

United Way  
of Northwest Arkansas  
UnitedWayNWA.org



**CHILDREN LIVING IN POVERTY (CLIP)  
FUNDING OPPORTUNITY 2019-2021  
GRANT GUIDELINES**

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## I. Important Information

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### Timeline

<b>January 4, 2019</b>	CLIP Grant Opportunity available through UWNWA Nonprofit Portal
<b>January 10, 2019</b>	Information session at United Way Office (8:30-9:30 a.m.) Information session at Rogers Public Library (3:30-4:30 p.m.)
<b>January 11, 2019</b>	Information session at Fayetteville Public Library (2:00-3:00 p.m.)
<b>January 14, 2019</b>	Information session at Springdale Public Library (3:30-4:30 p.m.)
<b>January 11 - 23, 2019</b>	Review period for Letter of Inquiry (LOI) draft proposals
<b>February 1, 2019</b>	CLIP LOI submissions due online by 5 p.m. CST
<b>March 8, 2019</b>	Announcement of LOI programs invited to submit full applications
<b>March 12, 2019</b>	Information Session for programs submitting full applications
<b>March 13, 2019</b>	Information Session for programs submitting full applications
<b>March 15 - 29, 2019</b>	Review period for Application draft proposals
<b>April 10, 2019</b>	CLIP Application submissions due online by 5 p.m. CST
<b>April 24 - May 1, 2019</b>	CLIP Application site visits
<b>May 31, 2019</b>	Notification of 2019-2021 CLIP Grantees

### Proposal Technical Assistance

There are three paths for accessing technical assistance:

**1) Content Questions**

Submit content questions via email to: [impact@unitedwaynwa.org](mailto:impact@unitedwaynwa.org)

If the question can be answered via email, it will be; however, if the question requires a conversation, a United Way staff person will contact you.

**2) Proposal Online Form and Online System Questions**

For basic questions about accessing the proposal form and of the use of the online system, please contact Ana Phakhin at [aphakhin@unitedwaynwa.org](mailto:aphakhin@unitedwaynwa.org) or 479-303-4422.

**3) Frequently Asked Questions Update**

Organizations are advised to check the FAQ Updates on the United Way home page in the “For Nonprofits – Funding Opportunities” section. This ensures that all organizations have access to the same questions and answers.

## CLIP Information Sessions

Below is a list of information sessions regarding the CLIP funding opportunity and the application process. Organizations that have never applied before are encouraged to attend. The content is the same for all sessions.

<b>Title:</b>	<b>CLIP Information Session</b>
<b>Who should attend:</b>	<b>Staff members of organizations that are planning to submit a grant proposal.</b>
<b>Topics:</b>	<ul style="list-style-type: none"> <li>• <b>Overview of UWNWA investment priorities</b></li> <li>• <b>CLIP funding opportunity process</b></li> <li>• <b>Key dates and events</b></li> <li>• <b>Nonprofit grant portal</b></li> <li>• <b>Helpful hints</b></li> </ul> <p><i>Note: All sessions present the same topics and materials</i></p>
<b>Dates &amp; Times:</b>	<ul style="list-style-type: none"> <li>• <b>Thursday, January 10<sup>th</sup> at 8:30-9:30 am</b> <b>United Way of NWA Community Room, 100 Parkwood, Lowell</b></li> <li>• <b>Thursday, January 10<sup>th</sup> at 3:30-4:30 pm</b> <b>Rogers Public Library, 711 S. Dixieland Road, Rogers</b></li> <li>• <b>Friday, January 11<sup>th</sup> at 2:00-3:00 pm</b> <b>Fayetteville Public Library, 401 W. Mountain St., Fayetteville</b></li> <li>• <b>Monday, January 14<sup>th</sup> at 3:30-4:30 pm</b> <b>Springdale Public Library, 405 S. Pleasant St., Springdale</b></li> </ul> <p><b>To register for a session, go to:</b>  <a href="https://www.surveymonkey.com/r/8DB5H3L">https://www.surveymonkey.com/r/8DB5H3L</a></p>
<b>Materials:</b>	<b>Provided at the Information Sessions</b>

# Children Living in Poverty (CLIP) Funding Opportunity

## Grant Eligibility

This funding opportunity is open to all 501(c)(3) nonprofit organizations, education institutions, and collaborative initiatives (one partner in the collaborative must be a 501(c)(3) organization). Programs should align with the Children Living in Poverty goal of building prosperity for children and families. The funding focus areas for this grant include:

**Parents as First Teachers:** The first years of life are critical for healthy brain development and for children to get the boost they need to be ready to learn and thrive. Parents as First Teachers programs will ensure that children, parents, and families are working together to strengthen school readiness skills.

