



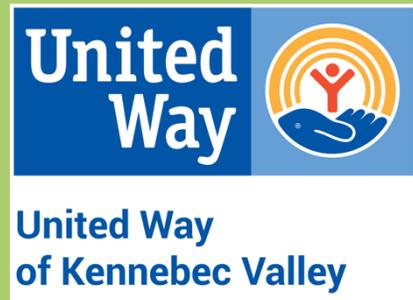
Community Impact Management

Community Investment Process Training Manual

United Way of Kennebec Valley

121 Commercial Street

Augusta, ME 04330



For support, please contact:

Michaela Dube

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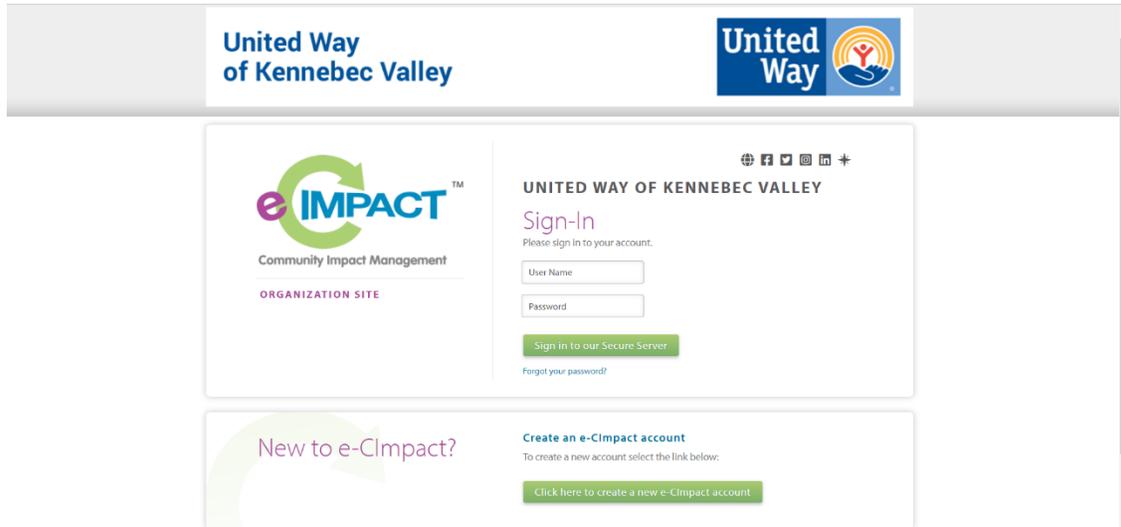
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Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer, smartphone, or tablet with an internet connection and a current version of a web browser (example: Microsoft Edge, Firefox, Chrome, Safari).

To access the e-CImpact website, go to:

<https://agency.e-cimpact.com/login.aspx?org=21010>



Bookmark the address to easily access e-CImpact in the future.

Note: Your specific site may differ slightly from the images in this manual, depending on which features are being used and potential site updates.

Registering a New Organization

Step 1: From the Organization Site login page, select 'Click here to create a new e-CImpact account'



Step 2: Read all directions carefully, then click 'Next' to continue with your registration process. Please preview 'Eligibility Requirements' before registering by clicking on the underlined phrase.

**United Way
of Kennebec Valley**



UNITED WAY OF KENNEBEC VALLEY

Welcome to the United Way of Kennebec Valley Registration Page. In order to access any of the current funding opportunities, you must first register your organization. Once approved, you will receive an email with your login information. Please note that each organization can only register once, though each organization may apply for funding to support more than one program.

Please review the full list of [Eligibility Requirements](#) before registering your organization.

If you have any questions, please contact Michaela Dube at mdube@uwkv.org.

Next

Step 3: Enter all required organization information. Please note that the Phone and Email fields should be the phone and email of your primary contact for the application. Then click 'Next' to proceed to the next page.

UNITED WAY OF KENNEBEC VALLEY

United Way of Kennebec Valley Organization Registration

 Fields marked with an * are required fields.

Please complete the requested information below then click the 'Next' button in the bottom right corner of this page.

Organization Account Information

EIN:*	<input type="text"/>
Organization Name:*	<input type="text"/>
Website URL: *	<input type="text"/>

Address

Address Type:*	<input type="text" value="-- Select Address Type --"/>
Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
City:*	<input type="text"/>
State:*	<input type="text" value="Maine"/>
Zip Code:*	<input type="text"/>

Note: e-Clmpact will screen your organization name, EIN, and website URL, confirming you do not already have an e-Clmpact account.

