

UWSJC 2019-2022 Grant Application Instructions

United Way of St. Joseph County is opening their 2019-2022 Investment Cycle with a grant application available February 20th-March 29th, 2019. Grant will close at 5pmEST on March 29th.

Any program wishing to schedule a review conversation with UWSJC staff prior to submitting their grant application must request a conversation by March 18th by contacting Sheri Robertson, Vice President of Community Impact, at srobertson@uwsjc.org.

By completing this Grant Application, your agency agrees to abide to the following requirements should funding be awarded:

- 1) Awarded Agency will utilize VisionLink for client intake and outcome reporting.
- 2) Awarded Agency will have 100% of staff participate in an ACES training by the end of the four year funding cycle.
- 3) Awarded Agency will abide by any programming requirements specified in the Community Impact Plan. These can be found in the Community Impact Plan, available in your "Resource Center" on e-CIMPACT.

This is the beginning of a four year funding cycle. Crisis Needs (formerly Program Solutions) will also move into the four year funding cycle, but will receive a two year review of outcomes to activate the final two years of funding.

All questions may be directed to srobertson@uwsjc.org.

Instructions:

- 1) Log onto e-cimpact!
 - a. Visit <https://agency.e-cimpact.com/login.aspx?org=16620U>
 - b. If you need help getting logged in (forgotten username or password) email Sheri!
- 2) Once on your home page, locate the Apply/Report box on the left hand column and choose "Request Grant Application."

The screenshot shows the United Way of St. Joseph County e-cimpact home page. The left sidebar contains a navigation menu with the following sections: Center for the Homeless, Apply / Report, and Resource Center. The 'Apply / Report' section is expanded, showing links for 'Request Grant Application', 'Community Investment', '2016-2019', 'Year 2 2016-2019 Reporting', 'Historical Processes', and 'Program Profiles'. A red arrow points to the 'Request Grant Application' link. The main content area displays 'Open Process Request History' with a table showing a request for 'Community Investment - 2016-2019 - Program Solutions 2018 LOI' with a status of 'Approved'. Below this is a calendar for February 2019 and a section for 'Apply / Report' with a link for 'Community Investment - 2016-2019 Year 2 2016-2019 Reporting'.

- 3) Choose 2019-2022 Grant Application and hit Continue.



The screenshot shows the 'Request Grant Application' page. The left sidebar is the same as the previous screenshot. The main content area has a heading 'Please review the list of currently available Grant Applications below.' and a sub-heading 'Select a grant from the list to request an application. Some grants may require pre-qualification information be provided.' Below this is a list of grant applications. The first application is 'Community Investment' with a radio button. The second application is '2019-2022' with a radio button. A red arrow points to the '2019-2022' radio button. At the bottom right of the main content area is a green 'Continue' button.

4) On the next screen choose “Complete Registration.”

United Way of St. Joseph County (IN): Center for the Homeless - Microsoft Edge

https://agency.e-cimpact.com/home.aspx?token=1

Hello, Lani Vivirito [Change Password](#) [My User Profile](#) [Signout](#) Session Time Remaining: 1:57:08 | Font Size: [A](#) [A](#) [A](#)

United Way of St. Joseph County  **OF COMMUNITIES.** MOBILIZING THE CARING POWER OF COMMUNITIES. SELECT IN THE COMMUNITY. CHAMPION THE CAUSE. GIVE YOUR TIME. 

Center for the Homeless

- [Home](#)
- [Agency Profile](#)
- [Contacts](#)
- [Statements](#)
- [Program Profiles](#)

Apply / Report

- [Request Grant Application](#)
- Community Investment**
 - 2016-2019
 - [Year 2 2016-2019 Reporting](#)
- [Historical Processes](#)

Resource Center


- [Program Solutions Grant](#)

Review and Complete Registration

Review and submit your request. Review the information below, then click "Complete Registration".

