



Mile High United Way

CELEBRATING

**135**  
YEARS

# CREATING, COMPLETING, AND SUBMITTING: 2023 STRATEGIC INVESTMENT GRANT APPLICATION

Grant Application Portal How-To

# Grants Management Salesforce Documentation


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## I. Creating an Account

### Grant Seeker Sign Up

1. Go to <https://milehighunitedway.force.com/>
2. Click **Not a member?**

 Username

 Password

**Log in**

[Forgot your password?](#)

[Not a member?](#)

[Are you an employee? Login here](#)

3. Enter:
- First name
  - Last name
  - Email address
  - Create a password
  - Confirm the password



Mile High United Way

### Sign Up for an Account

Create an account to access funding opportunities and track submitted applications. If you do not receive an email confirmation we will be in touch on the next business day

	First Name
	Last Name
	Email
	Create Password
	Confirm Password

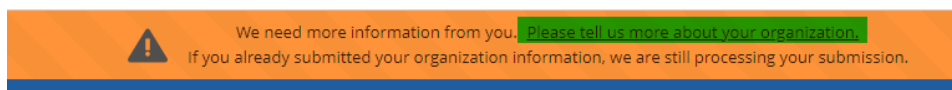
Sign Up

[Already have an account?](#)

Log in at <https://milehighunitedway.force.com/>

- a. Enter:
- Email address
  - Password
4. Click **Please tell us more about your organization** in the orange bar at the top of the screen.

[Funding Programs](#)   [My Applications](#)   [My Reviews](#)   [How to Apply](#)



5. Click blue box **Request an Update** on the right side of the screen.

### Update Organization Information

If you need to make changes to your organization information, click **Request an Update**

Request an Update

6. The following must be completed to update organization information:
- a. Account Name = Name of Organization
  - b. County
  - c. Phone
  - d. Address
  - e. Phone number
  - f. Organization Website
  - g. Additional Applicant details

#### Request Update to Organization Information

Complete and submit the form below to request an update to your organization information.

##### Organization Information

Organization Account Name ⓘ	DBA (Doing Business As, if applicable)
<input type="text"/>	<input type="text"/>
Street 1	Street 2
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	--None-- ▼
Zipcode	Business Phone Number
<input type="text"/>	<input type="text"/>
County	Organization Website
--None-- ▼	<input type="text"/>
Applicant Prefix ⓘ	Applicant Title ⓘ
--None-- ▼	<input type="text"/>
Applicant Phone ⓘ	
<input type="text"/>	

Cancel

Submit Request

7. Click **Submit Request**
- a. The following will appear on the screen.

#### Organization Information

Thank you for submitting your organization information.

We will update your profile with your organization information once we have reviewed it.

**Case Number:** 00059417

Submitted Information

## II. Completing an Application

### Starting the Application

1. Log in at [milehighunitedway.force.com](https://milehighunitedway.force.com)
2. Click **Funding Programs** at the top of the screen

[Home](#)

**Funding Programs**

[My Applications](#)

[My Reviews](#)

[How to Apply](#)

3. Click on the blue link to the current Strategic Investment Grant application under **Funding Program Name**

## Funding Programs

### OPEN FUNDING PROGRAMS

Funding Program Name

2023 - 2025 Strategic Investment Grant

4. Click **Apply**

Funding Program Name

2023 - 2025 Strategic Investment Grant

Start Date

9/16/2022

✓ Description

Description

Apply

5. Click **Next**

## Apply

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Click **Next** to start a new application.

To view an in progress application, close this window then click **My Applications**.

**It is not required to complete the application at this step. You will have the opportunity to make changes after you've uploaded documents and clicked Finish**

Next

6. Complete application questions

7. Click **Next** at the bottom of the window

Quality Improvement Describe how your organization learns from and incorporates performance measurement findings in order to improve planning, strategy, and service delivery. Each proposal must include at least one notable illustration/example of organizational capacity to learn from its evaluation results to improve service delivery. (300 word limit)

Previous

Next

### III. Editing an Existing Application

#### Editing an Application

1. Log in at <https://milehighunitedway.force.com/>
2. Click **My Applications**



3. Click on the blue link to application under **Funding Request Name**.

Funding Requests  
Recently Viewed ▾

2 Items • Updated a few seconds ago

Search

	Funding Request Name	Applying Contact	Applying Employee	Applying Organization	Status
1	<a href="#">Test Portal One: 2023 - 2025 Strategic Investment Grant</a>	Test Portal One		Portal One Grantseeker	In progress

4. Click **Edit** or the **Pencil Icon** to edit the information.

Funding Request  
Test Portal One: 2023 - 2025 Strategic Investment Grant

+ Follow Create Disbursements Edit

Status: In progress Requested Amount: Awarded Amount: EIN:

Manage Collaborators

General Information

Funding Request Name Test Portal One: 2023 - 2025 Strategic Investment Grant	Funding Program 2023 - 2025 Strategic Investment Grant
Applying Organization Portal One Grantseeker	Status In progress
Application Date	Physical Address Zip Code
Physical Address County	

Primary Contact (CEO or Executive Director)

Application Contact Same as Organization CEO or Executive Director Prefix

Edit Physical Address County

5. Click **Save** after editing information.

Test Portal One: 2023 - 2025 Strategic Investment Grant

2023 - 2025 Strategic Investment Grant

Applying Organization

Portal One Grantseeker

Status

In progress

Application Date

Physical Address Zip Code

Physical Address County

Denver

Primary Contact (CEO or Executive Director)

Application Contact Same as Organization

--None--

CEO or Executive Director

Search Contacts...

