

**UNITED WAY OF LANCASTER COUNTY
2018 ROTARY SUMMER YOUTH EXPERIENCE (RSYE)**



United Way
of Lancaster County

Instructions for New e-CImpact Users

If you do not have an e-CImpact user account, please follow these instructions:

1. Log into your e-CImpact account by going to United Way of Lancaster County's website, <http://www.uwlanc.org/>. Mouse over "**Partners Information**" and a pull-down menu will appear. Click "**e-CImpact Login**." Scroll down to the section where it says "**If you are an agency, click [HERE](#) to enter.**" Click "**[HERE](#)**."
2. Once on the "**e-CImpact Agency Sign-In Page**," scroll down to the "**New to e-CImpact?**" section. Click on the green bar that says "**Create an e-CImpact account for funding opportunities.**"
3. You should now see the following message onscreen: "**Welcome to e-CImpact! Click "Next" to begin the agency registration process.**" Click "**Next**" to continue.
4. Enter your agency's EIN Number. Click "**Next**." If denied, you may contact us at collectiveimpact@uwlanc.org for more information. Please Note: If your agency already has an account, you will be unable to continue with this registration. You will receive this message "**Your agency already has an e-CImpact account. Click "Exit" to return to the e-CImpact login page and log into your account.**" Click "**Exit**" to return to the log in page and to log into your existing account to begin the application process.
5. If approved, you will be able to complete the "**Partner Agency Account Information**." Complete this form and click "**Next**."
6. Once approved, you will go to the "**Current Funding Opportunities**" page. Select "**2018 RSYE Grant**" and click "**Next**."
7. You are now on the "**Organization Eligibility Criteria**" page. Answer each question. Please note: your responses to these questions will determine your eligibility to apply for funding. Once completed, click "**Next**."
8. If denied, you are ineligible to apply for funding. You may contact system administrator at collectiveimpact@uwlanc.org for more information.
9. If approved, you will see a screen shot of the responses you provided. Go to the bottom of the screen and click "**Complete Registration**."
10. You will now see "**Registration Confirmation Summary**" on screen. Click "**Next**" to continue. You will also receive email confirmations.
11. You will now be able to assign a program to this application. Click "**Create a new Program and Assign it to this Application**."
12. On the "**Program Registration**" page, enter requested information and click "**Save/Complete Registration**."

13. On the “**Request for Participation**” page, “**Select the program type**” from the dropdown list. “**If your program type is not listed, please explain**” in the text box provided. Click “**Next.**”
14. On the “**Review and Complete Registration**” page, make sure that your information is correct. If the information is incorrect, click “**Previous**” and edit your response. If the information is correct, click “**Complete Registration.**” On the “**Confirmation**” page, click “**Continue.**” You will now have access to the full application.
15. You are now on the **Overview Page** and you have access to the full application, which includes the following components:
16. You are now on the “**2018 Rotary Summer Youth Experience-2018 RSYE Grant**” overview page The following components are required:
 - a. Organization Level Forms
 - i. **Organizational Information**
 - ii. **Patriot Act Compliance**
 - iii. **Compliance Documents**-for this section, the following must be uploaded:
 - 501(c)(3) Determination Letter
 - Form 990
 - State of PA Bureau of Charitable Organizations Certificate
 - Audited Financial Statement or Financial Review
 - Board Roster
 - Form W-9
 - Background Check Information
 - b. Program Level Forms
 - i. **Program Proposal:** Make sure that all sections are complete and that the information entered is correct.
 - ii. **Client Demographics:** Provide proposed demographic information for the clients you plan to serve in Lancaster County. If awarded funding, you will be asked to provide the actual figures. For the “**Area**” section of the form, you will need to click on the area, enter the city/zip code to be served, and enter the proposed number that will be served. Please Note: All section totals must balance.
 - iii. **Program Budget:** make sure all sections are complete and that your figures are accurate. To add a new budget item which is not already listed, please click “**Other Revenue**” or “**Other Expense**” and you will be able to itemize.
 - iv. **Outcome Measurement**
 - **Program Objective:** Click “**Select a New Program Objective.**” Choose one of the following:
 - a. Increased Awareness of Civic Responsibility
 - b. Youth Engage in Positive Adult Relationships
 - c. Youth Skill EnrichmentOnce you have selected a program objective, click “**Save My Work and Close This Window.**” If you want to change your selection, click “**Edit**” or “**Delete**” and choose another strategy. Please Note: You will only be able to select one “**Program Objective.**”

