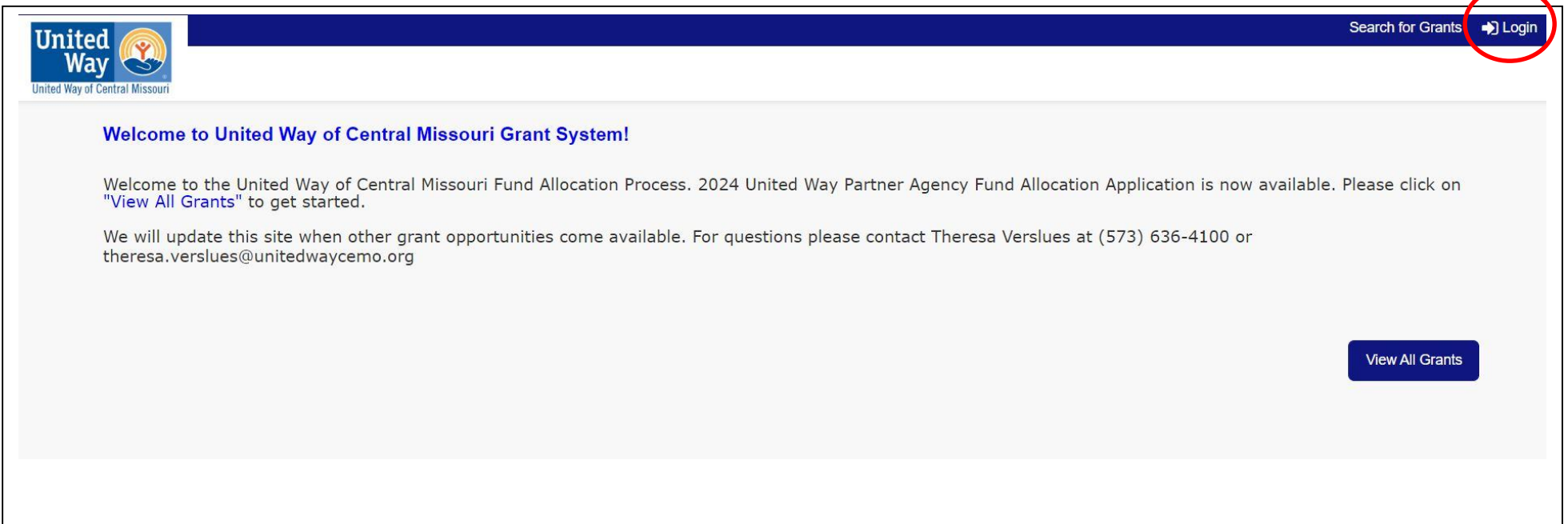


# United Way Fund Allocation Grant System Screenshots

**Step 1:** Click on the link: <https://unitedwaycmgrants.communityforce.com> (It can also be found on the United Way of Central Missouri website at [www.unitedwaycemo.org](http://www.unitedwaycemo.org) under the "Fund Allocation" tab.

This is the welcome screen. Click on the Login in the upper right corner.



**Step 2:** This is the Login screen. Your login is your email that you provided United Way and your password is your panel – i.e. panel1, panel2, panel3, etc. **You do not need to create a new account.** The Grant system now has a 2 factor authentication. You will be emailed a code each time you log-in to the grant system.

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

### 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.

Create New Account

**Step 3:** This is the next screen that will pop up once you are logged in. Click on the **2024 United Way Fund Allocation Agency Application** link. If this is your first year you will only see the 2024 Application. Other panel members may see multiple years if they have served in prior years. **NOTE:** Panel 1 has **two** applications to review. The additional application is the 2024 United Way Initiative -Early Childhood.

