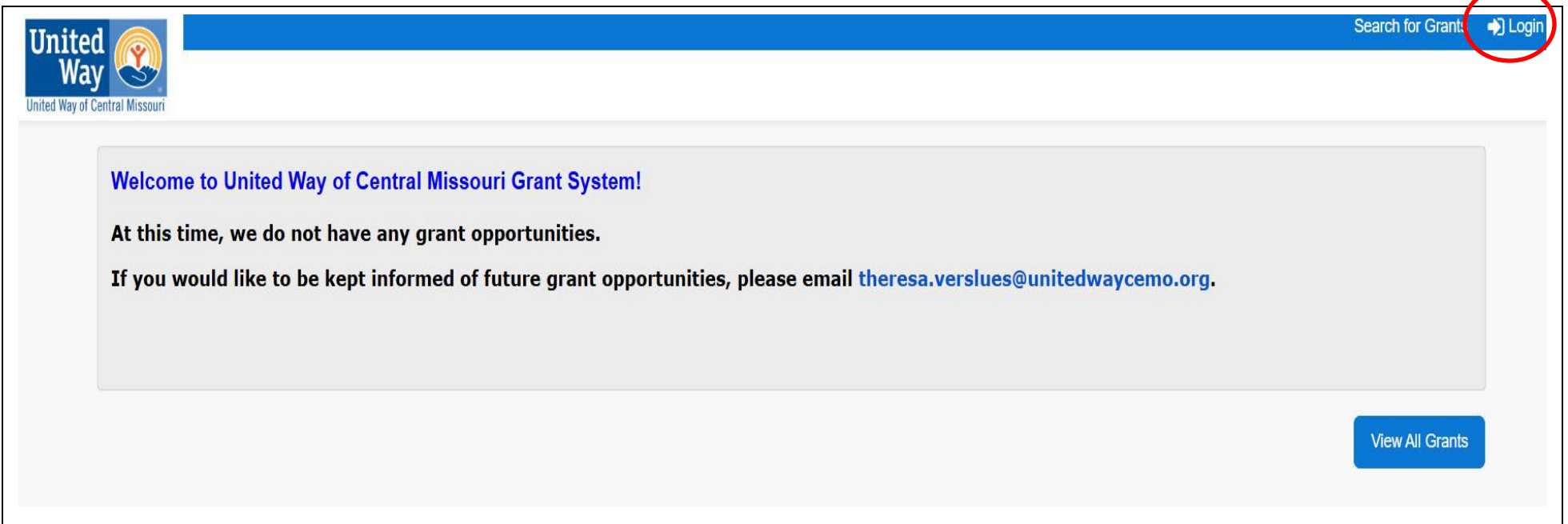


United Way Fund Allocation Grant System Screenshots

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 under the “Fund Allocation” tab.

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



United Way
United Way of Central Missouri

Search for Grants [Login](#)

Welcome to United Way of Central Missouri Grant System!

At this time, we do not have any grant opportunities.

If you would like to be kept informed of future grant opportunities, please email theresa.verslues@unitedwaycemo.org.

[View All Grants](#)

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.—lower case no spaces. **You do not need to create a new account.**

