



Agencies not already using E-CImpact must create an account:

- 501c3 non-profit agencies with an EIN can self-register here: https://agency.e-cimpact.com/login.aspx?org=37145F
 Note: You must have an EIN number to self-register. Follow the prompts on the website to set up your agency profile and register any program(s) for which you wish to request funding.
- All other agencies may request an account by emailing Reporting.Help@uwcentralohio.org with your organization name, EIN, and name and email address of the person who will be the primary contact. Please put Account Registration in the subject line. We will respond within 1 business day.
- If you need further assistance, email us at Reporting.Help@uwcentralohio.org or call 614-241-3073 to speak with a member of our Data Science team.
- **Agencies with existing accounts**: Login to E-CImpact at https://agency.e-cimpact.com/login.aspx?org=37145F If you have not yet accessed this system, contact your agency's primary contact (typically the Executive Director) for your login and temporary password. If you are unable to access the system, send an email to Reporting.Help@uwcentralohio.org for further assistance.

Once logged in:

- Go to the Apply/Report box on the left side of the home page
- Click on **Grant Applications** and select the <u>FC Columbus Counts Census Grant</u>, then click continue.











Sign in. If you have an existing account, or received your login from United Way skip to page 5. To register with your EIN if yours is a 501c3 non-profit agency, continue to next page.





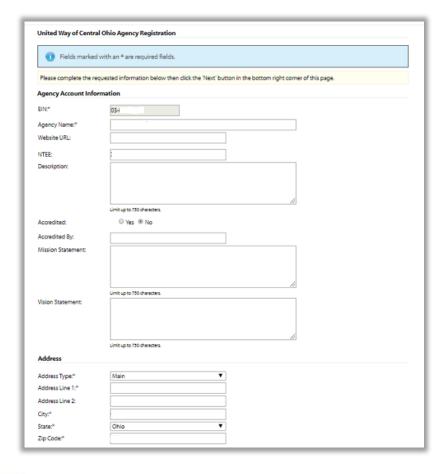








Fill in all required fields on the Agency Registration page. This is where you choose your username and password – make sure you write it down so you don't forget! Click next.



Choose FC Columbus Counts Census Grant under the Franklin County BOC section. You may see other options to click on – do not select these.

	United Way of Central Ohio United Way Un	★	Franklin County BOARD OF COMMISSIONERS
Please review	r the list of currently available Grant Applications below. Select a grant from the list to request an application. Some		
rants may re	equire pre-qualification information be provided.		
may require	w the list of currently available Grant Applications below. Select a grant from the list to request an application. Some grants pre-qualification information be provided. For questions and further assistance please email apeuwcentralohio.org		
Franklir	County Board of Commissioners		
	n County Board of Commissioners County Counts 2020 Census Grant		
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Franklin (County Counts 2020 Census Grant		

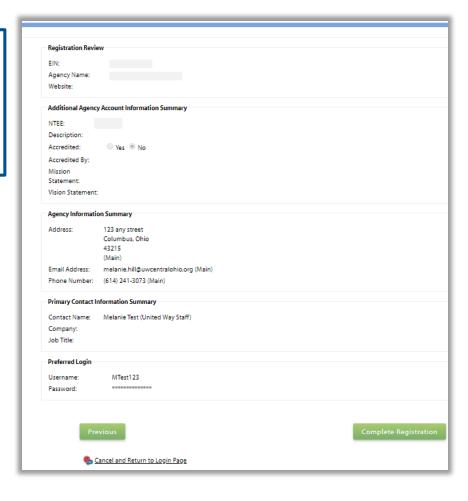




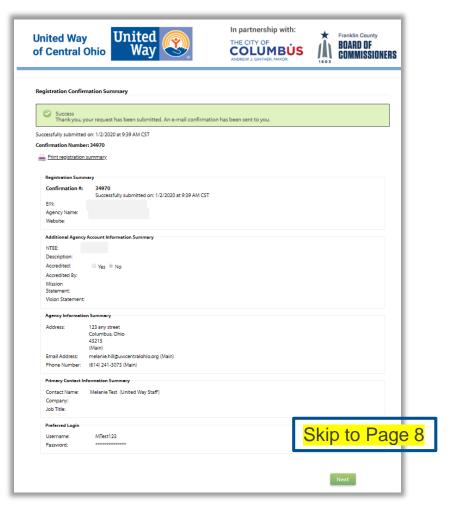




Review agency info summary. Click complete registration.



The green status bar at the top of the page confirms completed registration. Click Next.





