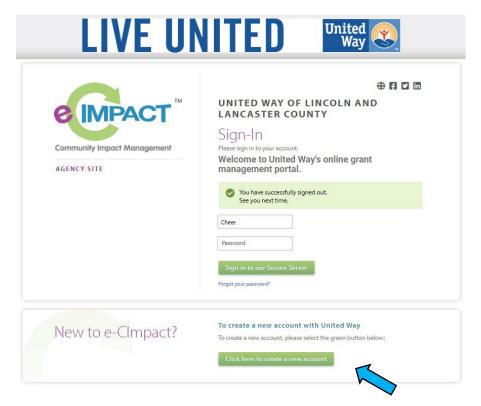
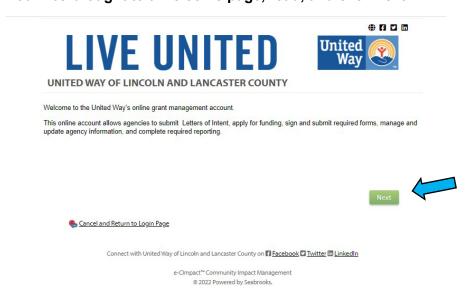
# **LOI Process – New agencies**

Login to the e-Clmpact portal using the link on the United Way Website - https://www.unitedwaylincoln.org/our-impact/funding-opportunities

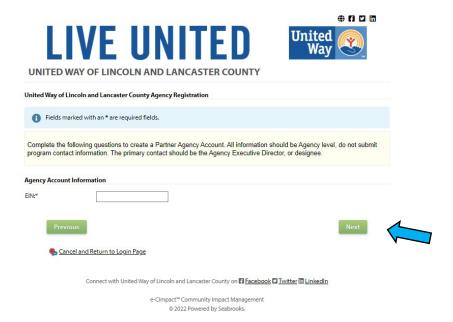
You'll be directed to this page when you click on the Letter of Intent button. Click on "Click here to create a new account"



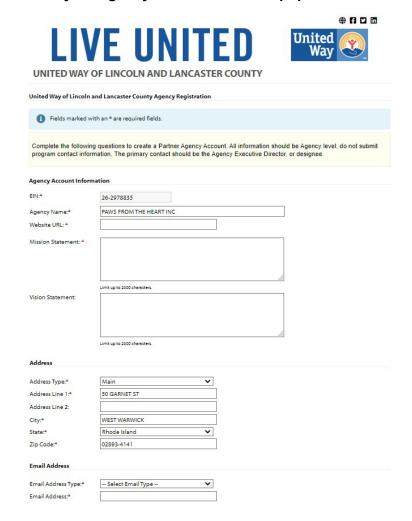
You'll be brought to a welcome page, read, and click next

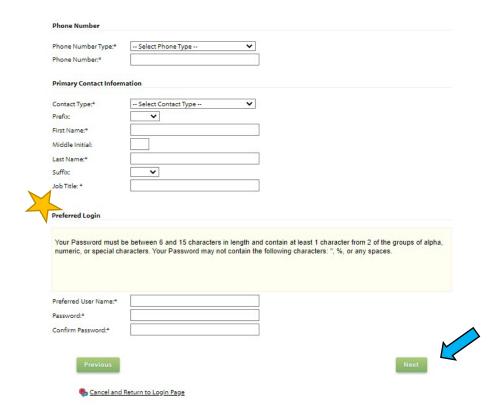


#### Enter your agency EIN, click next

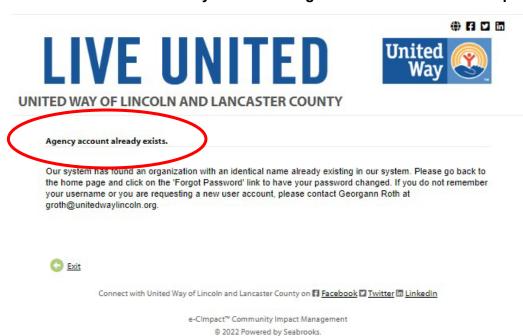


Some of your agency's information will populate. Please fill in the other fields, and click next.

