



Community Impact Fund Grant Process: Tips and Frequently Asked Questions

If you do not find the answer to your question here, please call the United Way office!

Using and Filing out the Application Form

Q: I can't open the form properly; what's going on?

A: Usually this is most easily fixed by downloading the latest version of [Acrobat Reader](#). If you are using a Mac, sometimes the default PDF viewer will not like the form; if you already have Reader make sure you are using it to open the form (or that it is your default viewer), or download it if you do not already have a copy.

Q: How come the text boxes are so small?

A: The text boxes will expand as you enter text; however, because they do not expand as you type (you will just see a scroll bar on the right), you may find it easier to work in a word processing program and paste your responses into the application.

Q: What are outputs, outcomes, indicators and targets?

A: Definitions for these terms as we use them (as well as objectives, inputs and activities) can be found on page five of the application guidelines.

Submitting the Application

Q: How do I use the 'submit by email' button?

A: When you click on the button, you should see a pop up window appear that asks you what type of email program you use. If you use a desktop application like Outlook, it will automatically attach the form's data (an XML file) to a new email; you can edit the text in the body of the email, or just send it the way it is. If you use an internet-based service like Gmail, you will need to log in and manually attach the form to a new email.

Q: We are submitting more than one application; do we need to include multiple copies of the attachments?

A: No; please submit only one copy of attachments (board of directors list, financials, etc.) per agency.

Q: You really don't need extra hard copies?

A: No! In an effort to be more environmentally (and budget) friendly, we are reducing the amount of paper used in the application process.

Review Process

Q: When do I find out if my organization received a grant?

A: Applications are reviewed during the month of April; the awards are approved by the United Way Board of Directors in May, and applicants will be notified in early June (via email and letter).