



Community Impact Management

2021

Agency Training Manual

United Way of Western Connecticut

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Accessing e-Impact

Requirements: All you need to access e-Impact is a computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari)

To access the e-Impact website, please go to the United Way of Western Connecticut website (www.uwwesternct.org). Click on the menu button in the top right-hand corner to expand our website menu and click on Grant Opportunities.

The screenshot shows the United Way of Western Connecticut website. The top navigation bar includes 'OUR IMPACT', 'WHO WE ARE', the United Way logo, 'DONATE', and a 'MENU' button highlighted with a green box. A dropdown menu is open, listing various categories: 'COVID-19 Resources', 'About', 'Our Work', 'Childhood Success', 'Health & Food Security', and 'Financial Stability'. The 'Grant Opportunities' link under 'Our Work' is highlighted with a green box. Other links in the menu include 'Our Mission', 'Staff', 'Board & Community Councils', 'Northern Fairfield County', 'Southern Litchfield County', 'City of Stamford', 'Financials & Public Documents', 'Employment', 'Early Childhood & After School Care', 'United Way Family Child Care Network', 'Cora's Kids', 'ALICE Enrichment Fund', 'Back-to-School Program', 'Character Playbook', 'Ready, Set, Let's Read!', 'Healthy Savings', 'Danbury Food Collaborative', 'Stamford Food Collaborative', 'FamilyWize Prescription Discount Program', 'What is ALICE Saves?', 'Budget Coaching & Workshops', 'VITA & MyFreeTaxes.org', 'Emergency Food and Shelter Program (EFSP)', and 'About The Giving Fund'.



 **e-Clmpact Sign-In**

e-Clmpact is United Way of Western Connecticut's online system for managing its resource investment process annually. Through e-Clmpact, Agencies will submit applications, and provide reports and accountability documents. Volunteers who participate on the Community Investment Review Teams and other funding review committees will also have electronic access to Agency and Program information to assist in their decision making.

If you are a(n) AGENCY, click [HERE](#) to enter.

If you are a(n) VOLUNTEER, click [HERE](#) to enter.

Once on the Grant Opportunities page, you will see the e-Clmpact Sign-In information with a link to the Agency site.

Additionally, you can access our agency site directly by following the link below:

<https://agency.e-clmpact.com/login.aspx?org=08090F>

Please bookmark the address to easily access e-Clmpact at your convenience.

Agency Login

Now that you have accessed the Agency site, it is time to login.

For Current Partner Agencies: (If you are unsure if your agency has an account, please contact Victoria Scofield. We have imported many of our current partner agencies and so you may already have an account. If so, these are the instructions you will use.)

Currently, the default agency username is the email address of the agency's **primary contact**.

The first time you login, the password will be pwd123. Once logged in you will be automatically prompted to change your password.

For Others: *if you do not know or remember your username and password, please contact Victoria Scofield.*

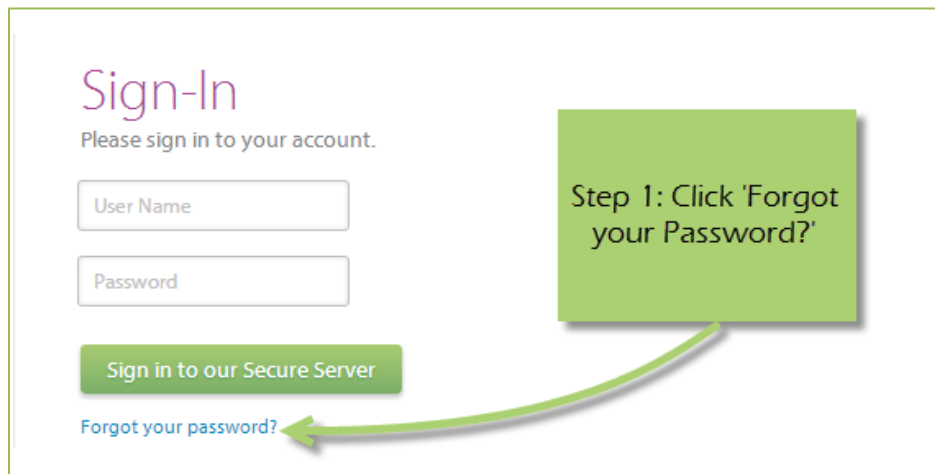
Step 1: Enter your username and password

Step 2: Click 'Sign In to our Secure Server' or use the enter key.