Request For Participation In: **2019-2022 Grant Application**

[Previous](#) [Complete Registration](#)





5) Next screen, choose “Continue

United Way of St. Joseph County (IN): Center for the Homeless - Microsoft Edge

https://agency.e-cimpact.com/home.aspx?token=1

Hello, Lani Vivirito [Change Password](#) [My User Profile](#) [Signout](#) Session Time Remaining: 1:54:37 | Font Size: [A](#) [A](#) [A](#)

United Way of St. Joseph County  **OF COMMUNITIES.** MOBILIZING THE CARING POWER OF COMMUNITIES. SELECT IN THE COMMUNITY. CHAMPION THE CAUSE. GIVE YOUR TIME. 

Center for the Homeless


- [Home](#)
- [Agency Profile](#)
- [Contacts](#)
- [Statements](#)
- [Program Profiles](#)

Apply / Report

- [Request Grant Application](#)
- Community Investment**
 - 2016-2019
 - [Year 2 2016-2019 Reporting](#)
 - [2019-2022](#)
 - [2019-2022 Grant Application](#)
- [Historical Processes](#)

[Printer Friendly Version of This Page](#)

Confirmation

 Thank you, your request has been submitted. An e-mail confirmation has been sent to you.

Agency Name: **Center for the Homeless**


Request For Participation In: **2019-2022 Grant Application**

Successfully Submitted On: 2/19/2019 11:06:48 AM

Status: **Approved**

Confirmation Number: 249605

[Continue](#)



- 6) From this screen, you will choose existing programs and assign them, or create a new program to assign:

United Way of St. Joseph County (IN): Center for the Homeless - Microsoft Edge

https://agency.e-cimpact.com/home.aspx?token=1

Hello, Lani Vivirito Change Password My User Profile Signout Session Time Remaining: 1:53:37 | Font Size: A A

United Way of St. Joseph County

United Way

Center for the Homeless

Community Investment

2019-2022 - 2019-2022 Grant Application

Center for the Homeless

Assign Programs to this Application

Select a Program:

Assign Selected Program to the Form Packet

Create a New Program and Assign it to this Form Packet

Registration Status

Not Started In Progress Ready To Submit Submitted

View Printable Version of this Entire Application

Item (* Indicates Required Item)	Last Updated	Status	Options
Center for the Homeless		Not Started	

Agency Information*

Not Started

EXISTING PROGRAMS:

- 1) Choose the existing program from the drop down menu and select "Assign Selected Program to the Form Packet."

NEW PROGRAMS:

- 1) Choose "Create a New Program and Assign to this Form Packet." Name program, assign to an Impact Area, and provide a description and contact.
- 2) Save and Complete your Registration.

United Way of St. Joseph County (IN): Center for the Homeless - Microsoft Edge

https://agency.e-cimpact.com/home.aspx?token=1

Hello, Lani Vivirito Change Password My User Profile Signout Session Time Remaining: 1:36:47

Center for the Homeless

Home

Agency Profile

Contacts

Statements

Program Profiles

Apply / Report

Request Grant Application

Community Investment

2016-2019

Year 2 2016-2019 Reporting

2019-2022

2019-2022 Grant Application

Historical Processes

Resource Center

Program Solutions Grant Application (1)

Program Solutions Evaluation Form (1)

Program Registration

Fields marked with an * are required fields.

Program Information

Program Name*: Sample Program

Limit up to 150 characters (14 used).

Impact Area: Crisis Needs

Description:

Limit up to 1500 characters (0 used).

Program Primary Contact:

Save/Complete Registration

Cancel and Return to Previous Page

ALL PROGRAMS:

Complete the required information for each program.

- Pink bars will indicate no progress
- Orange bars to indicate work saved
- Yellow bars indicate completed sections

ALWAYS SAVE YOUR PROGRESS IN THIS SYSTEM OR IT WILL BE LOST!

Section 1: Program Overview

Provide requested information regarding program, funding request, number served, and project partners. If a site tour is requested (optional and not included in overall evaluation) be sure to indicate in this section.

A Question Mark is located next to Amount Requested. When hovered over, information regarding prior yearly award amounts (average, low, high) is provided. This request should reflect the total amount requested for the four year grant period. If the amount is different each year, provide that information in the *Budget Narrative*. Awarded Critical Needs programs will be renewable for years 3 and 4 of funding upon successful completion and outcomes after Years 1 and 2. Your overall Amount Requested should reflect that of a four year program.