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

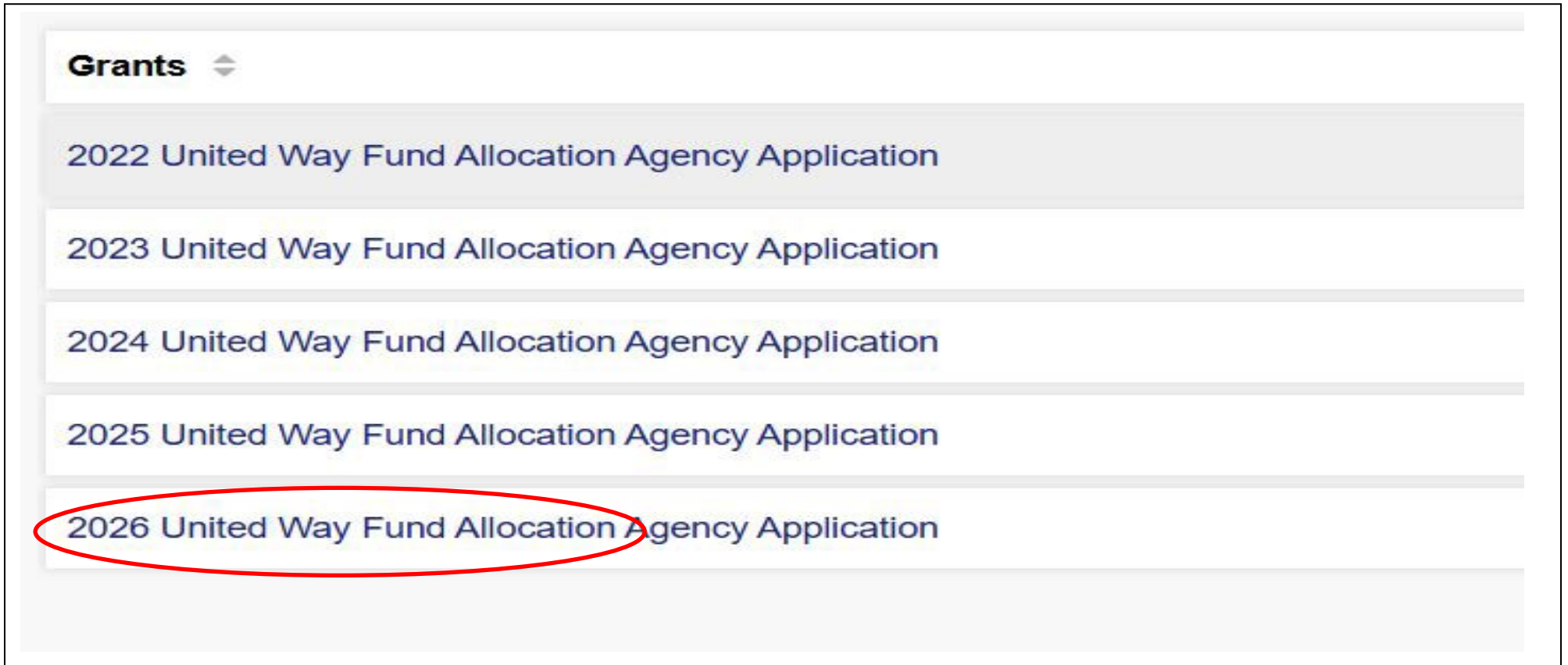
Welcome to United Way of Central Missouri Grants System.

