

HOW TO  
**FILL OUT  
THE UNITED  
WAY  
APPLICATION**





## Applying for Brookings Area United Way Funding

1. Visit the E-Cimpact partner portal here: <https://agency.e-cimpact.com/login.aspx?org=1102204>
2. To log-in, please use your username and password. If you do not know your username or password, please email [anne@brookingsunitedway.org](mailto:anne@brookingsunitedway.org)
3. The Brookings Area United Way funding application is under “Apply/Report” – find the corresponding year (in the example it is 2023) – and select “BAUW Application” ... This is circled in green in the below example. The red circle is showing this is your account at the top.

**Brookings Area United Way**

2023 - Application

\*Test Existing Agency\*

This is the funding application for Brookings Area United Way.

For City of Brookings Funding, there will be a separate application. Do not apply for United Way funds with a city-specific program. If you have any questions, please call 605-692-4979 to talk with the BAUW Office.

Note: If you already have received funding in the past for a program, you do NOT need to create a new program for it - if you do not see your program and it is not in the drop down list does not include your program, please call our office at 605-692-4979 before creating a new one.

Thank you for your interest in applying for funds from Brookings Area United Way (BAUW). Board Members find this to be one of the most satisfying parts of their involvement with United Way - investing in the success of our partners and learning more about the wonderful programs you provide to meet the critical human needs in our community.

If this is a program seeking funds from the city, this will be a separate application, within E-Cimpact. This application is for those seeking BAUW funding only.

- Programs seeking funding \$5,000 or under will be asked to complete the **Program Application - Short Forms only**.
- Programs seeking funding of \$5,001 or greater will be asked to complete both the **Program Application - Short and Long Forms**.

You will notice that we are asking Programs to clearly identify the outcomes of the program for which you are seeking funding. BAUW focuses on measuring program results and sharing our priorities with the community more effectively. We have a set of 3 priority funding areas and will be making investments in programs which address these priorities. The application will ask you to identify which priority area you feel your program fits - if you have questions regarding these priorities, please contact our office at 605-692-4979.

Donations to the Brookings Area United Way are distributed exclusively to Brookings Area United Way Partner Agencies selected by our board of directors. Our local leaders agree that Brookings Area United Way shall not fund agencies or requests that could be detrimental to the community as a whole due to their controversial nature. It is essential that local groups and individuals recognize that United Way funds are designed to focus on advancing the common good and not to promote political issues including but not limited to the pro-life / pro-choice debate.

I look forward to working with each of you during this process. If at any time, you find you have questions, please do not hesitate to contact me. Thank you again for your interest in partnering with United Way in meeting the needs of thousands of individuals in Brookings County. Your work in this area is deeply appreciated.

Heidi Gullickson  
Executive Director

Each section listed below must be completed. To access a section, simply **click on the section name**. You may save your work at anytime by clicking on the link at the bottom of the section page **Save My Work**.

When you are satisfied with your responses on the section, mark it completed by clicking on the **Save My Work and Mark Completed** at the bottom of each section page.

a.

4. Once you select “BAUW Application” under Apply/Report – Brookings Area United Way - \*Corresponding Year\*, it will take you to the screen below.

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When you are satisfied with your responses on the section, mark it completed by clicking on the **Save My Work and Mark Completed** at the bottom of each section page.

When all sections of the application have been marked completed, the application may be submitted. Applications must be submitted no later than **November 20, 2022 at 11:59 PM**. Late applications will not be accepted and may impact your funding.

**Assign Programs to this Application**

At least one program is required for this application for funding.

To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program'.

Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add New program profile page. Do not create duplicate programs.

Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.

When the program is approved for participation, you will receive an email notifying you all of the forms for that program are available to complete and submit.

Select a Program:

[Assign Selected Program to the Form Profile](#)

[Create a New Program and Assign it to this Form Profile](#)

**Application Status**

Not Started **In Progress** Ready to Submit Submitted

Item (*) indicates Required Item	Last Updated	Status	Options
*Test Existing Agency*	11/21/2022 9:03 AM (CST)	In Progress	<a href="#">Edit</a>

a.

5. Important notes on this page – please use the image below as instruction:

Each section listed below must be completed. To access a section, simply **click on the section name**. You may save your work at anytime by clicking on the link at the bottom of the section page. [Save My Work](#).

When you are satisfied with your responses on the section, mark it completed by clicking on the [Save My Work and Mark Completed](#) at the bottom of each section page.

When all sections of the application have been marked completed, the application may be submitted. Applications must be submitted no later than **November 23, 2022 at 11:45 PM**. Late applications will not be accepted and may impact your funding.

### Assign Programs to this Application

At least one program is required for this application for funding.

To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program'.

Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs.

