



2023 Steps to Success Grants

Application Guide

2023 Steps to Success Grants Application Guide

For more information about United Way of Greater Richmond & Petersburg's funding process, visit:
www.yourunitedway.org/what-we-do/our-funding-process/

To access the online application for grant funding go to:
<http://www.tinyurl.com/YourUnitedWay>

Applications are due February 25th by 4pm EST. Proposals will not be accepted after the deadline. Any proposals still in draft status will become read only and you will not be able to submit them after 4pm.



Logon Page

Email Address*

Password*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the United Way of Greater Richmond & Petersburg's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Michael Mallett at mallettm@yourunitedway.org to receive your username.

New Applicants

If you have not created an account in our database before, click **Create New Account** then complete the form which will allow you to create a username and password.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

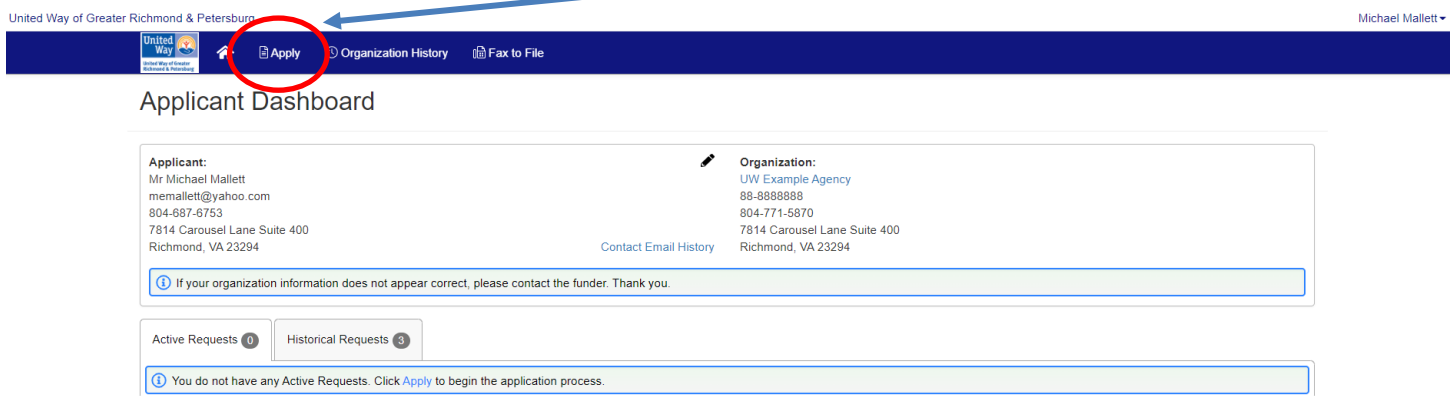
Organization Information	
Organization Name*	EIN / Tax ID (##-#####)*
Web Site	Telephone Number (###-###-#### x####)*
Organization Email	Address 1*
Address 2	City*
State*	Postal Code*
Next >	
User Information	
Executive Officer Question	
Additional Executive Officer Information	
Password	

Returning Applicants

Your username is your email address. If you forgot your password, click the forgot password link to reset it. Please note that the report/application can be assigned to only one user. You can share login info with other staff if needed. If you have had a staff change and need to gain access to the database, email Michael Mallett at mallettm@yourunitedway.org.

All Applicants

After signing into the database, you will see the homepage below. If your agency has any currently funded programs, they will be listed here. To start the application process, click **Apply** at the top of the page.



United Way of Greater Richmond & Petersburg Michael Mallett

[Apply](#) [Organization History](#) [Fax to File](#)

Applicant Dashboard

Applicant:
Mr Michael Mallett
memallett@yahoo.com
804-687-6753
7814 Carousel Lane Suite 400
Richmond, VA 23294

Organization:
UW Example Agency
88-8888888
804-771-5870
7814 Carousel Lane Suite 400
Richmond, VA 23294

