

Technical Guidance

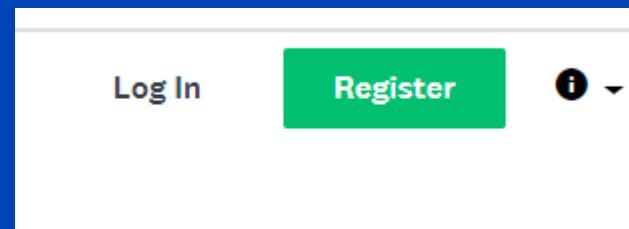
Creating and Submitting an
Application



Website: <https://uwdor.smapply.io/>

For returning users:

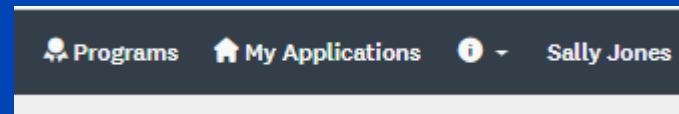
In the top right corner on the website, click on Log In.



Returning users

Please update the Agency Profile form.

Click on your name in the top right corner.



Select MY ACCOUNT from the drop down list.



Click on ELIGIBILITY.

Account Settings

- [My Profile](#)
- [Notifications](#)
- [Eligibility](#)

Profile Photo



Choose file... Browse

Personal Info



**Click on UPDATE YOUR ELIGIBILITY PROFILE.
The form is now open to edit. Click SAVE MY PROFILE
at the bottom to save the updates.**

Account Settings

- My Profile
- Notifications
- Eligibility >

Update your eligibility profile

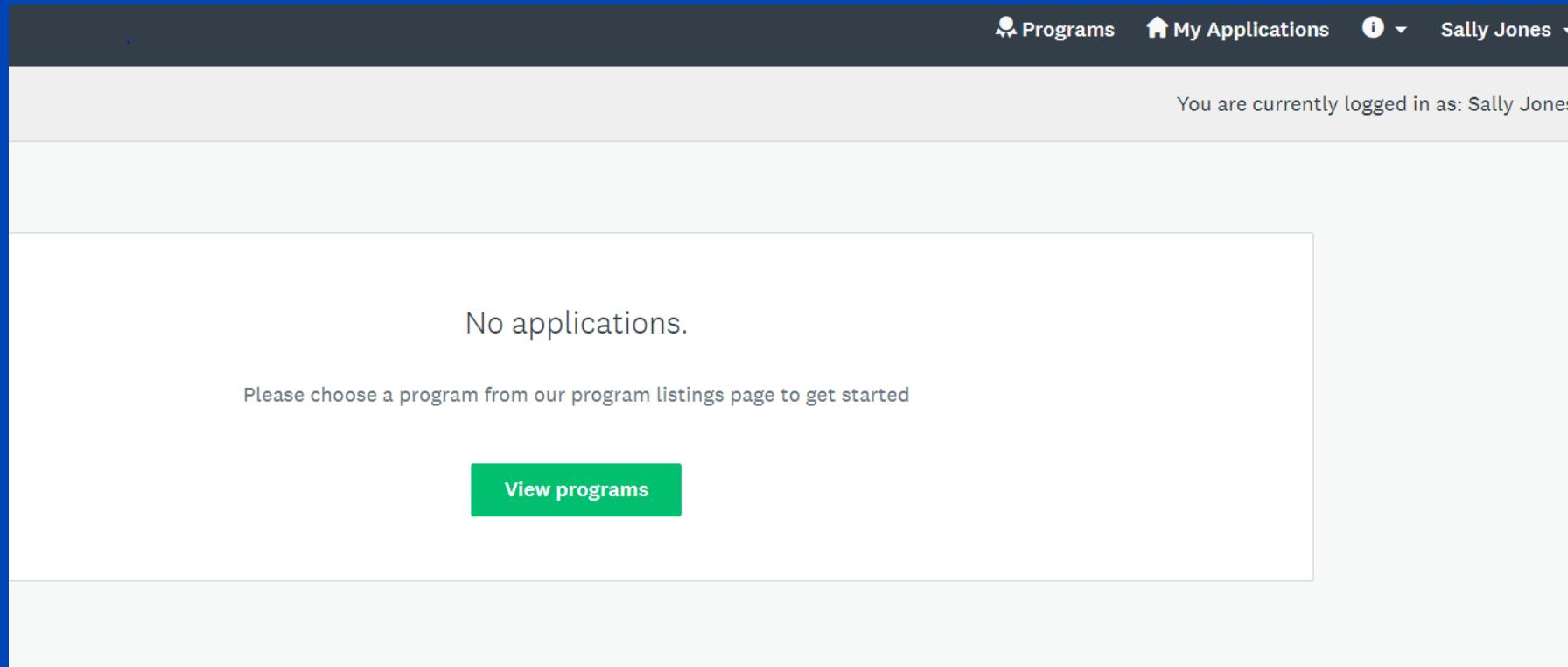
Agency Profile Form

Agency Details

Agency/Organization Name	UWDOR
EIN	12345678
Website	(No response)
Street	75 Market Street
City	Poughkeepsie
State	NY
Zip Code	12601
Mailing Address	75 Market Street
Mailing City	Poughkeepsie
Mailing State	NY



Returning users, click on “View Programs” or click on “Programs” on the top bar.



Programs My Applications Sally Jones

You are currently logged in as: Sally Jones

No applications.

Please choose a program from our program listings page to get started

[View programs](#)



Click on green button “More”.

You are currently logged in as: Sally Jones

 United Way of the Dutchess-Orange Region

Eligible Programs ▾

Community Fund Grant

Accepting applications from Jan 29 2021 02:00 PM (UTC) to Mar 19 2021 09:15 PM (UTC)

[MORE >](#)

Search programs..   