The screenshot shows a web interface for reviewing grants. At the top, there is a section labeled "Filter by Grants:" with a dropdown menu currently set to "All". Below this is a section titled "Grants" with a downward arrow icon. The list of grants includes:

- 2022 United Way Fund Allocation Agency Application
- 2023 United Way Fund Allocation Agency Application
- 2024 United Way Fund Allocation Agency Application (circled in red)
- 2024 United Way Initiative - Early Childhood (circled in blue) with a tooltip box next to it that says "Early Childhood Initiative Panel 1 only"

**Step 4:** You should see the agencies listed (Organization Name) that are on your panel. Click on the Applicant name (the person who filled out the application) to view the agency application.

Review Applicants > 2024 United Way Fund Allocation Agency Application

Filter By: All

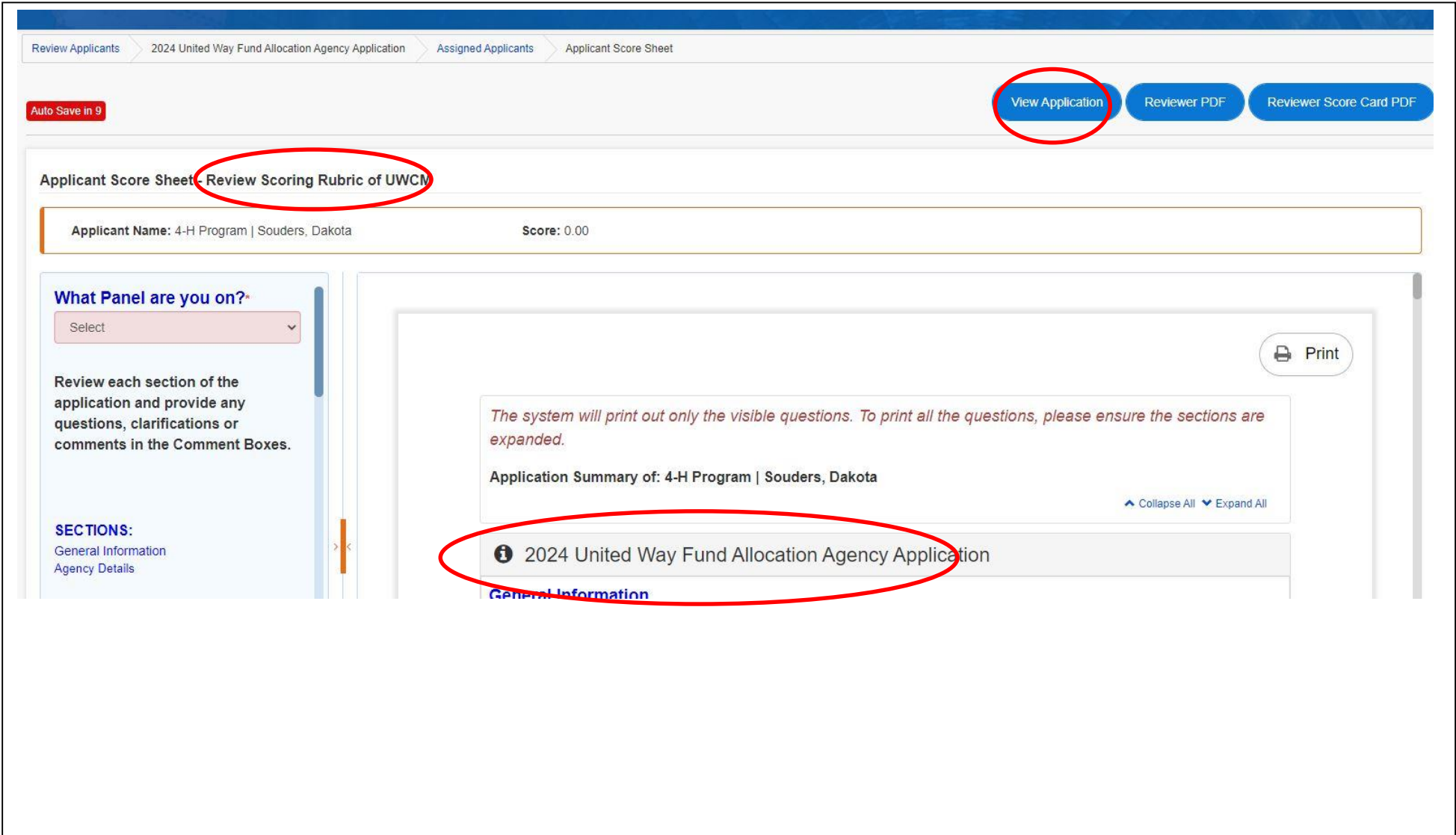
Batch Reviewer PDF Reviewer PDF Export to Excel

