



United Way of Greenville County

Strategic Partners

Notice of Funding Opportunity 2017 - 2020

Application Instructions

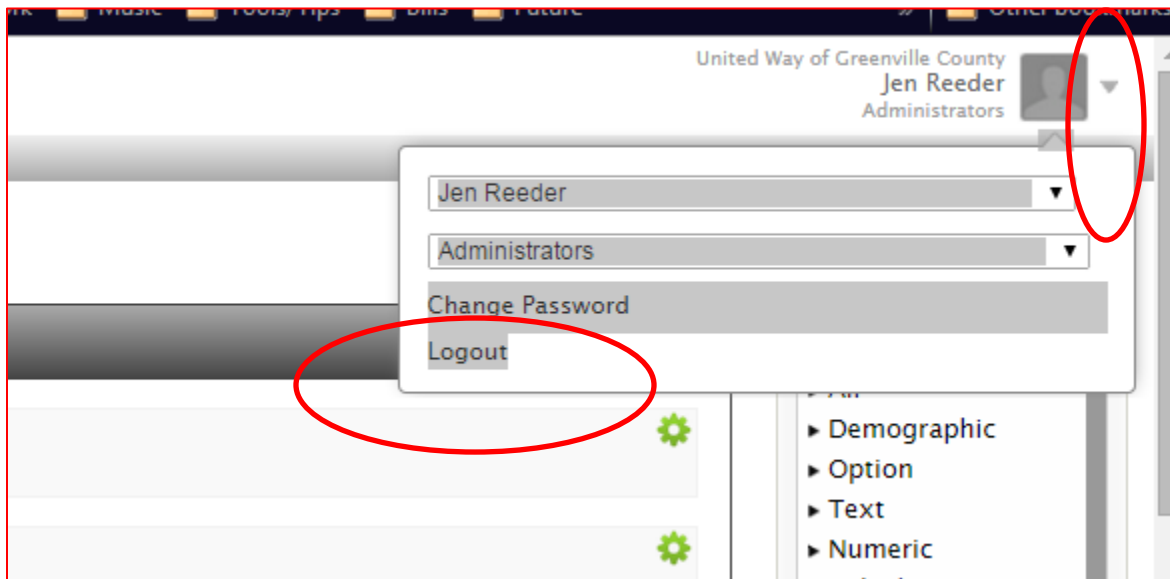
September 9, 2016

ATTENTION!!!

If you currently have an Apricot user account, log out of your Apricot account before beginning the Prequalification process.

How to Logout

In the upper right-hand corner of your screen click the triangle/arrow to open the drop-down menu. Click **“Logout”**.



HOW TO COMPLETE THE PREQUALIFICATION APPLICATION

Please read all the instructions before starting the application process.

Recommended Browsers

In order for the features to function properly, please complete the application using a PC. **The preferred browsers are Google Chrome and Mozilla Firefox.** **Do not use Internet Explorer.**

Begin Application Process

Please prepare the required materials in advance and then access the Strategic Partners 2017-2020 Full Application. If all materials are prepared in advance, you should expect the completion and submission of the Full Application to take approximately 30 minutes.

Required Documents and Information

You will need to upload the following documents:

- 1. End of year financial statements for fiscal year 2015. Financial statements should outline revenue, costs, and expenses.
- 2. Program Budget

*****ALL DOCUMENTS SHOULD BE IN .PDF FORMAT (up to 25Mb). *****

*****If your file is larger than 25Mb, please zip the file before uploading. *****

Please refer to pages 27 – 28 of the 2017 – 2020 Notice of Funding Opportunity. There you will find all the narrative requirements. It is suggested that you prepare your narratives in a **Microsoft Word document** in order to be able to cut and paste your text into the application. This will also enable you to see your word count.

You may access the application at our website

http://www.unitedwaygc.org/applying_for_united_way_funding.php by following these steps: Click “[click here](#)”.

United Way Application Process for 2017-2020 Funding Cycle

United Way of Greenville County announces the 2017-20 Notice of Funding Opportunity.

Social service agencies and organizations that provide services in one or more of the strategic focus areas of School Readiness, High School Graduation and Financial Stability are invited to apply for funding.

The funding cycle will begin on July 1, 2017, and end on June 30, 2020.

