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.
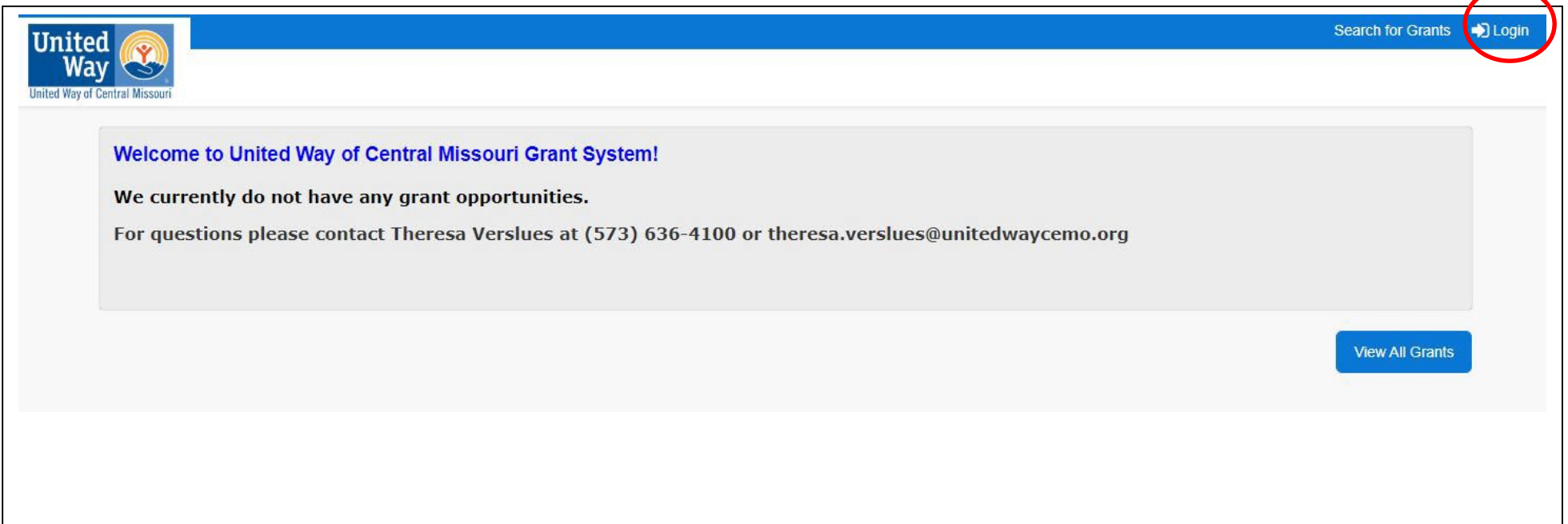
Step 2: This is the Login screen. Your login is your email that you provided United Way and your password is your panel – i.e. panel1, panel2, panel3, etc.—lower case no spaces. **You do not need to create a new account.**

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.

