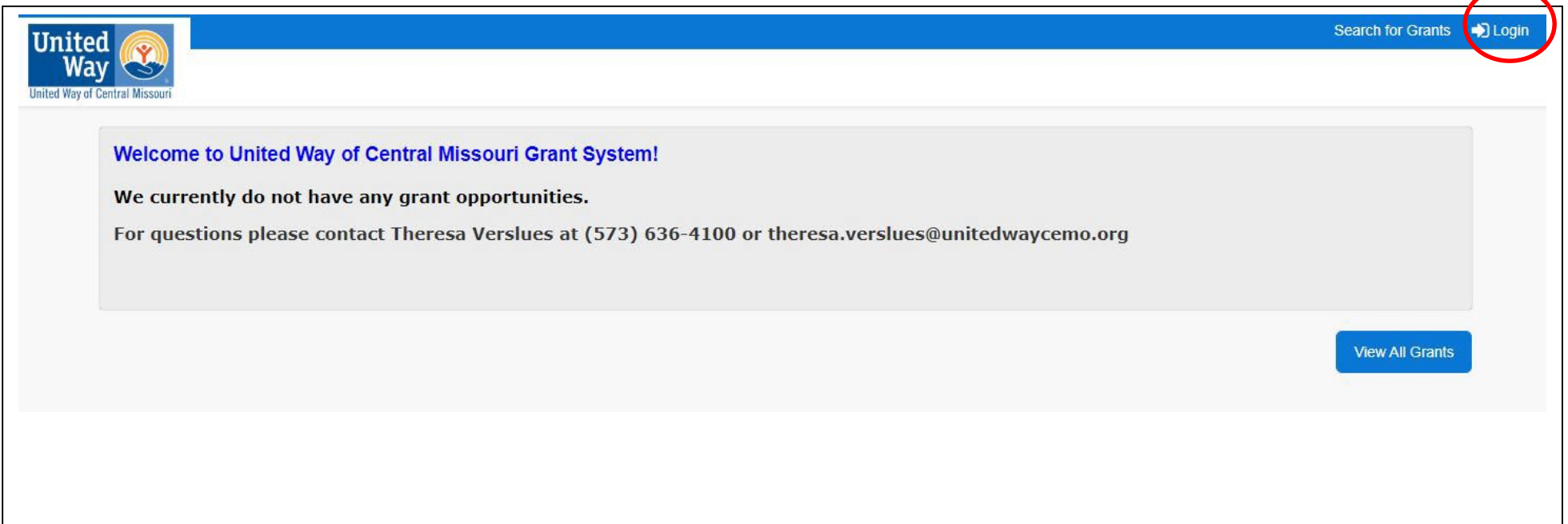


# United Way Fund Allocation Grant System Screenshots

**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.—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

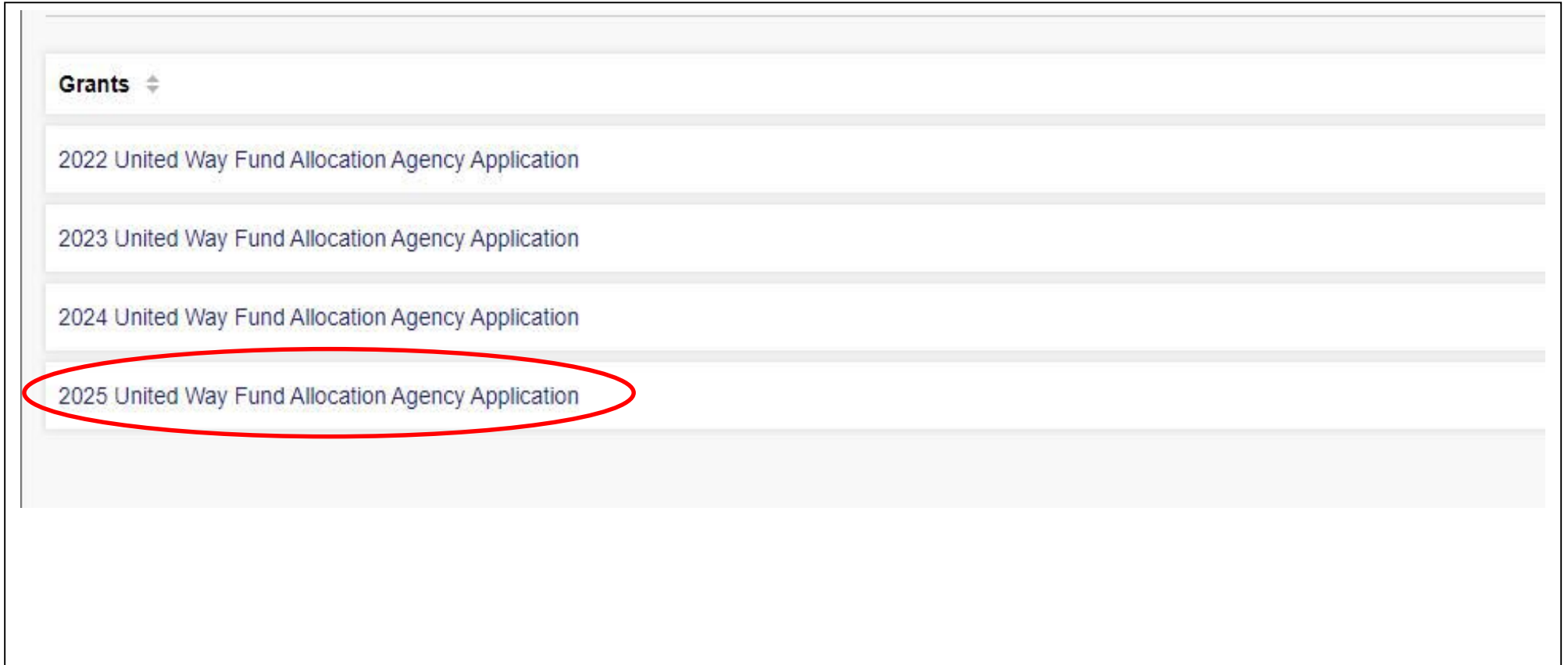
#### Welcome to United Way of Central Missouri Grants System.

**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 **2025 United Way Fund Allocation Agency Application** link. If this is your first year you will only see the 2025 Application. Other panel members may see multiple years if they have served in prior years.



**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 ▾	Percentage Completed	Score	Scoring Comment
<input type="checkbox"/> American Red Cross Central and Northern Missouri Chapter	Gordon, Rebecca	2/01/2024	0 %	0	
<input type="checkbox"/> Jefferson City Rape & Abuse Crisis Service, Inc.	Hirsch, Angela	2/01/2024	0 %	0	
<input type="checkbox"/> Common Ground Community Building	Mollenkamp, Tina	2/01/2024	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 Scoring Rubric.