The screenshot shows the e-IMPACT Agency Site login interface. On the left is the e-IMPACT logo with the tagline 'Community Impact Management' and 'AGENCY SITE'. The main content area is titled 'Sign-In' and includes the text 'Please sign in to your account.' Below this are two input fields: 'User Name' and 'Password'. A green button labeled 'Sign in to our Secure Server' is positioned below the password field, with a link for 'Forgot your password?' underneath. A green callout box labeled 'Step 1: Enter Username and Password' has an arrow pointing to the User Name field. Another green callout box labeled 'Step 2: Click 'Sign in to our Secure Server'' has an arrow pointing to the 'Sign in to our Secure Server' button. Below the sign-in section is a section for new users titled 'New to e-IMPACT?' with a large green arrow pointing to the right. It includes the text 'Don't have an account?' and 'Create an account to apply for available grants', followed by a green button labeled 'Click here to create a new Account'. At the bottom of the page, there is a security logo 'Secured by Thawte' with the date '2013-05-28', the text 'Secured by Thawte © 2013 e-IMPACT, Community Impact Management', and a 'POWERED BY seabrooks' logo.

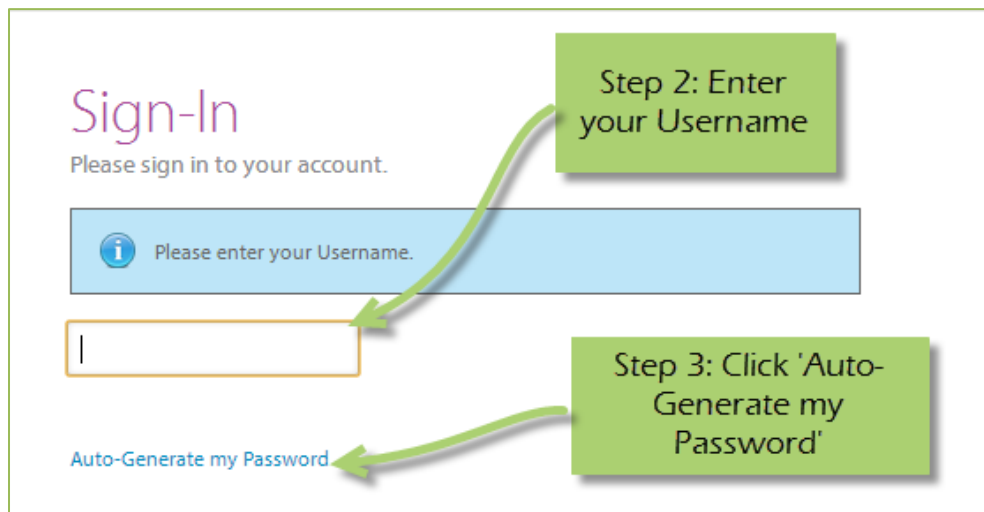
Forgot Password

Step 1: Click 'Forgot your password?' on the agency login page.



Step 2: Enter your username

Step 3: Select 'Auto-Generate my Password'