Grants ⬍

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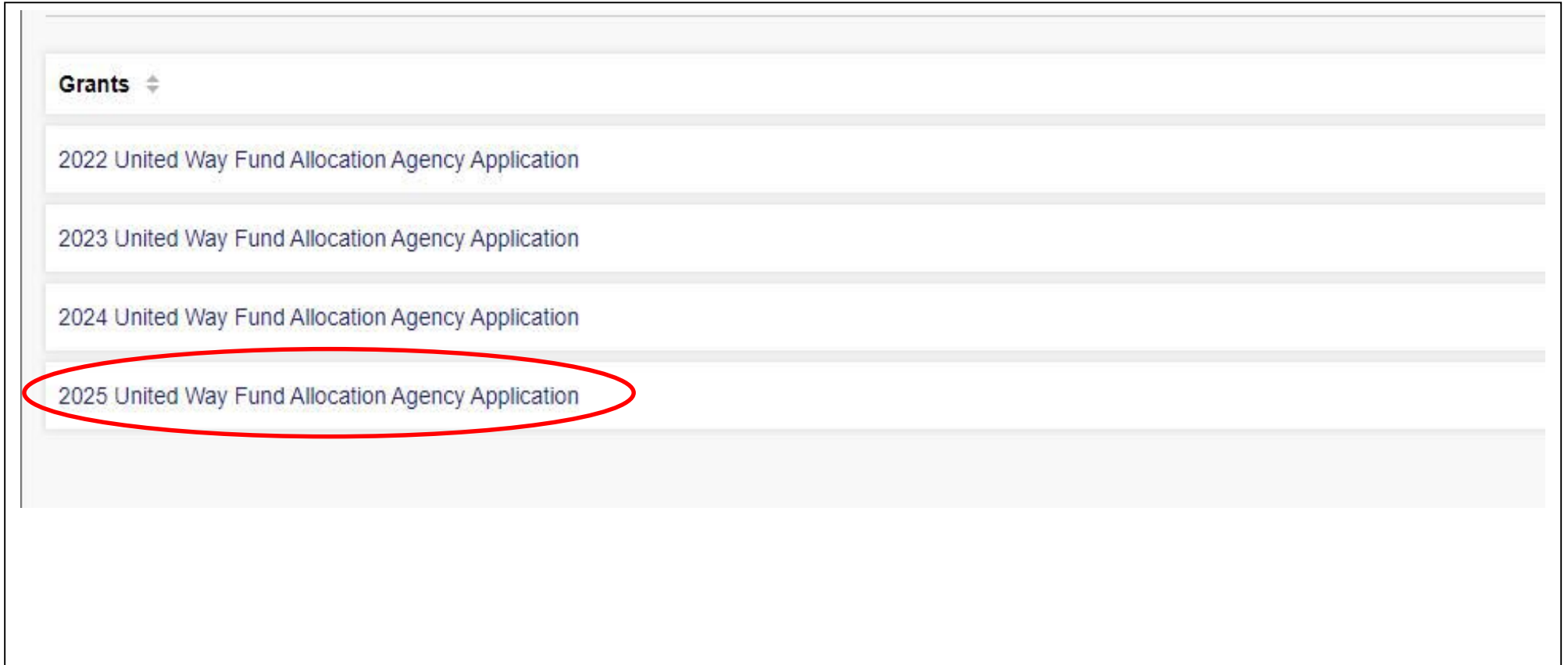
Step 4: You should see the agencies listed (Organization Name) that are on your panel. Click on the Applicant name (the person who filled out the application) to view the agency application.