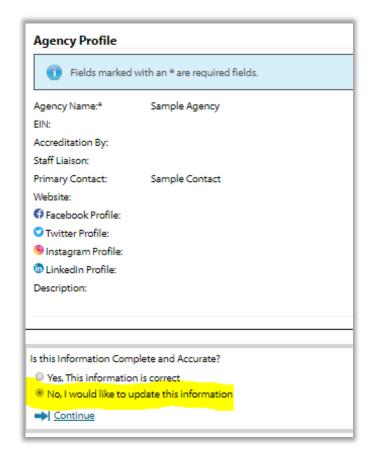


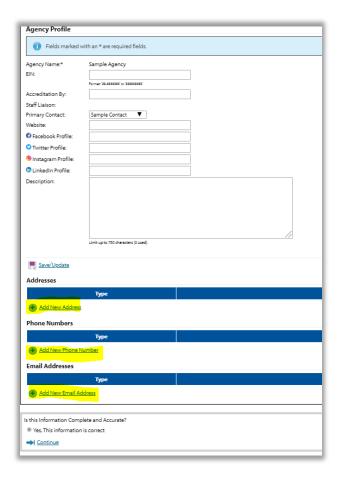






For agencies registered by United Way, review and update your agency profile. Click continue at the bottom of each page.



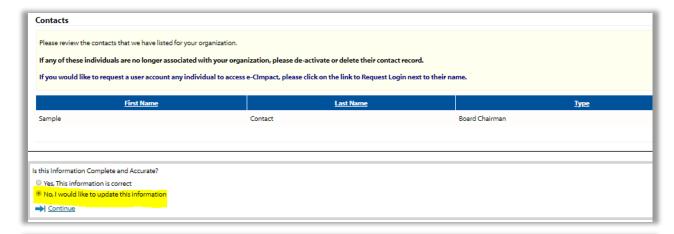








Agency Profile updates, continued...



Email	Login	<u>Primary?</u>	Actions
	sample	Yes	<u>Edit</u>

	✓ Primary?	
	☑ Include in all Emails?	
	✓ Active?	
Type:*	Board Chairman ▼	
First Name:*	Sample	
Last Name:*	Contact	
Suffix:	▼	
Job Title:		
Cancel and Re	rn to Previous Page rum to Previous Page	
Save and Retu	rum to Previous Page	
Save and Retu Cancel and Re Email Addresse	rum to Previous Page S Type	
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Save and Retu Cancel and Re Email Addresse Add New Email	num to Previous Page Type Il Address	
Save and Retu Cancel and Re Email Addresse Add New Email Phones	num to Previous Page Type Il Address	

	Program Name	
this Information Comp	plete and Accurate?	
	is correct	
Yes, This information	i is correct	

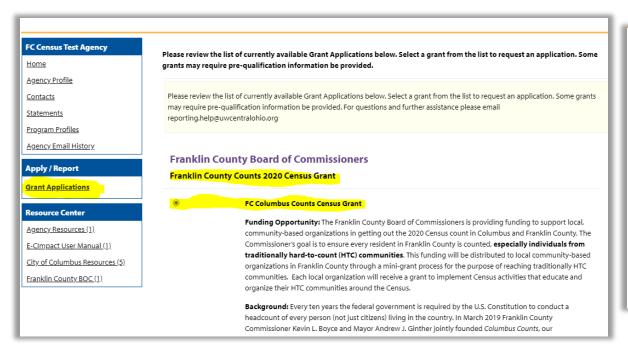


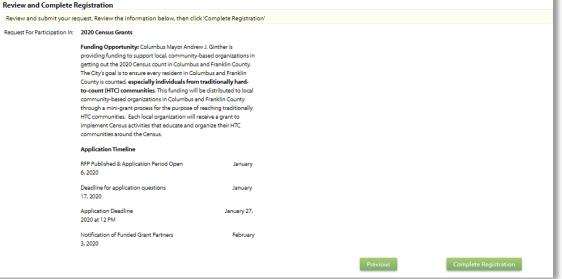






Next click on Grant Applications under Apply/Report. Select FC Columbus Counts Census Grant. Click Continue. On the next screen click Complete Registration.