NOTICE OF FUNDING OPPORTUNITY 2017-20 | [Download](#)

PARTNER PROVIDER HANDBOOK 2017-20 | [Download](#)

FREQUENTLY ASKED QUESTIONS | [Download the FAQ](#)

FULL APPLICATION INSTRUCTIONS | [Download](#)

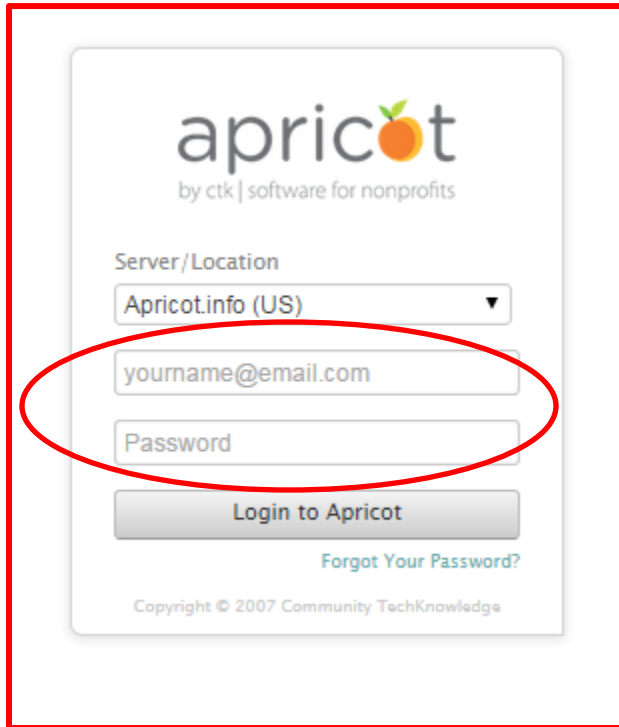
NOFO INFORMATION MEETING PRESENTATION | [Download](#)

[To start the full application process, click here.](#)

Questions should be submitted to Nalisha Henry (nhenry@unitedwaygc.org).

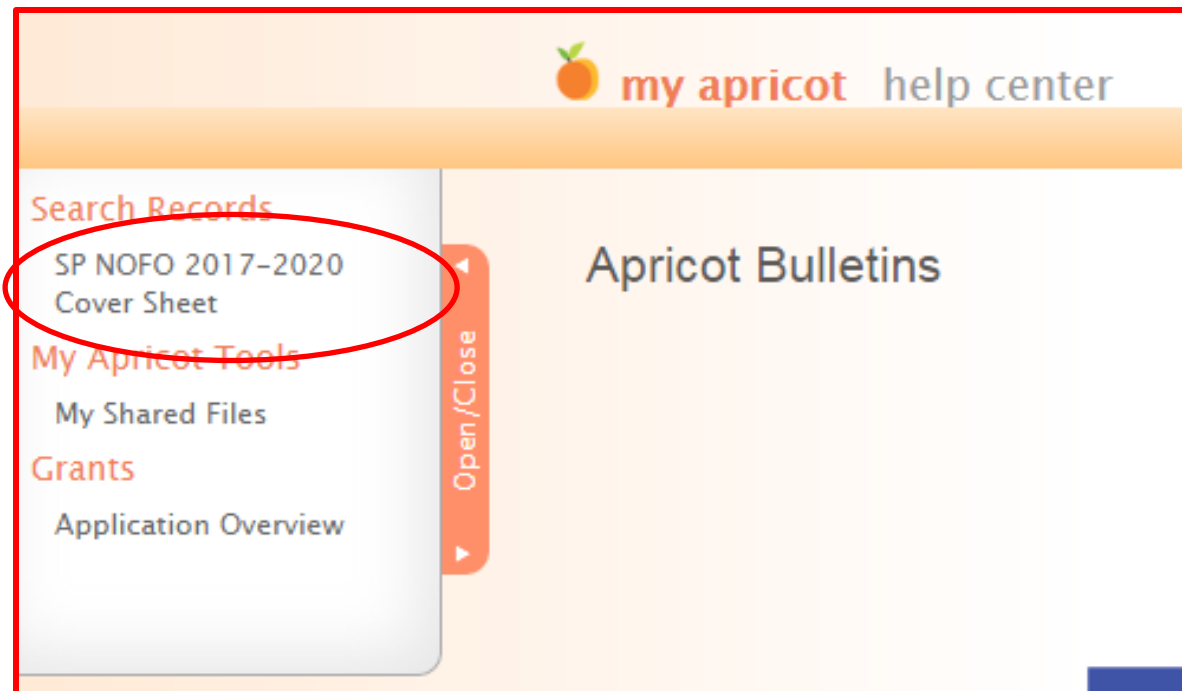
Login to Apricot

To log into Apricot type your username and password (**the same one that you created for the prequalification application**).