**Quality Out-of-School Time:** High-quality out-of-school time programs increases academic success, expands exploration of career paths, reduces behavioral problems, and results in positive outcomes for children. This funding area focuses on increasing access to high-quality out-of-school time programs that will build the capacity for greater success.

**Developing Self-Sufficiency:** Developing Self-Sufficiency programs will ensure the future economic stability of children and families by strengthening workforce readiness skills and increasing the capacity of youth to acquire a sustainable living wage.

### Eligibility

To be eligible for a United Way grant, a program must:

- Align with one of the CLIP funding focus areas
- Provide services or is based in Benton, Madison, Washington Counties (AR) or McDonald County (MO)
- Meet the criteria for responsible financial stewardship, which include:
  - Submission of documentation from IRS supporting tax-exemption status (IRS Determination Letter)
  - Submission of most recent financial filing (Form 990)
  - Submission of Audit or Financial Review based on following condition:
    - An Organization is required to have a full audit for any grant, federal funding or state funding, or any other purpose must submit this same audit to the UWNWA, no matter what amount of funding is requested.
    - An Organization funded by the UWNWA who receives an annual allocation of \$50,000 or more, must have an annual audit, consistent with General Accounting Principles; conducted by a certified public accountant and must submit the results of such audit, together with the accountant's management letter, to the UWNWA. The CPA must be independent of the client and the financial statements must contain all required disclosures.
    - Any Organization funded by UWNWA whose annual budget exceeds \$50,000 and receives an allocation of \$10,000 - \$49,999 may submit a Formal Review conducted by a CPA in lieu of an audit. The CPA must be independent of the client.
  - Management letter from CPA is absent of any material weaknesses, significant deficiencies, going concern, or other adverse opinion
  - A minimum in cash reserves equal to or greater than 30 days of operating expenses

## Selection Decisions

UWNWA is committed to conducting a transparent and competitive investment process:

- Submissions for CLIP funding opportunities and award decisions are reviewed and scored by community volunteers (Community Impact Investment Panel).
- Members of the Review Committee may not be employed by or serve on the board of any applicant seeking funding.
- UWNWA may elect not to advance any applicants with known management, fiscal, reporting, program or other problems that make it unlikely they would be able to fulfill the grant requirements.
- Qualification under the eligibility criteria requirements does not entitle an organization to be selected for the program.

## II. 2019-2021 Letter of Inquiry (LOI) Components

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**IMPORTANT:** You may use the following template to draft your LOI responses. The online application tool will allow you to save your work and come back at a later time. Your application must be submitted online. Hardcopy applications or documents submitted by email will not be accepted. Fields marked with an asterisk (\*) are required.

### Organization Information

1. CLIP Program Name\*  
Name of the program or project for this application.  
Character Limit: 150
2. Organization Mission Statement\*  
Character Limit: 1000
3. Board Chair First Name\*  
Character Limit: 50
4. Board Chair Last Name\*  
Character Limit: 50
5. Board Chair Employer\*  
Please provide the name of the Board Chair's current employer. If Board Chair is retired, list their last employer, or if this field is not applicable, list as "Community Volunteer".  
Character Limit: 250
6. Board Chair Work Title\*  
Please provide the Board Chair's title or position at their place of employment. If Board Chair is retired, list as "Retired" or if field is not applicable, list as "N/A".  
Character Limit: 250
7. Board Chair Email Contact\*  
Provide the email address for the Board Chair  
Character Limit: 250
8. Board Chair Phone Contact\*  
Provide the preferred phone number for the Board Chair as all numbers.  
Character Limit: 10

9. Board of Directors\*

List each current board member name, their company, and board position on one line with each field separated by a comma (","). Examples:

*John Smith, P&G, Treasurer*

*Jane Thomas, Retired, Finance Committee Chair*

*Judy Davis, Community Volunteer, Member*

Character Limit: 10000

10. Did you conduct a UWNWA Campaign in 2017 or 2018?\*

Yes

No

I Don't Know

## **Organization Financial Information**

11. Fiscal Year Start Month\*

Dropdown menu with months January thru December

12. Fiscal Year End Month\*

Dropdown menu with months January thru December

13. Organization's Tax Exempt Status\*

Please attach a copy of the organization's IRS Determination Letter or similar document as proof of tax exempt status. The letter should include the organization's EIN number.