Section 2: 2019-2022 Outcome Alignment

Select the Goal this program works towards (Early Learning, Youth Success, Stable Families, Crisis Needs)

United Way of St. Joseph County (IN): Center for the Homeless - Microsoft Edge

https://agency.e-cimcompact.com/home.aspx?token=1

Hello, Lani Vivirito Change Password My User Profile Signout

Session Time Remaining: 1:30:43 | Font Size: A A A

Contacts
Statements
Program Profiles

Apply / Report

Request Grant Application

Community Investment

2016-2019
Year 2 2016-2019 Reporting
2019-2022
2019-2022 Grant Application
Historical Processes

Resource Center

Program Solutions Grant Application (1)
Program Solutions Evaluation Form (1)
Emerging Solutions Application Instructions (1)
Emerging Solutions Application

Form Status: In Progress

2019-2022 Outcome Alignment [View Diagram](#)

Please complete the following tasks.
Requirements:
• **Community Outcomes:** Minimum of 1 required. Please enter 1.

Goal

[Select a New Goal](#)

Community Outcomes

[View Diagram](#) [Return to Overview Page](#) [View Printable Version](#)

Select the Outcome Statement this program works towards

The screenshot shows a web application interface for the United Way of St. Joseph County (IN) Center for the Homeless. The browser is Microsoft Edge, and the URL is https://agency.e-cimpact.com/home.aspx?token=1. The user is logged in as Lani Vivirito. The interface has a sidebar with navigation links: Contacts, Statements, Program Profiles, Apply / Report, Request Grant Application, Community Investment (2016-2019, Year 2 2016-2019 Reporting, 2019-2022, 2019-2022 Grant Application), Historical Processes, and Resource Center (Program Solutions Grant Application (1), Program Solutions Evaluation Form (1), Emerging Solutions Application Instructions (1), Emerging Solutions Application). The main content area is titled 'Form Status: In Progress' and '2019-2022 Outcome Alignment'. It contains a yellow box with a warning icon and text: 'Please complete the following tasks. Requirements: • Community Outcomes: Minimum of 1 required. Please enter 1.' Below this is a 'Goal' section with the text 'Crisis Needs' and 'Edit' and 'Delete' buttons. The 'Community Outcomes' section has a link 'Select a New Outcome Statement'. There are also links for 'View Diagram', 'Return to Overview Page', and 'View Printable Version'.

The screenshot shows a dialog box titled 'Community Outcomes > Select New'. It has a 'Close This Window' button in the top right corner. The 'Outcome Statement:' section has a radio button selected for 'Emergency needs are met'. Below this is a 'Save My Work and Continue' button. A yellow box contains the following text: 'Emergency needs are met' followed by a bulleted list: '• Verification of program staff meeting all background or training requirements to operate program*', '• Verification of all programs meeting health/fire/safety codes as related to program*', '• Program staff trained in ACEs*', '• Program staff participate in ongoing professional development*', '• #/% of families/individuals who have improved their housing situation to permanent housing', '• #/% of clients who increased self-sufficiency while participating in emergency services*', '• #/% of clients utilizing additional community resources*', '• #/% of clients stabilized who improved their health outcomes once emergency needs were met*', '• #/% of clients served who meet at least one individual goal while participating in emergency needs services (if applicable to case management)', '• #/% of clients served who decreased the frequency of emergency needs*', '• # of individuals whose emergency shelter needs were met*', '• # of individuals whose emergency food needs were met*', '• # of individuals whose emergency crisis intervention needs were met*', and '• # of families receiving a Community Health Packet'.

Assign Quantity, Quality, Results, and Systems Improvement measures as Required/Applicable.