The image shows the Apricot login interface. At the top is the Apricot logo with the tagline "by ctk | software for nonprofits". Below the logo is a "Server/Location" dropdown menu set to "Apricot.info (US)". Underneath are two input fields: "youname@email.com" and "Password". A red oval highlights these two fields. Below the fields is a "Login to Apricot" button and a "Forgot Your Password?" link. At the bottom, it says "Copyright © 2007 Community TechKnowledge".

After you have logged in, the Apricot Bulletins will appear. Click on **“SP NOFO 2017-2020 Cover Sheet”**.



The image shows the Apricot dashboard. At the top right is the "my apricot help center" header. On the left is a sidebar menu with categories: "Search Records", "My Apricot Tools", and "Grants". Under "Search Records", the item "SP NOFO 2017-2020 Cover Sheet" is highlighted with a red oval. Under "My Apricot Tools" is "My Shared Files". Under "Grants" is "Application Overview". A vertical "Open/Close" button is on the right side of the sidebar. The main content area is titled "Apricot Bulletins".

How to complete your Strategic Partners 2017-2020 NOFO Application

The Cover Sheet screen displays the “SP NOFO 2017-2020 Cover Sheet Search”. Click on your organization’s name.

The screenshot shows the 'my apricot help center' interface. On the left is a navigation menu with options: Search Records, SP NOFO 2017-2020 Cover Sheet, My Apricot Tools, My Shared Files, Grants, and Application Overview. The main content area is titled 'SP NOFO 2017-2020 Cover Sheet' and contains a search section. The search results show one record for 'Not for Profit Test' with an EIN of 12-3456789, address 125 ABC Street, and contact John Smith. A red circle highlights the search results table.

Organization Name	EIN	Address Lookup	Organization Contact Name	Contact Person's
Not for Profit Test	12-3456789	125 ABC Street	John Smith	Executive Assistan

Document Folder

The document folder will display your contact information and the additional documents for completion.

The screenshot shows the 'SP NOFO 2017-2020 Cover Sheet Document Folder' interface. It displays contact information for 'Not for Profit Test' and a table of 'Additional Documents'. A red circle highlights the 'Create New' button at the bottom right.

Organization Name	Not for Profit Test
EIN	12-3456789
Address Lookup	125 ABC Street
Organization Contact Name	John Smith
Contact Person's Title	Executive Assistant
Contact Person's Phone	864-555-5556
Contact Person's Email	john@smith.org
Executive Director	Mr. ED
Executive Director's Phone	864-555-5555
Executive Director's Email	ed@nonprofit.org

Projected Funding Request (This is the annual request total.)	Name of Program	How many programs are you applying for?	Complete
\$0.00	Test	1	✓