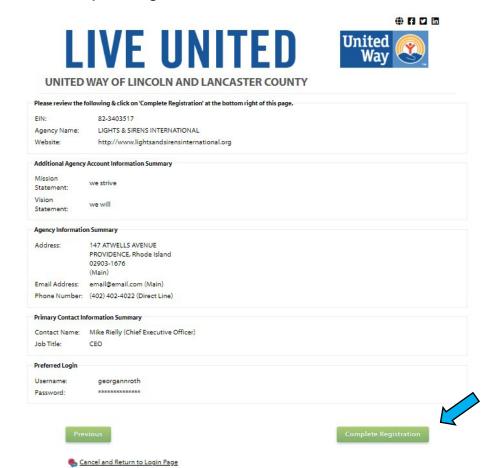




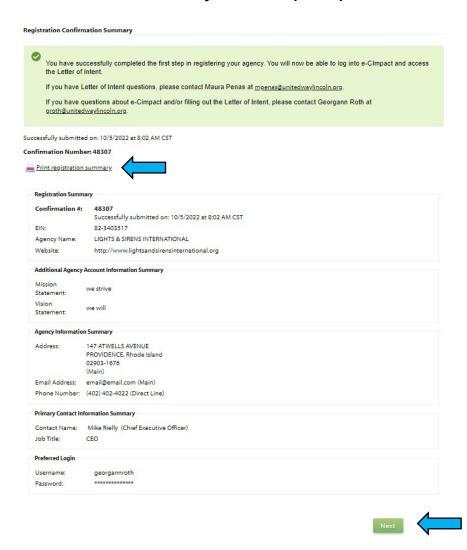
If your agency is already registered and you try to register again in e-Clmpact, you will receive this notification. You'll want to use your current login to continue with the LOI process.



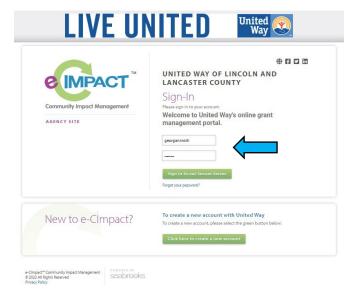
Review all information for accuracy. If you made an error, click "previous". If you want to proceed, click "Complete Registration".



### Your confirmation summary. There is a print option. Click next.



Sign-in page. Enter the username and password you previously created.