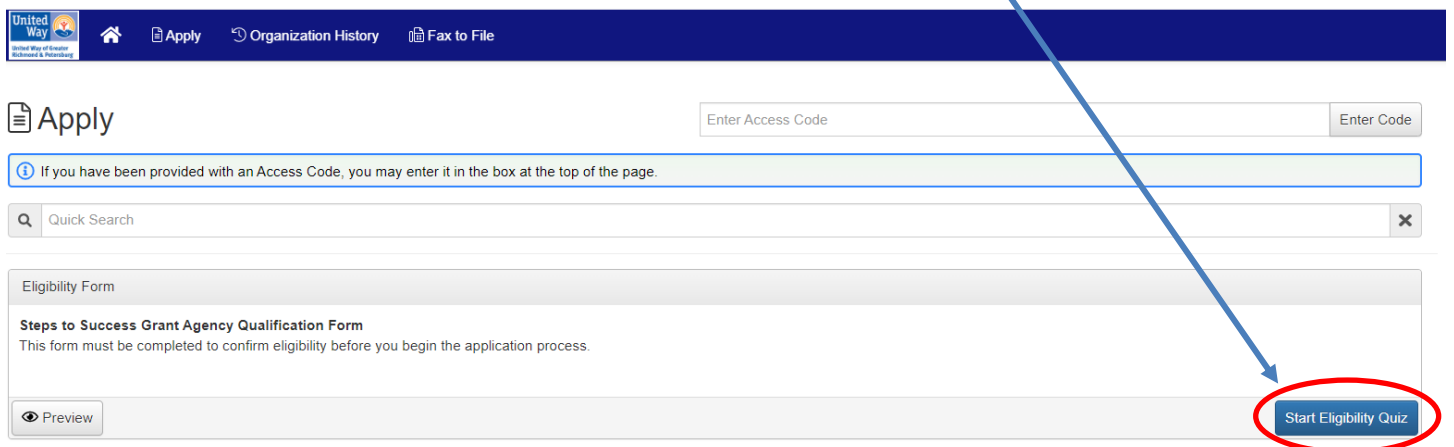
[Contact Email History](#)

1 If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests **0** Historical Requests **3**

1 You do not have any Active Requests. Click [Apply](#) to begin the application process.

After clicking Apply, you will see the page below. Click **Start Eligibility Quiz**.



United Way of Greater Richmond & Petersburg [Home](#) [Apply](#) [Organization History](#) [Fax to File](#)