File Size Limit: 1 MB

14. IRS Filing\*

Please attach your most recent IRS filing such as a Form 990. Your most recent filing should be within the past 18 months (i.e., fiscal years ending between July 1, 2017 and June 30, 2018).

For organizations not required to submit a Form 990 (ex: public school districts), please submit a letter on the entity's letterhead citing the exemption code and their EIN number.

File Size Limit: 5 MB

15. IRS Filing Narrative

If your most recent filing is older than 18 months, please explain the delay and the expected date the filing will be completed. For other extenuating circumstances, describe here.

Character Limit: 2000

16. Audit or Financial Review\*

Please attach your most recent audit or financial review based on United Way of Northwest Arkansas' financial policy stated below:

- Any Organization required to have a full audit for any grant, federal funding or state funding, or any other purpose must submit this same audit to the UWNWA, no matter what amount of funding is requested.
- Any Organization funded by the UWNWA who receives an annual allocation of \$50,000 or more, must have an annual audit, consistent with General Accounting Principles; conducted by a certified public accountant and must submit the results of such audit, together with the accountant's management letter, to the UWNWA. The CPA must be independent of the client and the financial statements must contain all required disclosures.
- Any Organization funded by UWNWA whose annual budget exceeds \$50,000 and
- receives an allocation of \$10,000 - \$49,999 may submit a Formal Review conducted by a CPA in lieu of an audit. The CPA must be independent of the client.

File Size Limit: 5 MB

17. Audit or Financial Review Narrative

If your most recent Audit or Financial Review is older than 18 months, please explain the delay and the expected date the filing will be completed. For other extenuating circumstances, describe here.

Character Limit: 2000

**LOI - Program Details**

18. Funding Focus Area\*

Please select (1) funding focus area you are submitting for:

Parents as First Teacher

Quality OST Program

Developing Self-Sufficiency

19. Program Description\*

Briefly describe the program or service for which you are requesting funding support.

Character Limit: 1000

20. Grant Amount Requested for 2019-2020 (Year 1)\*

Indicate the amount you anticipate requesting for the first year of the grant (7/1/2019 - 6/30/2020). If you are asked to submit a full application, you will have an opportunity to revise this amount.

Format: Whole number, no decimals.

21. Grant Amount Requested for 2020-2021 (Year 2)\*

Indicate the amount you anticipate requesting for the second year of the grant (7/1/2020 - 6/30/2021). If you are asked to submit a full application, you will have an opportunity to revise this amount.

Format: Whole number, no decimals

22. Program Address\*

This is the physical location where the proposed program will occur.

Character Limit: 250

23. Program City\*

Character Limit: 100

24. Program State\*

Provide the 2-letter state code.

Character Limit: 2

25. Program Zip Code\*

Provide the 5 or 10-digit zip code.

Character Limit: 10

26. What year was the program established?\*

If this is a new program, please enter the current year.

Character Limit: 4 (yyyy)

27. Geographic Area\*

Briefly describe the geographic area the program serves.

Character Limit: 1000



28. Target Population\*

Please provide a brief summary of the target population served by the proposed program.

Character Limit: 1000

**LOI - Program Narratives**

29. Statement of Need\*

How does the proposed program build prosperity for children and/or their families?

Character Limit: 3000

30. Evidence-Based Practices\*

What evidence based practice(s), proven practice(s), and/or promising practice(s) do your program activities incorporate? Please explain how research-based strategies, best practices or model programs support your approach? If the program is not informed by research, best- practices or model programs, explain why this the case.

Character Limit: 4000

31. Research References\*

Provide 3-5 reference citations supporting the Statement of Need and Evidence-Based Practices. You are encouraged to reference research less than ten years old.

Character Limit: 3000

32. LOI Partnership\*

Is this LOI being submitted in partnership or collaboration with another organization(s)?

Yes

No

**(IF ANSWER IS YES FOR QUESTION 33, COMPLETE THIS SECTION)**

**Grant Partnerships & Collaborations**

33. LOI Partnership Description\*

Please provide a summary describing the partnership arrangement or collaboration.