Page 1 of 1 | 20 records per page

SP 2017-2020 NOFO Application

Create New

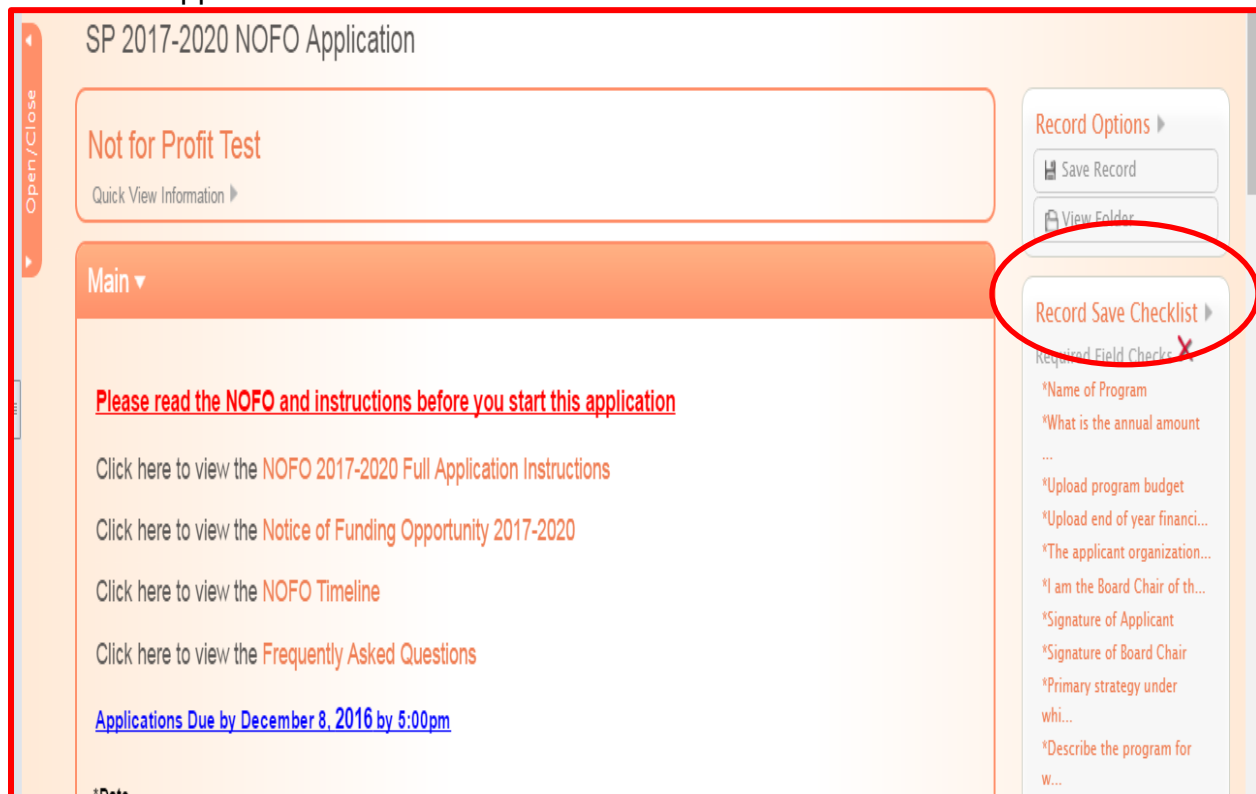
Click on the triangle/arrow next to “Actions” which will display “Create New”. Click on “Create New”.

Application Instructions

Required Fields

Many fields within the forms are marked with an (*) to indicate that the field is a required field. The application will not be complete and you will not be able to submit the application if any required fields are left blank.

On this screen there is a “**Record Save Checklist**” tool on the right, which informs you of the remaining required fields that need to be completed before you will be able to submit the application.



SP 2017-2020 NOFO Application

Not for Profit Test
Quick View Information ▶

Main ▾

Please read the NOFO and instructions before you start this application

[Click here to view the NOFO 2017-2020 Full Application Instructions](#)

[Click here to view the Notice of Funding Opportunity 2017-2020](#)

[Click here to view the NOFO Timeline](#)

[Click here to view the Frequently Asked Questions](#)

[Applications Due by December 8, 2016 by 5:00pm](#)