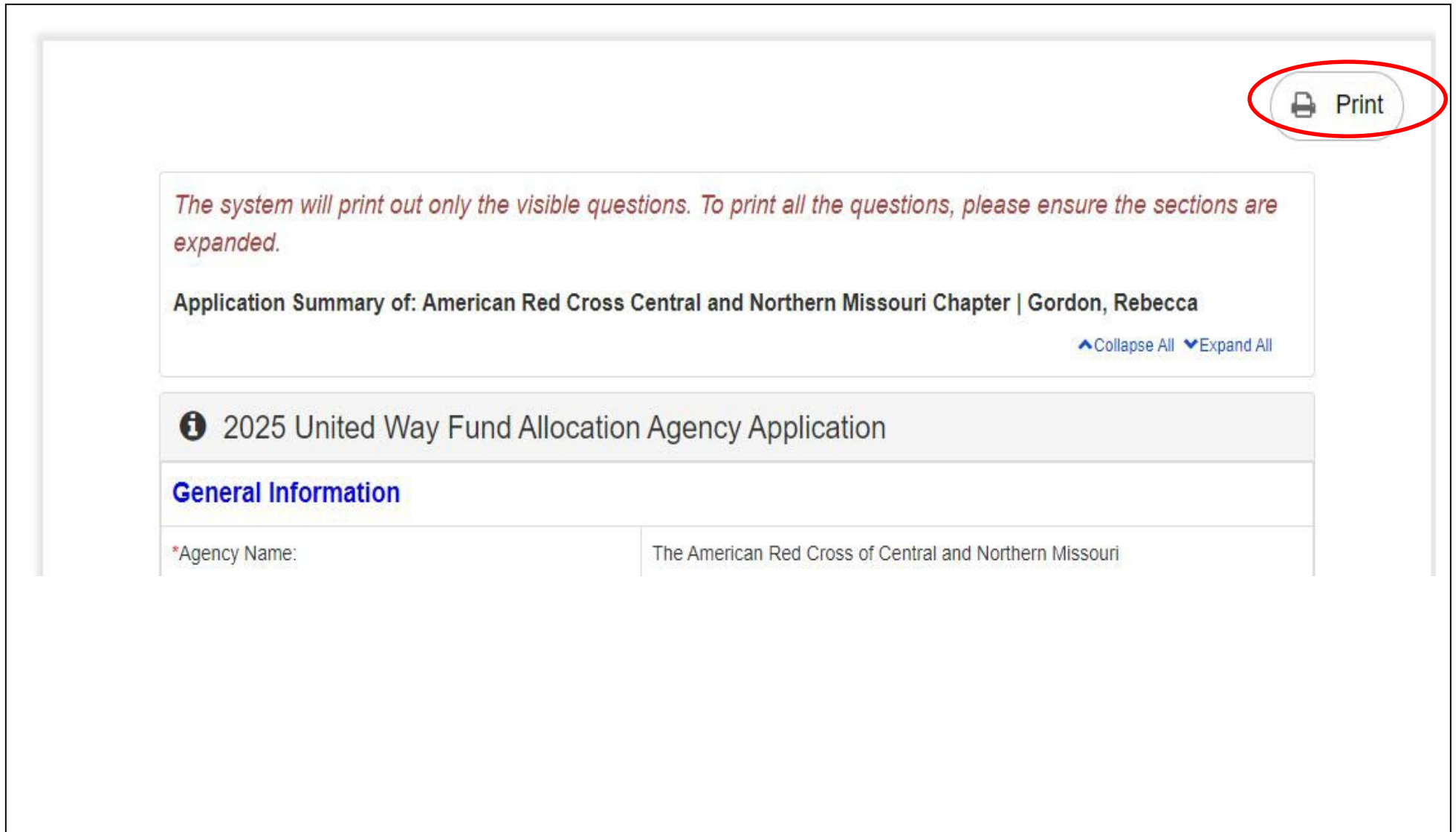
The screenshot displays a web application interface for reviewing an application. At the top, there is a breadcrumb navigation trail: Review Applicants > 2025 United Way Fund Allocation Agency Application > 2025 United Way Fund Allocation Agency Application > Assigned Applicants > Applicant Score Sheet. Below the navigation, there is a red "Auto Save in 9:08" indicator and three blue buttons: "View Application" (circled in red), "Reviewer PDF", and "Reviewer Score Card PDF".

The main content area is titled "Applicant Score Sheet - Review Scoring Rubric of UWCM" (circled in red). Below this title, a box displays the applicant information: "Applicant Name: American Red Cross Central and Northern Missouri Chapter | Gordon, Rebecca" and "Score: 0.00".

On the left side, there is a sidebar with the heading "What Panel are you on?\*" and a "Select" dropdown menu. Below this, there is a note: "Review each section of the application and provide any questions, clarifications or comments in the Comment Boxes." Underneath, there is a "SECTIONS:" list with "General Information" and "Agency Details". At the bottom of the sidebar, there is a red note: "NOTE - PAY CLOSE ATTENTION TO:". A vertical scrollbar is visible on the right side of the sidebar.