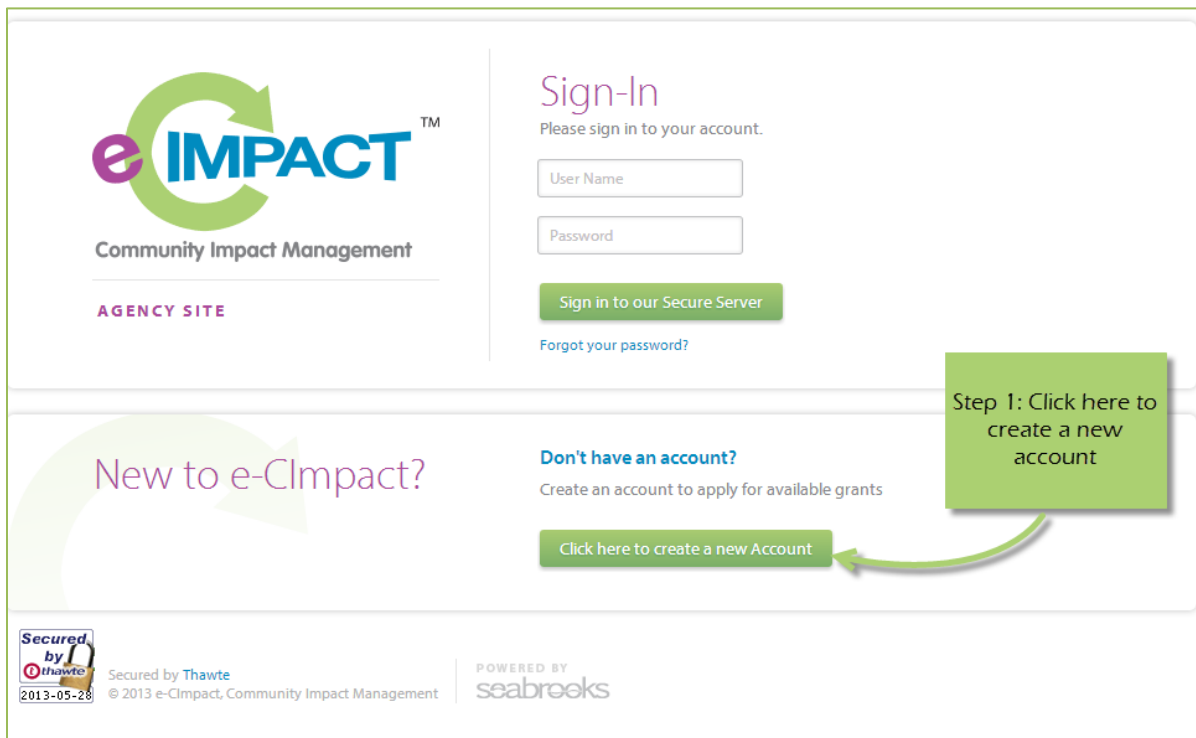


Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, please contact Victoria Scofield.

Registering a New Agency

If you are not yet a United Way of Western Connecticut Partner Agency, please proceed with site registration. Registration is required for all non-partner agencies.

Step 1: From the agency login page select 'Click here to create a new e-Clmpact Account'




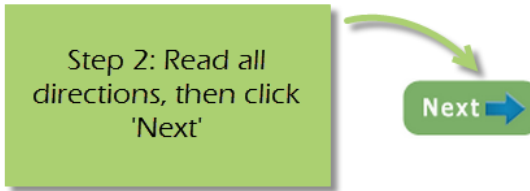
The screenshot shows the e-IMPACT Agency Site login page. On the left, there is the e-IMPACT logo with the text 'Community Impact Management' and 'AGENCY SITE'. On the right, there is a 'Sign-In' section with the text 'Please sign in to your account.' and two input fields for 'User Name' and 'Password'. Below these fields is a green button labeled 'Sign in to our Secure Server' and a link for 'Forgot your password?'. In the center, there is a section titled 'New to e-Clmpact?' with a large green arrow pointing to the right. Below this section is a blue link 'Don't have an account?' with the text 'Create an account to apply for available grants' and a green button labeled 'Click here to create a new Account'. A green callout box with a white border and a shadow is positioned to the right of the 'Click here to create a new Account' button, containing the text 'Step 1: Click here to create a new account'. A green arrow points from the callout box to the button. At the bottom left, there is a 'Secured by Thawte' logo and the text 'Secured by Thawte © 2013 e-Clmpact, Community Impact Management'. At the bottom right, there is a 'POWERED BY seabrooks' logo.

Step 2: Please read all directions carefully, and then click 'Next' to continue with your registration process. (You may not see a direction screen after clicking to create a new account. Not all of our processes have Pre-Qualification screenings.)

Letter of Intent / RFP pre-qualification process!

register and request an application for the current funding round. Please be ready to enter your agency's EIN, contact information, and mission application request requires that you successfully complete a pre-qualification test to determine your agency's eligibility.

