

Community Fund Grant Application Technical Assistance

United Way of the Dutchess-Orange Region

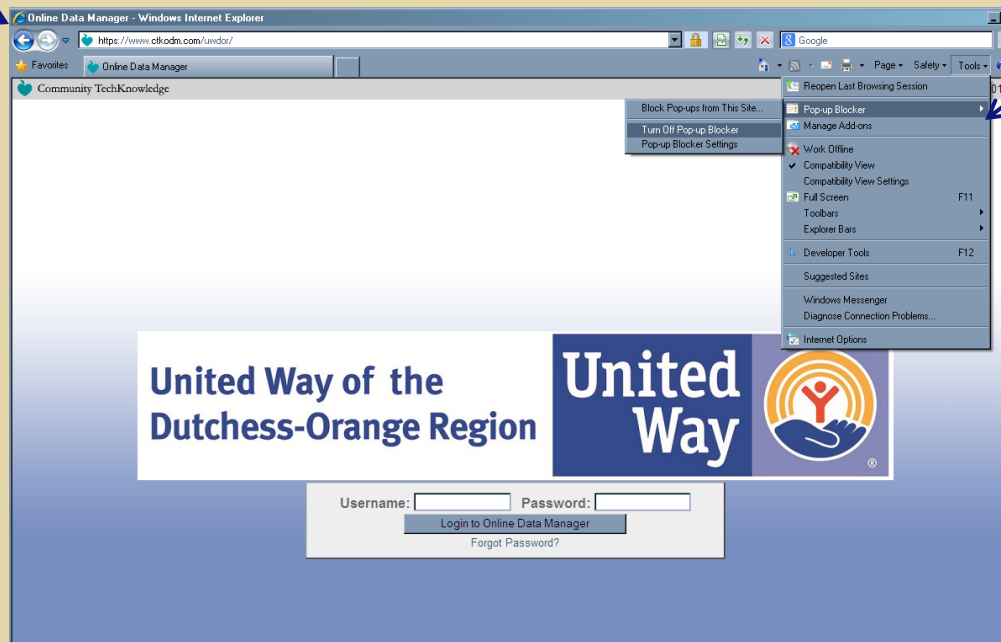


Create an Application

New & Returning Users

Browsers Supported Include: IE9, IE10, IE11, Mozilla Firefox, and Google Chrome

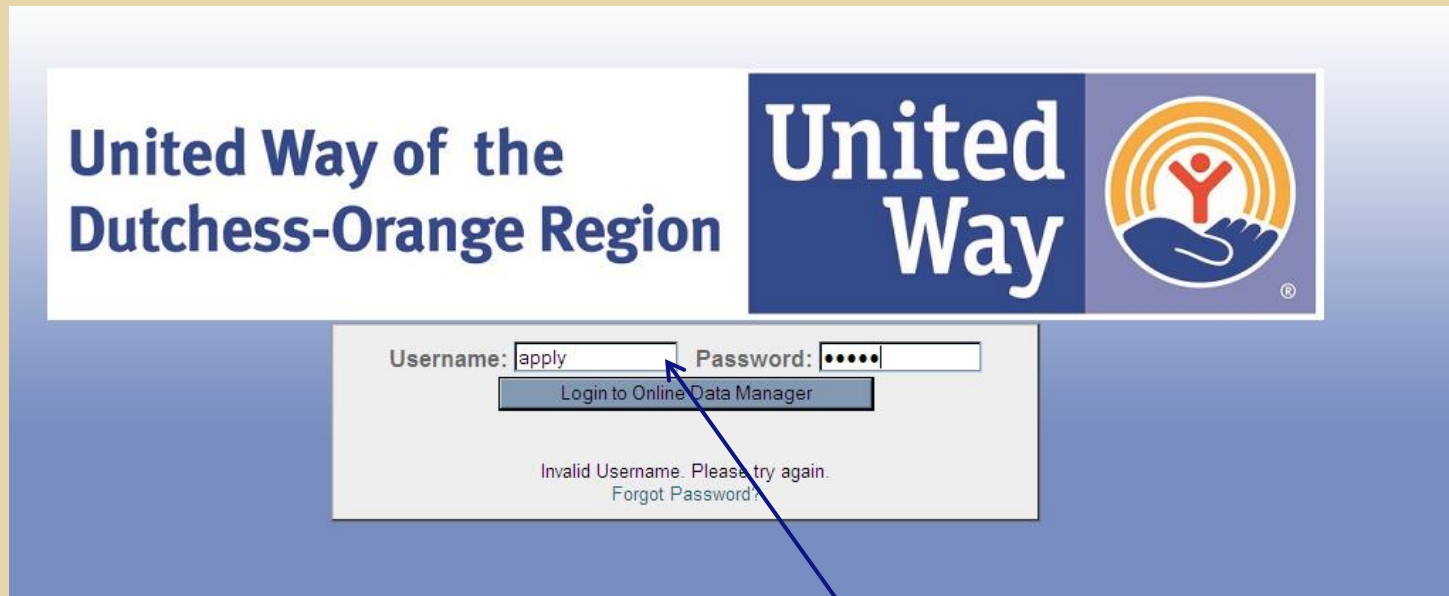
Ensure Pop-up's are Enabled