# Fill out agency qualification form.



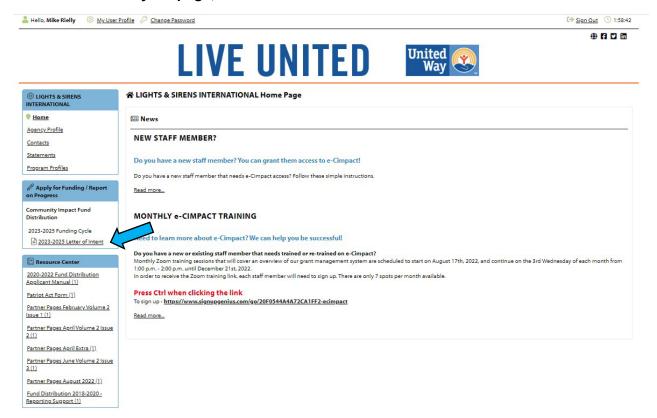


#### UNITED WAY OF LINCOLN AND LANCASTER COUNTY

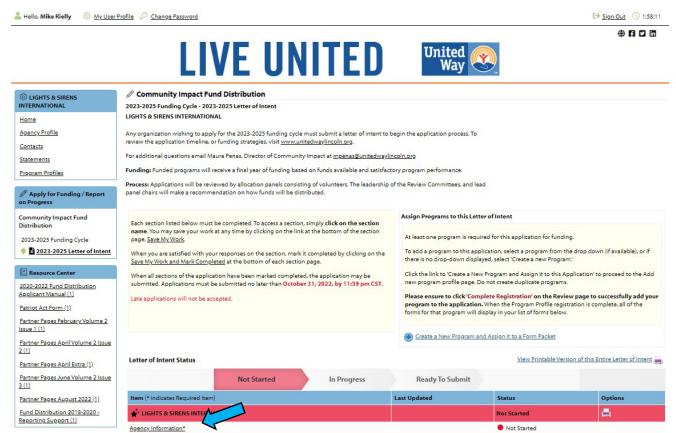
023-2025 Agency Qualification Form	
Fields marked with an * are required fields.	
Funding Strategies	
United Way invests in programs in Education, Financial Stabilit	y and Health
Education	
-Educational Supports	
-Expanded Learning: Beyond the Classroom	
-Youth Development	
Income	
-Economic Supports -Financial Capability	
-Shelter/Housing	
-Workforce Development	
Health	
-Emergency Response	
-Victim/Youth Safety	
-Youth Behavioral Health	
	•
he Education, Financial Stability, or Health Pillars.*	
Does your organization have current 501c3 status?*	~
Does your organization provide services in Lancaster	~
County, Nebraska?*	
Does your organization have a minimum of two years of programmatic and financial historical data?*	<u> </u>
ls your organization in compliance or willing to comply	· ·
with the United Way policies and procedures as outlined	
on the United Way Fund website?*	
Do you have adopted articles of incorporation and/or	•
bylaws that clearly define your purpose, goals, structure, suthority, duties, functions and responsibilities	
of your governing body?*	
Does your agency have a democratically elected board	~
of directors, which meets at least four times annually,	
and whose membership consists of volunteers who regula	rly
attend its meetings and serve without compensation?*	
ur board organized to ensure operating efficiency	~
accountability and provide for the rotation of	
d members by limiting tenure with a maximum number	
ears of continuous service?*	
s your board broadly represent the interests of	~
community and the needs of the people it is designed	
erve?*	
s your agency operate on a non-discriminatory basis respect to gender, race, religion, age, sexual	•
ntation, disability, intelligence, size, appearance,	
economic status. This policy applies to agencies'	
loyment practices, service delivery, and governing	
o." ur agency a member of another local federation	~
gencies, such as Give Nebraska? (This does not	
de Cause Collective or NAM.)*	
s your agency agree to submit an annual audit of rfinancial records for the past fiscal year as	<b>~</b>
ented by an independent public accountant that	
ides a statement of functional expenses by program,	
mpanying IRS 990 and 990T (if applicable), management	
mpanying IRS 990 and 990T (if applicable), management or (if received), agency response to management	
ides a statement of functional expenses by program, impanying IRS 990 and 990T (if applicable), management ir (if received), agency response to management ir (if applicable) and list of current agency di of directors and demographic information?*	

Cancel and Return to Login Page

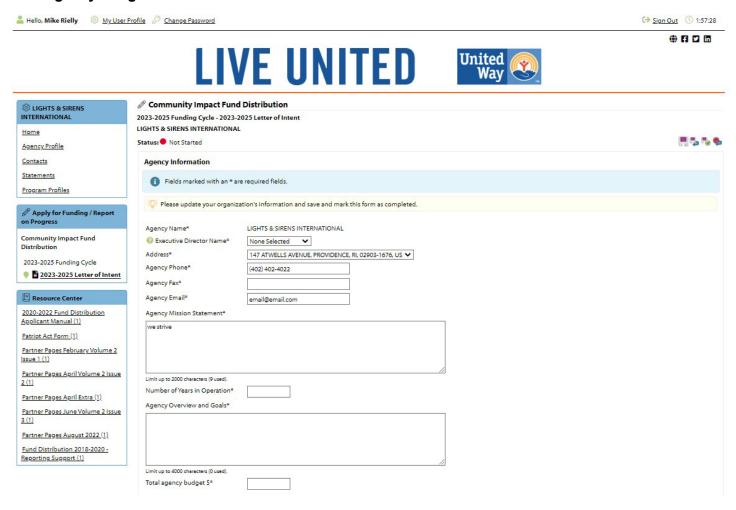
#### On the left side of your page, locate the "2023-2025 Letter of Intent" link. Click.



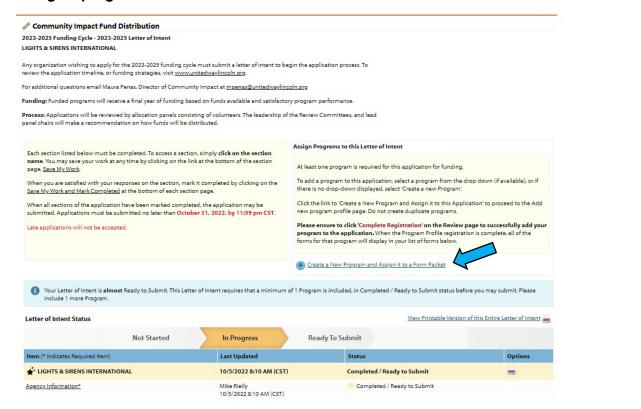
# On the Letter of Intent screen, click on Agency Information, underneath the red bar.



