HOW TO
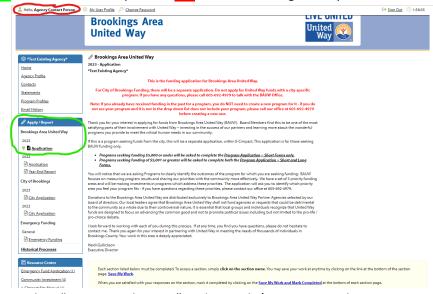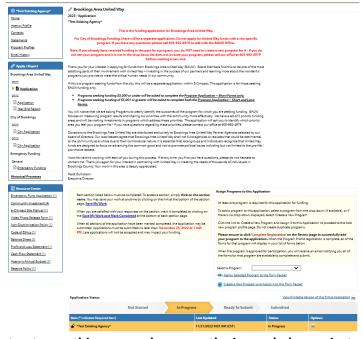# FILL OUT THE UNITED WAY APPLICATION

United Way
BROOKINGS AREA UNITED WAY

Applying for Brookings Area United Way Funding

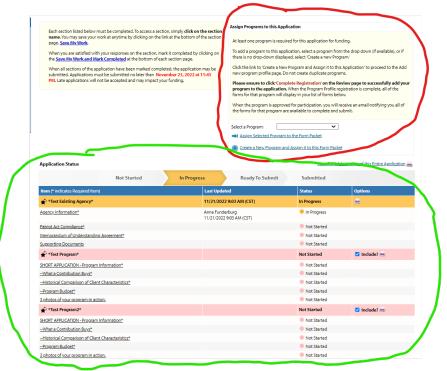Visit the E-Cimpact partner portal here: https://agency.e-cimpact.com/login.aspx?org=1102204

1. To log-in, please use your username and password. If you do not know your username or password, please email aunna@brookingsunitedway.org

2. 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 <mark>green</mark> in the below example. The <mark>red</mark> circle is showing this is your account at the top.

a.

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

a.

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

a.
b. 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.
    i. 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 Aunna or email aunna@brookingsunitedway.org
c. 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.
    i. Here, I will have linked the typical programs you apply for. Please go through each underlined section in each of the different sections.
        1. This example has one agency and three programs
            a. The agency is called "Test Existing Agency"
            b. The Programs are called "Test Program", "Test Program2", and "ABC"
            c. You will need to complete every section that says "Not Started" next to it
        2. Once you start filling out the application, you will see "Not Started" next to each section change too…
            a. In Progress – This means you have started that particular section. In progress will change to…
            b. Completed / Ready to Submit – Everything has been filled out fully and it is ready to submit
            c. 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.

5. 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 aunna@brookingsunitedway.org or call the office and ask for Aunna 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 aunna@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 aunna@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 aunna@brookingsunitedway.org or call the office and ask for Aunna 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.