Apply

Enter Access Code

1 If you have been provided with an Access Code, you may enter it in the box at the top of the page.

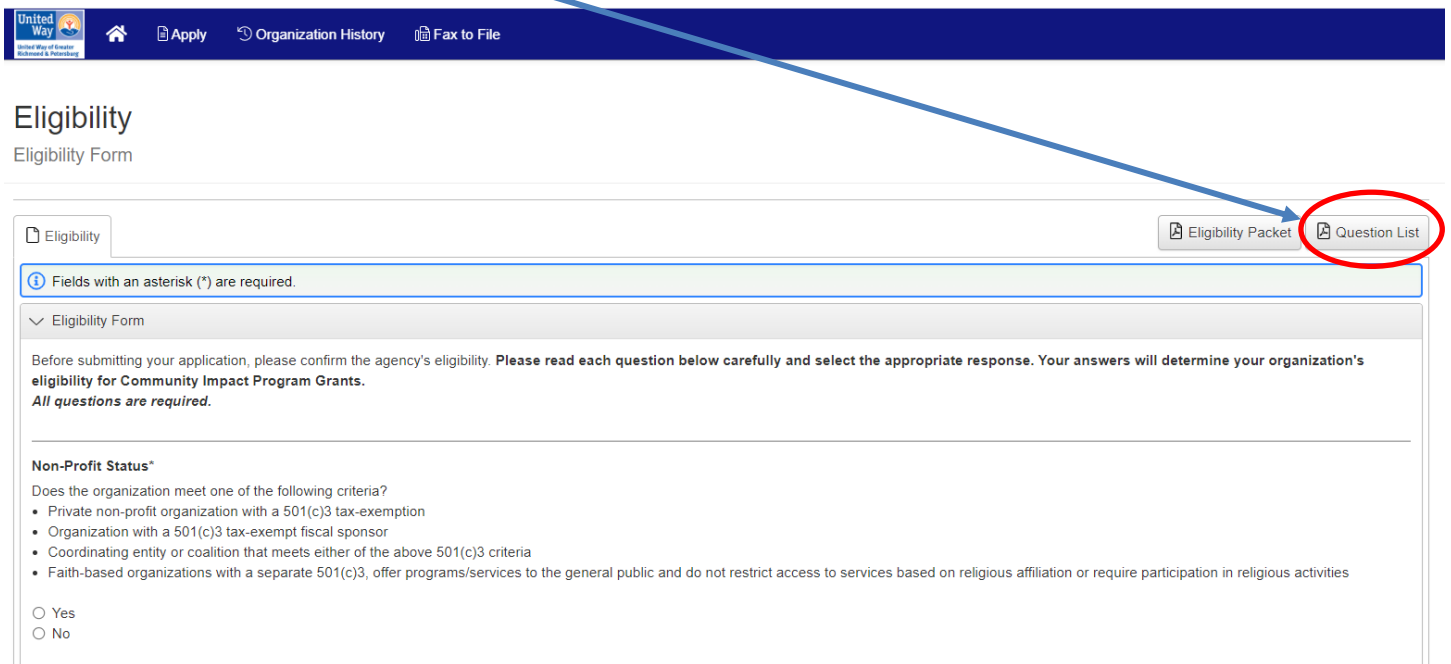
Quick Search

Eligibility Form

Steps to Success Grant Agency Qualification Form
This form must be completed to confirm eligibility before you begin the application process.

Before starting the application, you must complete the eligibility quiz. It is very important to answer each question carefully as your responses will determine if you are eligible to complete the application. If you make a mistake and are determined ineligible, please contact Michael Mallett at mallettm@yourunitedway.org.

Below is the eligibility form. Check Yes or No for each question. To view all the questions in a PDF that can be printed, click **Question List**.



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Home Apply Organization History Fax to File

Eligibility

Eligibility Form

Eligibility Eligibility Packet **Question List**

Fields with an asterisk (*) are required.

Eligibility Form

Before submitting your application, please confirm the agency's eligibility. **Please read each question below carefully and select the appropriate response. Your answers will determine your organization's eligibility for Community Impact Program Grants.**
All questions are required.

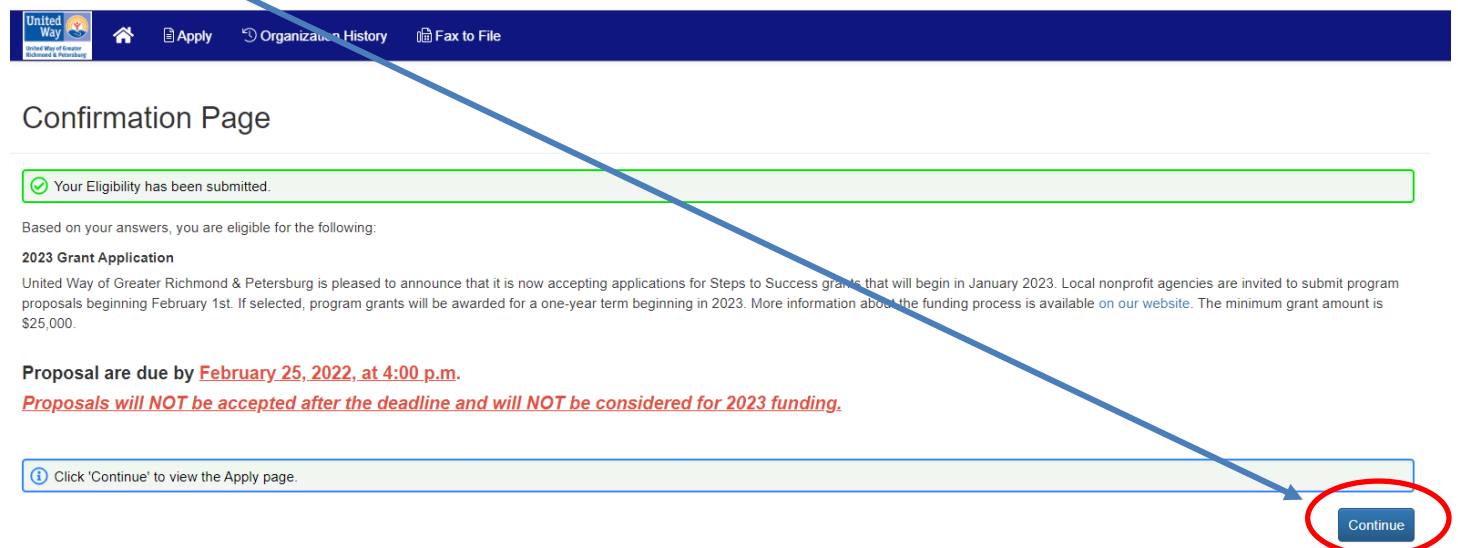
Non-Profit Status*

Does the organization meet one of the following criteria?