Record Options ▶

- Save Record
- View Folder

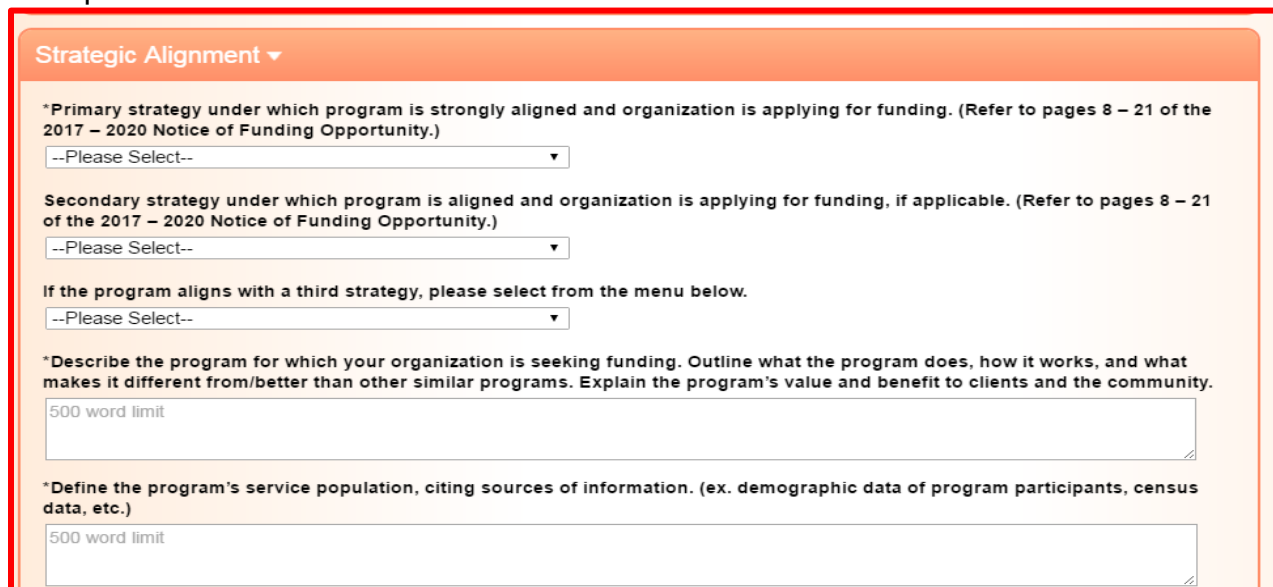
Record Save Checklist ▶

Required Field Checks X

- *Name of Program
- *What is the annual amount
- ...
- *Upload program budget
- *Upload end of year financi...
- *The applicant organization...
- *I am the Board Chair of th...
- *Signature of Applicant
- *Signature of Board Chair
- *Primary strategy under whi...
- *Describe the program for w...

Strategic Alignment

In this section you are required to answer each statement. None of the statements will have preselected answers.



Strategic Alignment ▾

*Primary strategy under which program is strongly aligned and organization is applying for funding. (Refer to pages 8 – 21 of the 2017 – 2020 Notice of Funding Opportunity.)

--Please Select-- ▾

Secondary strategy under which program is aligned and organization is applying for funding, if applicable. (Refer to pages 8 – 21 of the 2017 – 2020 Notice of Funding Opportunity.)

--Please Select-- ▾

If the program aligns with a third strategy, please select from the menu below.

--Please Select-- ▾

*Describe the program for which your organization is seeking funding. Outline what the program does, how it works, and what makes it different from/better than other similar programs. Explain the program's value and benefit to clients and the community.

500 word limit

*Define the program's service population, citing sources of information. (ex. demographic data of program participants, census data, etc.)

500 word limit

Effective Use of Resources

Click on “**Choose File**” and then select the appropriate **.pdf document** to upload. Once you have selected you document, click open.

Effective Use of Resources ▾

Click here to download the **UWGC Budget Guidelines**

***Upload program budget**
 No file chosen
Up to 25 MB

***Provide a budget narrative that outlines existing funding sources for the proposed program. Highlight what expenses United Way of Greenville County funding will support.**
250 word limit

***Provide a description of the overall financial health and capacity of the organization. Please include any anticipated changes that will affect the organization positively or negatively in the near future. If the budget indicates a deficit, explain the organization's plan to address any shortfalls.**
150 word limit

***Upload end of year financial statements for fiscal year 2015. Financial statements should outline revenue, costs, and expenses.**
 No file chosen
Up to 25 MB

NOTE: In addition to reviewing the above responses, United Way will use documents that were submitted in the prequalification application to evaluate the financial health and capacity of the applying organization. Additional documentation may be requested.

Statement of Assurances

This statement requires an answer.