Please sign into our eGranting Portal at www.ctlodm.com/uwdor

Create an Application

New & Returning Users



United Way of the
Dutchess-Orange Region

United
Way

Username: Password:

Login to Online Data Manager

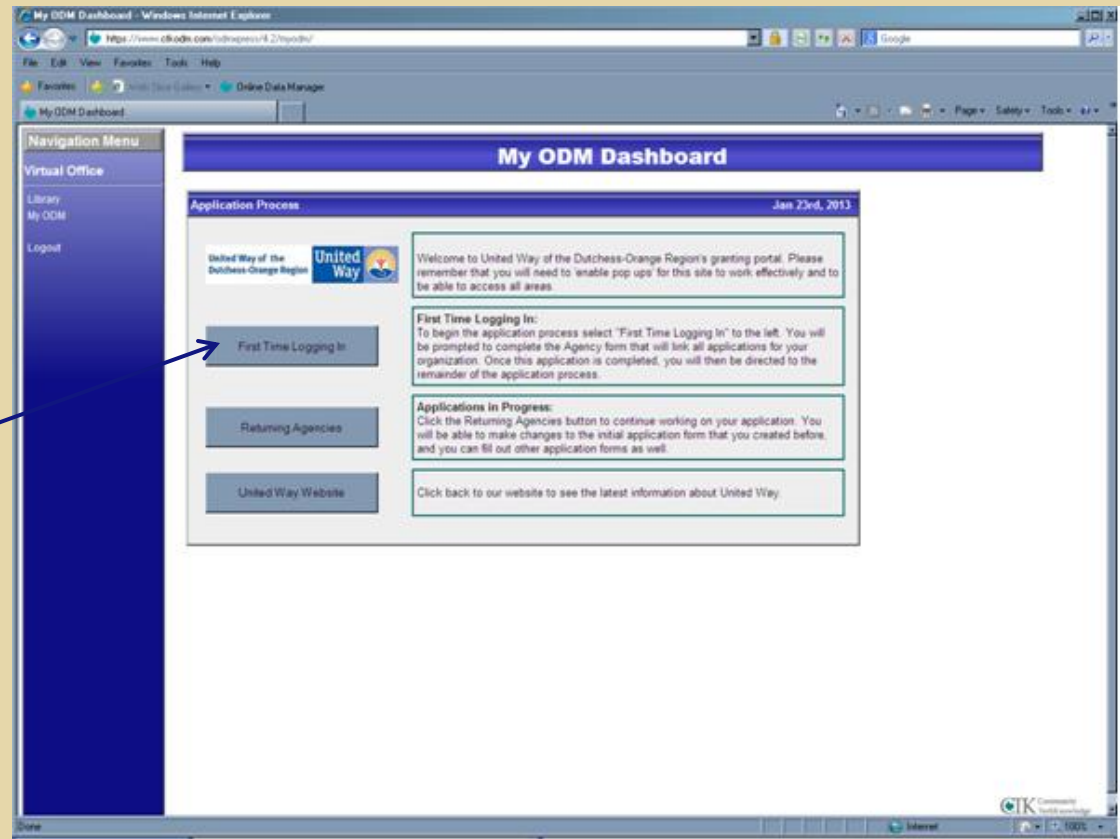
Invalid Username. Please try again.
Forgot Password?