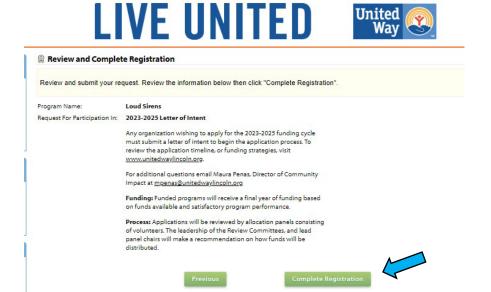
Add agency fax, mission Statement, number of years in operation, agency overview and goals, and total agency budget. Click next.



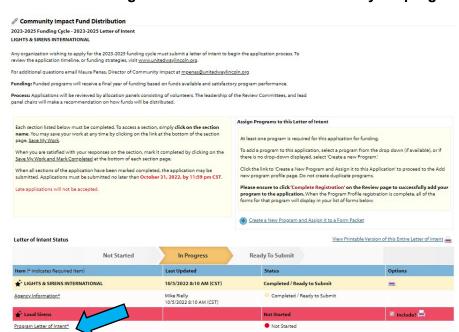
#### Assign a program to the Letter of Intent



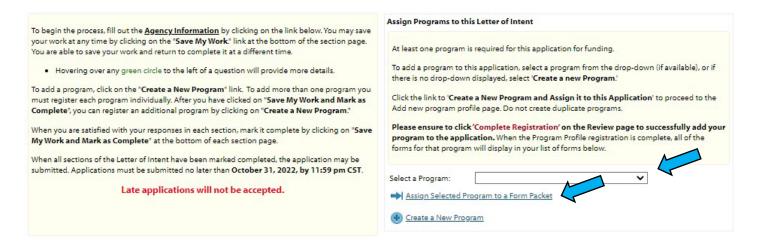
#### Click the "Complete Registration" button.



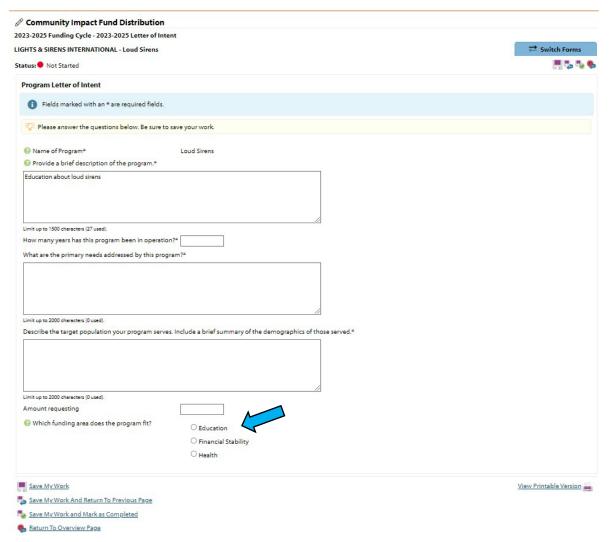
Your home page will now show your <u>Agency Information section</u> and your <u>Program Letter of Intent</u>. Click on the "Program Letter of Intent" link to enter your program's specific information.



\*\*If you are an existing agency and already have programs, you will see a dropdown menu with your current programs. Choose a program from the dropdown menu and click "Assign Selected Program to a Form Packet" and your program will populate underneath your agency information link.



Complete your program information including the exact amount you are requesting for this program. Clicking a funding area radio button will open up questions you will need to answer regarding that specific Pillar and Strategy.



For example - When choosing the Pillar <u>Education</u> and Strategy <u>Expanded Learning</u>, the following questions will appear. Questions will be different based on your Pillar and Strategy selections.

