



United Way of Southeastern Idaho Community Investment Process

Steps to Apply for a Community Investment Grant:

1. **Register** your organization here:
<https://agency.e-cimpact.com/login.aspx?org=14100F>
You will receive an email confirmation once your registration is accepted. This *does not* mean that you have applied for grant funds.
2. Complete the **Letter of Intent** by logging back into the grant platform. There is a training handbook for the grant platform site that outlines how to create a program after you are registered. You can access the handbook here: <https://www.unitedwaysei.org/sites/unitedwaysei.org/files/2020-12/UWSEI%20Agency%20Handbook.pdf>
3. Wait for notification from UWSEI staff on your eligibility to move to the application phase.
4. Complete the **Application** by logging back into the grant platform.
5. Completed application materials will go to a group of volunteers called Community Investment Panelists and the review process will begin.

Review Process:

1. Panelists are split into groups of 4 – 6 individuals that will review approximately 5 applications. Panelists will score the submitted application materials on the following criteria:
 - a. Does the program address a high priority community need? (15% of total score)
 - b. Will the program be effective at addressing that need? (50% of total score)
 - c. Is the program able to deliver the results needed? (20% of total score)
 - d. Are the agency and program fiscally stable; do they appear to be using sound financial management practices? (15% of total score)
2. Panelists will reach out to applicants and arrange a site visit. Site visits give the Panelists a chance to see applicants' operations as well as ask any questions they may have after reviewing the application.
3. Panelists will submit their review forms with funding recommendations.
4. UWSEI's Board of Directors will vote on final allocation awards.

Awards:

1. Award notifications and partnership agreements will be sent after final allocations are voted on.
2. The grant fiscal year runs from April to March. Any outcome reporting will be based on the grant fiscal year.
3. Mid-year reporting will be due in October.

Additional questions can be directed to Molly Olson at molly@unitedwaysei.org or 208-232-1389.