Enter “**apply**” as both username and password
each time logging in during Application Period

Creating an Account

New Users, Only

Click "First Time Logging In" to create an Agency Profile



Creating an Account

New Users, Only

Enter Username, Password, and EIN #.
Then click "Duplicate Check" to ensure
your agency has not already registered
with United Way

Agency Profile

Duplicate CheckPrintSaveDeleteNewClose

Administrative Info

Please create a **username** and **password** for your organization. Write down your password, as it is **required** for future application access.


*Agency Username	<input type="text"/>
*Agency Password	<input type="password"/>

NOTE: Username and Password fields are limited to 15 characters.

Agency Details

To make sure your organization is not already in the system, please enter your EIN. Now click the **Duplicate Check** button above; If the **Save** button becomes live, your organization is not yet in the system and you can continue the process. If your organization is already in the system a Pop-up box will appear. Please follow the instructions in the Pop-up box.

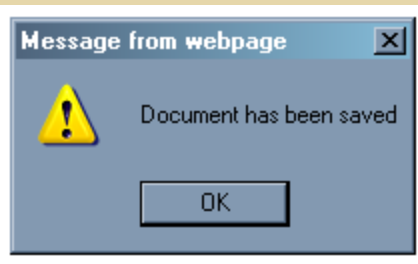
All fields with an Asterisk (*) before them are **required** fields and must be completed before you submit your grant request.

*Agency/Organization Name	<input type="text"/>
 *EIN	<input type="text"/>
Website	<input type="text" value="http://"/>

Creating an Account

New Users, Only

Once the Duplicate Check is clicked, you will have the ability to Save your work and return to it at a later time. Once Saved, you will receive this notification:



Agency Profile Print Save Delete New Close

Administrative Info

Please create a **username** and **password** for your organization. Write down your password, as it is **required** for future application access.

*Agency Username	<input type="text" value="2015Test"/>
*Agency Password	<input type="text" value="2015Test"/>

NOTE: Username and Password fields are limited to 15 characters.

Agency Details

To make sure your organization is not already in the system, please enter your EIN. Now click the **Duplicate Check** button above; If the **Save** button becomes live, your organization is not yet in the system and you can continue the process. If your organization is already in the system a Pop-up box will appear. Please follow the instructions in the Pop-up box.

All fields with an Asterisk (*) before them are **required** fields and must be completed before you submit your grant request.

*Agency/Organization Name	<input type="text" value="2015Test"/>
*EIN	<input type="text" value="852741983"/>
Website	<input type="text" value="http://"/>

* Denotes a field that is required for submission. Applications will not be able to be submitted until all required fields are complete.

Creating an Account

New Users, Only

Agency Name	Website	City
2015Test	http://	Poughkeepsie

All of the forms listed here must be completed for your Community Impact and/or Crisis Intervention application to be submitted.

Grant Application

Status: **Not Yet Submitted**

[Instructions](#)
[Print Application](#)
[Submit Application](#)
[View Doc Folder](#)

Application Forms

[Show All Forms](#)

- [Agency Profile](#)
- [Community Impact Application](#)
- [Crisis Intervention Application](#)
- [Counterterrorism Compliance](#)
- [Organization Required Documents Upload](#)
- [Output and Outcome Data](#)
- [Organization Information](#)
- [Application Certification](#)

Application Instructions

Please fill out the forms and submit the Application, all required fields must be completed. You will receive a notification of the result.

Once your agency profile has been created, it will bring you to this screen. Click "View Application".

Creating an Application

Click 'Show All Forms' to see the forms needed for submission

The screenshot displays a web application interface for creating a grant application. On the left is a sidebar menu with a 'Grant Application' section containing links like 'Status: Not Yet Submitted', 'Instructions', 'Print Application', 'Submit Application', and 'View Doc Folder'. Below this is an 'Application Forms' section with a 'Show All Forms' link highlighted in blue. The main content area is titled 'All Application Forms' and features a search bar and a 'Create' button. Below these are several application form entries, each with a status indicator and a description. The 'Agency Profile' entry shows a green checkmark and the text '2015Test'. The other entries, including 'Community Impact Application', 'Crisis Intervention Application', 'Counterterrorism Compliance', 'Organization Required Documents Upload', 'Output and Outcome Data', 'Organization Information', and 'Application Certification', all have yellow highlights and the text 'You have not filled out this form.'.