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.)*

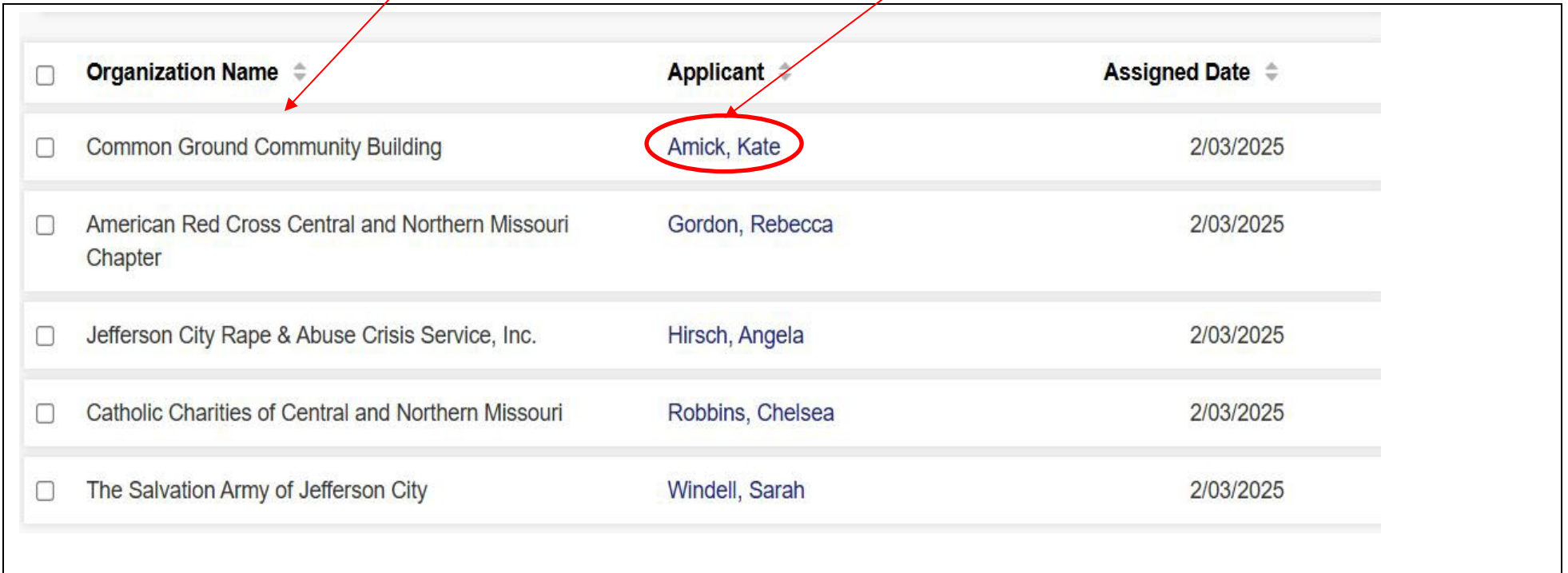
Forgot Password:
Click on "Recover My Password link" and enter your Login email address to receive the password in the email.

Step 3: This is the next screen that will pop up once you are logged in. Click on the **2026 United Way Fund Allocation Agency Application** link. If this is your first year you will only see the 2026 Application. Other panel members may see multiple years if they have served in prior years.



The screenshot shows a user interface for a Grants menu. At the top left, the word "Grants" is displayed in bold black text next to a downward-pointing chevron icon. Below this, there is a vertical list of five application links, each on a separate light gray background bar. The links are: "2022 United Way Fund Allocation Agency Application", "2023 United Way Fund Allocation Agency Application", "2024 United Way Fund Allocation Agency Application", "2025 United Way Fund Allocation Agency Application", and "2026 United Way Fund Allocation Agency Application". The "2026" link is circled with a red oval, indicating it is the target for the user's action.

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.



<input type="checkbox"/> Organization Name	Applicant	Assigned Date
<input type="checkbox"/> Common Ground Community Building	Amick, Kate	2/03/2025
<input type="checkbox"/> American Red Cross Central and Northern Missouri Chapter	Gordon, Rebecca	2/03/2025
<input type="checkbox"/> Jefferson City Rape & Abuse Crisis Service, Inc.	Hirsch, Angela	2/03/2025
<input type="checkbox"/> Catholic Charities of Central and Northern Missouri	Robbins, Chelsea	2/03/2025
<input type="checkbox"/> The Salvation Army of Jefferson City	Windell, Sarah	2/03/2025

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 Scoring Rubric.

Auto Save in 8:47

View Application Reviewer PDF Reviewer Score Card PDF

Applicant Score Sheet - Review Scoring Rubric of UWCM

Applicant Name: **Common Ground Community Building | Amick, Kate** Score: 0.00

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

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

Application Summary of: Common Ground Community Building | Amick, Kate

Print

2026 United Way Fund Allocation Agency Application

General Information

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.

Applicant Name: Common Ground Community Building | Amick, Kate Score: 0.00

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.

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


Application Summary of: Common Ground Community Building | Amick, Kate

[^Collapse All](#) [vExpand All](#)

i 2026 United Way Fund Allocation Agency Application

General Information

*Agency Name:	Jefferson City Area Community Services DBA Common Ground Community Building
*Agency Phone Number:	573-522-4314



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.