New users:

In the top right corner:

Step 1:

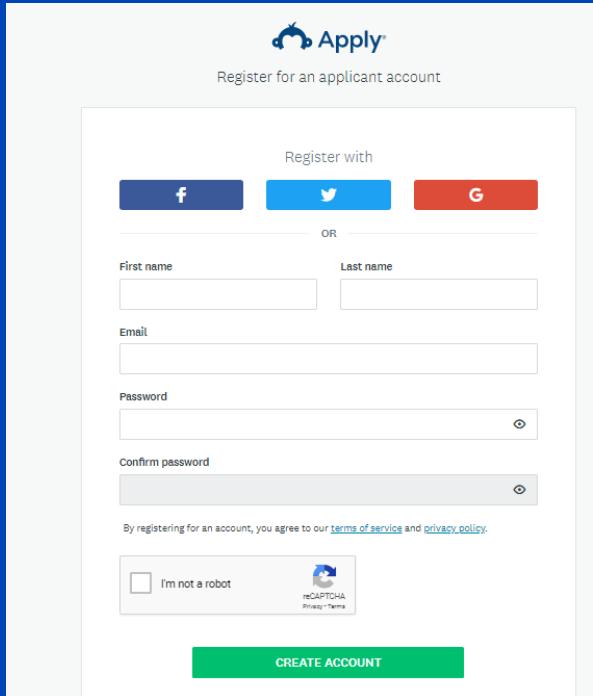
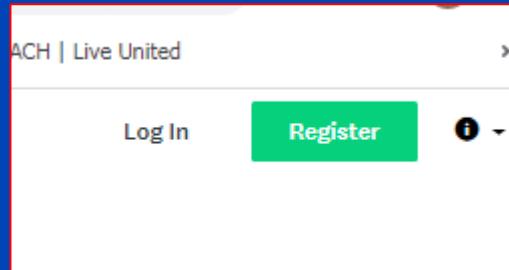
Click on green button, “Register”

Step 2:

**Follow instructions
on creating an account.**

Step 3:

**An email will be sent with further
instructions.**



Register for an applicant account

Register with

f t G

OR

First name Last name

Email

Password

Confirm password

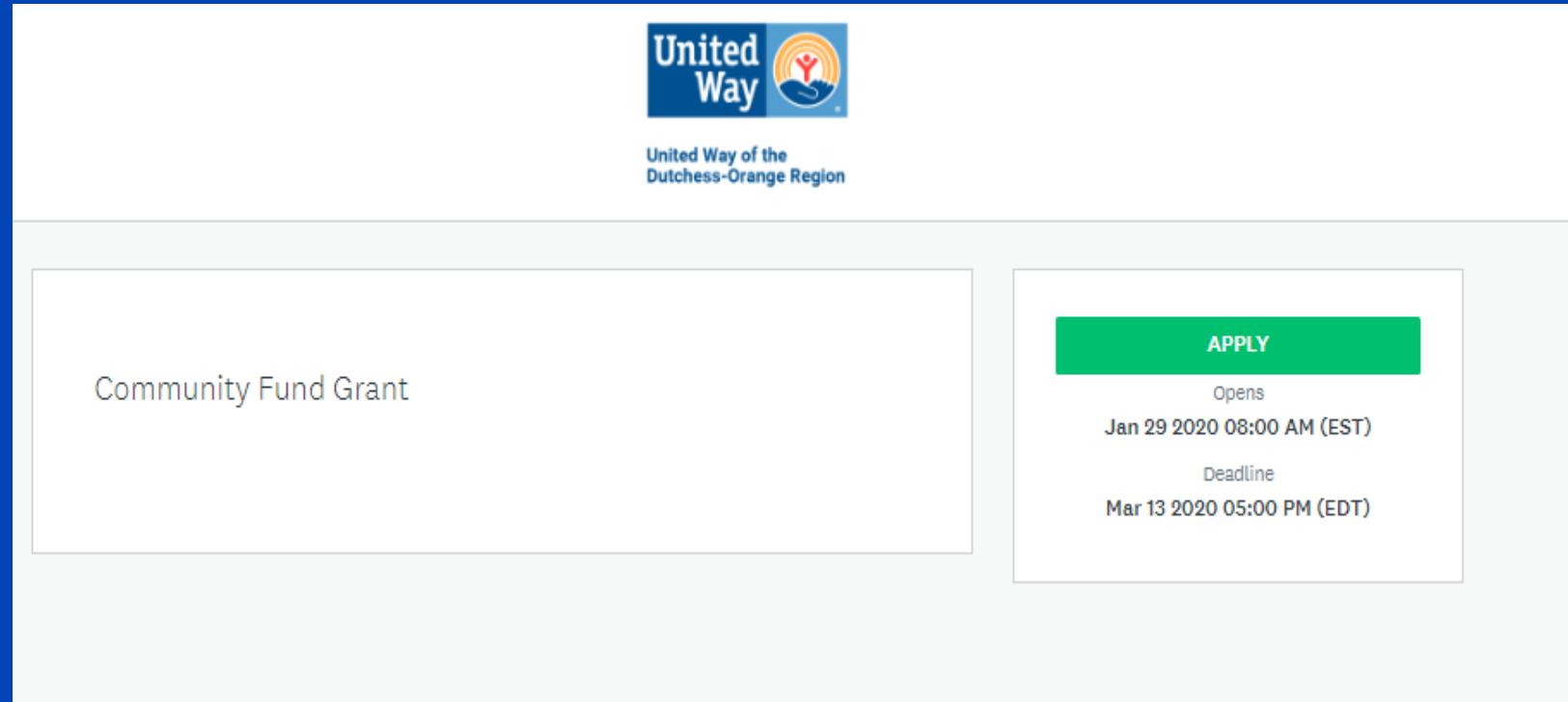
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot reCAPTCHA Privacy - Terms

CREATE ACCOUNT



Once you register, you will be brought to your home screen.



United Way of the Dutchess-Orange Region

Community Fund Grant

APPLY

Opens
Jan 29 2020 08:00 AM (EST)

Deadline
Mar 13 2020 05:00 PM (EDT)

Click on the green button, “APPLY”.



Click on green button, “MORE”.

