

Online 2025-2028 Application Guide

Introduction

Welcome to the Online 2025-2028 Application Guide. In this document, you'll find tips, tricks, and definitions related to the submission of this application.

All necessary documents, including attachments, will be done through our online portal.

The application is broken down into 4 parts to submit:

- Part 1: Agency Information & Program Information
- Part 2: Bold Goal, Target Population, Program funding, Outcomes and Outcome Measurement (if required)
- Part 3: Collaborative Partners and Policy acknowledgements*
- Part 4: Financial Statements and Financial Narrative Questions*

If the Fiscal Agent is not the same as the Lead Organization, the Fiscal Agent must also complete Parts 3 & 4.

The applicant must complete and submit all four sections for each program by the established due date.

Create an Account and Login Process

- [LOGIN HERE](#) (If you already have a user name and password)
- [CREATE AN ACCOUNT](#) (New users only – an email will be sent to you)
- [RESET YOUR PASSWORD](#) (if your email has been used previously, you can reset your password)
- [LOGOUT](#) (Be sure to log out once you have saved your draft or submitted your application)

How to Access the Application

To access the online application, go to <https://www.uwgcv.org/funding> and click on '2025-2028 Grant Application'



Accessing the Application After Creating An Account

Go to <https://www.uwgcv.org/> and click "Log In" in the upper right-hand corner. See screenshot below.



It will prompt you to this page and click on '2025-2025 Grant Application'

Click to access:

. 2025-2028 Grant Application

. Annual Progress Report

You must be logged in to access and see the contents of the application and each part. Depending on your settings, your password may not save correctly and you will have to reset your password each time that you log in. This issue is typically found with larger organizations with strict security settings.

Working on Submissions:

If more than one person will be working on a single submission, it will be necessary to share the login credentials. Two people should not work on the application simultaneously as inputted data will not save correctly. **The CEO will need to have this login information to sign off on Parts 2, 3, and 4.**

To access saved documents

You will be able to save drafts and access them later by clicking the "Save Draft" button at the bottom of the page.



To access your saved draft, scroll to the bottom of the page of the Part that you wish to access and click on "View your pending drafts" button.

You have pending drafts for this webform [View your pending drafts.](#)

Contact Definitions

- *Chief Executive Officer (e.g., CEO, President, Director, etc.)* – Leader of the entire organization may or may not be located in the Chippewa Valley.
- *Fiscal Agent* – A person or organization that acts on behalf of another party, performing various financial duties. This may involve financial management responsibilities such as receiving and disbursing funds, producing financial reports, handling tax returns, and performing various other financial-related tasks. The fiscal agent will be responsible for grant-related financial reporting to UWGCV. A Memorandum of Agreement (MOA) is required to be submitted to UWGCV for this type of partnership.
- *Fiscal Partner* – A collaborative partnership where there is a financial arrangement (e.g., two or more organizations share grant dollars to support clients). A Memorandum of Agreement (MOA) is required to be submitted to UWGCV for this type of partnership.
- *Lead Organization* – Organization/Agency applying for United Way of the Greater Chippewa Valley funding.
- *Local Office Information* – Location of local office in the Chippewa Valley, can also be the same as the main office.

- *Local Contact Person* – Makes decisions in the Chippewa Valley about the organization/funded program.
- *Main Office Information* – Location of organization’s headquarters, may or may not be in the Chippewa Valley.
- *Program Contact* – Contact person for the program applying for United Way of the Greater Chippewa Valley funding.

ALICE Guidelines

For the 2025-2028 Grant Application, use data from the 2023 ALICE Report as indicated in the 2025-2028 RFP. The 2024 ALICE Report was released after the release of the 2025-2028 RFP. More info about the 2023 ALICE Report can be found here: <https://www.uwgcv.org/meet-alice>.

Outcomes and Indicators

Having all programs measure outcomes in the same manner is important for data collection. For the purposes of completing the application, please use the following definitions and processes when reporting on each outcome and indicators to be measured.

Projected Number Served – Number of people that will be served in the program

Projected Number Measured – Number of people being measured for Outcome Indicators. Number may/may not be the same as Projected Number Served. Not all programs are able to measure the projected number served due to response rates of measurement tool(s).

Projected Results – *The number* of people that will achieve the indicator based on the number of people measured through the measurement tool (survey, questionnaire, case notes etc.)

Collection method – How the program collects data, when, with what frequency, who is responsible, etc.

Instrument –The measurement tool used to collect data. Can be a specific survey, pre and post test. case notes, etc.

Program Outcome: Increase positive supports to effectively promote and achieve mental wellbeing.

Projected Number Served*

Projected Number Measured*

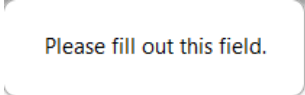
Outcome Indicators

a. # and % of individuals who engage in at least one healthy supportive relationship

Projected Results		Outcome Measurement	
Number*	Percent*	Collection Method*	Instrument*
<input type="text" value="10"/>	<input type="text" value="1"/> %	<input type="text" value="Lorem ipsum dolor"/>	<input type="text" value="Lorem ipsum dolor"/>

Filling in the Application

If a textbox or field is marked by an asterisk *, it is required. You cannot submit a Part or toggle through Part 2 without filling in fields or textboxes with an asterisk *. If you have submitted a Part without filling a field or textbox marked with an asterisk *, you will receive this error:



Please fill out this field.

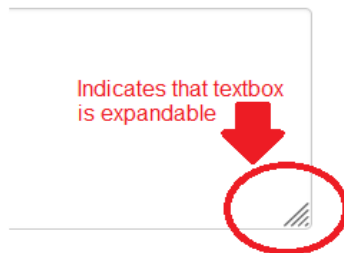
It will show you which textbox or field is not filled.