All Application Forms	
Agency Profile	2015Test
Community Impact Application	You have not filled out this form.
Crisis Intervention Application	You have not filled out this form.
Counterterrorism Compliance	You have not filled out this form.
Organization Required Documents Upload	You have not filled out this form.
Output and Outcome Data	You have not filled out this form.
Organization Information	You have not filled out this form.
Application Certification	You have not filled out this form.

Summary of Records Started

Please Note: Green Check Mark indicates the form is complete

Please Note: Yellow Highlight indicates this form has not yet been started

Application Requirements

Community Impact Application

(Multiple Applications are accepted). Each Program Application Requires:

1. Community Impact Application
2. Outputs & Outcome Data
3. Program Budget

Crisis Intervention Application:

(Multiple Applications are accepted). Each Program Application Requires:

1. Crisis Intervention Application

In Addition

Each Agency must submit **one**:

1. Application Certification
2. Organization Required Document Upload
3. Counterterrorism Compliance
4. Organization Information

Creating an Application

Grant Application

Status: **Not Yet Submitted**

[Instructions](#)
[Print Application](#)
[Submit Application](#)
[View Doc Folder](#)

Application Forms

[Show All Forms](#)
[Agency Profile](#)

All Application Forms

Community Impact Application ▼ Create New

Agency Profile

✓ 2015Test

Community Impact Application

You have not filled out this form.

Crisis Intervention Application

To create a form highlighted in Yellow, Select from the dropdown menu and click 'Create New'

Community Impact Application Print Save Delete New Close

2015Test
Agency/Organization Name : 2015Test
Street : 75 Market Street (Agency Profile)

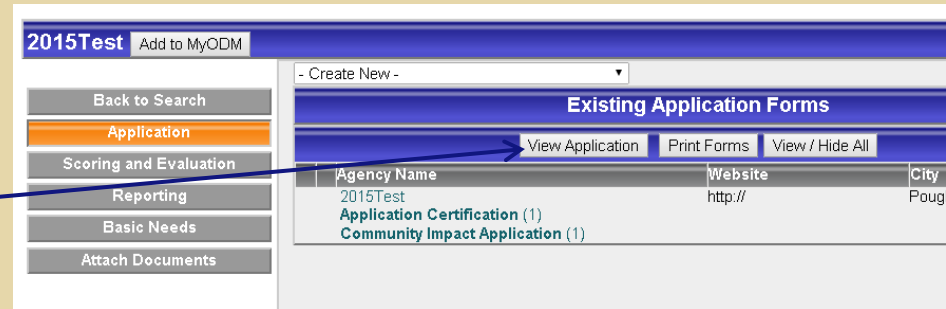
Program Overview

Agency Name	
*Program Name	2015 Test
*Funding Cycle	2015-2016 ▼
*Program Description (400 char. limit).	2015 Test Program

This will bring you directly to the new form. In order to 'Save', all required fields must be completed (and can be edited later)

Creating an Application

Once Saved, forms will be viewable in the Agency Folder. To View additional forms , click 'View Application"



The screenshot shows a web application interface. On the left is a sidebar with a header '2015Test' and a button 'Add to MyODM'. Below the header are several buttons: 'Back to Search', 'Application' (highlighted in orange), 'Scoring and Evaluation', 'Reporting', 'Basic Needs', and 'Attach Documents'. A blue arrow points from the 'View Application' button in the sidebar to the 'View Application' button in the main content area. The main content area has a header 'Existing Application Forms' and a table with columns 'Agency Name', 'Website', and 'City'. The table contains one row with the following data:

Agency Name	Website	City
2015Test	http://	Pough

Below the table, there are two links: 'Application Certification (1)' and 'Community Impact Application (1)'. At the top of the main content area, there is a dropdown menu with '- Create New -' and three buttons: 'View Application', 'Print Forms', and 'View / Hide All'.