- **Inputs:** Click **“Create a New Input.”** List the program inputs. Inputs are resources that are dedicated to or consumed by a program, such as:
 - Staff & Staff Time
 - Volunteers & Volunteer Time
 - Funding
 - Facilities
 - Equipment & Supplies
 - Technology

Please Note: The text box has a character limit of 500. If you need more space to list additional inputs, click **“Save My Work and Add Another Input.”** Once completed, click **“Save My Work and Close This Window.”**

- **Activities:** Click **“Create a New Activity.”** List the program activities. Activities are the actions taken and tasks performed to fulfill a program’s mission, such as:
 - Training
 - Education
 - Counseling
 - Mentoring
 - Sheltering
 - Medical Care

Please Note: The text box has a character limit of 500. If you need more space to list additional activities, click **“Save My Work and Add Another Activity.”** Once completed, click **“Save My Work and Close This Window.”**

- **Outputs:** To the right of **“Outputs,”** click **“Continue.”** Write the program outputs. Outputs are direct products or results of program activities (What can we count?), such as:
 - Classes taught
 - Counseling sessions conducted
 - Educational materials distributed
 - Hours of Service Delivered
 - Participants Served

Please Note: The text box has a character limit of 500. If you need more space to list additional outputs, click **“Save My Work and Add Another Output.”** Once completed, click **“Save My Work and Close This Window.”**

- **Outcomes:** Click **“Select a New Outcome Statement.”** Choose from the following list of outcomes, which are listed under their corresponding program objectives:
 - Increased Awareness of Civic Responsibility
 - Increased awareness of community needs
 - Increased participation in volunteer opportunities
 - Youth Engage in Positive Adult Relationships
 - Role Models
 - Mentors
 - Tutors
 - Youth Skill Enrichment
 - Increased academic skills
 - Increased appreciation of arts/music

- Increased awareness of earth-friendly environmental practices

Once you have selected an outcome, click **“Save My Work and Continue.”** In the space provided, enter your outcome statement. Once done, click **“Save My Work and Continue”** or **“Save My Work and Add Another Outcome Statement”** to add another outcome statement. Once saved, you will be able to enter measurement tools and indicators for each outcome statement. Please Note: You must enter at least 3 outcome statements and provide the measurement tools, indicators, and numbers for each.

- **Measurement Tools:** List the measurement tools (data source and collection method). Examples of measurement tools are assessments, evaluations, etc.
- **Indicators:** State you’re the program indicator. An indicator is a specific item of information tracked to measure the achievement of an outcome. An indicator:
 - Identifies the characteristic or change that signals that an outcome has been achieved
 - Must be observable and measurable
 - Is expressed as number and percent of participants achieving the outcome (e.g. 100 or 50% of program participants improve math skills by one grade level)

Enter the **“# of participants”** and **“# of Participants Achieving”** into the **“Proposed Results”** column.

Please Note: If your program is awarded funding, you will need to provide the **“Actual Results”** at the end of your program.

17. Please Note: All components are required and must be completed. Be sure to click **“Save My Work”** as you go to ensure that no information will be lost. Once completed, click **“Save My Work and Mark as Completed”** for each form.
2. Once you have completed all components, go to the **Overview Page**. Enter the name of your Executive Director and Board President. Please note: entering the names of these individuals is the equivalent to electronic signatures. In addition, make sure that your email address is listed for submission confirmation. Click **“Submit This Application Now!”** You will receive a confirmation email that your application has been submitted successfully.

**COMPLETED PROPOSALS ARE DUE THURSDAY, APRIL 26, 2018 BY 5:00PM.
NO PAPER, LATE, FAXED, OR EMAILED APPLICATIONS WILL BE ACCEPTED.**

Important Information

1. Always save your work before logging out of the system or navigating to a new section. Failure to do so may result in a loss of work.
2. Click **“Switch Forms”** to move from one component to the next. Save your work first.
3. **Context Sensitive Help:** when you click a green question mark, there will be additional information about that particular question or statement.

4. Please make sure to review your application packets thoroughly to ensure that you have not missed anything or reported any misinformation.
5. Users are allotted 2 hours of work time each time they log in to e-CImpact.
6. Each section has character limits. Users will be unable to save their work if they exceed the character limit.
7. Allow pop-ups while on this site; some e-CImpact items are pop-ups.
8. Although more than one agency user can work in e-CImpact at the same time, we do not encourage this. Multiple users can potentially overwrite each other's work. For example, if multiple users are in the budget area at the same time, the last person to save the work will undo what the other user has already done.
9. Check the "**Resource Center**" on the left side of the screen for any important information.
10. If you have any questions, please forward them to us at collectiveimpact@uwlanc.org.