Statement of Assurances ▾

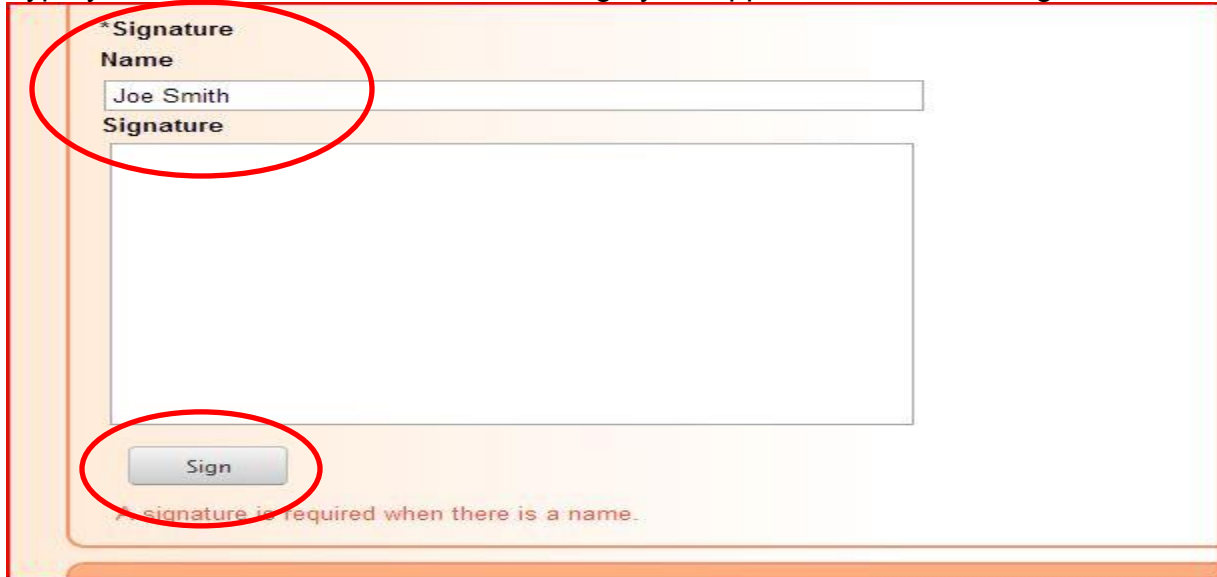
***The applicant organization agrees that if awarded a United Way grant it will comply with the Partner Handbook, Memorandum of Understanding, and grant policies. The organization will also participate in all United Way training and technical assistance on proper data tracking procedures.**
 Yes
 No

***I am the Board Chair of the above named organization, and I certify that our organization's board is aware that the organization is applying for United Way of Greenville County funding, has approved all documents uploaded in support of the application, and supports the application to United Way of Greenville County.**
 Yes
 No

*Signature of Applicant Name <input type="text" value="Full Name"/> Signature <input type="text"/>	*Signature of Board Chair Name <input type="text" value="Full Name"/> Signature <input type="text"/>
---	---

Signature

Type your name in the “Name” field. To sign your application, click on “Sign”.



*Signature
Name
Joe Smith
Signature

Sign

A signature is required when there is a name.

This screenshot shows a web form for signing. The 'Name' field contains 'Joe Smith'. The 'Signature' field is empty. A red circle highlights the 'Name' field and the 'Sign' button. A red error message is visible at the bottom: 'A signature is required when there is a name.'

With the cursor inside the “Signature” field, hold down the left click button on your mouse and write your signature. **Do not release the left click button until your signature is done.** After you have completed your signature, click “Done”. You can clear the written signature by clicking “Reset”.