United Way of St. Joseph County (IN): Center for the Homeless - Microsoft Edge

https://agency.e-cimpact.com/home.aspx?token=1

Hello, Lani Vivirito

Change Password My User Profile Logout

Session Time Remaining: 1:23:48 | Font Size: A

Contacts

Statements

Program Profiles

Apply / Report

Request Grant Application

Community Investment

2016-2019

Year 2 2016-2019 Reporting

2019-2022

2019-2022 Grant Application

Historical Processes

Resource Center

Program Solutions Grant Application (1)

Program Solutions Evaluation Form (1)

Emerging Solutions Application Instructions (1)

Emerging Solutions Application

Requirements:

- Quantities:** Minimum of 1 required. Please enter 1.
- Qualities:** Minimum of 1 required. Please enter 1.
- Results:** Minimum of 1 required. Please enter 1.

Outcome Statement: Emergency needs are met

Quantities

Select a New Quantity

Qualities

Select a New Quality

Results

Select a New Results

System Improvements

There are not any remaining System Improvements available to select.

View Diagram

Edit Delete

View Printable Version

12:37 PM 2/19/2019

Any outcomes greyed with a checkmark are required and have been chosen for you. Any unmarked box is optional if it is applicable to your program. If any required outcomes may be difficult to address in your program, please note in the Narrative portion of the application.

United Way of St. Joseph County (IN): Center for the Homeless - Microsoft Edge

https://agency.e-cimpact.com/home.aspx?token=1

Hello, Lani Vivirito

Change Password My User Profile Logout

Session Time Remaining: 1:22:51 | Font Size: A

Contacts

Statements

Program Profiles

Apply / Report

Request Grant Application

Community Investment

2016-2019

Year 2 2016-2019 Reporting

2019-2022

2019-2022 Grant Application

Historical Processes

Resource Center

Program Solutions Grant Application (1)

Program Solutions Evaluation Form (1)

Emerging Solutions Application Instructions (1)

Emerging Solutions Application

Community Outcomes > Quantities > Select New

Outcome Statement: Emergency needs are met

Please select one or more Quantities from the list below.

Quantity:

- ☒ # of individuals whose emergency shelter needs were met*
- ☒ # of individuals whose emergency food needs were met*
- ☒ # of individuals whose emergency crisis intervention needs were met*
- ☐ # of families receiving a Community Health Packet

Save My Work and Return to Previous Page

Cancel and Return to Previous Page

View Diagram

Edit Delete

View Printable Version

12:38 PM 2/19/2019

Section 3: Narratives

Complete the required narratives.

Section 4: Budget

Using the provided program budget, please provide the appropriate numbers for the listed incomes and expenses as they relate directly to the program.

Section 5: Budget Narrative

Provide any narrative needed to explain budget numbers provided.

Section 6: Attachments

Required: Agency Budget and Form 990/Most Recent Audit all in PDF format

Optional: Two letters of support, Agency Policy Handbook all in PDF format

United Way of St. Joseph County (IN): Center for the Homeless - Microsoft Edge

https://agency.e-cimpact.com/home.aspx?token=1

Hello, Lani Vivirito Change Password My User Profile Signout Session Time Remaining: 1:17:46 | Font Size: A A

Items marked with an * are required.

Grant Application Attachments

Description	File	Last Modified	Action
Agency Budget*	<input type="text"/> Browse...		
Accepted file types: pdf			
Form 990 and Most Recent Audit*	<input type="text"/> Browse...		
Accepted file types: pdf			
Board Roster Optional: Provide a Roster for your Board of Directors, including names, leadership positions, and employers	<input type="text"/> Browse...		
Accepted file types: pdf			
Letter of Support 1 Optional: Provide a letter of support from a community entity to share with the Panel	<input type="text"/> Browse...		
Accepted file types: pdf			
Letter of Support 2 Optional: Provide a letter of support from a community entity for the Panel	<input type="text"/> Browse...		
Accepted file types: pdf			
Agency Policy Handbook Optional: Provide your Agency Policy Handbook for the Panel	<input type="text"/> Browse...		
Accepted file types: pdf			

[Save/Upload Attachment\(s\)](#)

[Save/Upload Attachment\(s\) and Return to Previous Page](#)

[Return to Overview Page](#)

Once all sections of all programs are completed and all bars are turned to yellow, a red submit button will appear above the list of programs. Submit your final application prior to 5pm EST on March 29th.