The main content area contains a "Print" button (circled in red) and a message: "The system will print out only the visible questions. To print all the questions, please ensure the sections are expanded." Below this, there is an "Application Summary of: American Red Cross Central and Northern Missouri Chapter | Gordon, Rebecca" with "Collapse All" and "Expand All" links. A list of sections follows, with "2025 United Way Fund Allocation Agency Application" (circled in red) and "General Information" (circled in red) highlighted.

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.



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

**Application Summary of: American Red Cross Central and Northern Missouri Chapter | Gordon, Rebecca**

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

**i** 2025 United Way Fund Allocation Agency Application

**General Information**

*Agency Name:	The American Red Cross of Central and Northern Missouri
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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 system will print out only the visible questions. To print all the questions, please ensure the sections are expanded.

**Application Summary of: American Red Cross Central and Northern Missouri Chapter | Gordon, Rebecca**

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

- 2025 United Way Fund Allocation Agency Application
- Agency Details
- Funding Request
- Program or Service Information

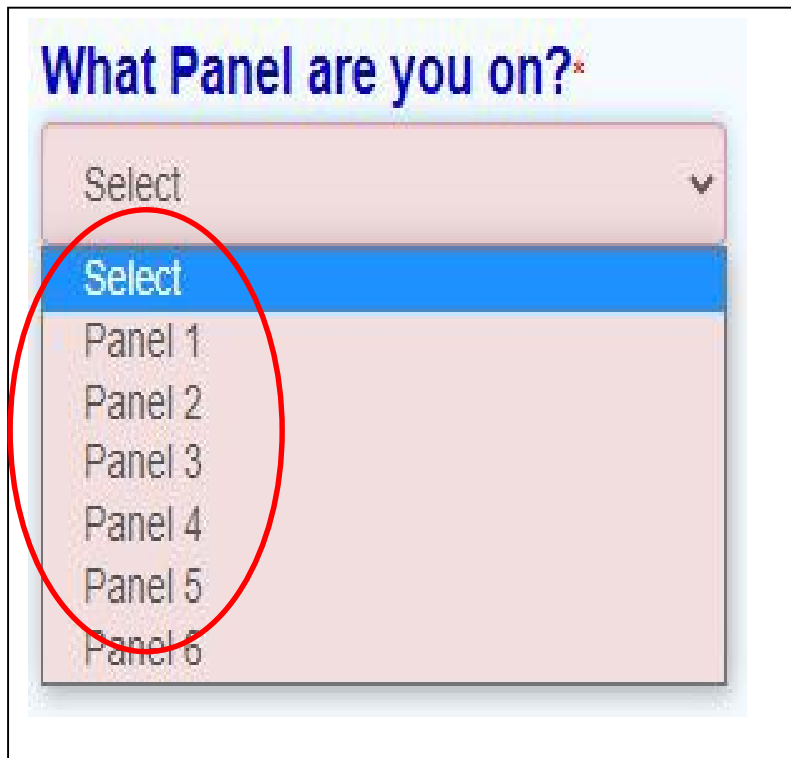
The screenshot shows a web interface for an application summary. At the top, there is a red text box with instructions. Below it, the application title is displayed. To the right of the title are two buttons: '^ Collapse All' and 'v Expand All', both of which are circled in red. Below the title is a list of sections, each with an icon and a title. The first section, '2025 United Way Fund Allocation Agency Application', is also circled in red. The other sections are 'Agency Details', 'Funding Request', and 'Program or Service Information'.