 [Cancel and Return to Login Page](#)



e-Impact™ Community Impact Management
© 2015 Powered by Seabrooks.

Step 3: Please enter all required information regarding your agency. Then proceed to the next page.

**EIN – the system will automatically validate your EIN, confirming you do not already have an e-Impact account. The system will also automatically enter any information linked to the EIN entered.*

Agency Registration

Fields marked with an * are required fields.

Please enter your Agency information in the fields below, including the agency Primary Contact information then select 'Next' at the bottom of the page to continue.

Agency Account Information

EIN: *

Agency Name:*

Website URL:

Account Information

Description:

Limit up to 750 characters (0 used).

Mission Statement:

Limit up to 750 characters (0 used).

Address

Address Type:*

Address Line 1:*

Address Line 2:

City:*

State:*

Zip Code:*

Email Address

Email Address Type:*

Email Address:*

Phone Number

Phone Number Type:*

Phone Number:*

Primary Contact Information

Contact Type:*

First Name:*

Last Name:*

Job Title:

Preferred Login

Enter your password to ensure that you have entered it correctly. Your Password must be between 6 and 15 characters from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain any white-space.

Please note what username and password you create.

Password:

-- abcdefgh (letters)
 -- pa\$\$w0rd (letters and numbers)
 -- 123456 (numbers)
 -- abcdefgh (invalid; contains only letters)
 -- abc23 (invalid, less than 6 characters)

Preferred User Name:*

Password:*

Confirm Password:*

Step 3: Enter required information, then click 'Next'

[Previous](#) [Next](#)

[Cancel and Return to Login Page](#)


Step 4: Select a grant application you would like to apply for, and then continue to the next page.

UNITED WAY OF WESTERN CONNECTICUT

Please review the list of currently available Requests for Proposals (RFP) below

Select an RFP from the list to request an application. Some RFPs may require pre-qualification information be provided.

City of Danbury Grants
CoD 2021-2022 Funding

 **2021-2022 Application**

Application/Evaluation Process:

The 2021-2022 Application is for a one-year grant, for the fiscal year of July 1, 2021 to June 30, 2022. Funding will be awarded

All agencies must be culturally and linguistically appropriate, with preference given to evidence-based programs. Preference will be given to entities that are operating in Danbury and the surrounding towns. Applicants are able to apply for multiple impact areas and/or submit multiple proposals under the same impact area.


Agencies must complete the Application to be considered through this process and must serve residents of Danbury. Proposals will be reviewed and evaluated by Danbury resident volunteers and City of Danbury Health and Human Services staff. Funding is not guaranteed for agencies that were funded in the past.

Total available funding for this grant is \$240,000.

Community Impact Areas:

The City of Danbury will consider applications for the following focus areas:

- **Education** - Helping children, youth, and their families achieve their potential.
- **Health** - Promoting health and wellness
- **Financial Stability** - Promoting financial stability and self-sufficiency; increasing housing stability

[Previous](#)  [Next](#)

Step 4: Select a grant application, and then click Next.

Step 6: Review all agency information entered, and then click 'Confirm Registration'

Please Review the information below for accuracy.
EIN: 567774568
Agency Name: 123 Test Agency

Additional Agency Account Information Summary
Description:
Accredited: Yes No
Mission Statement:

Agency Information Summary
Address: 123 Main Street
City, Illinois
45654
(Mailing)
Email Address: info@email.com (Main)
Phone Number: (555) 666-3333 (Fax)

Primary Contact Information Summary
Contact Name: me me (Executive Director)

Preferred Login
Username: 123agency
Password: *****

Request Summary
The Youth Philanthropy Project
The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.

Complete Registration →

[Cancel and Return to Login Page](#)

Step 6: Review your agencies information, then 'Complete Registration'

Once your registration is completed you will be able to print your confirmation page. You will also receive a confirmation email. **Our staff will Approve or Deny your request to join the platform for the City of Danbury process based on your location. City of Danbury grants are focused on providing funding for agencies in Danbury and the surrounding towns.**

To access the rest of the e-Impact Agency Training Manual please go to the resource center located in the lower left side of the agency homepage and click on 'City of Danbury Resources'.