# Save and mark as completed at the bottom

CONTRACTOR CONTRACTOR	
Program Letter of Intent	
Fields marked with an * are required fields.	
Please answer the questions below. Be sure to sa	ve your work.
Name of Program*	Loud Sirens
Provide a brief description of the program.*	14
Education about loud sirens	
Limit up to 1500 characters (27 used).	
How many years has this program been in operation?*	
What are the primary needs addressed by this program	
education about loud sirens	
CONCERN BOOK TOOLSTON	
Limit up to 2000 characters (27 used).	
Describe the target population your program serves. In	nclude a brief summary of the demographics of those served
children	
Limit up to 2000 characters (8 used). Amount requesting	50,000.00
	50,000.00
Which funding area does the program fit?	Education
	O Financial Stability
	O Health
	A
Please choose which Education strategy this progra will apply under.*	AND
will apply under.*	CLASSROOM
will apply under."  STRATEGY: EXPANDED LEARNING: BEYOND THE	CLASSROOM
will apply under."  STRATEGY: EXPANDED LEARNING: BEYOND THE  Select at least one type of service the program (	CLASSROOM
will apply under."  STRATEGY: EXPANDED LEARNING: BEYOND THE  Select at least one type of service the program of	CLASSROOM
will apply under."  STRATEGY: EXPANDED LEARNING: BEYOND THE  Select at least one type of service the program program of the string service the service t	CLASSROOM
will apply under."  STRATEGY: EXPANDED LEARNING: BEYOND THE  Select at least one type of service the program program of the skills and coping skills  Out-of-School Programs  Parent engagement and education	Provides
will apply under.*  STRATEGY: EXPANDED LEARNING: BEYOND THE  Select at least one type of service the program program of the string of the skills and coping skills  Out-of-School Programs	e CLASSROOM  provides  ined: Yes V
will apply under.*  STRATEGY: EXPANDED LEARNING: BEYOND THE  Select at least one type of service the program public of the program public skills and coping skills  Out-of-School Programs  Parent engagement and education  Does the program serve the target population as defined by the program serve the target population serve th	e CLASSROOM  provides  ined: Yes V
STRATEGY: EXPANDED LEARNING: BEYOND THE  Select at least one type of service the program of the skills and coping skills  Out-of-School Programs  Parent engagement and education  Does the program serve the target population as defined by the service of the serv	e CLASSROOM  provides  ined: Yes V

If you answered no to the question "<u>Does the program serve the target population as defined?"</u> you will see a pop-up box. Please complete.



Fill out the Letter of Intent details and check the certification button. Click the red Submit button.

If you do not see the red Submit button, make sure all of your forms are "Mark as Complete". If you need to mark it as complete, click on the form link and scroll to the bottom to "Save and Mark as Complete."

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.		Assign Programs to this Letter of Intent				
		At least one program is required for this application for funding.				
When you are satisfied with your responses on the section, r		To add a program to this application, select a program from the drop down (if available), or if				
Save My Work and Mark Completed at the bottom of each section page.  When all sections of the application have been marked completed, the application may be submitted. Applications must be submitted no later than October 31, 2022, by 11:59 pm CST.  Late applications will not be accepted.		there is no drop-down displayed, select 'Create a new Program.'  Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs.  Please ensure to click 'Complete Registration' on the Review page to successfully add your				
					program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.	
		Nice work, your Letter of Intent is now Ready to Subm	it! Would you like to Submit This Let	ter of Intent Now?		
		n behalf of your organization and the information contai	ined in this application is true and			
accurate to the best of your knowledge.	zea to submit this cetter of intent of	r benan or your organization and the information contain	med in this application is true and			
Letter of Intent Submission Details						
Approved at the Board of Dire	ctors meeting on*:	[HEI]				
Executive Director*:  Finance Director*:  Board Treasurer*:  Send Submission Confirmation Email To:* email@email.com						
I certify that the information submitted in this application is						
the best	of my knowledge*:					
	<b>⚠</b> Submit Th	is Letter of Intent Now!				
Letter of Intent Status		<u>View Printab</u>	ele Version of this Entire Letter of Intent			
Not Started	In Progress	Ready To Submit				
Item (* indicates Required Item)	Last Updated	Status	Options			
LIGHTS & SIRENS INTERNATIONAL	10/5/2022 8:10 AM (CST)	Completed / Ready to Submit	=			
Agency Information*	Mike Rielly 10/5/2022 8:10 AM (CST)	Completed / Ready to Submit				
<b>★</b> Loud Sirens	10/5/2022 8:17 AM (CST)	Completed / Ready to Submit	Include?			
Program Letter of Intent*	Mike Rielly 10/5/2022 8:17 AM (CST)	Completed / Ready to Submit				