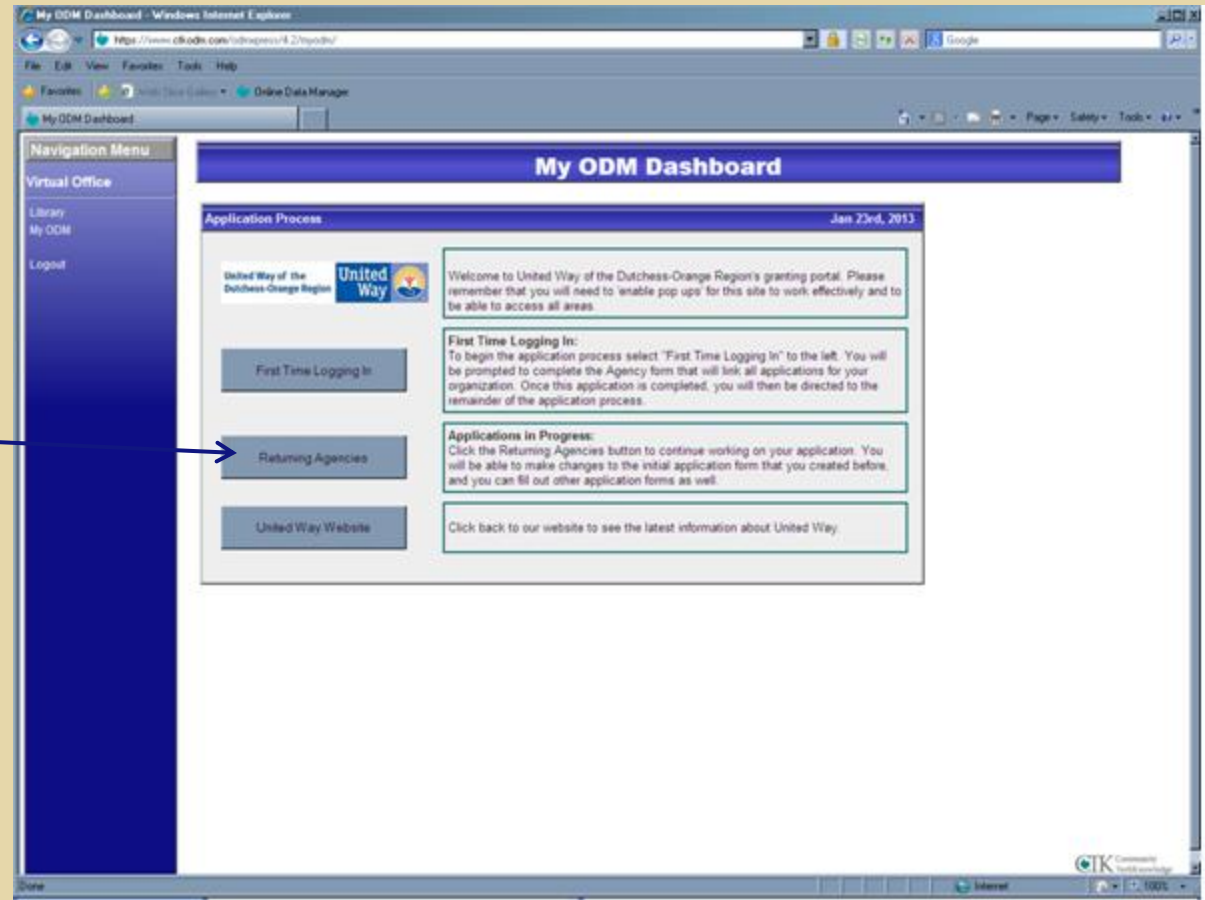
Once saved, you may log out and return to work on your application at any time.