CEO or Executive Director Prefix

CEO or Executive Director Title

CEO or Executive Director Phone

CEO or Executive Director Email

Applying Contact

Applying Contact Prefix

Applying Contact Title

Applying Contact

Test Portal One

Applying Contact Phone

Applying Contact Email

Cancel Save



## IV. Required Documents

### Uploading Documents

1. Go to current application under **My Applications**
2. Scroll down and click **Upload Files** or **Add Files** under Application Attachments

#### Application Attachments

- Add supporting documentation to your application.
- Budgets: Operating Budget for the current fiscal year
  - Budgets: Operating Budget for the upcoming fiscal year
  - Budgets: Current Program Budget
  - Current Year-to-Date Financial Statements
  - Audit & Year-End Financial Statements
  - Secretary of State Certificate of Good Standing
  - Most Recently Completed IRS Form 990
  - Explanation of Items in Financial Attachments (if applicable)
  - Inclusiveness/Non-discrimination Policy
  - Mile High United Way Partner Expectations

Files (0)

Add File

Upload Files

Or drop Files

3. Select files and click **Open**
4. Click **Done** once the file(s) loaded

Upload Files

report1669907614330.xls

583 KB

1 of 1 file uploaded

Done

### Deleting Documents

1. Click **View All** on the box that says Files under the Application Attachments section

Files (1)

Add Files

report1669907614330

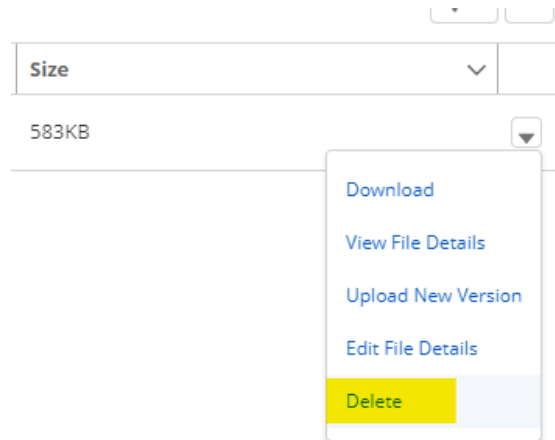
Dec 6, 2022 • 583KB • xls

View All

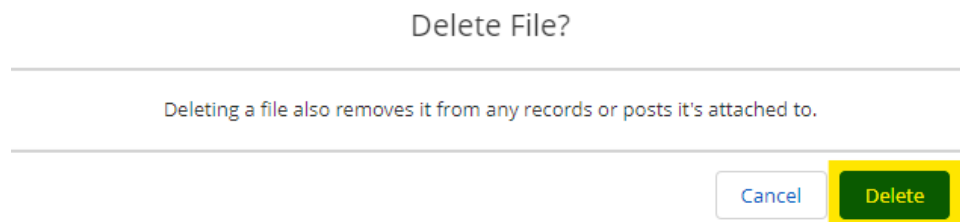
2. Select the **drop-down arrow** next to the file/document

Funding Requests > Test Portal One: 2023 - 2025 Strategic Investment Grant					Add Files
Files					
1 item • Sorted by Last Modified • Updated a few seconds ago					
Title	Owner	Last Modified	Size		
1 report1669907614330	Grantseeker: Portal One	12/6/2022 3:59 PM	583KB		

3. Select **Delete**



4. Click **Delete**



## V. Submitting a Completed Application

### Submitting an Application

1. Log in at <https://milehighunitedway.force.com/>
2. Click **My Applications**



3. Click on the blue link to application under **Funding Request Name**

Funding Requests  
Recently Viewed ▾ ⓘ

2 items • Updated a few seconds ago

	Funding Request Name	Applying Contact	Applying Employee	Applying Organization	Status
1	<a href="#">Test Portal One: 2023 - 2025 Strategic Investment Grant</a>	<a href="#">Test Portal One</a>		<a href="#">Portal One Grantseeker</a>	In progress

4. Scroll to the bottom of the page and click **Submit Application**
  - a. NOTE: Once an application is submitted, it cannot be edited
5. Click **Next**

### Submit Application

#### Submit Application

Are you sure you want to submit this application? The application cannot be edited once submitted.

Next

6. Click **Finish**

### Submit Application

#### Submit Application

The application was submitted successfully.

Finish