United Way of the
Dutchess-Orange Region

Programs

Community Fund Grant

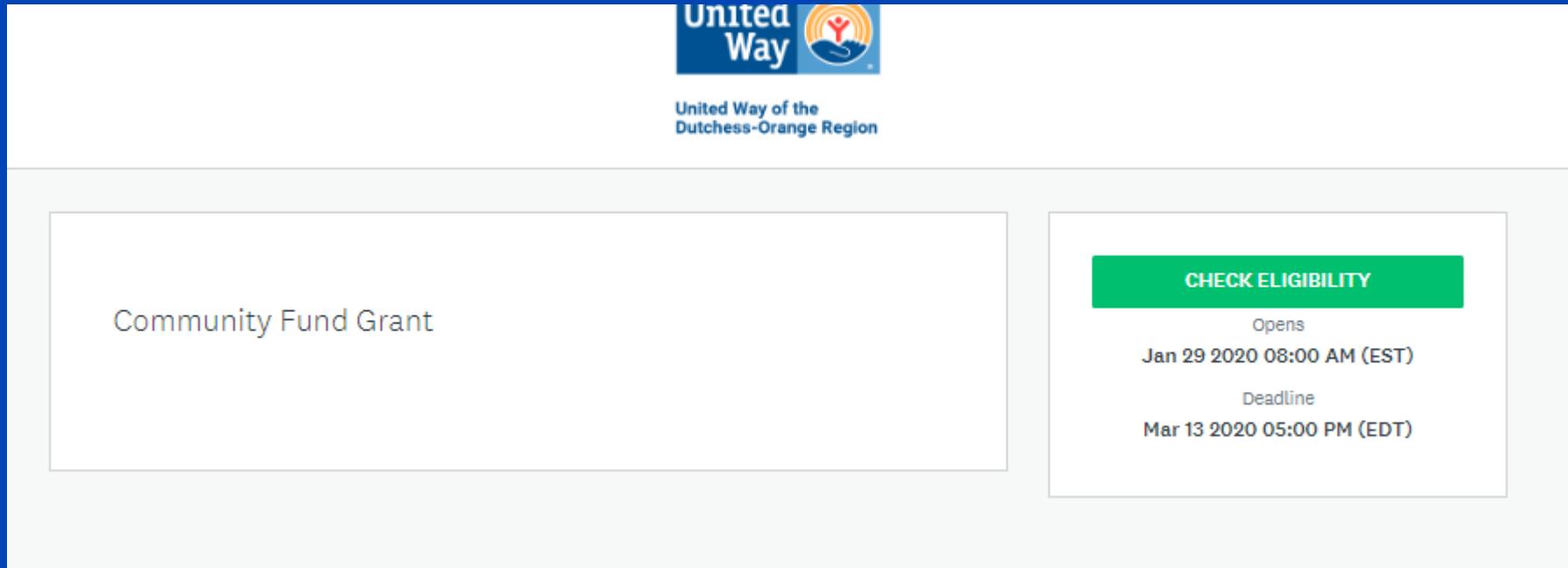
Accepting applications from Jan 29 2020 08:00 AM (EST) to Mar 13 2020 05:00 PM (EDT)

MORE >

1 - 1 of 1 Programs



Click on green button, “CHECK ELIGIBILITY”.



The screenshot shows the homepage of the United Way of the Dutchess-Orange Region. At the top, the United Way logo is displayed, followed by the text "United Way of the Dutchess-Orange Region". Below this, there are two main sections. The left section is titled "Community Fund Grant". The right section contains a green button labeled "CHECK ELIGIBILITY". Above this button, the text "Opens Jan 29 2020 08:00 AM (EST)" is shown. Below the button, the text "Deadline Mar 13 2020 05:00 PM (EDT)" is shown.

Community Fund Grant

United Way of the
Dutchess-Orange Region

CHECK ELIGIBILITY

Opens
Jan 29 2020 08:00 AM (EST)

Deadline
Mar 13 2020 05:00 PM (EDT)

**Fill out the Agency Profile form and click on
SAVE MY PROFILE**



The Application Process-what is asked of applicants:

The application process requires the following forms for each application:

- Community Application**
- Output and Outcome**
- Program Budget**
- Application Certification**
- Organizational Information**
- Counter Terrorism Compliance**



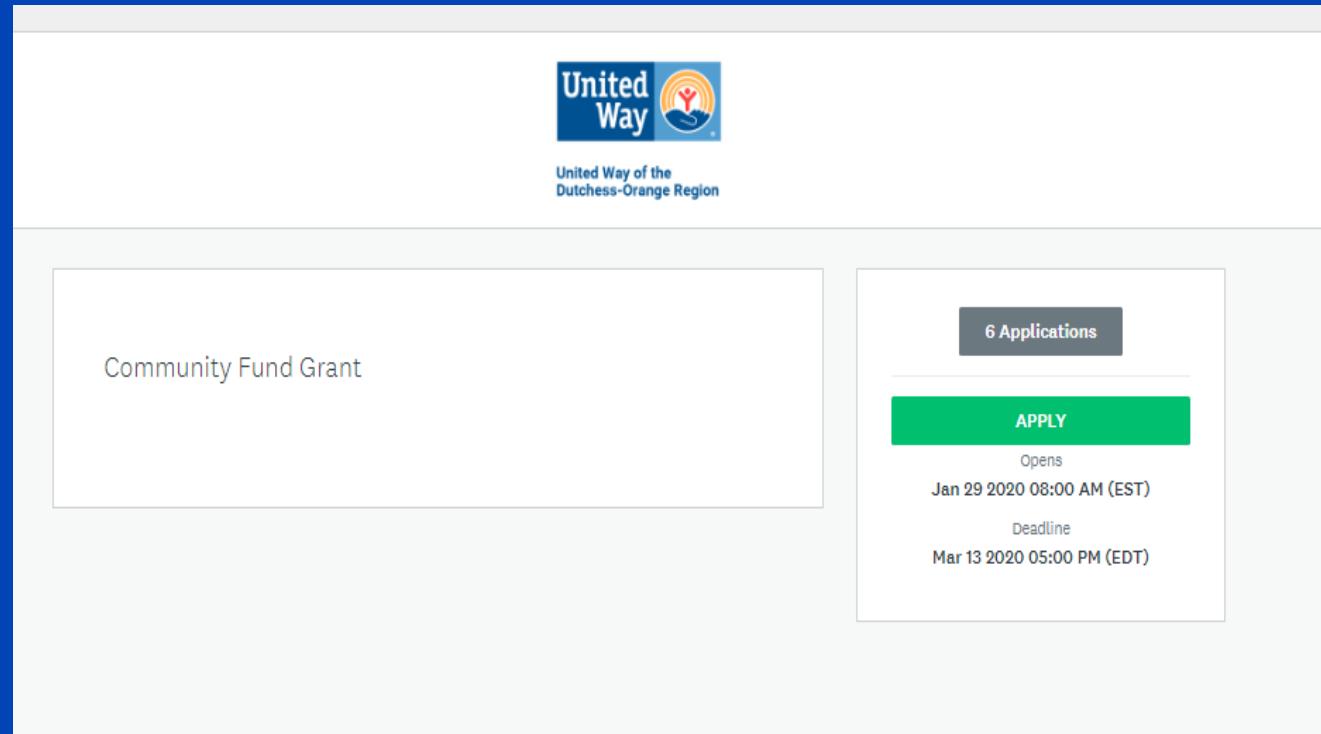
The Application Process-what is asked of applicants:

Documents to be uploaded:

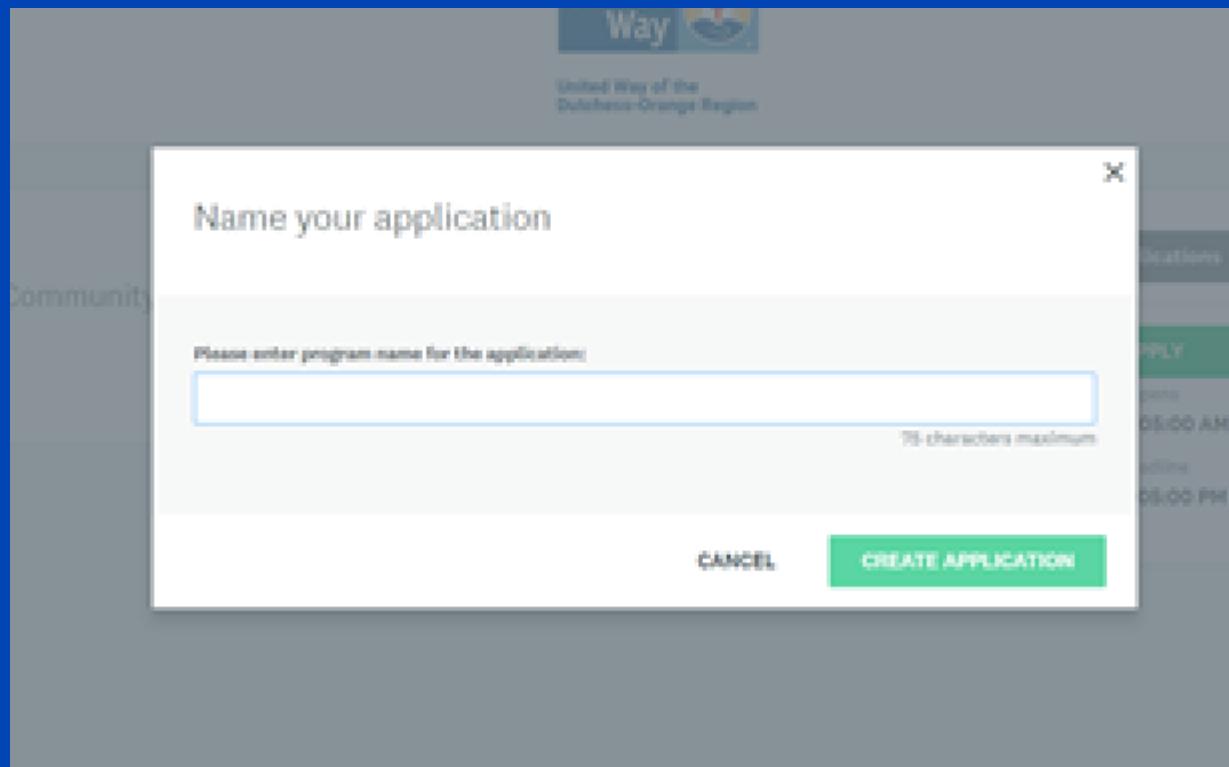
- IRS Tax Exempt/Letter of Determination/501(c)3 status**
- Organizational Financial Audit**
- IRS 990**
- Annual Report (if your agency completes one)**
- Corresponding Management Communication Letters (if agency's program requires)**
- Board of Directors Roster**
- Organization Budget**



To begin the application, click on the green button, “APPLY”.



Name your application/program.



**Required tasks are listed.
As each task is completed, the application status
on the left side will increase.**

Last edited: Jan 28 2020 06:05 PM (UTC)

REVIEW SUBMIT

Deadline: Mar 13 2020 09:00 PM (UTC)

8884159853

ID: 8884159853

APPLICATION ACTIVITY

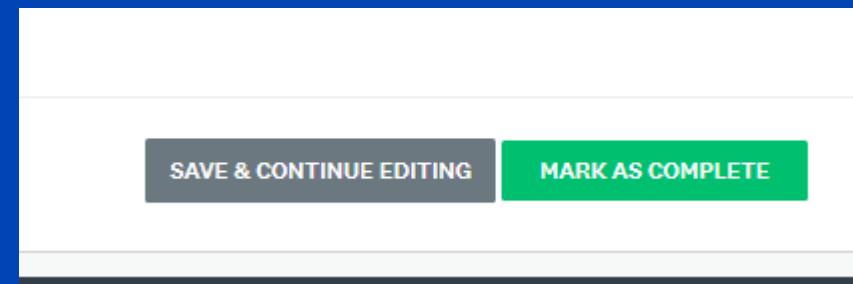
Your tasks

<input type="radio"/>	Community Application 2019-2020 Cannot be modified	>
<input type="radio"/>	Output and Outcome 2019-2020 Cannot be modified	>
<input type="radio"/>	Program and Budget 2019-2020 Cannot be modified	>
<input type="radio"/>	Organizational Financial Audit/Financial Review 2019-2020 (optional) Cannot be modified	>
<input type="radio"/>	Annual Report 2019-2020 (optional) Cannot be modified	>
<input type="radio"/>	Memorandum of Understanding 2019-2020 (optional)	>

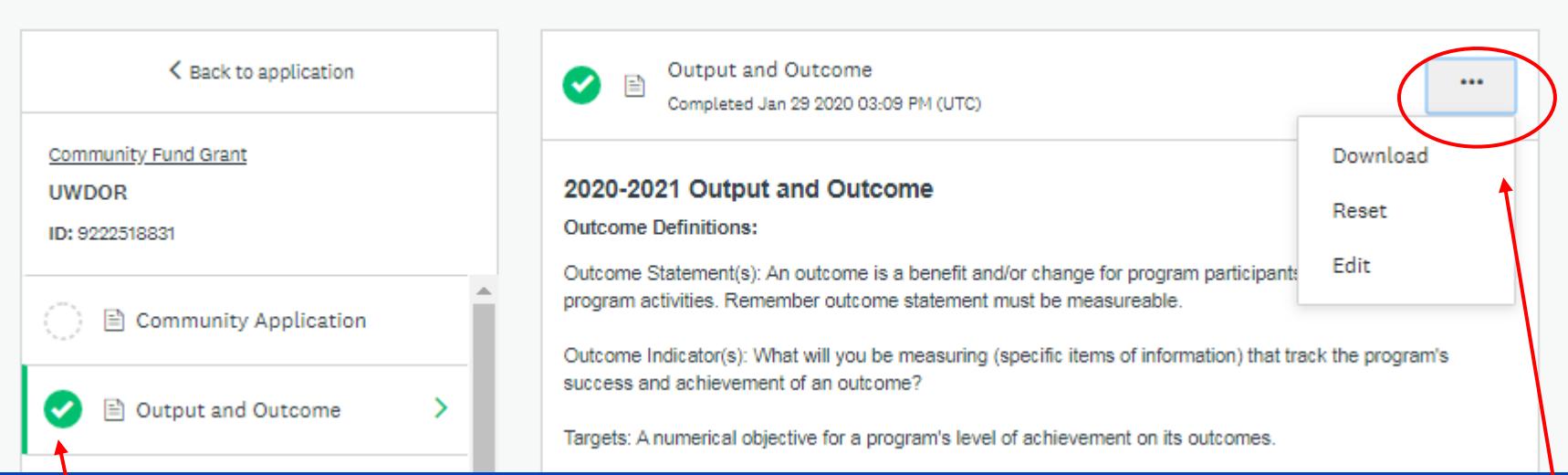


**Save the forms as you go along.
Save buttons are located at the bottom
of the forms.**

**As you finish each tasks/form, click on green button,
“MARK AS COMPLETE”.**



Once a form is marked as complete, your screen will look like this:



The screenshot shows a software interface with a sidebar on the left and a main content area on the right.

Left Sidebar:

- [Back to application](#)
- Community Fund Grant
- UWDOR
- ID: 9222518831
- [Community Application](#)
- Output and Outcome** (highlighted with a green checkmark icon and a red arrow pointing to it)

Main Content Area:

- Output and Outcome** (Completed Jan 29 2020 03:09 PM (UTC))
- 2020-2021 Output and Outcome**
- Outcome Definitions:**
Outcome Statement(s): An outcome is a benefit and/or change for program participants from program activities. Remember outcome statement must be measurable.
- Outcome Indicator(s):** What will you be measuring (specific items of information) that track the program's success and achievement of an outcome?
- Targets:** A numerical objective for a program's level of achievement on its outcomes.

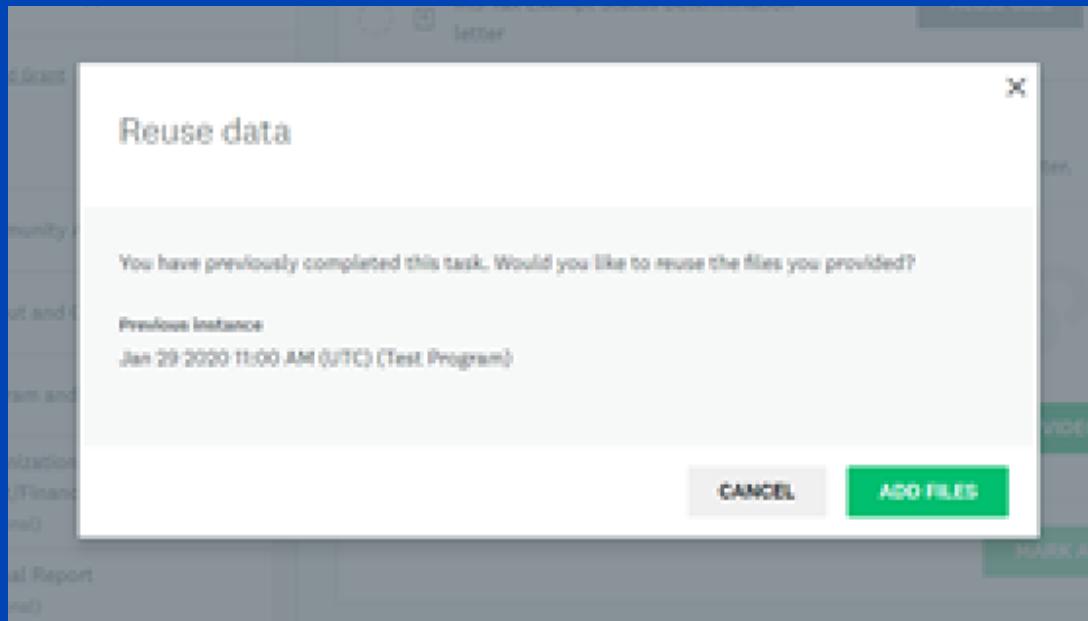
A context menu is open on the right side of the content area, with the ellipsis button circled in red. A red arrow points from the text "Click on ellipsis: download, reset or to edit the form" to this circled button.

Shows that task is complete.

Click on ellipsis: download, reset or to edit the form



Some tasks you will have an option to reuse data or files. For those tasks, the option will pop up.

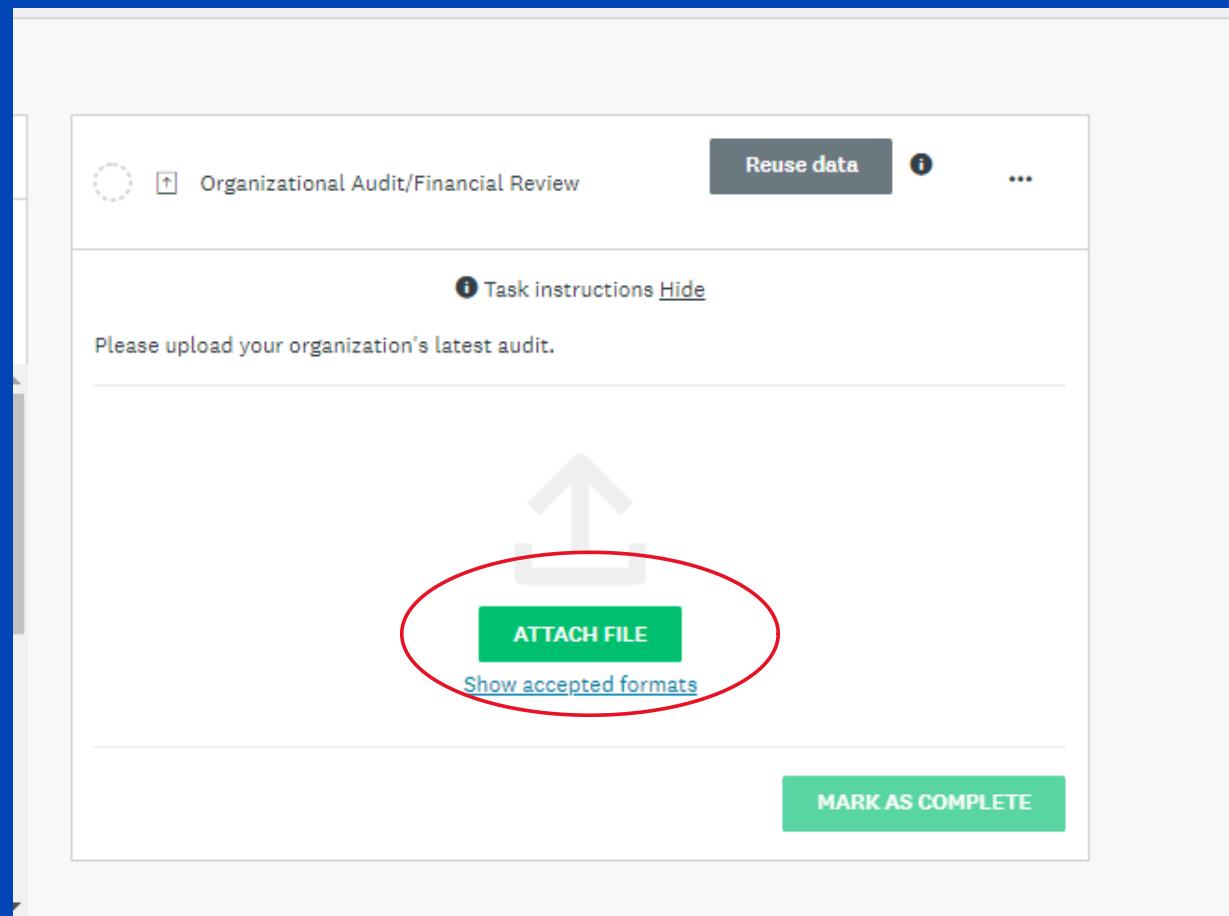


If you want to reuse data, select which file and click ADD FILES. If not, select CANCEL.

If you do reuse data, VERIFY that the data is up to date and correct.



If you clicked CANCEL on the reusable data, you will have the option to upload a new file or complete the form.



Organizational Audit/Financial Review

Reuse data

Task instructions [Hide](#)

Please upload your organization's latest audit.

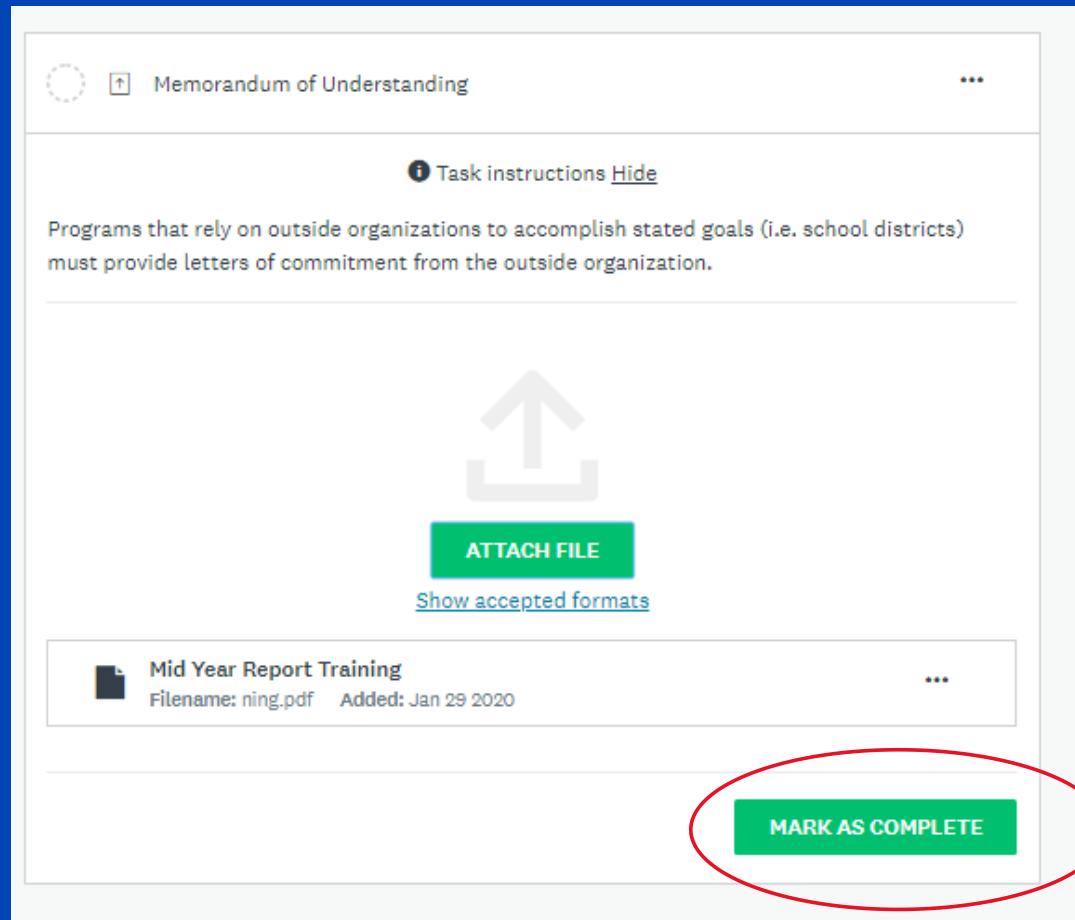
ATTACH FILE

Show accepted formats

MARK AS COMPLETE



**After each upload, click on green button,
“Mark as Complete”.**



[Back to application](#)

Community Fund Grant
8884159853
ID: 8884159853

Programs that rely
must provide letter

Mid Year
Filename

<input checked="" type="checkbox"/> Organization Information
<input checked="" type="checkbox"/> Counter-terrorism Compliance
<input checked="" type="checkbox"/> Organization Operating Budget
<input checked="" type="checkbox"/> IRS Tax Exempt Status Determination letter
<input checked="" type="checkbox"/> IRS 990 or 990 EZ form
<input checked="" type="checkbox"/> Board of Directors Roster

10 of 10 required tasks complete

Last edited: Jan 29 2020 03:33 PM (UTC)

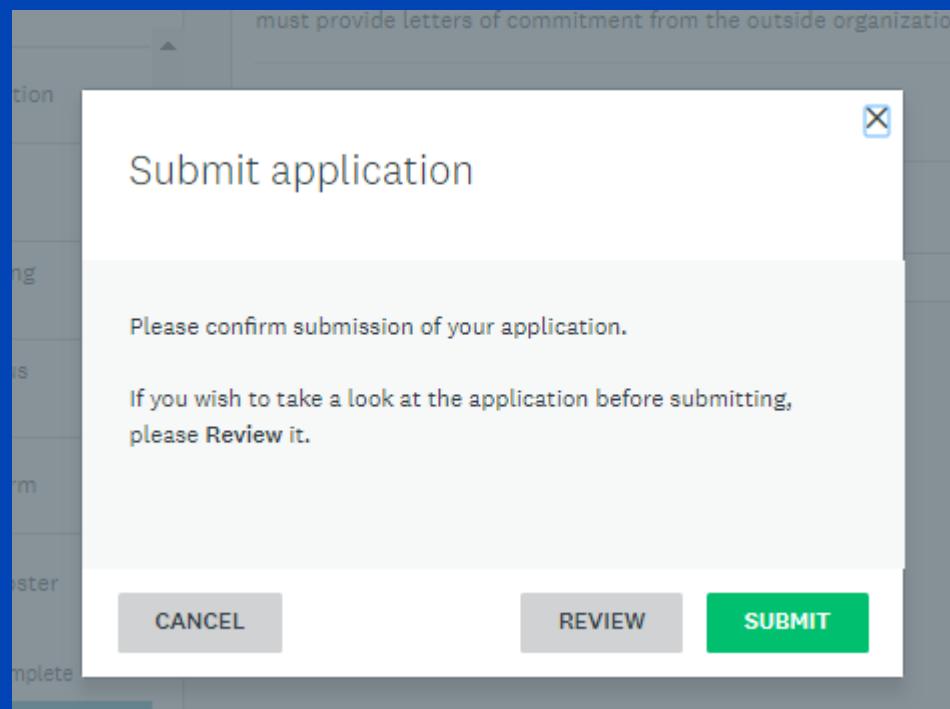
REVIEW **SUBMIT**

Deadline: Mar 13 2020 09:00 PM (UTC)

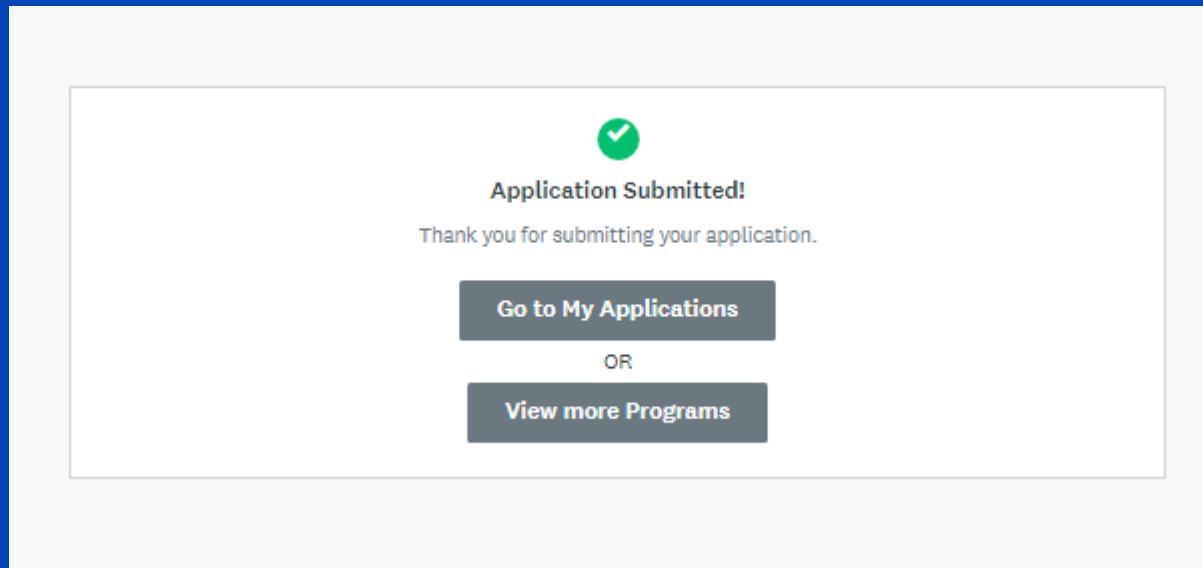
Once all 10 tasks have been completed, click on the green button, “SUBMIT”.



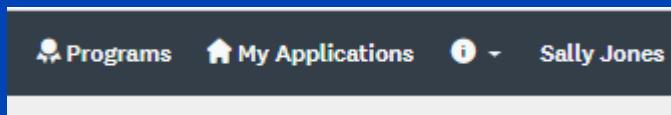
Final confirmation before Clicking on SUBMIT



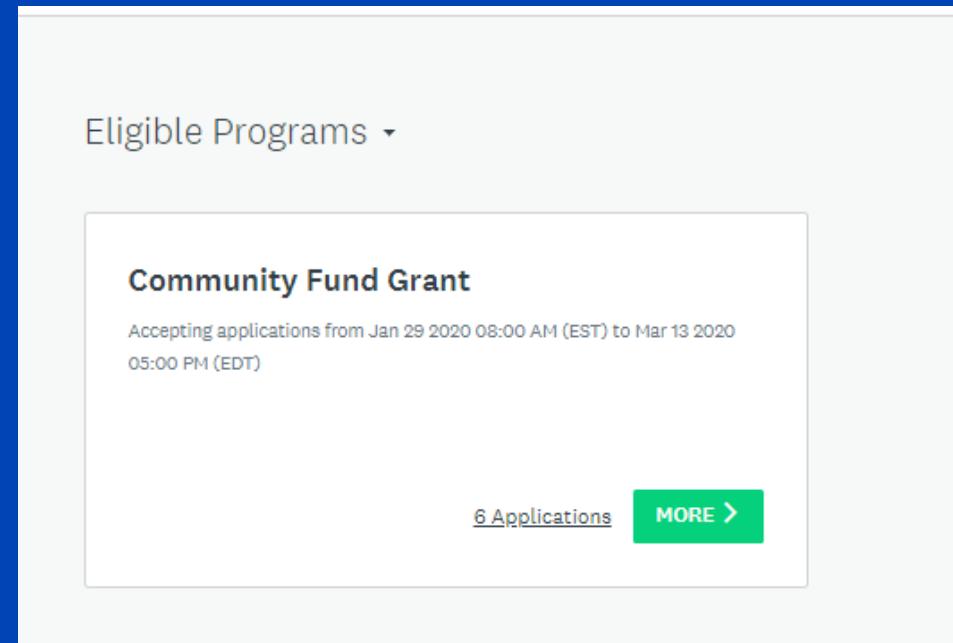
**A pop up message will show confirmation.
An email will be sent to the user's email account.**



**If your agency would like to apply for another program:
In the top right corner of the screen:**



1. Click on Programs



Eligible Programs ▾

Community Fund Grant

Accepting applications from Jan 29 2020 08:00 AM (EST) to Mar 13 2020 05:00 PM (EDT)

[6 Applications](#) [MORE >](#)

2. Click on MORE



Click on green button, “APPLY”.

United Way of the Dutchess-Orange Region

Community Fund Grant

6 Applications

APPLY

Opens
Jan 29 2020 08:00 AM (EST)

Deadline
Mar 13 2020 05:00 PM (EDT)

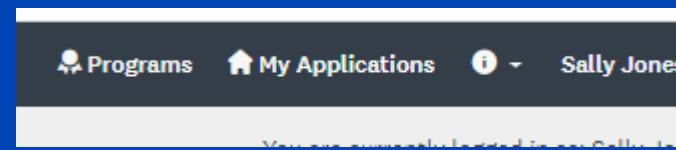


Follow the same instructions to begin applying for an additional program.



To download and save the application:

In the top right corner, click on “My Applications”.

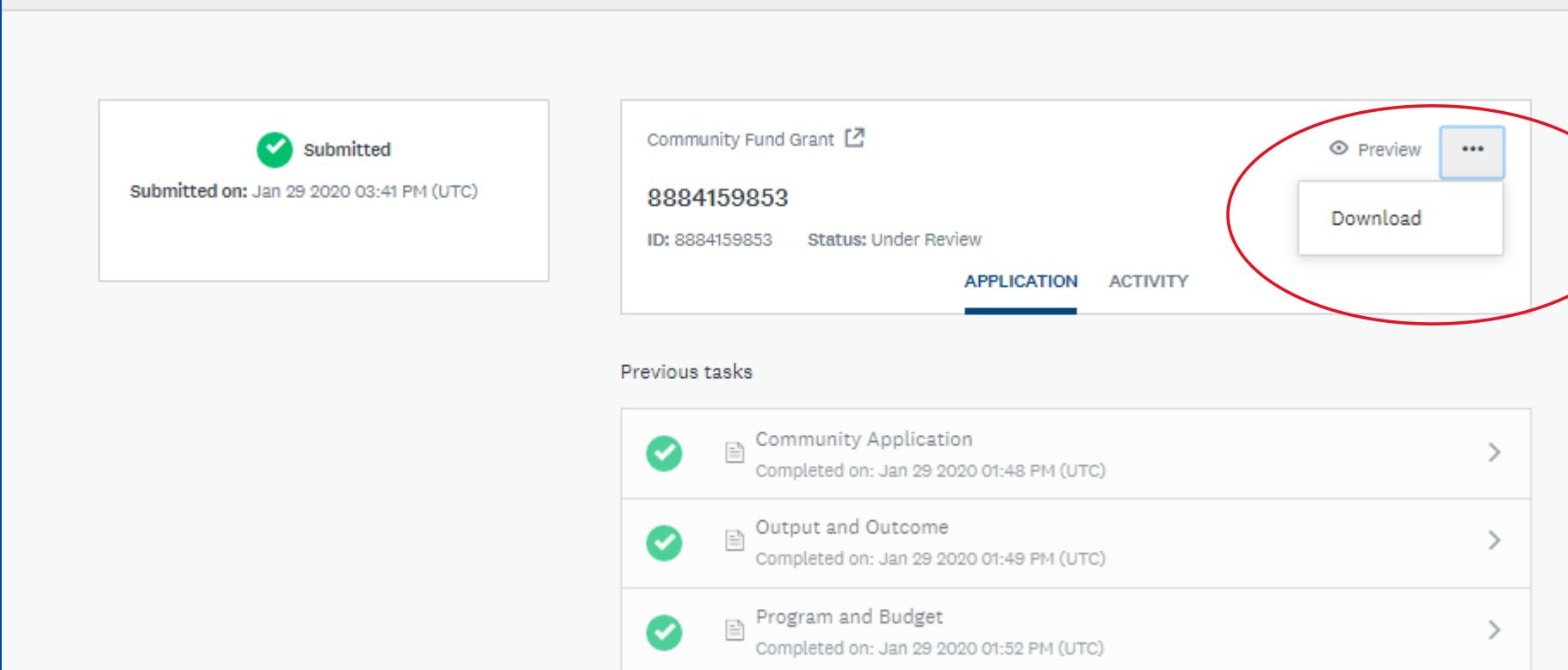


Click on “View” to open the application.

<input type="checkbox"/> Community Fund Grant	Test Program	Under Review	 Submitted	Jan 29 2020 01:38 PM (UTC)	VIEW
<input type="checkbox"/> Community Fund Grant	8884159853	Under Review	 Submitted	Jan 29 2020 03:41 PM (UTC)	VIEW
<input type="checkbox"/> Community Fund Grant	UWDOR	Mar 13 2020 09:00 PM (UTC)	1 of 10 required tasks complete	Jan 29 2020 03:09 PM (UTC)	CONTINUE



Click on ellipsis. Select download.



Submitted

Submitted on: Jan 29 2020 03:41 PM (UTC)

Community Fund Grant ↗

8884159853

ID: 8884159853 Status: Under Review

APPLICATION ACTIVITY

Preview ...

Download

Previous tasks

- Community Application
Completed on: Jan 29 2020 01:48 PM (UTC)
- Output and Outcome
Completed on: Jan 29 2020 01:49 PM (UTC)
- Program and Budget
Completed on: Jan 29 2020 01:52 PM (UTC)



**Questions?
Email us at ci-inbox@uwdor.org**

Thank you

