2/02/2022 11:30 PM | N/A         | N/A         |
| Program or Service Information         | Person (i)                | 0%         | 2/02/2022 11:30 PM | N/A         | N/A         |
| Demographics and People Served         | Briefcase                 | 0%         | 2/02/2022 11:30 PM | N/A         | N/A         |

Remember to “Save” your work as you go along. Once a section is complete you can “Save & Return to Dashboard”. If you do not want to save changes you may “Return to Dashboard”. The system will time out if you leave it open without any activity.

Save Save & Return to Dashboard Return to Dashboard

**Step 7:** Once the application is complete and all sections show 100% you **must** click “Final Review and Submit”. This will give you one more opportunity to review your application.

My Applications / 2023 United Way Fund Allocation Agency Application

**Deadline for Submission || 2/02/2022 11:30 PM (CST)**

Choose Action ▾ **Final Review and Submit**

**Questions about this application may be directed to:**

Theresa Verslues, Vice President [theresa.verslues@unitedwaycemo.org](mailto:theresa.verslues@unitedwaycemo.org) (573) 636-4100

Attachments: Uploaded documents need to be in the format as 8-1/2" X 11" portrait orientation.  
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