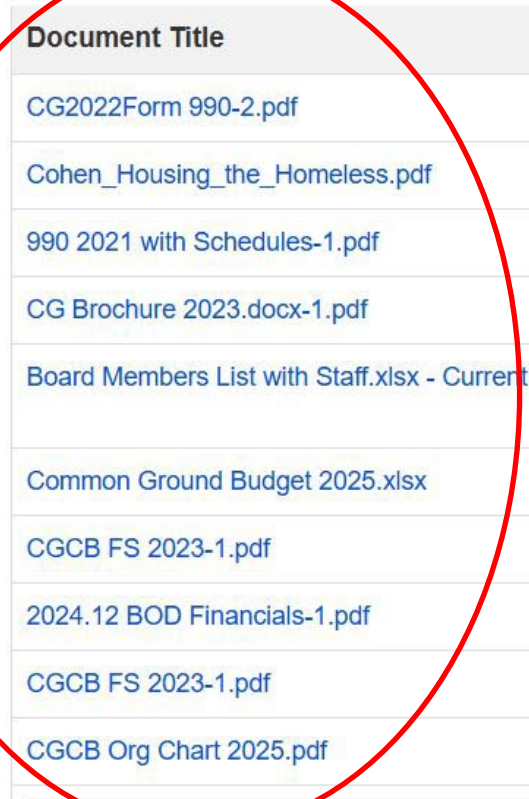
Step 6: The Application consists of 12 Sections as you scroll through the application:

- 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

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.

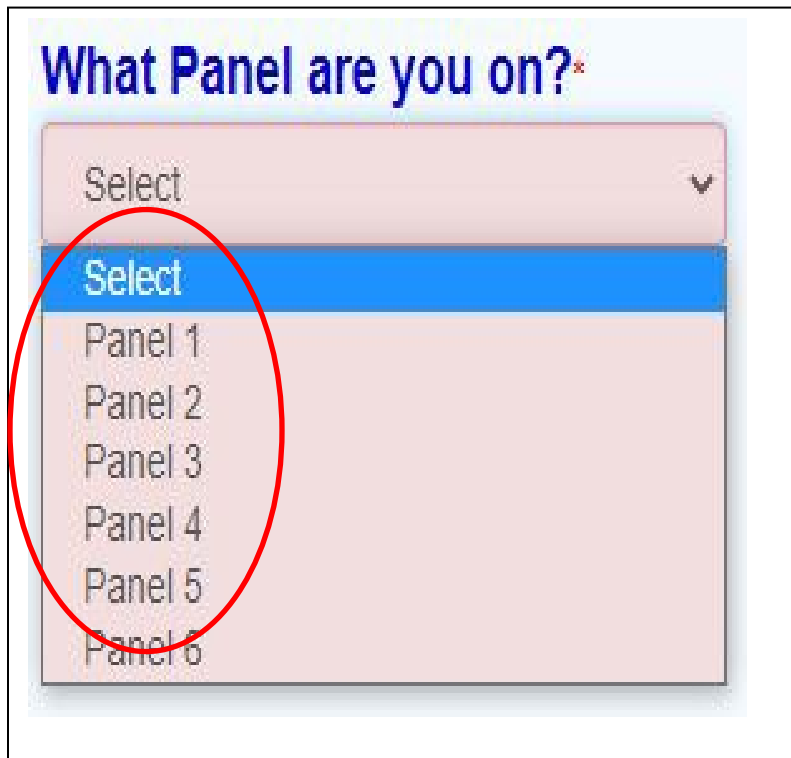
The screenshot shows a web-based application form. At the top right, there is a 'Print' button with a printer icon. Below it, a message box contains the text: "The system will print out only the visible questions. To print all the questions, please ensure the sections are expanded." Underneath the message is the title "Application Summary of: Common Ground Community Building | Amick, Kate". To the right of this title are two links: "Collapse All" (with an upward arrow) and "Expand All" (with a downward arrow), both of which are circled in red. Below the title is a list of sections, each with an icon and text: "2026 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 large red circle encompasses the entire list of sections. At the bottom of the form, there are five buttons: "Save", "Save & Exit", "Save & Next", "Exit without Save", and "Reset Form".