Step 4: Select the desired funding opportunity and continue to the next page

UNITED WAY OF KENNEBEC VALLEY

Please review the list of currently available funding opportunities below

Select a funding opportunity from the list to request an application. Some funding opportunities may require pre-qualification information be provided.

Community Investment

2023

Letter of Intent

Funding: This funding is available through United Way of Kennebec Valley's regular Community Investment Process. Organizations may apply for funding for one or more of the organization's programs. The program must indicate how it aligns with [Impact2032](#). The funding period is April 2023 to March 2025. Funded programs will receive a second year of funding at the same level based on funds available and satisfactory program performance. (Example: If you hope to receive \$15,000 in 2023 and \$15,000 in 2024, please apply for \$15,000 total.)

Process: Letter of Intent applications will be reviewed by UWKV staff and Board of Directors. UWKV will alert all applicants regarding the success of their Letter of Intent by November 30, 2022. The next step, for successful applicants, will be to complete the full Application for funding, which opens December 1, 2022.

Technical Notes: (1) The character count for each response section **does** include spaces. (2) To add your specific program information, click "Create a New Program and Assign it to this Form Packet" in the box on the right side of the page.

Step 5: Answer all qualification questions and proceed to the next page

Agency Qualification Form

 Fields marked with an * are required fields.

Agency Requirements

The Organization's financial records are kept and maintained according to generally accepted accounting standards.*

This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.*

The Organization is principally based (or maintains a sizable amount of operations) within the 10-county region.*

 [Cancel and Return to Login Page](#)

Note: If your organization passes the initial qualification questions, you will move forward to confirm your registration. In the event your organization does not qualify, you will be provided information on who to contact with any questions.

Step 6: Review all organization information entered and click 'Complete Registration'

The lead organization is a nonprofit 501(c)(3), a public school district, a municipal entity, an Indian Tribal government, or can demonstrate a legal relationship with an established 501(c)(3) acting as its fiscal agent.

Yes

Organization has an annual independent audit performed and financial statements prepared in conformance with the Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations if the organization's annual revenue exceeds \$1,000,000.

Applicants with revenues between \$500,000 and \$999,999 will require an audit or Review of Financial Statements. Applicants with revenues below \$500,000 may submit an appropriate Internal Revenue Service Form 990 in lieu of an audit or Review of Financial Statements.

Yes

The organization and all partners named in the application operate consistent with applicable federal, state, and local laws, regulations, and ordinances, and comply with UWKV's counter-terrorism compliance agreement.

Yes

Organization and all applicants represented in the application confirm official endorsement of Impact2032 (impact2032.org).

Yes

Organization agrees to conduct an annual United Way campaign among organization staff and/or board.

Yes

Complete Registration

 [Cancel and Return to Login Page](#)

Once your registration is completed, you will be able to print your confirmation page.

UNITED WAY OF KENNEBEC VALLEY

Registration Confirmation Summary



Success

Thank you, your request has been submitted. An e-mail confirmation has been sent to you.

Successfully submitted on: 10/18/2022 at 3:23 PM CST

Confirmation Number: 48472



[Print registration summary](#)

Organizations will be automatically approved to access the full e-Clmpact site.

[Accessing the Full Organization Site Manual](#)

To access the rest of the 34-page e-Clmpact Organization Training Manual, go to the Resource Center located on the lower-left side of the Organization Site home page and click Training Resources. UWKV is unable to post the full manual on its www.uwkv.org website due to license restrictions.



United Way of Kennebec Valley



- MDUBE TEST TWO**
 - Home
 - Organization Profile
 - Contacts
 - Program Profiles
 - Organization Email History
- Apply / Report**
 - Community Investment
 - 2023
 - Letter of Intent
- Resource Center**
 - Training Resources (1)
 - Application Documents (2)

Community Investment

2023 - Letter of Intent MDUBE TEST TWO

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Technical Notes: (1) The character count for each response section **does** include spaces. (2) To add your specific program information, click "Create a New Program and Assign it to this Form Packet" in the box on the right side of the page.

Each section listed below must be completed. To access a section, simply **click on the section name**. You may save your work at any time 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.

Assign Programs to this Letter of Intent

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.'