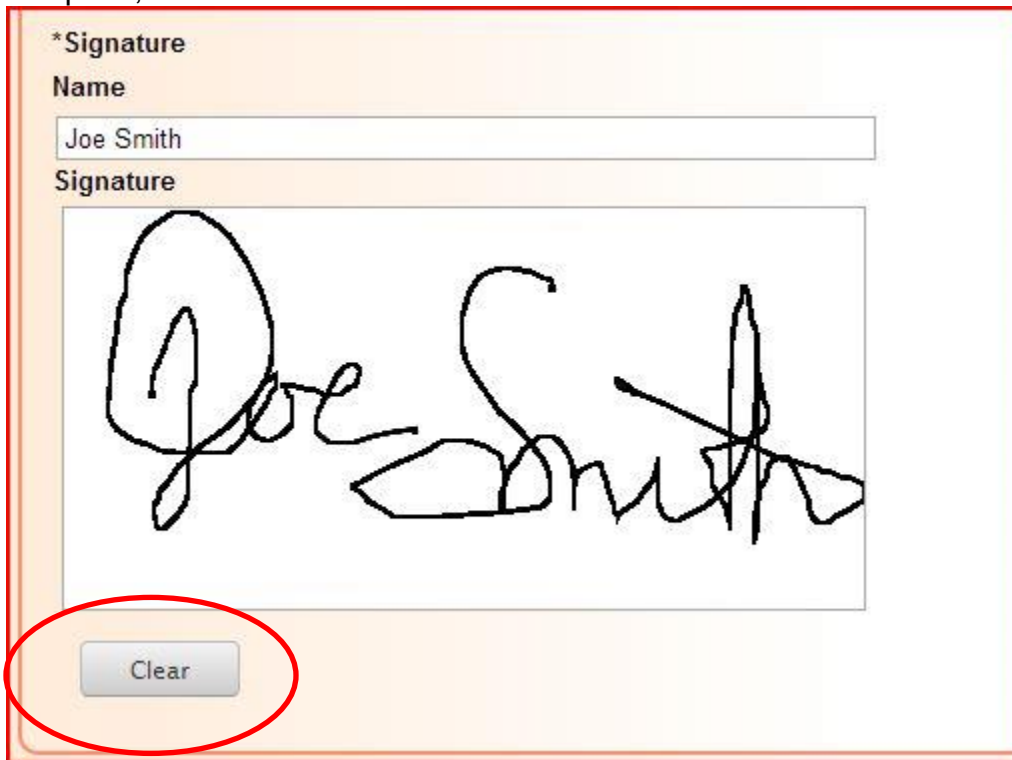
*Signature
Name
Joe Smith
Signature

Done Reset

A signature is required when there is a name.

This screenshot shows the same web form, but now the 'Signature' field contains a handwritten signature of 'Joe Smith'. A red circle highlights the 'Done' and 'Reset' buttons. The error message 'A signature is required when there is a name.' is still present at the bottom.

Once you have clicked “Done”, the signature is set. If you need to clear the signature at this point, click “Clear”.



*Signature

Name

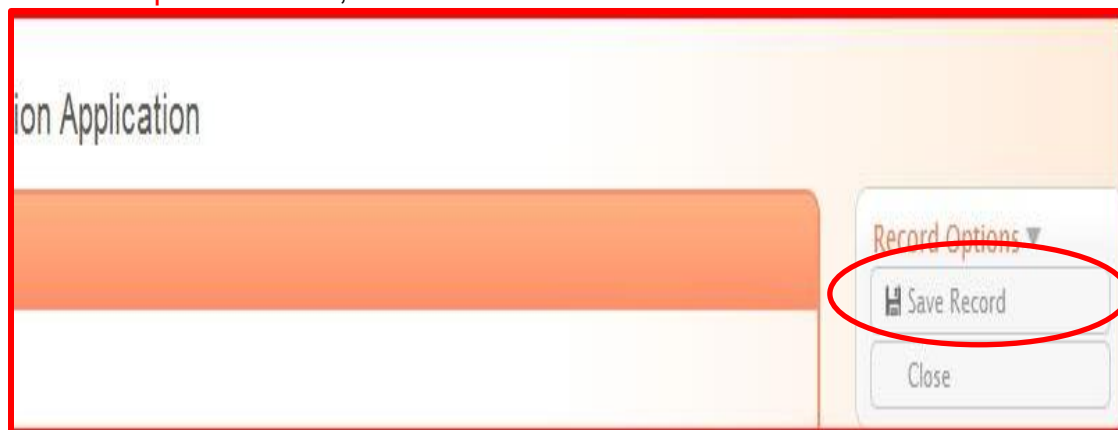
Joe Smith

Signature

Clear

Application Submission

Once you have completed your application and you are ready to submit, under the “Record Options” menu, click “Save Record”.



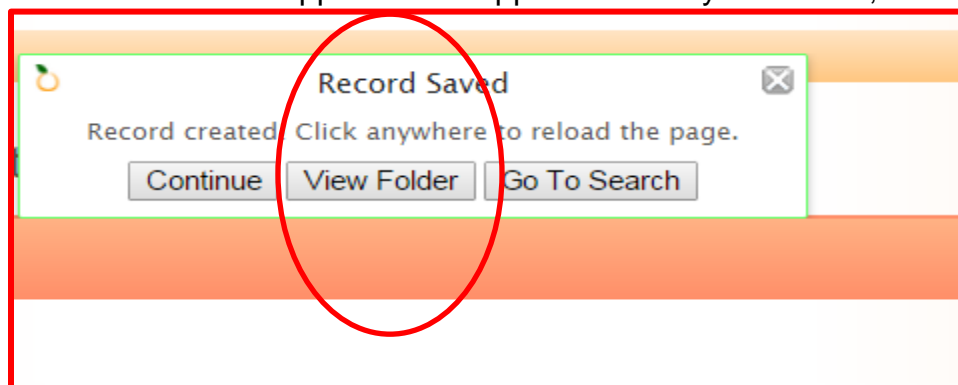
ion Application

Record Options

Save Record

Close

Once the application is saved, you will be given the option to print your application. The notification box will appear in the upper center of your screen, click “View Folder”.