- Private non-profit organization with a 501(c)3 tax-exemption
- Organization with a 501(c)3 tax-exempt fiscal sponsor
- Coordinating entity or coalition that meets either of the above 501(c)3 criteria
- Faith-based organizations with a separate 501(c)3, offer programs/services to the general public and do not restrict access to services based on religious affiliation or require participation in religious activities

☐ Yes
☐ No

After completing the eligibility form, if your agency is deemed eligible you will see the screen below.
Click **Continue**.



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Home Apply Organization History Fax to File

Confirmation Page

✓ Your Eligibility has been submitted.

Based on your answers, you are eligible for the following:

2023 Grant Application

United Way of Greater Richmond & Petersburg is pleased to announce that it is now accepting applications for Steps to Success grants that will begin in January 2023. Local nonprofit agencies are invited to submit program proposals beginning February 1st. If selected, program grants will be awarded for a one-year term beginning in 2023. More information about the funding process is available on our website. The minimum grant amount is \$25,000.

Proposal are due by February 25, 2022, at 4:00 p.m.
Proposals will NOT be accepted after the deadline and will NOT be considered for 2023 funding.

Click 'Continue' to view the Apply page.

Continue

Next, information about the 2023 grant application will be shown. Click **Apply** to begin the application. To preview all questions, click **Preview**.

United Way of Greater Richmond & Petersburg

Apply Organization History Fax to File

Apply

Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

Eligibility Form

Based on your answers, you are eligible for the following

2023 Grant Application

United Way of Greater Richmond & Petersburg is pleased to announce that it is now accepting applications for Steps to Success grants that will begin in January 2023. Local nonprofit agencies are invited to submit program proposals beginning February 1st. If selected, program grants will be awarded for a one-year term beginning in 2023. More information about the funding process is available on our website. The minimum grant amount is \$25,000.

Proposal are due by **February 25, 2022, at 4:00 p.m.**
Proposal will NOT be accepted after the deadline and will NOT be considered for 2023 funding.

Preview Send to GrantHub

Click Here to Apply

Apply

After clicking apply, you will see the application page below. You can download a PDF of the questions by clicking **Question List**.

United Way of Greater Richmond & Petersburg

Apply Organization History Fax to File

Application

Process: 2023 Grant Application

Contact Info Request

Applicant: Mr. [redacted]
[redacted]
804-781-7811
Richmond, VA 23294

Organization: UW Example Agency
88-8888888
804-771-5870
7814 Carousel Lane Suite 400
Richmond, VA 23294

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Eligibility Application

Due by 02/25/2022 04:00 PM EST.

Fields with an asterisk (*) are required.

Equity Definition

United Way of Greater Richmond & Petersburg defines equity as the intentional inclusion of everyone in society. Equity is achieved when systemic, institutional, and historical barriers based on race, gender, sexual orientation, and other identities are dismantled and no longer predict socioeconomic, education, and health outcomes.

As you complete this application, please include information in your answers that illustrates how your program advances equity for individuals and/or families in our region.

Question List

Questions with an * are required.

Enter the program name and the grant requested for 2023.

NOTE: The minimum grant amount is \$25,000.

Program Information

Program Name*

2023 Grant Amount Requested*

The grant period covers January 1, 2023 through December 31, 2023.
MINIMUM GRANT AMOUNT IS \$25,000.

\$

Program Overview

Service Area*

Please select the localities served by the program.

☐ Charles City

☐ Chesterfield

☐ Colonial Heights

☐ Dinwiddie

☐ Goochland

☐ Hanover

☐ Henrico

☐ New Kent

☐ Petersburg

☐ Powhatan

☐ Richmond

☐ Other

Need and Target Population*

Please describe the community needs and target population addressed by your program design. Be specific by providing relevant information including demographic information, lack of access, barriers to service, targeted geographic area of need, and the program's coverage area(s). Describe how services will be targeted to those most in need. Identify your data sources.