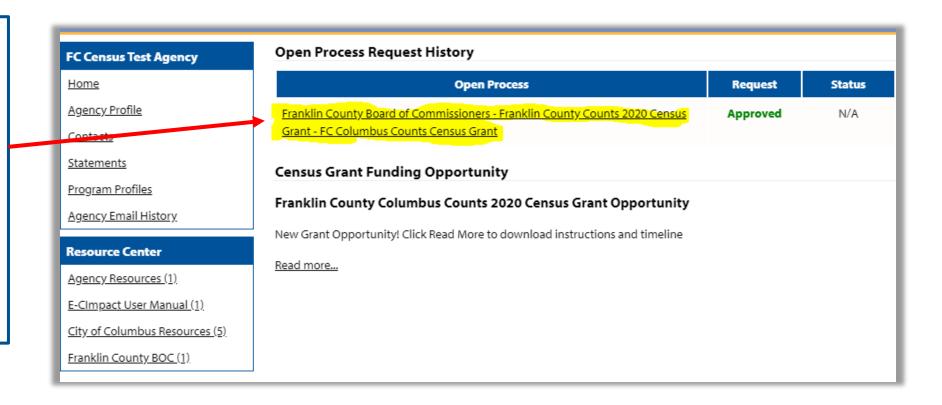








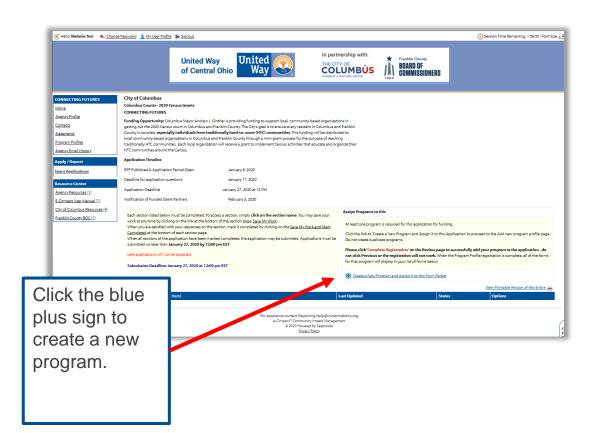
You have added the grant process to your account. The next step is to add a program so you can access the application form. Click the link.



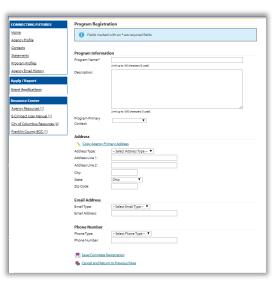








Fill out the program information.
Save and click
Complete
Registration.



CONNECTING FUTURES	Review and Complete Registration					
Home	Review and submit your request. Review the information below, then click 'Complete Registration'					
Agency Profile	Program Name:	Test Census Program				
Contacts	Request For Participation In:	2020 Census Grants				
Statements		Funding Opportunity: Columbus Mayor	Andrew J. Ginther is			
Program Profiles		providing funding to support local, comm				
Program Profiles		getting out the 2020 Census count in Colu	mbus and Franklin County.			
Agency Email History		The City's goal is to ensure every resident i				
		County is counted, especially individuals				
Apply / Report		to-count (HTC) communities. This funding				
Grant Applications	community-based organizations in Columbus and Franklin County					
Grant 740 prications	through a mini-grant process for the purpose of reaching traditionally					
Resource Center		HTC communities. Each local organization				
Resource Center	Implement Census activities that educate and organize their HTC					
Agency Resources (1)		communities around the Census.				
E-CImpact User Manual (1)		Application Timeline				
City of Columbus Resources (4)		RFP Published & Application Period Open	January			
Franklin County BOC (1)		6, 2020				
		Deadline for application questions 17, 2020	January			
		Application Deadline 2020 at 12 PM	January 27,			
		Notification of Funded Grant Partners 3, 2020	February			
			Previous	Complete Registration		

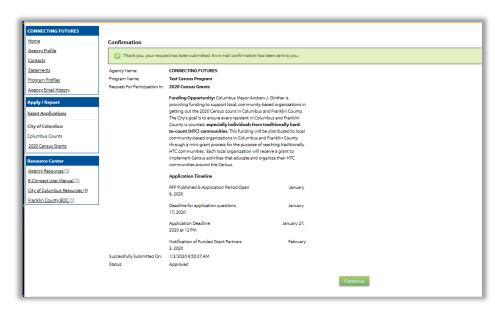








You will get a confirmation screen (and an email will be sent to you). Click Continue.



Now you have access to all forms required to complete the application. Scroll to the end of the page, past the instructions and eligibility. Notice there are 2 forms under the Program Name, and the red banner showing Not Started. See image below.



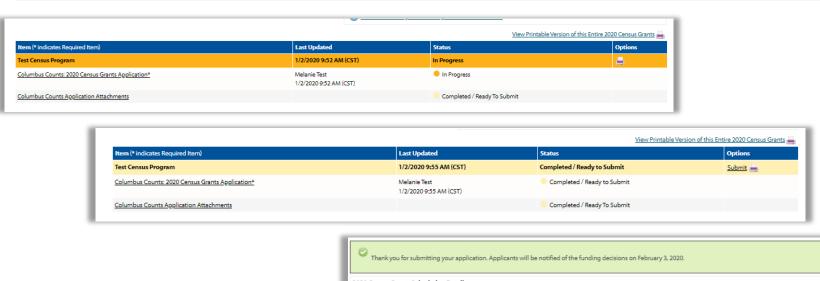






Click on each form and enter your responses. Note that there is a section for attachments. You must click on and mark this section as completed even if you do not attach a file.

The status bar makes it easy to track your progress (see images below). Once submitted, the status bar will be green and you will not be able to make edits. You will receive an email confirming that the application was successfully submitted.













For questions specific to the grant application, please contact Ms. Keena Smith at kmsmith@franklin countyohio.gov.

For technical support please email reporting.help@uwcentralohio.org
Thank you!