Accessing Agency Folder

Returning Agencies

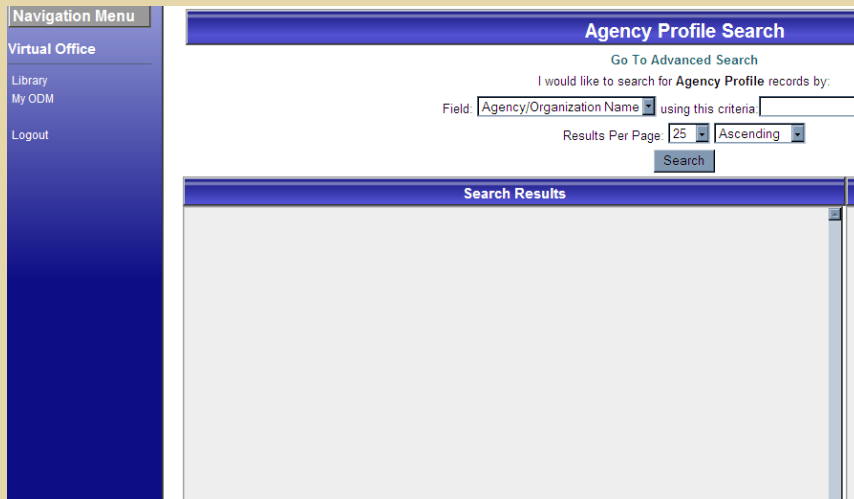
Once you create an Agency Profile, you can save your work on the Application and return to it at a later time. To access your Agency folder, log in to the website using “**apply**” as both username and password, then clicking “Returning Agency”.

This includes last year's applicants.



Accessing Agency Folder

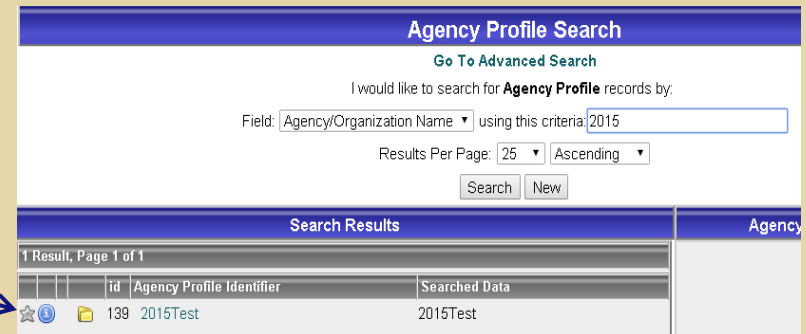
Returning Agencies



The screenshot shows the 'Agency Profile Search' interface. On the left is a 'Navigation Menu' with links for 'Virtual Office', 'Library', 'My ODM', and 'Logout'. The main area has a header 'Agency Profile Search' and a sub-header 'Go To Advanced Search'. Below this, it says 'I would like to search for Agency Profile records by:'. There is a search field with a dropdown menu set to 'Agency/Organization Name' and a 'Search' button. Below the search field are options for 'Results Per Page' (set to 25) and 'Ascending' order. The 'Search Results' section is currently empty.

To find your Agency Folder, enter your agency name in the search box and click "Search".

Once your agency link appears, click the folder icon to enter your Agency Folder



This screenshot shows the same 'Agency Profile Search' interface, but now with search results. The search field contains '2015'. The 'Results Per Page' is still 25, and the order is 'Ascending'. The 'Search' button is highlighted. Below the search results, there is a table with one result.

Search Results		Agency
1 Result, Page 1 of 1		
id	Agency Profile Identifier	Searched Data
139	2015Test	2015Test

Returning Agencies

The screenshot shows a web browser window with the URL <https://www.ckodm.com>. The page is titled "Grant Application Logon" and displays a login form for "2015Test" on "Tue, Jan 27, 2015". The form includes a "Password" field and a "Submit" button. An arrow points from a text box below to the "Password" field.

Below the login form, the "Search Results" section is visible. It shows a search for "Agency Profile" records using the criteria "2015". The results are displayed in a table with the following data:

Agency Profile Identifier	Searched Data
139 2015Test	2015Test

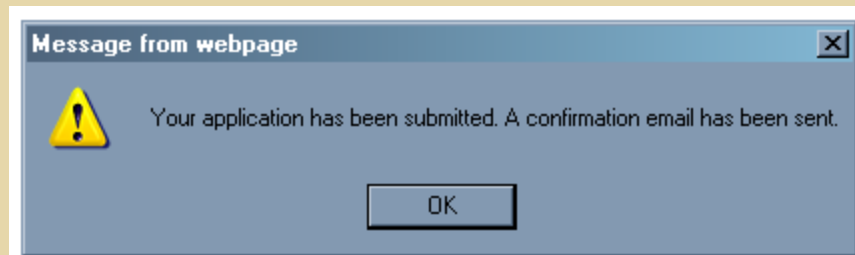
You will be prompted to enter the unique password that was created when the account was created.