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
CG2022Form 990-2.pdf	Additional 990	1850.25	1/30/2025 11:21 AM
Cohen_Housing_the_Homeless.pdf	Additional Outcome Data	1534.79	1/24/2025 4:41 PM
990 2021 with Schedules-1.pdf	AllIRS Form 990 990 EZ or 990N	1963.29	1/08/2025 2:57 PM
CG Brochure 2023.docx-1.pdf	AllPlease upload Agency Brochure	832.94	1/03/2025 1:16 PM
Board Members List with Staff.xlsx - Current.pdf	AllUpload current Board of Directors Roster	488.45	1/08/2025 2:57 PM
Common Ground Budget 2025.xlsx	Budget	13.27	12/13/2024 10:13 AM
CGCB FS 2023-1.pdf	Current Audit	499.7	1/09/2025 11:42 AM
2024.12 BOD Financials-1.pdf	Financial Statement	147.4	1/24/2025 4:33 PM
CGCB FS 2023-1.pdf	Management Letter 2025	499.7	1/09/2025 11:42 AM
CGCB Org Chart 2025.pdf	Organizational Chart	310.01	1/03/2025 1:16 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.



What Panel are you on?*

Select

Select

Panel 1

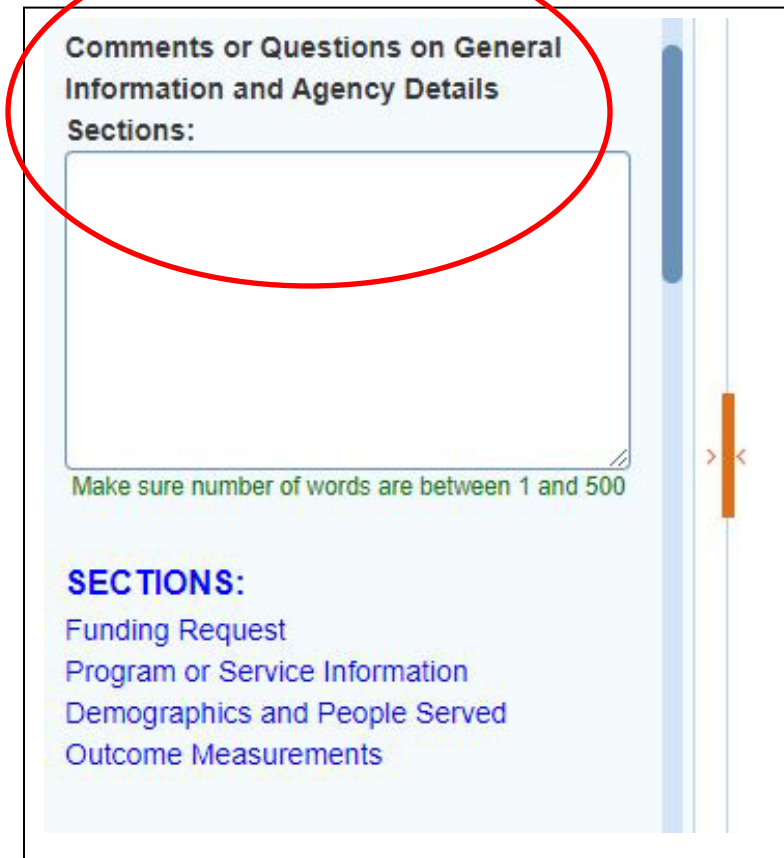
Panel 2

Panel 3

Panel 4

Panel 5

Panel 6



Comments or Questions on General Information and Agency Details Sections:

Make sure number of words are between 1 and 500

SECTIONS:

- Funding Request
- Program or Service Information
- Demographics and People Served
- Outcome Measurements

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.

Overall Comments, Questions, or Recommendations:

Recommendation:

Would you recommend level funding, increase funding, or decrease funding?

Recommended Dollar Amount for this Agency: