Community Arts, Culture, Transformation, and Science Fund (Community ACTS Fund)

Letter of Intent
Submission Instructions

This document provides instructions for how eligible organizations can use the online application system to submit a Letter of Intent to the Community ACTS Fund

Access the Online Application

Click this link to access the online application site. You will be taken to the Fund Details screen (Figure 1, below).

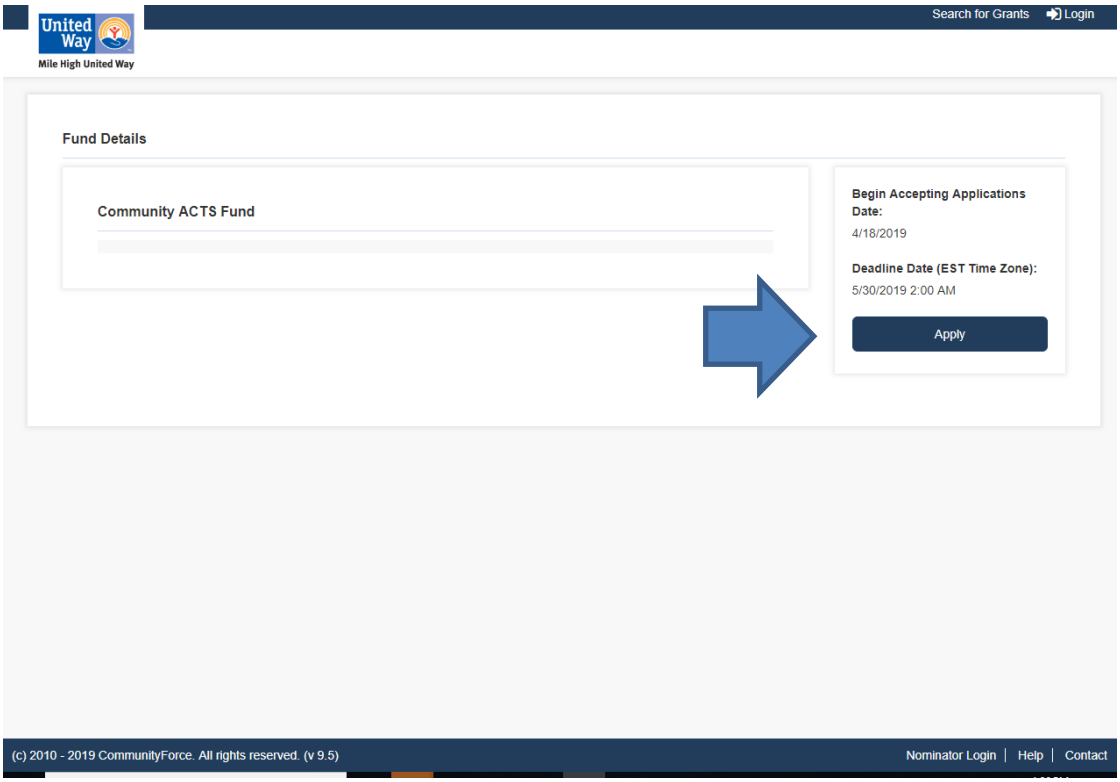

Figure 1

Click “Apply”

You will be taken to the Login screen.

How to Log-in

Use an Existing Account

If you have applied for funding from Mile High United Way in the past, you will have an existing account that can be used to submit your Letter of Intent for the Community ACTS Fund. If you do not remember your login credentials, please email mhuwgrants@unitedwaydenver.org for assistance.

Create a New Account

To create a new account, select Create New Account (Figure 2, below).

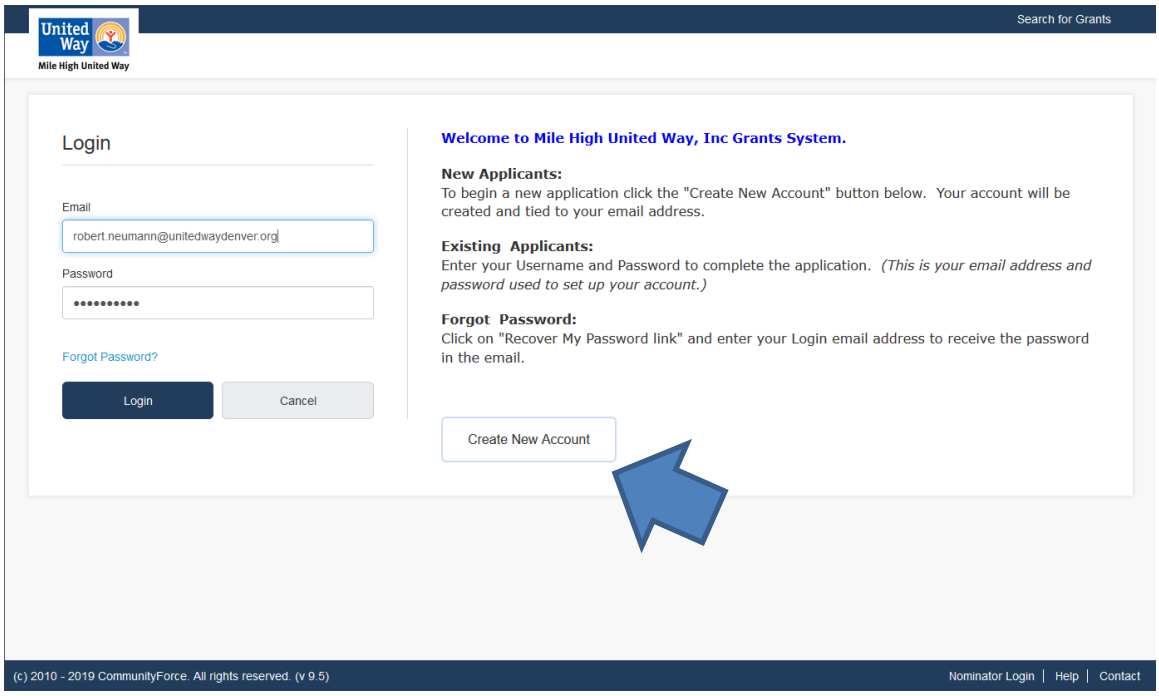

Figure 2

You will be directed to the “Registration” page with a series of required fields for creating a new account: organization name, contact first and last name, email address which serves as your login ID, and a password.

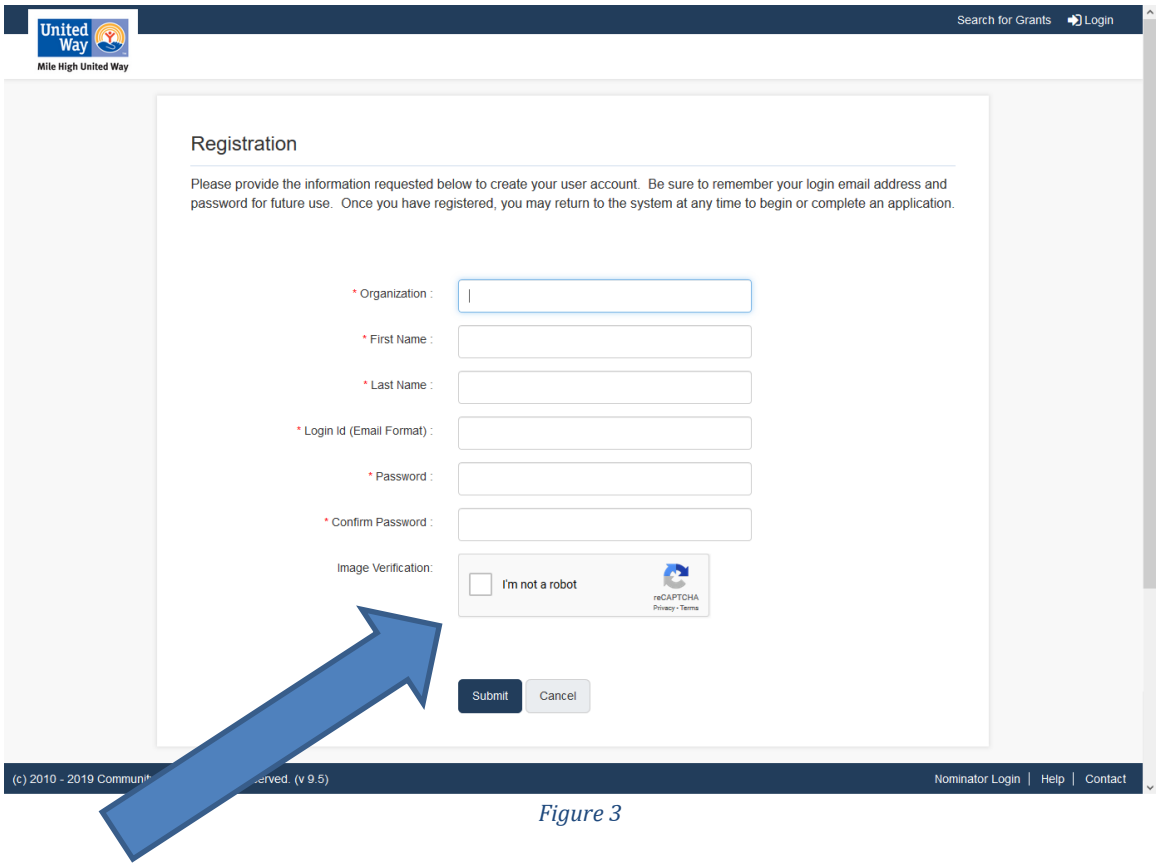

Figure 3

Checking the "I'm not a robot" box in the Image Verification section will open an image-based reCAPTCHA test (Figure 3, above).

When you are finished, click Submit. You will receive an automatic email from the system letting you know that your account has been created and will be prompted to log-in with your new credentials.

Logging in will take you to the Eligibility Quiz.

Submitting Your Letter Of Intent (LOI): Eligibility Quiz

You will be presented with three pre-qualification questions that you will need to answer to determine whether your organization is eligible to apply for the Community ACTS Fund (Figure 4, below).

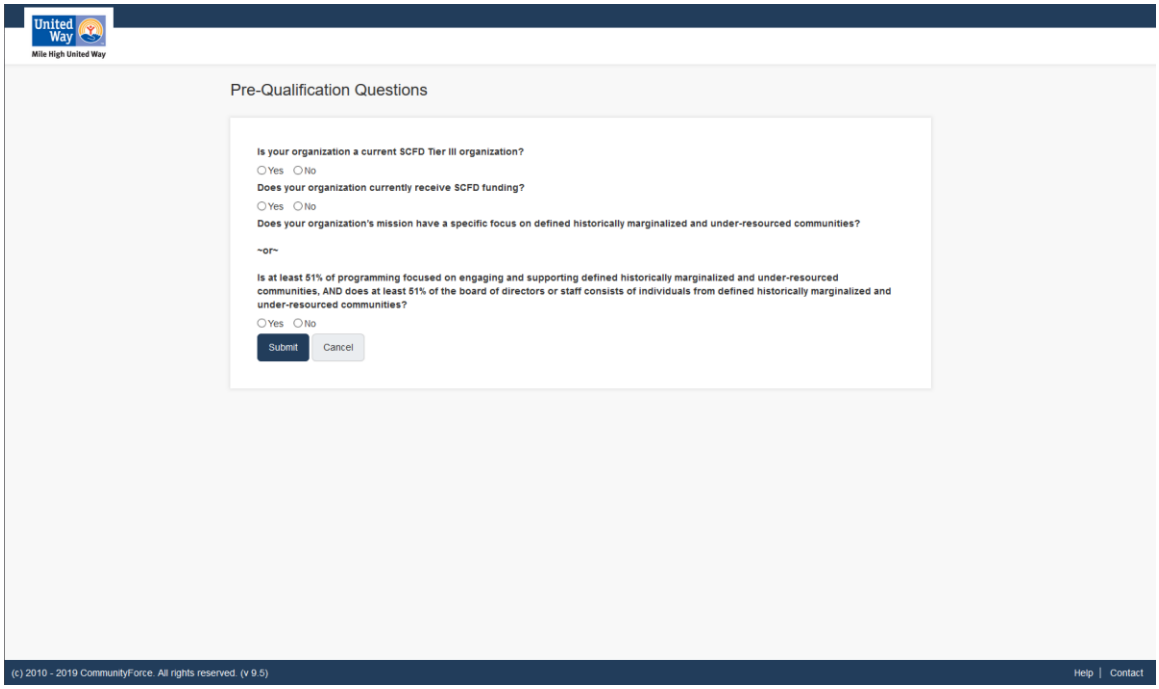

Figure 4

If your organization is determined to be eligible for potential funding, you will see an application dashboard (Figure 5, below). As this is a simple Letter of Intent, only one section will be required for your completion. Click on “Community ACTS Fund Letter of Intent” to continue.

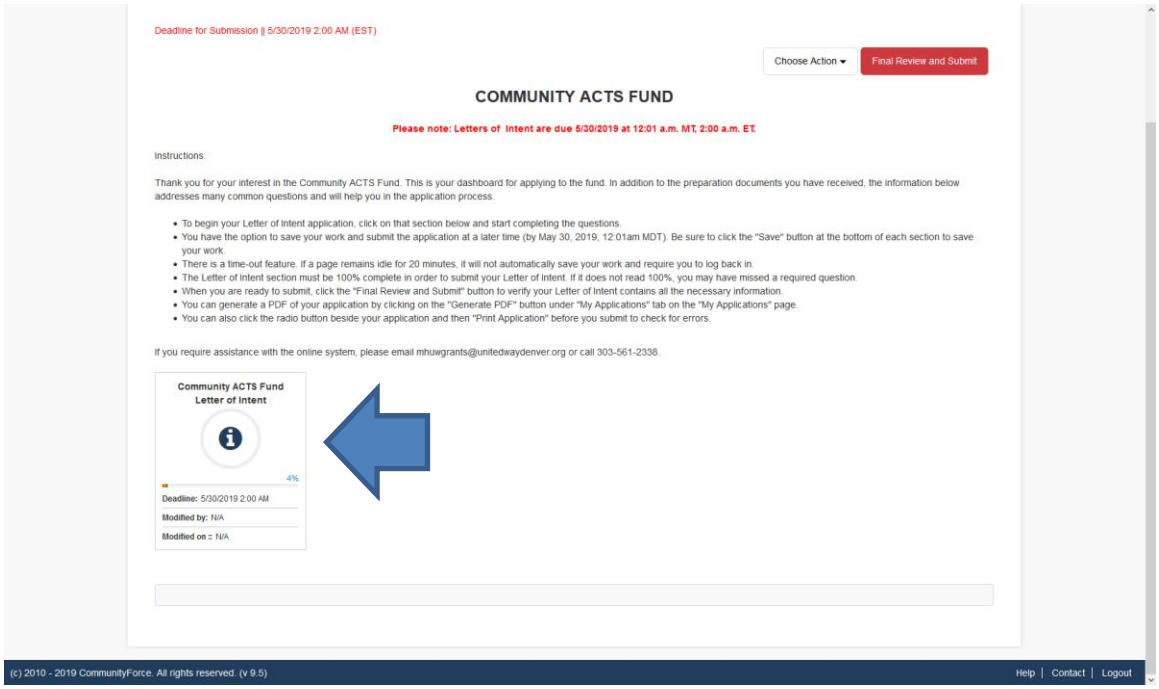

Figure 5

Once you have selected the Letter of Intent (LOI), you will be presented with the Letter of Intent Application form (Figure 6, below).

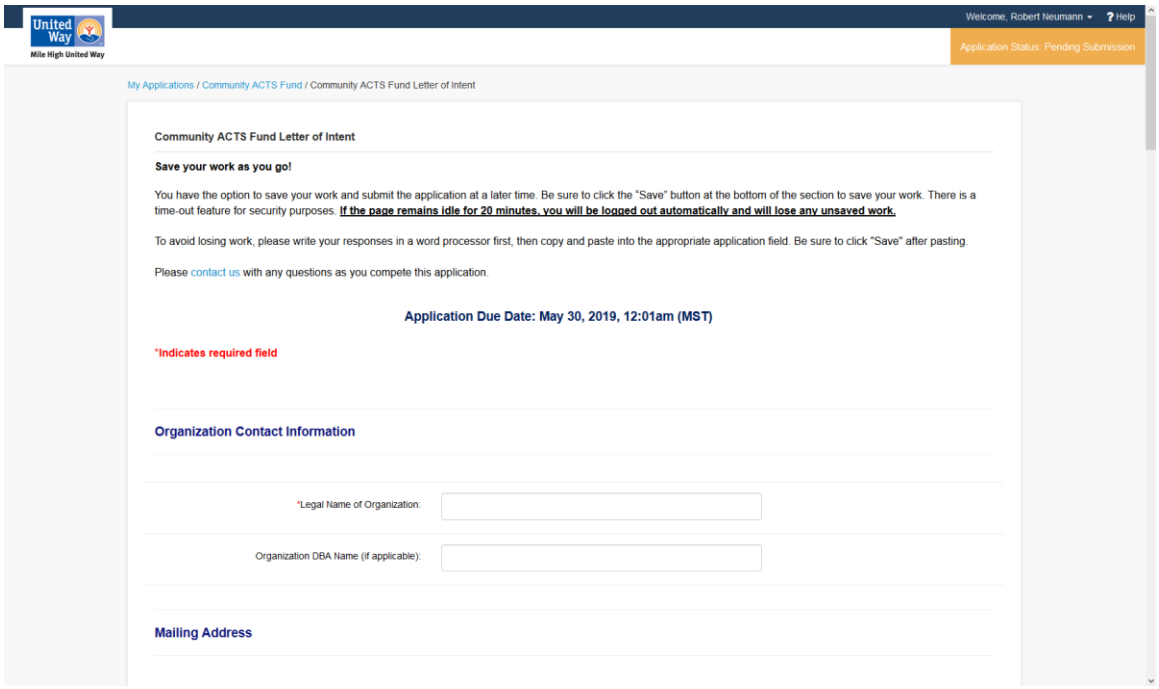

Figure 6

You will notice that many of the fields provided in the form are required. This means, for you to complete the application, every field with a red asterisk to the left of its title will need to be completed.

Please note, as shown in the LOI application, being idle for more than 20 minutes will result in an automatic log-out. Any unsaved work you have entered will be lost, so please be sure to click “Save” at the bottom of the application to avoid any data loss if you step away from your application.

We recommend that you prepare your responses on a separate document and copy and paste them into the online platform.

As you enter information in your Letter of Intent, you will notice that the completion status bar on your dashboard increases, reaching 100% once you have completed the required fields in the application (Figure 7, below, shows a partial completion amount). The Letter of Intent must be 100% complete to submit your Letter of Intent.

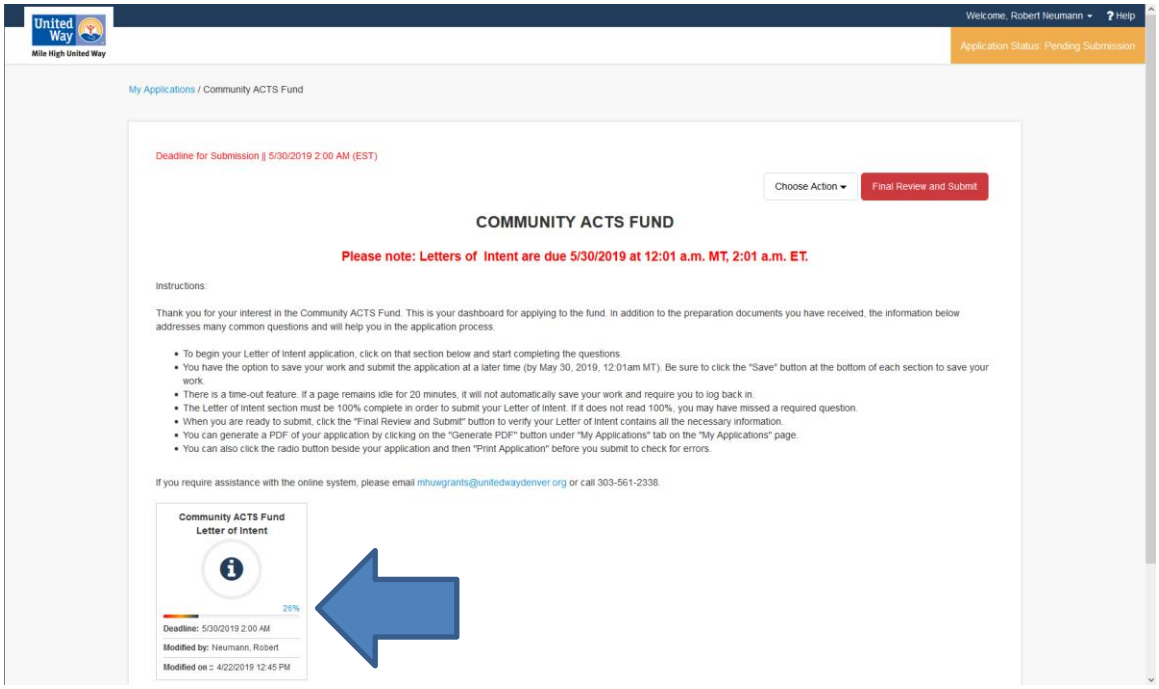

Figure 7

Once you have reviewed your application and reached the 100% completion goal, you may submit your application. Click “Final Review and Submit” on the upper right corner of your dashboard (Figure 8, below).

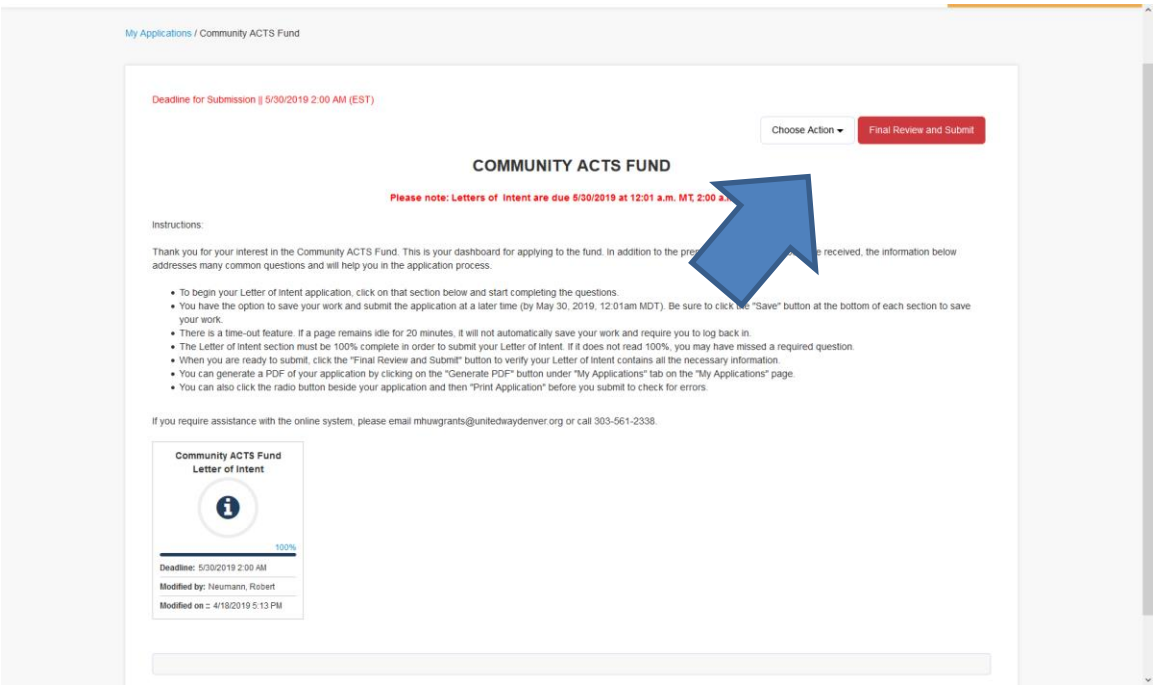

Figure 8

You will see a pop-up message asking if you have reviewed your Letter of Intent (Figure 9, below). As you will be unable to make changes, please ensure that your application is complete before submitting “Continue with Review.”

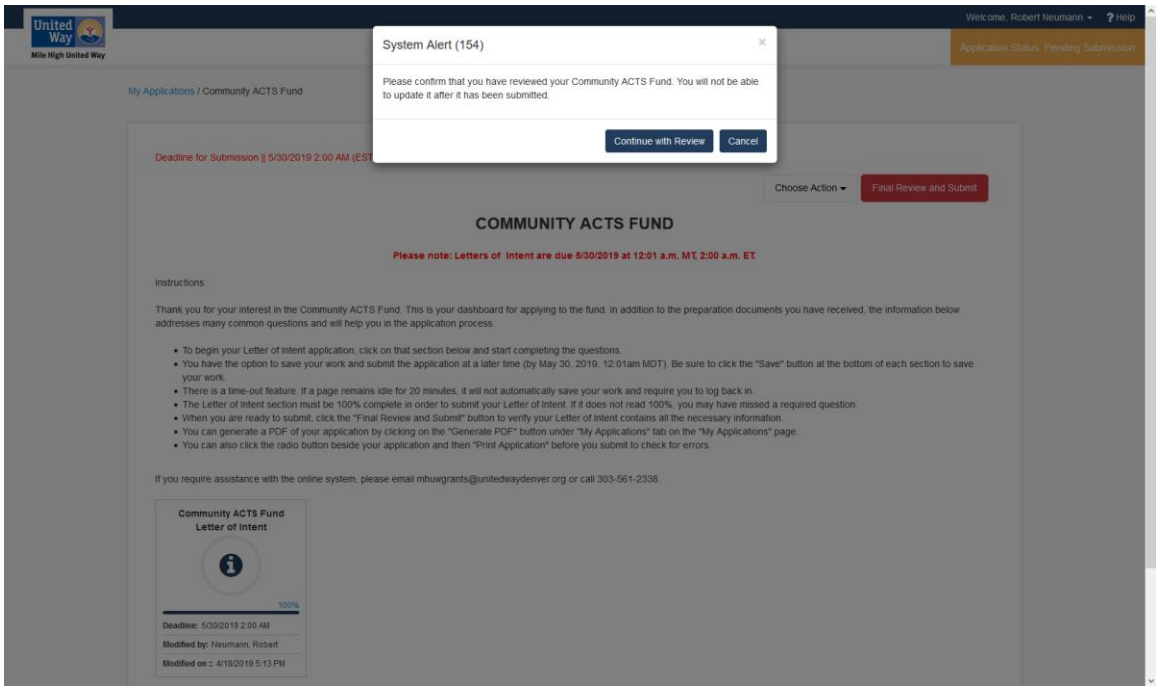

Figure 9

At this point you will see a copy of your Letter of Intent which can be printed for your records. When you are satisfied with your application, click the checkbox at the upper left verifying you have reviewed the application, then click “Submit” (Figure 10, below). Please note that depending on the browser you are using this checkbox may be found at the bottom of your application instead of the top.

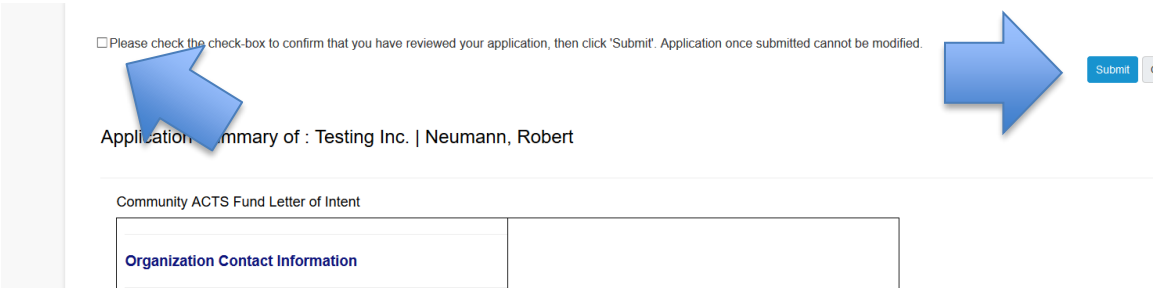

Figure 10

At this stage, your application has been submitted (Figure 11, below). You will receive an automatic email from the system verifying that your Letter of Intent has been received.

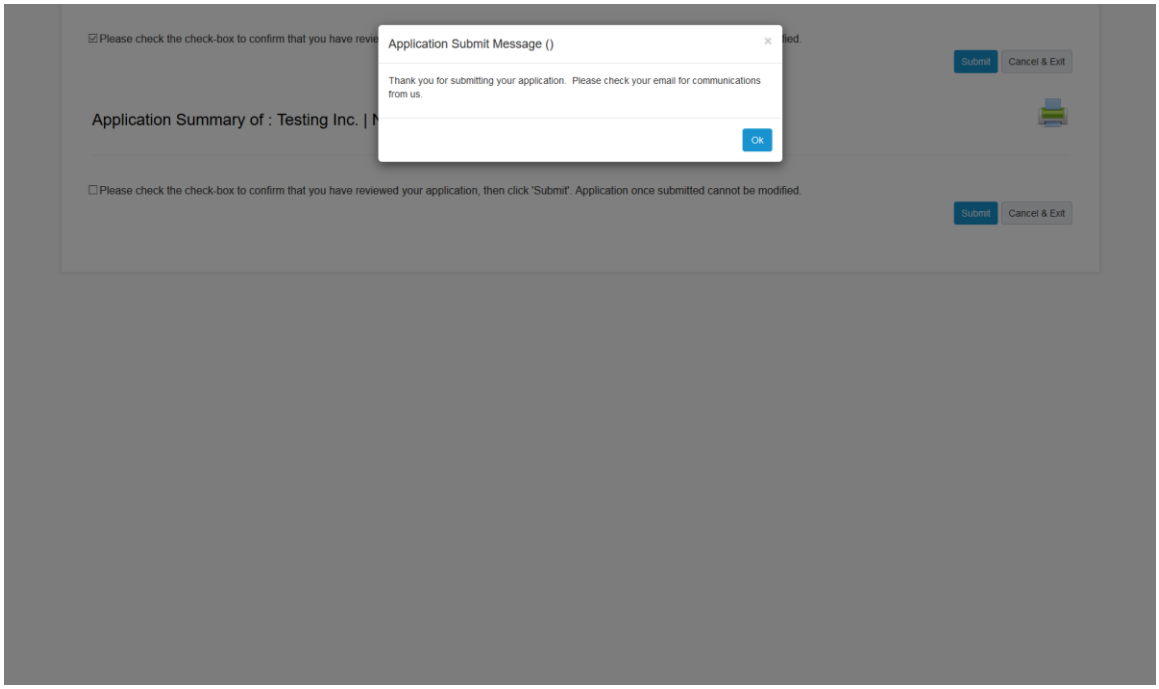

Figure 11

If you require any assistance during this process, please contact us via email at mhuwgrants@unitedwaydenver.org or call us at 303-561-2338.

Additional Questions

I can't find the Community ACTS Fund Letter of Intent Application

When you first load the page you will be presented with a list of all of the available grants within the application system. As there have been several grants available from the Mile High United Way, you may need to scroll down until you find the Community ACTS Fund within the list (Figure 12, below).

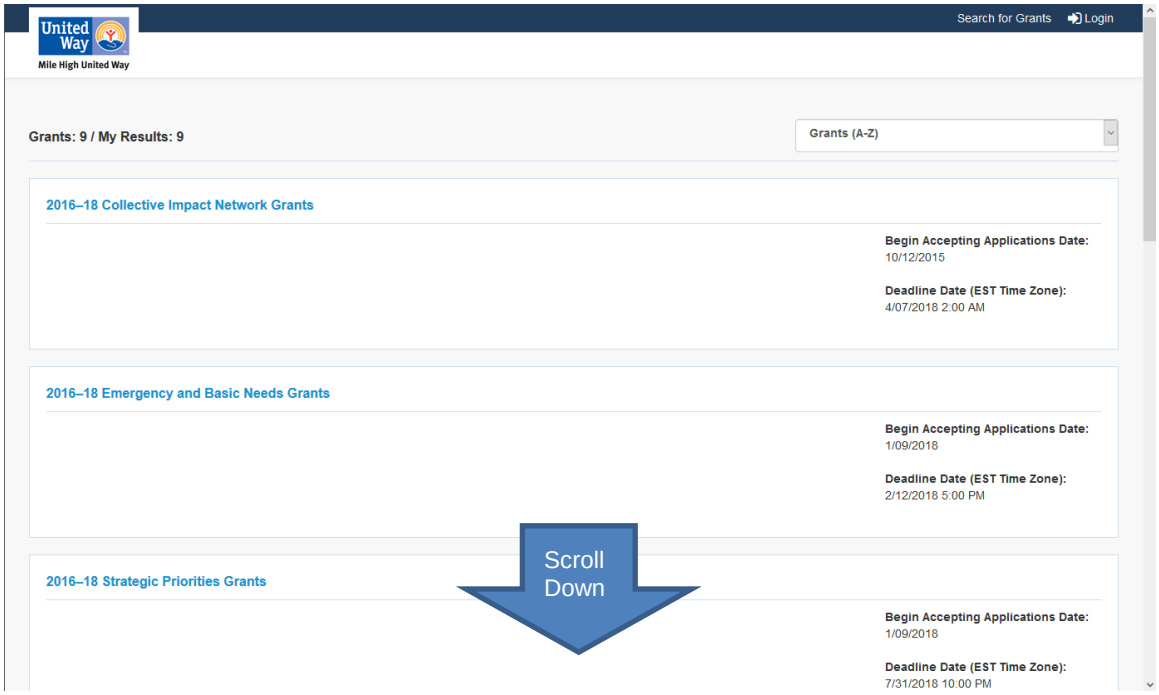

Figure 12

Once you have found the appropriate grant, and you are logged in, you will see that "Apply" is available to click (Figure 13, below). This will start your Letter of Intent process.

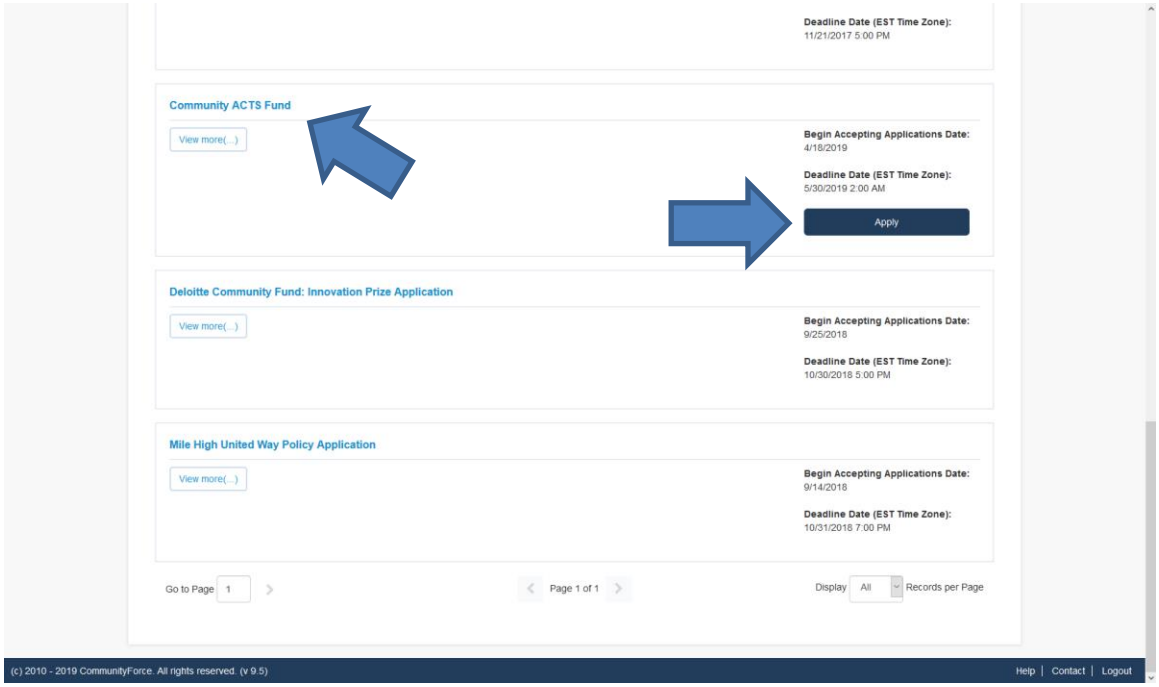

Figure 13

How can I print my application?

As mentioned above, during your final review you may print your applications for your own records. Before your final submission step, CommunityForce will provide you with a final copy

of your application. In the upper, right corner, beneath the “Submit” and “Cancel & Exit” buttons, you will find a printer icon (Figure 14, below). Click the icon to print a copy, either to paper or PDF (if your computer is set up for it).

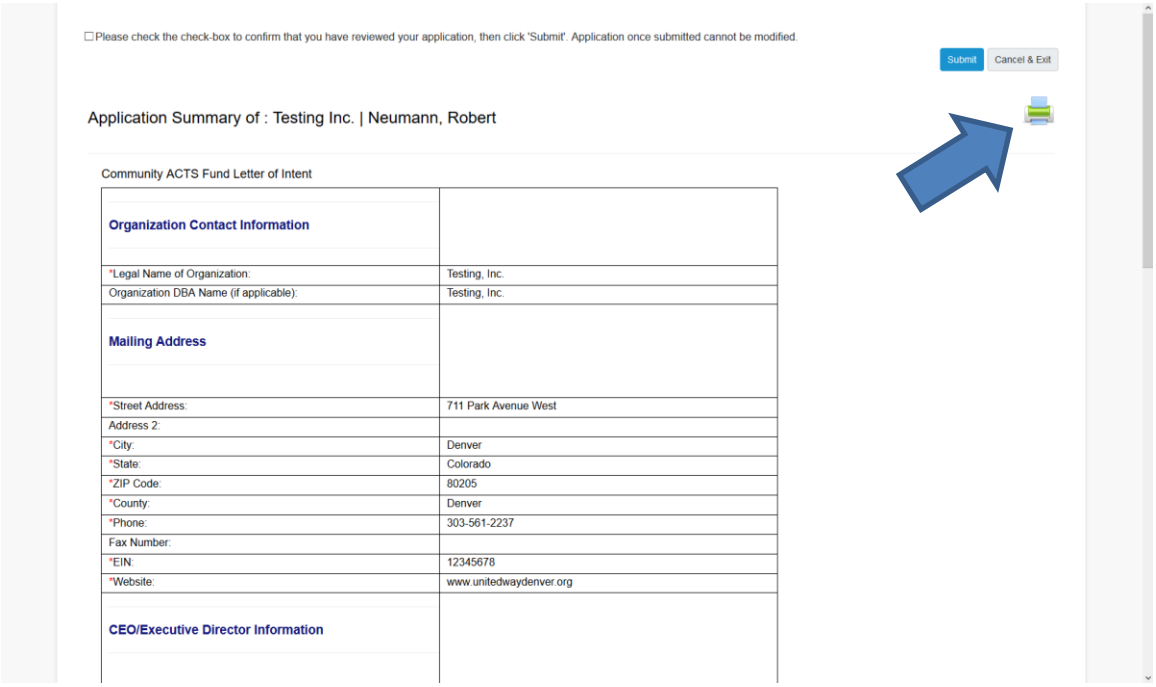

Figure 14

Alternatively, you can find “Print” in your browser’s File menu or use the keyboard shortcut “Ctrl-P.”

Can multiple people in my organization work on the Letter of Intent?

Yes. CommunityForce supports Collaborator accounts, allowing for multiple people at an organization to work on an application. Collaborators will need an account to be linked to your application. See “Create A New Account,” on page 2.

From your organization’s dashboard, click “Choose Action” to reveal additional options. You will find “Add Collaborator” at the top of the list of options (Figure 15, below).

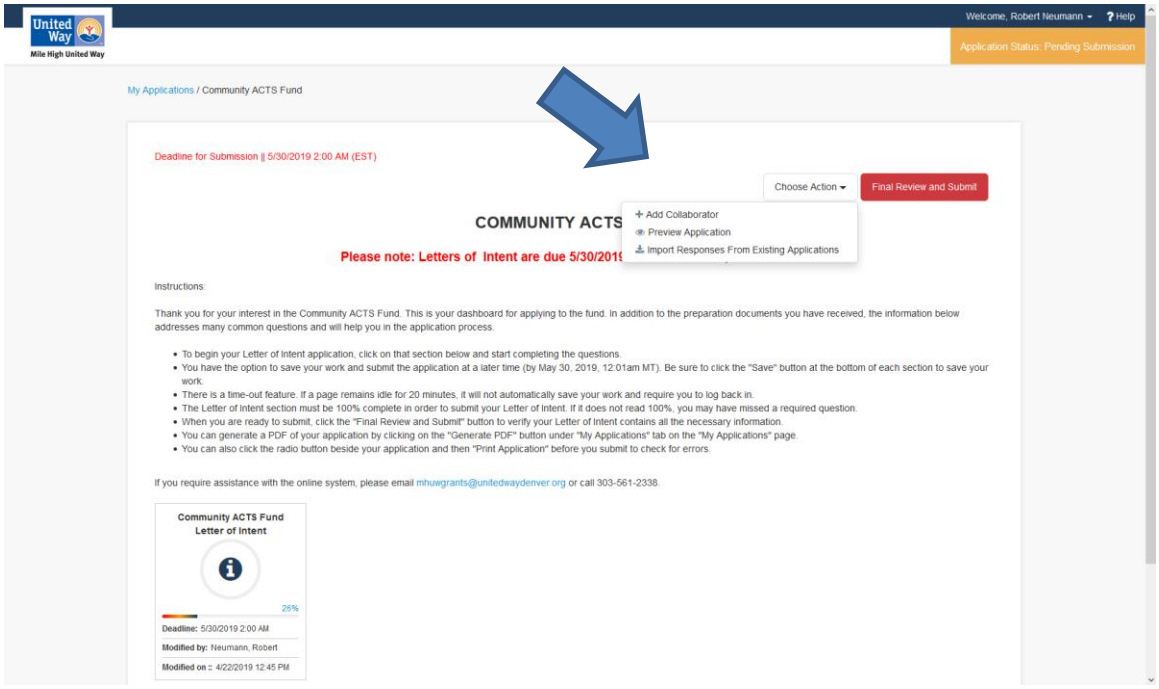

Figure 15

Click “Add Contributor” to add additional people to work on your application.

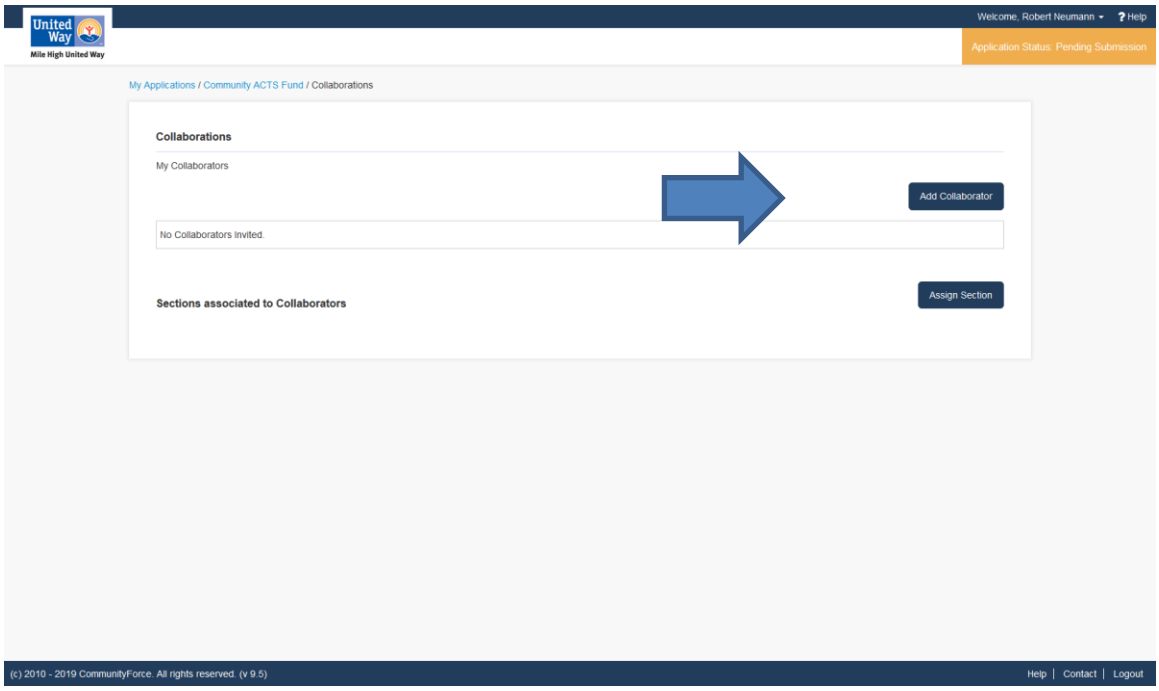

Figure 16

Once you have selected “Add Contributor” you are given the option to search for an existing account (Figure 17, below). This is step is intended to reduce duplicate accounts, so even if you know the person you are adding does not have an account, you are still required to do a search.

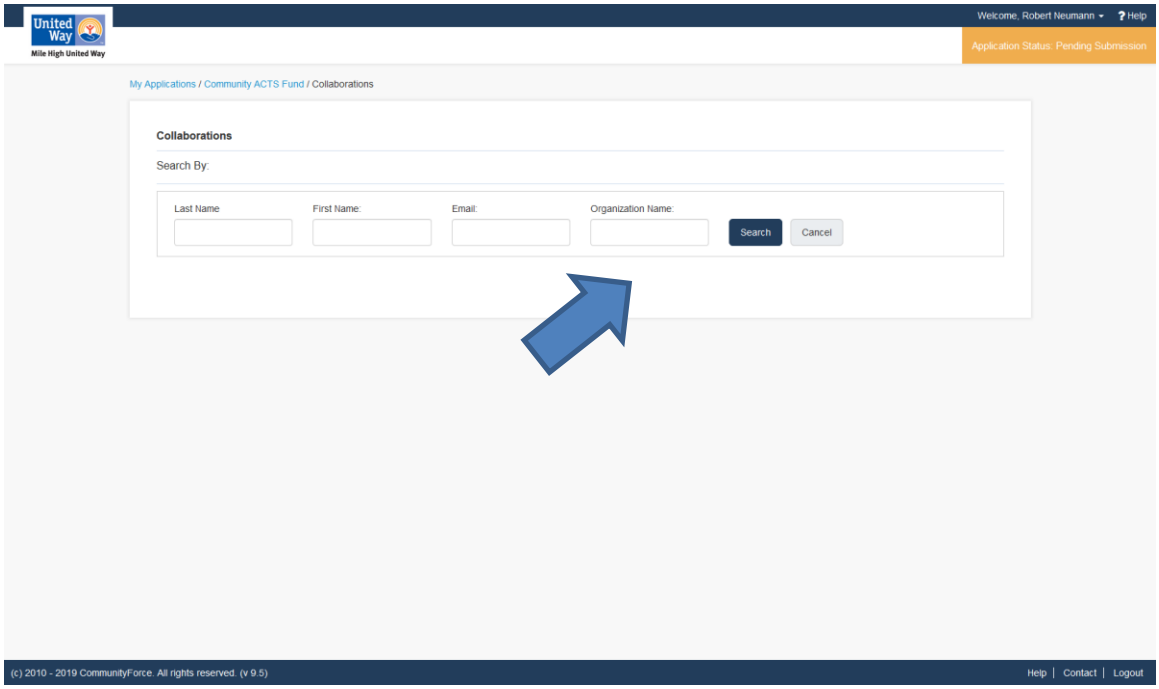

Figure 17

Once you have completed a search you can either add an existing user or "Add user" to create a new account (Figure 18, below).

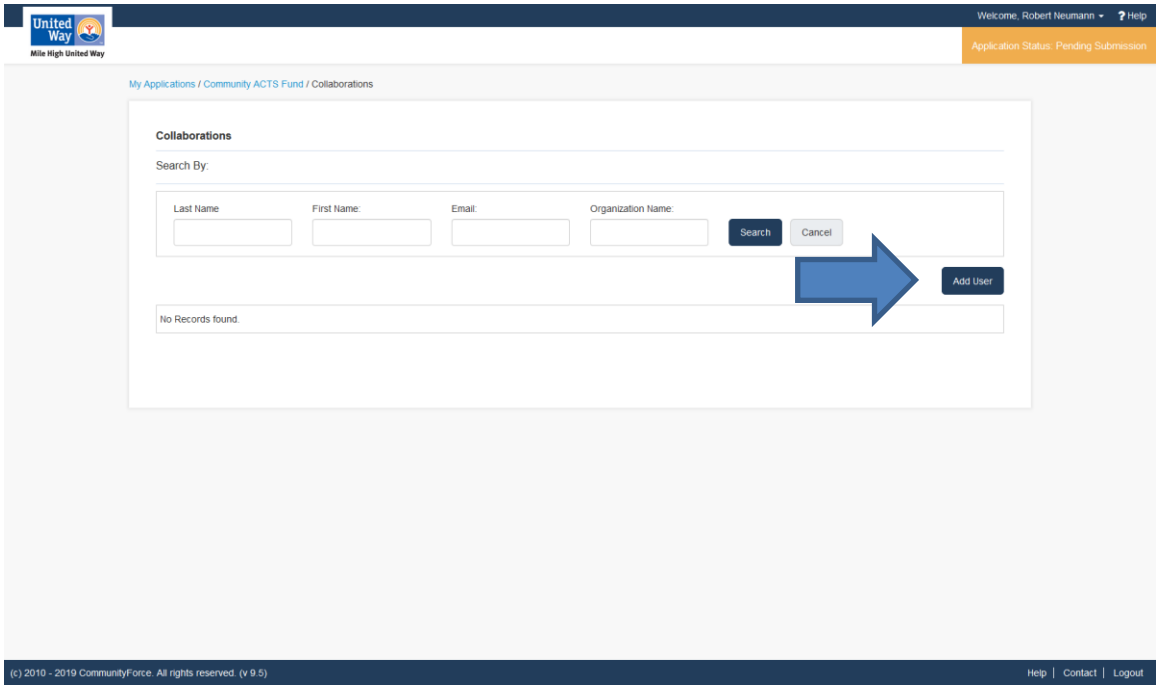

Figure 18

New users will require an Organization, First Name, Last Name, and Email address, as with other new accounts (Figure 19, below).

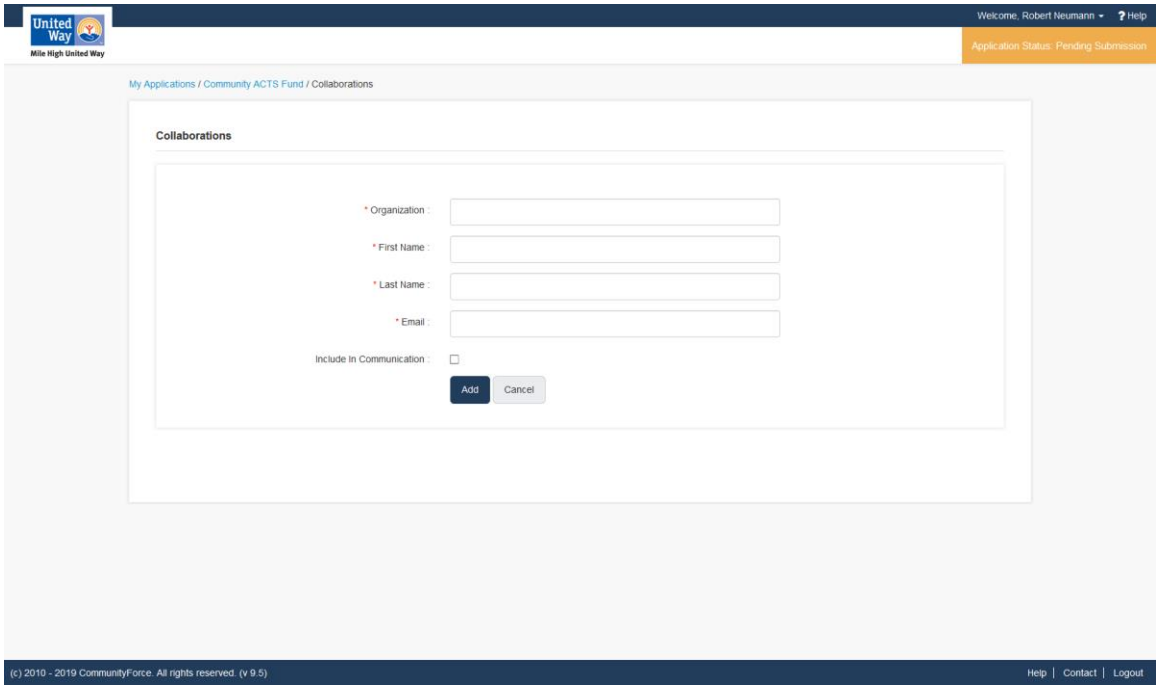
United Way
Mile High United Way
Welcome, Robert Neumann
Help
Application Status: Pending Submission
My Applications / Community ACTS Fund / Collaborations
Collaborations
* Organization :
* First Name :
* Last Name :
* Email :
Include In Communication :
Add
Cancel
(c) 2010 - 2019 CommunityForce. All rights reserved. (v 9.5)
Help | Contact | Logout

Figure 19