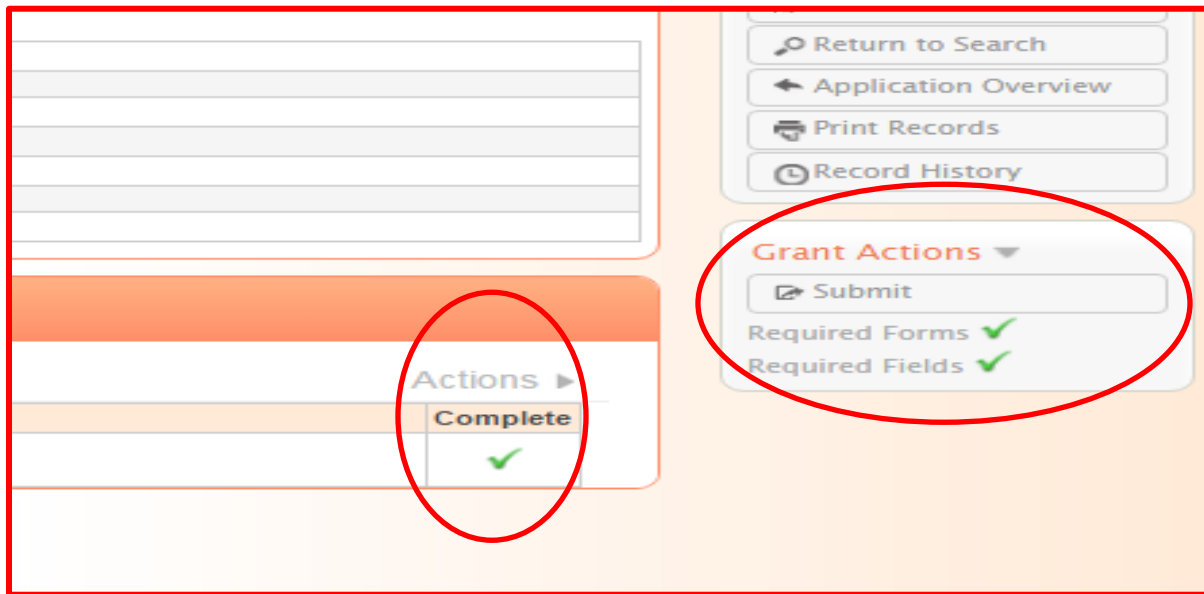


Record Saved

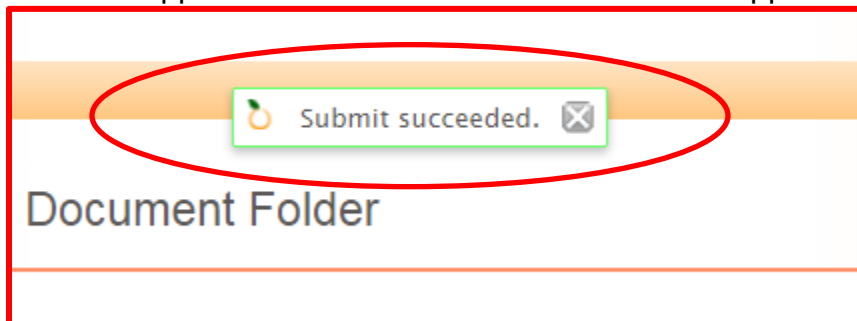
Record created. Click anywhere to reload the page.

Continue View Folder Go To Search

Once you are back in the “**Document Folder**”, the green check marks will indicate the **Application** has been completed. Now your application is ready to be submitted. Click on “**Submit**”.



Once the application has been submitted a box will appear to confirm the submission.



Your application has now been submitted.

Application Technical Assistance

For Apricot Technical Assistance;

First, make sure that either Google Chrome or Mozilla Firefox is being used as the internet browser. Apricot does not have full functionality when opened in Internet Explorer. If the issue persists, contact;

Jensine Reeder, Data and Technology Manager
jreeder@unitedwaygc.org, (864) 467-2607

For specific questions about the Notice of Funding Opportunity (NOFO), application process, or the Results-Based Accountability (RBA) Framework contact;

Nalisha Henry, Partner Relations Manager
nhenry@unitedwaygc.org , 467-3540