**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="#">FY22 ARC Balance Sheet.pdf</a>	2021 Balance Sheet	61.83	1/09/2024 3:45 PM
<a href="#">FY22 ARC Income Statement.pdf</a>	2021 Income Statement	62.16	1/09/2024 3:45 PM
<a href="#">ARC 2024 Staffing List.pdf</a>	Agency Staff listing	77.73	1/09/2024 4:15 PM
<a href="#">FY22-Red-Cross-Form-990.pdf</a>	AIIRS Form 990 990 EZ or 990N	1961.45	1/04/2024 4:56 PM
<a href="#">FY23 CNMO CIR.pdf</a>	AIPlease upload Agency Brochure	470.83	1/11/2024 10:42 AM
<a href="#">FY24 CNMO Board Contact Roster.pdf</a>	AIUpload current Board of Directors Roster	85.61	1/25/2024 11:50 AM
<a href="#">American Red Cross budget UPDATED.xlsx</a>	Budget	13.05	1/29/2024 12:02 PM
<a href="#">FY22-RedCross-Audited-Financial-Statement.pdf</a>	Current Audit	423.19	1/08/2024 4:20 PM
<a href="#">FY22 Auditor's Report.pdf</a>	Management Letter 2022	155.37	1/09/2024 3:45 PM
<a href="#">2024 CNMO Chapter Consolidated Org Chart.pdf</a>	Organizational Chart	209.27	1/09/2024 4:30 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

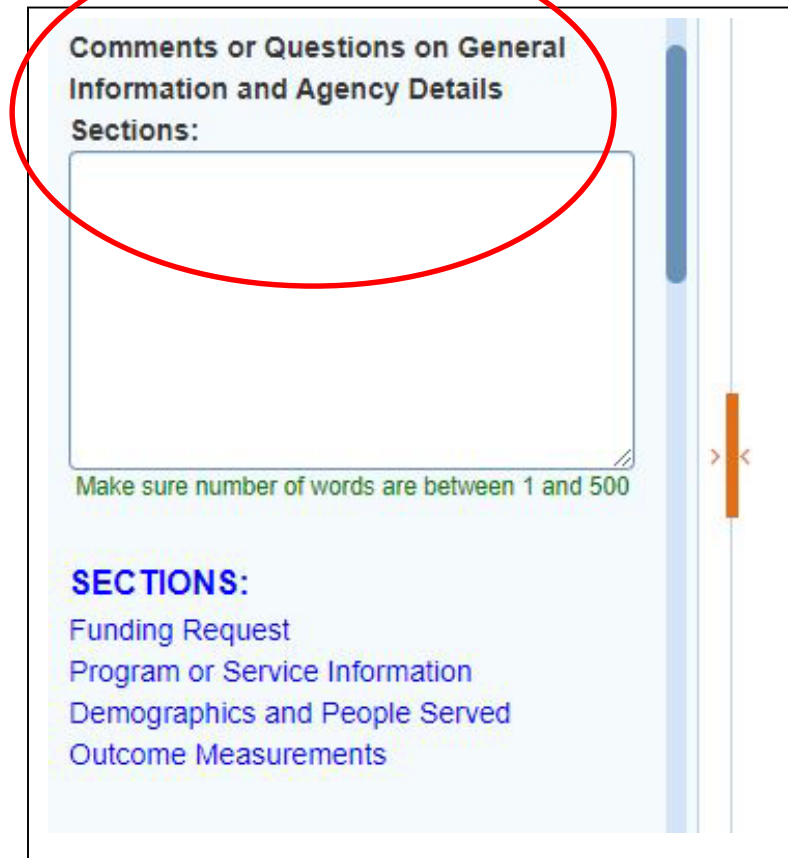
Panel 2

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:

The image shows a screenshot of a web-based scoring rubric form. A red circle highlights the 'Recommendation' section, which includes a dropdown menu for funding levels and a text input field for the recommended dollar amount. The 'Overall Comments, Questions, or Recommendations' section is a large text area above. The 'Recommended Dollar Amount for this Agency' section is a text input field with a dollar sign icon. The form is set against a light blue background with a vertical scrollbar on the right.