B i U

Basic formatting options are available for most text responses.

Program Summary*

Describe the approach that will be implemented and why this approach best meets the needs of the population served. If the approach is based on a best practice model, describe it. If you developed your own unique approach to this work, describe how that occurred and the research that supports your approach. Please also include how the program uses feedback from participants and/or those with lived experience to shape the program approach.

B i U

4,000 characters left of 4,000

Each narrative question has a character limit shown here.

Steps to Success Category*

Please select the step that most closely aligns with your program.

For more information about the Steps to Success please see our website at <https://www.yourunitedway.org/what-we-do/steps-to-success/>

- ☐ Basic Needs
- ☐ Born Healthy
- ☐ Kindergarten Readiness
- ☐ 3rd Grade Reading
- ☐ Middle School Engagement
- ☐ High School Graduation
- ☐ College- or Career-Readiness
- ☐ Financial Well-Being
- ☐ Connected and Healthy Older Adults

Select the step that most closely aligns with your program. Visit our website for more on the Steps to Success.

Attaching Budget Documents

The application requires a program and agency budget. Click **Upload a file** to start.

▼ Budget and Financials

Program Budget*

Please upload a final budget for the calendar year 2021 and projected budgets for the calendar years 2022 and 2023.

[25 MiB allowed]

Agency Budget*

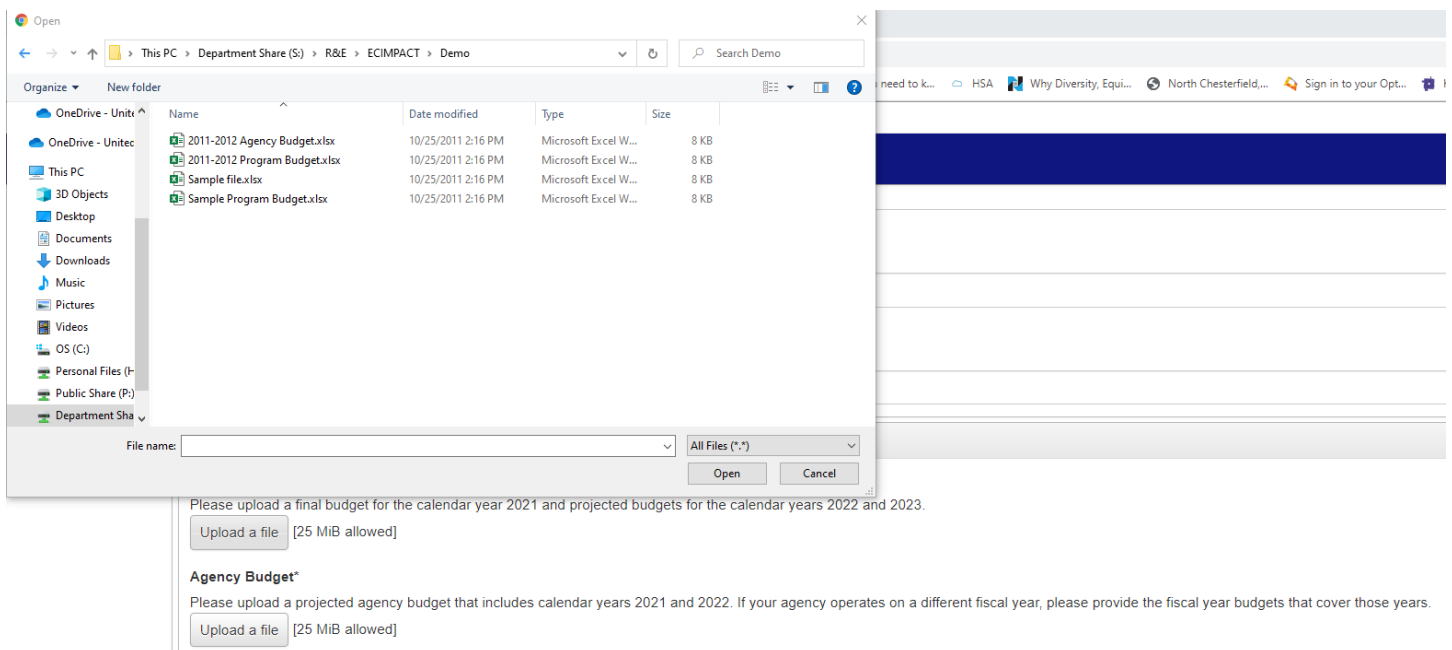
Please upload a projected agency budget that includes calendar years 2021 and 2022. If your agency operates on a different fiscal year, please provide the fiscal year budgets that cover those years.