	Organization Name ⇅	Applicant ⇅	Assigned Date ⇅	Percentage Completed	Score	Scoring Comment
☐	American Red Cross Central and Northern Missouri Chapter	Gordon, Rebecca	2/01/2024	0 %	0	
☐	Jefferson City Rape & Abuse Crisis Service, Inc.	Hirsch, Angela	2/01/2024	0 %	0	
☐	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.
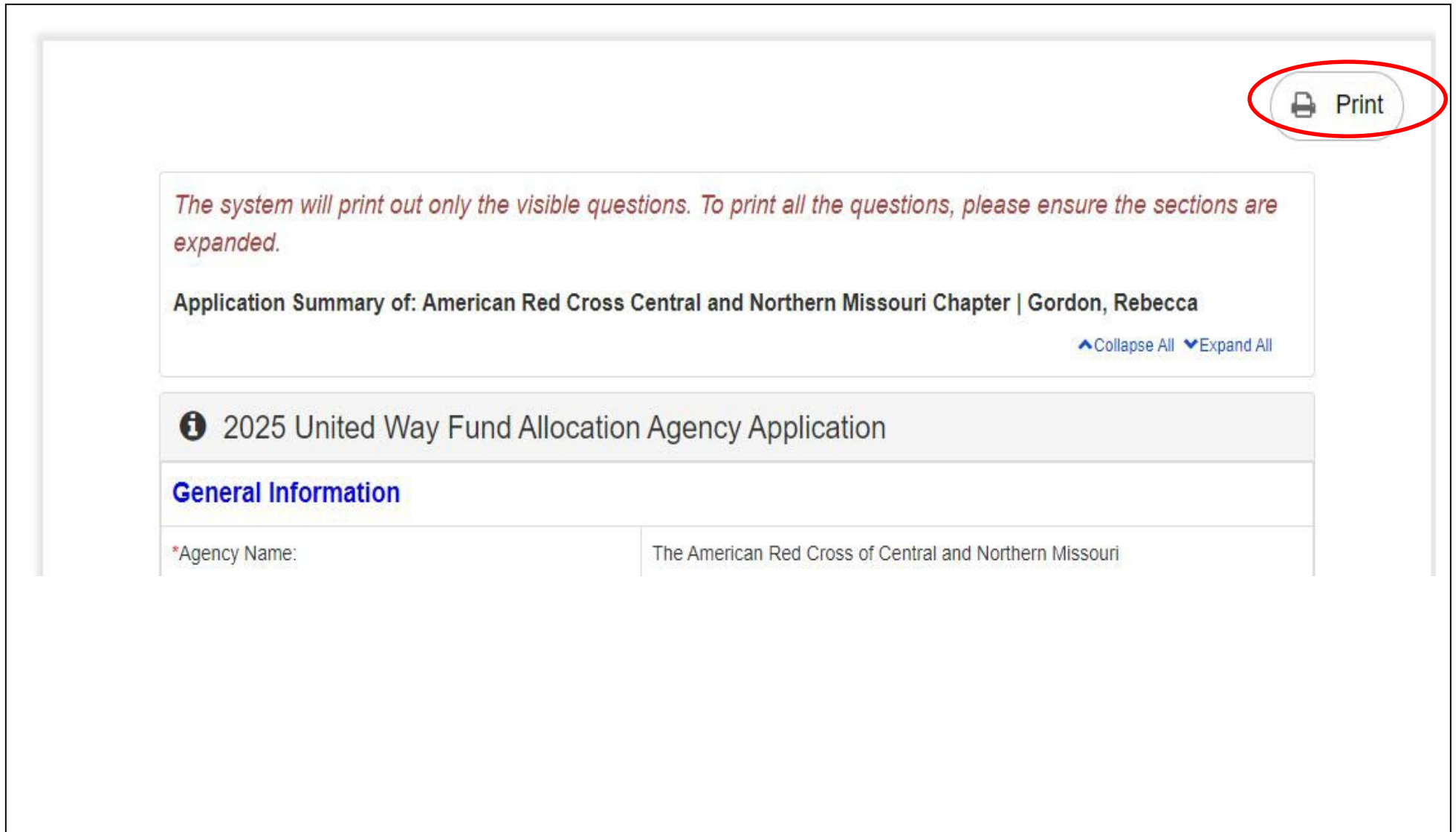
In the "View Application" tab, the Printer icon will allow you to save the Application as a PDF or print it. **NOTE**: If you choose to print the application you may not want to print the "Scoring Rubric" for each panel member at the end of the application. This will save you 10-15 pages as each Fund Allocation volunteer on your Panel will have a Scoring Rubric page at the end of each application.