Submit Application

Once all forms are completed (indicated with green checkmark), click "Submit Application". Once the submission is complete, you will receive the following pop-up:



Grant Application
Status: Not Yet Submitted
Instructions
Print Application
Submit Application
Application Forms
Show All Forms
Agency Profile
Holiday Helping Hand Application
Application Certification
Counterterrorism Compliance
Organization Required Documents
Upload
Organization Information



Printing Application

Grant Application
Status: **Draft**
[Instructions](#)
[Print Application](#)
Application Forms
[Show All Forms](#)
[Agency Profile](#)
[Community Impact Application](#)
[Crisis Intervention Application](#)
[Counterterrorism Compliance](#)
[Organization Required Documents Upload](#)
[Output and Outcome Data](#)
[Organization Information](#)
[Application Certification](#)

All Application Forms

Create NewBrowse

Your application has been submitted. You will not be able to edit your application any further. If you need to edit your application, please contact the application support staff for this funder.

Agency Profile	
✓ 2015Test	View
Community Impact Application	
✓ 2015 Test	View
Crisis Intervention Application	
You have not filled out this form.	
Counterterrorism Compliance	
✓ 2014-2015	View

Once your application has been submitted, you may not make edits to the application. However, we strongly suggest you print your application immediately to retain a copy for your records.

Printing Application

Print Manager

Please Select Your Format

- ☒ PDF
☐ HTML

Choose Your Forms

Form Name	Program	Folder Name	Created Date	Created By	Modified Date	Modified By	<input type="checkbox"/>
Agency Profile	--	2015Test	2015-01-27 09:43:00	Kimberly Kochem Administrator	2015-01-27 11:04:26	apply apply	<input type="checkbox"/>
Community Impact Application	Application	2015 Test	2015-01-27 10:41:00	Kimberly Kochem Administrator			<input type="checkbox"/>
Counterterrorism Compliance	Application	2014-2015	2015-01-27 11:01:00	apply apply			<input type="checkbox"/>
Counterterrorism Compliance	Application	2014-2015	2015-01-27 11:04:00	apply apply			<input type="checkbox"/>
Organization Required Documents Upload	Application	2014-2015	2015-01-27 11:02:00	apply apply			<input type="checkbox"/>
Output and Outcome Data	Application	2015 Test	2015-01-27 11:04:00	apply apply			<input type="checkbox"/>
Organization Information	Application	2014-2015	2015-01-27 11:05:00	apply apply			<input type="checkbox"/>
Application Certification	Application	2015-2016	2015-01-27 10:48:00	Kimberly Kochem Administrator			<input type="checkbox"/>

Section Spacing:

Print

Please scroll to the bottom of the Print Manager screen to find the print button. Due to the high volume of applications, United Way staff is not able to accommodate individual requests to print applications.

Print Preview

AGENCY PROFILE	
Administrative Info	
Please create a username and password for your organization. Write down your password, as it is required for future application access.	
Agency Username	2015Test
Agency Password	2015Test
NOTE: Username and Password fields are limited to 15 characters.	
Agency Details	
To make sure your organization is not already in the system, please enter your EIN. Now click the Duplicate Check button above; If the Save button becomes live, your organization is not yet in the system and you can continue the process. If your organization is already in the system a Pop-up box will appear. Please follow the instructions in the Pop-up box. All fields with an Asterisk (*) before them are required fields and must be completed before you submit your grant request.	
Agency/Organization Name	2015Test
EIN	852741963
Website	http://
Agency Address	

Your application has now been converted to a .pdf document to print or save.

You should receive the following confirmation email shortly after your application has been submitted. If you do not receive a confirmation email, please contact UW staff immediately via email to: ci-inbox@uwdor.org

From: Kimberly Kochem
To: kkochem@uwdor.org; ci-inbox@uwdor.org
Cc:
Subject: UWDOR Application Submitted

Dear 2015Test,

Thank you submitting your application for partnership to United Way of the Dutchess-Orange Region.

If you have any further questions, please submit them in writing to ci-inbox@uwdor.org

Yours in Community,

Kimberly Kochem, MPA
Vice President, Community Impact

Powered by CTK
Technology with a Heart
<http://www.communitytech.net>

Questions?

Email us at:
ci-inbox@uwdor.org