Task Name: Review Scoring Rubric of UWCM


Total Applicants Assigned: 23      Reviews Completed: 0      Reviews Pending: 23

<input type="checkbox"/>	Organization Name	Applicant	Assigned Date	Percentage Completed	Score	Scoring Comment
<input type="checkbox"/>	4-H Program	Souders, Dakota	2/13/2023	0 %	0	
<input type="checkbox"/>	ABLE Learning Center	Poettgen, Felicia	2/13/2023	0 %	0	
<input type="checkbox"/>	American Red Cross Central and Northern Missouri Chapter	Gordon, Rebecca	2/13/2023	0 %	0	
<input type="checkbox"/>	Big Brothers Big Sisters of Jefferson City	Knernschild, Lee	2/13/2023	0 %	0	

**Step 5:** This is at the top of the application. The application can be viewed side by side with the Scoring Rubric or you may click on “View Application” and it will bring the Application full screen. The Reviewer PDF will download the application and all of the attachments. **(That is not recommended since it is a huge document.)** Reviewer Score Card PDF will show your comments that you entered in the system.



In the “View Application” tab, the Printer icon will allow you to save the Application as a PDF or print it. **NOTE:** If you choose to print the application you may not want to print the “Scoring Rubric” for each panel member at the end of the application. This will save you 10-15 pages as each Fund Allocation volunteer on your Panel will have a Scoring Rubric page at the end of each application.

 Print

*The system will print out only the visible questions. To print all the questions, please ensure the sections are expanded.*

**Application Summary of: 4-H Program | Souders, Dakota**

[^ Collapse All](#) [v Expand All](#)

**i** 2024 United Way Fund Allocation Agency Application

**General Information**

*Agency Name:	Missouri 4-H
Website Address:	10761 I 70 Drive NE, Unit 17

**Agency Director/CEO**

*Name:	Sean Eberle
*Title:	CEE and 4-H Youth Development Educator

Once you click out of “View Application” it will take to back to the screen that includes the Scoring Rubric. This is at the bottom of the screen. As you review the application and enter comments you will want to save your work. Save & Next will take you to your next application.



**Step 6:** The Application consists of 13 Sections as you scroll through the application:

- General Information
- Agency Details
- Funding Request
- Program or Service Information
- Demographics and People Served
- Outcome Measurements
- United Way and Community Partnerships
- Volunteer Information
- Budget Information
- Quality Standards – United Way staff reviews
- Nonprofit Certification and Governance – United Way staff reviews


- Other
- Reviewer Staff Section

**NOTE:** You may Collapse All and it will show the sections (If you are looking for a particular section) – Expand All will show the full application. To print, make sure you click on Expand All.

The screenshot shows a web interface for an application summary. At the top, it reads "Application Summary of: 4-H Program | Souders, Dakota". In the top right corner, there are two buttons: "Collapse All" (with an upward arrow) and "Expand All" (with a downward arrow). Below this, there is a list of sections, each with an icon and text: "2024 United Way Fund Allocation Agency Application" (with an information icon), "Agency Details" (with a calendar icon), "Funding Request" (with a magnifying glass icon), and "Program or Service Information" (with a person icon). A red circle highlights the left sidebar area containing these sections, and another red circle highlights the "Collapse All" and "Expand All" buttons.