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 ˅Expand All

ⓘ 2025 United Way Fund Allocation Agency Application

📅 Agency Details
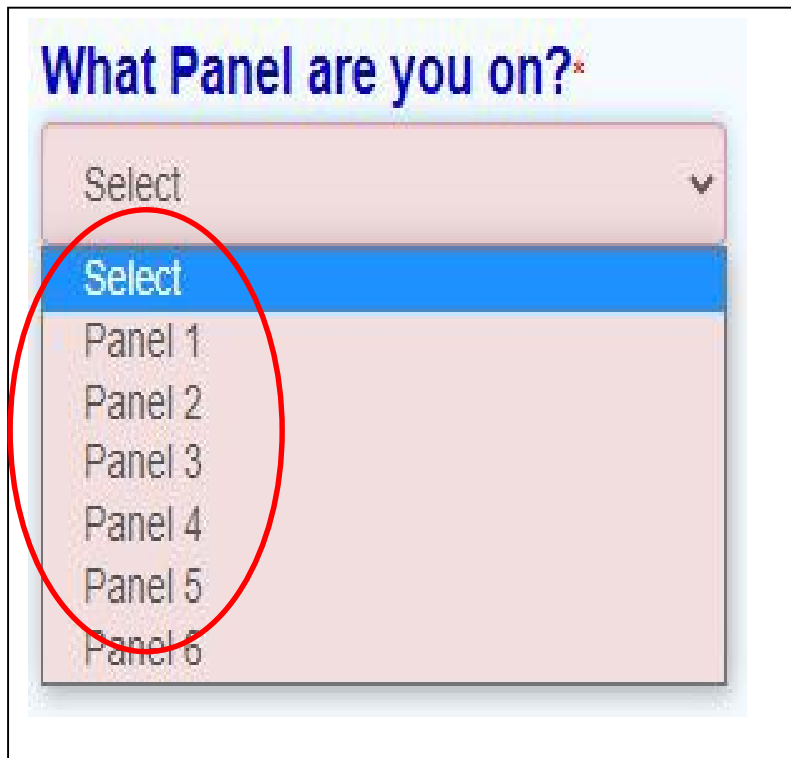
🔍 Funding Request

👤 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
FY22 ARC Balance Sheet.pdf	2021 Balance Sheet	61.83	1/09/2024 3:45 PM
FY22 ARC Income Statement.pdf	2021 Income Statement	62.16	1/09/2024 3:45 PM
ARC 2024 Staffing List.pdf	Agency Staff listing	77.73	1/09/2024 4:15 PM
FY22-Red-Cross-Form-990.pdf	AIIRS Form 990 990 EZ or 990N	1961.45	1/04/2024 4:56 PM
FY23 CNMO CIR.pdf	AIPlease upload Agency Brochure	470.83	1/11/2024 10:42 AM
FY24 CNMO Board Contact Roster.pdf	AIUpload current Board of Directors Roster	85.61	1/25/2024 11:50 AM
American Red Cross budget UPDATED.xlsx	Budget	13.05	1/29/2024 12:02 PM
FY22-RedCross-Audited-Financial-Statement.pdf	Current Audit	423.19	1/08/2024 4:20 PM
FY22 Auditor's Report.pdf	Management Letter 2022	155.37	1/09/2024 3:45 PM
2024 CNMO Chapter Consolidated Org Chart.pdf	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.
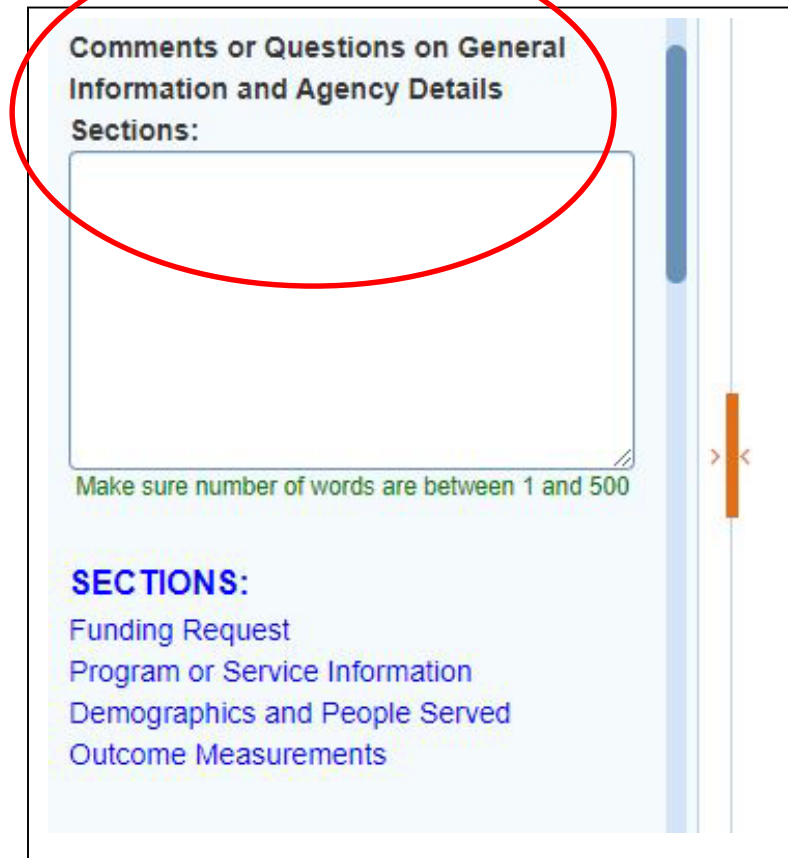
Step 9: Once the applications are reviewed and you have met with the agencies, you will provide your final comments and recommendations. Remember to Save your comments and click "Save & Next" to review the next application. The information entered in the Scoring Rubric will be collected from each panel 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:

11