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Select a Program:

[Assign Selected Program to the Form Packet](#)

[Create a New Program and Assign it to this Form Packet](#)

### Application Status

Not Started In Progress Ready To Submit Submitted

Item (*) indicates Required Item	Last Updated	Status	Options
★ "Test Existing Agency"	11/21/2022 9:03 AM (CST)	In Progress	
Agency Information*	Anne Funderburg 11/21/2022 9:03 AM (CST)	In Progress	
Patron Act Compliance*		Not Started	
Memorandum of Understanding Agreement*		Not Started	
Supplemental Documents		Not Started	
★ "Test Program"		Not Started	<input checked="" type="checkbox"/> Include? <a href="#">...</a>
SHORT APPLICATION - Program Information*		Not Started	
--What a Contribution Buy?		Not Started	
--Historical Comparison of Client Characteristics*		Not Started	
--Program Budget*		Not Started	
1 photos of your program in action		Not Started	
★ "Test Program2"		Not Started	<input checked="" type="checkbox"/> Include? <a href="#">...</a>
SHORT APPLICATION - Program Information*		Not Started	
--What a Contribution Buy?		Not Started	
--Historical Comparison of Client Characteristics*		Not Started	
--Program Budget*		Not Started	
1 photos of your program in action		Not Started	

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- Circled in **RED**: Please stay away from this feature – there is no reason to select a program, assign the selected or create a new program and assign it.
  - If you can't find your program, want to create a new one, or have a program question - please call 605-692-4979 and ask for Anne or email [anne@brookingsunitedway.org](mailto:anne@brookingsunitedway.org)
- Circled in **GREEN**: Your agency information application and program information applications will be in this screen. To find this screen, all you have to do is scroll down once you click on the Brookings Area United Way application.
  - Here, I will have linked the typical programs you apply for. Please go through each underlined section in each of the different sections.
    - This example has one agency and three programs
      - The agency is called "Test Existing Agency"
      - The Programs are called "Test Program", "Test Program2", and "ABC"
      - You will need to complete every section that says "Not Started" next to it
    - Once you start filling out the application, you will see "Not Started" next to each section change too...
      - In Progress – This means you have started that particular section. In progress will change to...
      - Completed / Ready to Submit – Everything has been filled out fully and it is ready to submit
      - Once you reach "Completed / Ready to Submit" for each section, you can select "Save My Work and Mark as Completed" at the bottom of the form

- i. Once each section goes from “Not Started” to “Completed / Ready to Submit”, you will have the option to submit your application. You will enter your name and email and then submit.
6. You can find your last year’s application under Brookings Area United Way - \*Current past year\* - Application
  - a. You can use this as a guide for your current application.

#### Frequently Asked Questions:

1. What if I want to create a new program for funding, change the name, combine programs, don’t see my program, etc?
  - a. Please email [anne@brookingsunitedway.org](mailto:anne@brookingsunitedway.org) or call the office and ask for Anne at 605-692-4979
2. If I am going to increase my funding ask from something under \$5,000 to over \$5,000 – should I mention that to a BAUW staff before I start my application?
  - a. Yes, please call the office or email [anne@brookingsunitedway.org](mailto:anne@brookingsunitedway.org) . Any funding under \$5,000 fills out the short application, while funding requests over \$5,000 fill out the long application. You will have to re-fill out the application if you change your funding request between thresholds.
3. If I am going to decrease my funding ask from something \$5,000 or over to something \$5,000 or less – should I mention that to a BAUW staff before I start my application?
  - a. Yes, please call the office or email [anne@brookingsunitedway.org](mailto:anne@brookingsunitedway.org) . Any funding under \$5,000 fills out the short application, while funding requests over \$5,000 fill out the long application. You will have to re-fill out the application if you change your funding request between thresholds.
4. What if I don’t know my username and password?
  - a. Please email [anne@brookingsunitedway.org](mailto:anne@brookingsunitedway.org) or call the office and ask for Anne at 605-692-4979
5. What are ACEs?
  - a. Please visit the CDC here: <https://www.cdc.gov/violenceprevention/aces/index.html>
  - b. Brookings, SD is the first resilient community in South Dakota. One of the reasons we are is because we are working to prevent ACEs and create a better future for the next generation by putting the proper pillars in place. Each of our organizations play a role in this and are asking you to explain how you see your impact in preventing ACEs.
6. Do we need a media release for each person in the picture provided?
  - a. Yes.
7. What is the question “Collaborations & Partnerships” talking about?
  - a. This is asking you to talk about who you work with in the community on a regular basis (you don’t have to get into the partnerships you have with organizations once or twice a year – we are asking for regular basis collaborations) ...Other funded partners, local businesses, government agencies. Etc.