[25 MiB allowed]

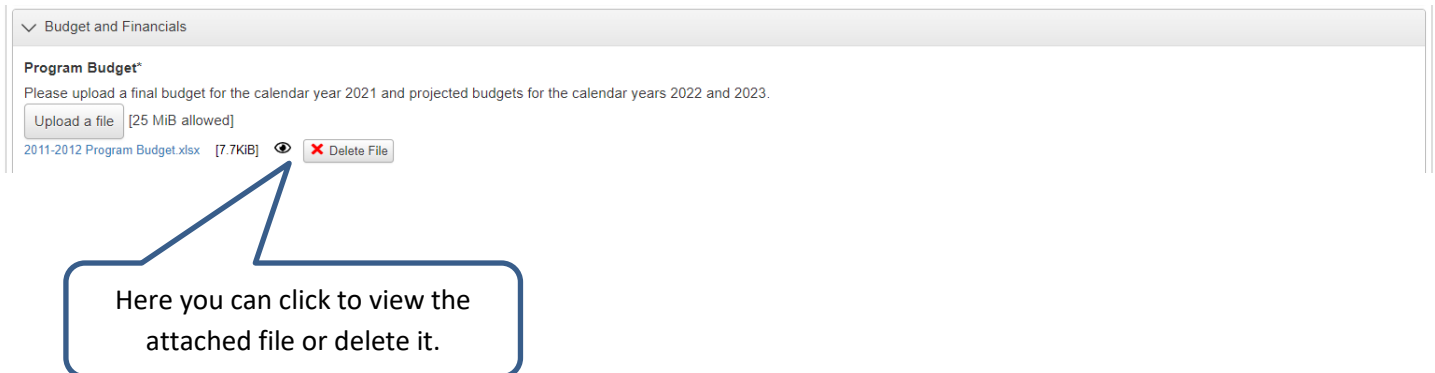
Budget Comments

Please provide any budget comments or explanations that may be needed.

A popup window will open allowing you to select the file to upload.



Click the appropriate file and then click open. After uploading the file, the page will look like this.



Saving and Submitting the Application

At the bottom of the application page, the following links are shown:

The screenshot shows the bottom of the application page. At the top, there is a section for 'Additional Information (optional)' with a text prompt and an 'Upload a file' button. Below this is a green bar indicating the deadline: 'Due by 02/25/2022 04:00 PM EST.'. At the bottom, there are three buttons: 'Abandon Request', 'Save Application', and 'Submit Application'. Three callout boxes provide instructions: 1. A box pointing to 'Abandon Request' states: 'If you want to delete the application for this program completely, click **Abandon Request**. **THIS WILL DELETE ANY DATA ENTERED AND CANNOT BE UNDONE.**' 2. A box pointing to 'Save Application' states: 'You can save the application at any time. Save your work often to ensure you don't lose any data.' 3. A box pointing to 'Submit Application' states: 'After completing all required fields, you can submit the application by clicking here. **The application is NOT submitted until you click this link.**'

After clicking the submit button above, you will get a confirmation screen as shown below. If you have not completed all the required fields, it will not let you submit.

The screenshot shows the 'Confirmation Page'. At the top is a dark blue navigation bar with the 'United Way' logo and links for 'Home', 'Apply', 'Organization History', and 'Fax to File'. Below the navigation bar, the text 'Confirmation Page' is displayed. A green message box states: 'Your Application has been submitted.' To the right of this message is a 'Continue' button. A blue arrow points from the 'Apply' link in the navigation bar to the 'Confirmation Page' title.

If you want to apply for another program, click the Apply link to go back to the beginning of the process.

If you need assistance, please contact:

Michael Mallett

mallettm@yourunitedway.org

(804) 771-5870