Yes/No Questions

Some questions will be Yes/No. Depending on if you click Yes or No, a textbox will appear and prompt you to provide additional detail pertaining to the question.

Textbox Expansion

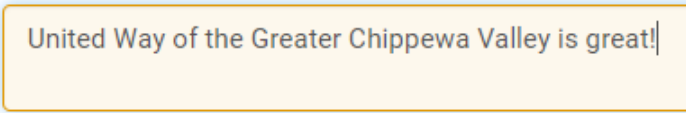
Textboxes marked with dashes in the right-hand corner can expand vertically.



Word Count

Word Counts will automatically be calculated as you write-in your response(s).

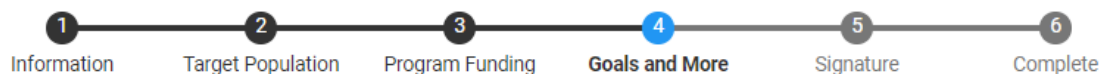
Max: 600 words



United Way of the Greater Chippewa Valley is great!

591 word(s) remaining

For Part 2, you will need to type in 10 words to move into to toggle through each section.



Attachments Required

Part 1: Board & Agency Charts—Created by applicant

Part 2: Program Budget—Use form provided in application

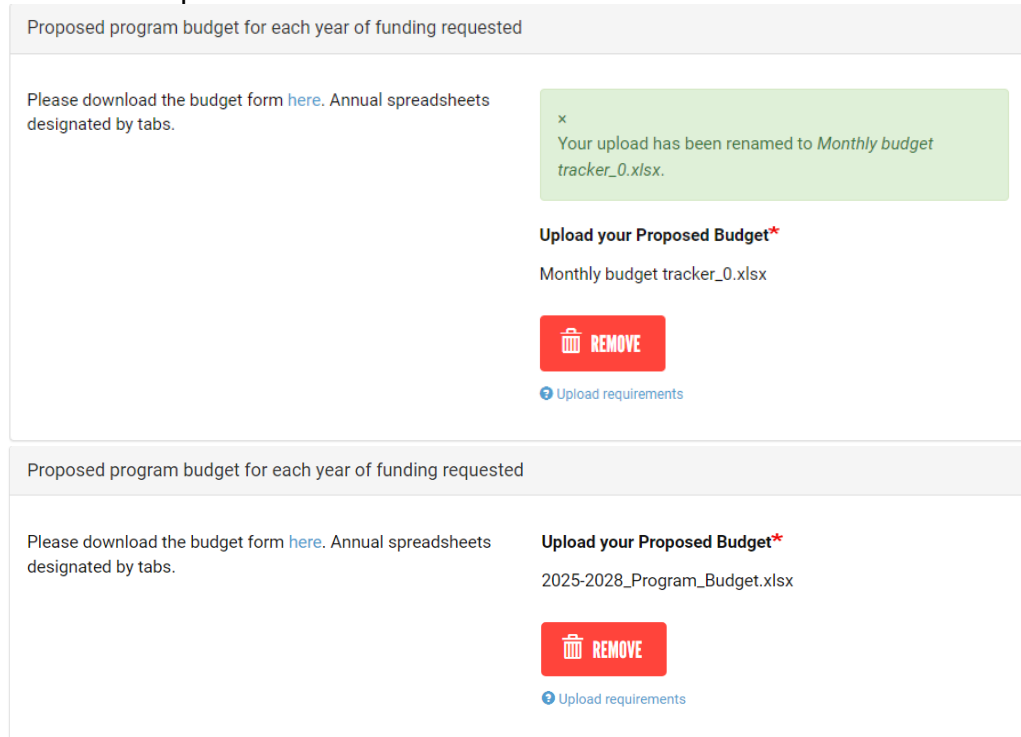
Part 3: Collaborative Partner Signature Page—Use form provided in application

Memorandum of Agreement (MOA)—Created by applicant

Part 4: Financials Statements—Upload documents owned or created by applicant

Uploading Attachments

When uploading attachments, ensure the document is attached successfully otherwise you will potentially lose the information you input. See screenshots below of examples of a successful attachment upload are:




Proposed program budget for each year of funding requested

Please download the budget form [here](#). Annual spreadsheets designated by tabs.

×
Your upload has been renamed to *Monthly budget tracker_0.xlsx*.

Upload your Proposed Budget*
Monthly budget tracker_0.xlsx


 REMOVE

[Upload requirements](#)

Proposed program budget for each year of funding requested

Please download the budget form [here](#). Annual spreadsheets designated by tabs.

Upload your Proposed Budget*
2025-2028_Program_Budget.xlsx

 REMOVE

[Upload requirements](#)

Time-Out for Web Page

The web page will time-out after 24 hours. However, please be sure to **SAVE DRAFT** before it times outs.

Getting Locked Out of Your Account

You will be locked out of your account after you attempt to login after 5 tries. The web page will then ask for you to reset your password. Please follow the instructions on the page to proceed in resetting your password.

Submission

The CEO signs Parts 2, 3, and 4 indicating that they have confirmed the information. You will receive a **confirmation email**, after the submission of each part, from Isabella Hong—Community Impact Director. If you submitted attachments for Parts 3 and 4, you will also receive a copy of the attachments along with your submission. ****Be sure to make and retain a copy of your application (including all parts and attachments).****

If you have questions, please call the UWGCV office at 715-834-5043 or email:

- Health at health@uwgcv.org
- Education at education@uwgcv.org
- Basic Needs at basicneeds@uwgcv.org
- Financial Stability or Microgrant at financialstability@uwgcv.org