In the “Reviewer Staff Section” these are documents that the United Way staff has uploaded. We will provide copies of these reports at your Orientation meeting. As the reports are created they will be uploaded to each application. You may click on the document to open and review. You may review sections and attachments in any order. If you enter CTRL+ F it will allow you to search for a section.



<b>Reviewer Staff Section</b>
*Agency 10 year Historical Data
*Panel Funding Summary
* Panel Recommendations
Financial Review Form Template
Completed Financial Review Form
Other Document
Additional document

**Step 7:** All attachments are located within each section as a link or at the very bottom of the application as example shown below. Some applications will have multiple pages of attachments. You may click on them in either area to view. To view, click on an attachment, it will download to your computer. As you review the Application, remember to review the attachments.



Document Title	Question	Size (KB)	Date Uploaded
<a href="#">4-H balance sheet 2022.pdf</a>	2021 Balance Sheet	1071.76	1/31/2023 6:02 PM
<a href="#">4-H income 2022.pdf</a>	2021 Income Statement	278.88	1/31/2023 6:02 PM
<a href="#">Staff list cole 2023.docx</a>	Agency Staff listing	6.1	2/02/2023 9:50 AM
<a href="#">We Believe.pdf</a>	AIPlease upload Agency Brochure	4959.39	1/31/2023 12:26 PM
<a href="#">2023 council members.docx</a>	AIUpload current Board of Directors Roster	33.66	2/03/2023 8:57 AM
<a href="#">Budget Template 2023 Final.xlsx</a>	Budget	12.65	1/26/2023 2:05 PM
<a href="#">4-H 21' Audit Review.pdf</a>	Current Audit	215.95	2/03/2023 8:41 AM
<a href="#">4-H 21' Audit Letter.pdf</a>	Management Letter 2022	128.39	2/03/2023 8:41 AM
<a href="#">MUExtensionOrgChart.pdf</a>	Organizational Chart	401.84	2/02/2023 9:51 AM
<a href="#">Shooting Sports Awards Group.jpg</a>	Picture 2020	184.89	2/02/2023 12:34 PM

**Step 8:** The Scoring Rubric is on the left side of the application. Enter your Panel # and then as you review each section you may enter any questions, comments or clarifications. The Scoring Rubric provides a guide as to what to pay attention to or questions to consider. The sections are grouped together and there are 4 comment boxes to enter your questions or comments. You can see other panel member questions at the end of each application.

**Applicant Score Sheet** - Review Scoring Rubric o

**Applicant Name:** Tri-County YMCA of the Ozarks | .

**What Panel are you on?\***

Select ▾

**Review each section of the application and provide any questions, clarifications or comments in the Comment Boxes.**

**SECTIONS:**  
General Information  
Agency Details

**NOTE - PAY CLOSE ATTENTION TO:**

1. Changes over the past 12 months.
2. Changes foreseen or planned in the next 12 months.

**Comments or Questions on General Information and Agency Details**  
**Sections:**

**Step 9:** Once the applications are reviewed and you have met with the agencies, you will provide your final comments and recommendations. Remember to Save your comments and click “Save & Next” to review the next application. The information entered in the Scoring Rubric will be collected from each panel member and shared at the panel meetings.

The image shows a screenshot of a web-based scoring rubric form. The form is light blue and contains several sections. At the top, there is a section titled "Overall Comments or Questions:" with a large, empty text area below it. Below this, there is a section titled "Recommendation:" in red text. Underneath, a question is asked in red: "Would you recommend level funding, increase funding, or decrease funding?". Below the question is a dropdown menu with a downward arrow. Further down, there is another section titled "Recommended Dollar Amount for this Agency:" in red text. Below this is a text input field with a dollar sign (\$) to its right. A large red circle is drawn around the "Recommendation:" section, the question, the dropdown menu, and the "Recommended Dollar Amount for this Agency:" section and its input field.