Character Limit: 2000

34. Fiscal Agent\*

If so, will your organization be the fiscal agent for this program.

Yes

No

35. LOI Partners\*

Please list the organization(s) participating in the partnership/collaboration, the partner's role, and Yes/No if MOU is in place.

Partner roles include Admin, Evaluation, Fiscal Agent, Research, Service Provider.

Example partnership entries: *Washington Co Juvenile Detention Center, Service Provider, Yes*  
*University of Arkansas, Evaluation, No*

Character Limit: 3000

**(IF ANSWER IS NO FOR QUESTION 33, COMPLETE THIS SECTION)**

**Organizational Partnerships & Collaborations**

List the top 1-3 most important partnerships the Organization has with Community Based Organizations, not related to the proposed project. For each partnership, indicate the type of relationship (Coordinated or Collaborative) and briefly describe the relationship. To determine if the relationship is Coordinated or Collaborative, refer to the table listed below for more details.

36. Partner 1 - Name\*  
Character Limit: 250

37. Partner 1 - Type\*  
Coordinated  
Collaborative

38. Partner 1 - Description\*  
Character Limit: 1500

39. Partner 2 - Name  
Character Limit: 250

40. Partner 2 - Type  
Coordinated  
Collaborative

41. Partner 2 - Description  
Character Limit: 1500

42. Partner 3 - Name  
Character Limit: 250

43. Partner 3 - Type  
Coordinated  
Collaborative

44. Partner 3 - Description  
Character Limit: 1500

To determine if the relationship is Coordinated or Collaborative, you can refer to the following table as a guideline. From *Collaboration: What Makes it Work* (Mattessich et al) and adapted from works of M. Blank, S. Kagan, A. Melaville, and K. Ray:

Essential Elements	Coordination	Collaboration
<b>Vision &amp; Relationships</b>	<ul style="list-style-type: none"> <li>• Individual relationships are supported by their organizations</li> <li>• Mission and goals of the organizations are reviewed for compatibility</li> <li>• Interaction usually around one specific project or task</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment of the organization is fully behind the individual</li> <li>• Common, new mission and goals are created</li> <li>• One or more projects are undertaken for longer-term results</li> </ul>
<b>Structure, Responsibilities &amp; Communication</b>	<ul style="list-style-type: none"> <li>• Organizations assume needed roles but still functions separately</li> <li>• Some project specific planning is required</li> <li>• Communication roles are established and channels for interaction created</li> </ul>	<ul style="list-style-type: none"> <li>• New structure and/or formal division of labor are created</li> <li>• Comprehensive planning is required, including measures of success</li> <li>• Many levels of communication and channels for interaction are created</li> </ul>
<b>Authority &amp; Accountability</b>	<ul style="list-style-type: none"> <li>• Authority rests on each organization, but there is coordination</li> <li>• Some sharing of leadership and control</li> <li>• There is some shared risk, but most authority and accountability rests with each organization</li> </ul>	<ul style="list-style-type: none"> <li>• Authority is determined by the collaboration to balance ownership</li> <li>• Leadership is dispersed and control is shared and mutual</li> <li>• Equal risk is shared by all organizations</li> </ul>
<b>Resources &amp; Rewards</b>	<ul style="list-style-type: none"> <li>• Resources are acknowledged and can be made available for a specific project</li> <li>• Rewards are mutually acknowledged</li> </ul>	<ul style="list-style-type: none"> <li>• Resources are pooled or jointly secured for a long-term effort</li> <li>• Organizations share in the products/services: more is accomplished together than individually</li> </ul>

## **Patriot Act Compliance**

Please download a copy of the [Patriot Act Compliance Form](https://unitedwaynwa.org/wp-content/uploads/2019/01/Patriot-Act-Form.pdf). You can also access a copy via the following link:  
<https://unitedwaynwa.org/wp-content/uploads/2019/01/Patriot-Act-Form.pdf>

### 45. Patriot Act Compliance Form\*

Complete and sign the Patriot Act Compliance Form and upload it here.  
File Size Limit: 1 MB

## **Organization Approval to Submit LOI**

### **AUTHORIZED SIGNATURE**

By typing in your Name, Title, and Date in the spaces below, you confirm that you are authorized to submit this LOI by electronic means on behalf of the organization.

### 46. Name\*

Character Limit: 250

### 47. Title\*

Character Limit: 250

### 48. Date (mm/dd/yyyy)\*

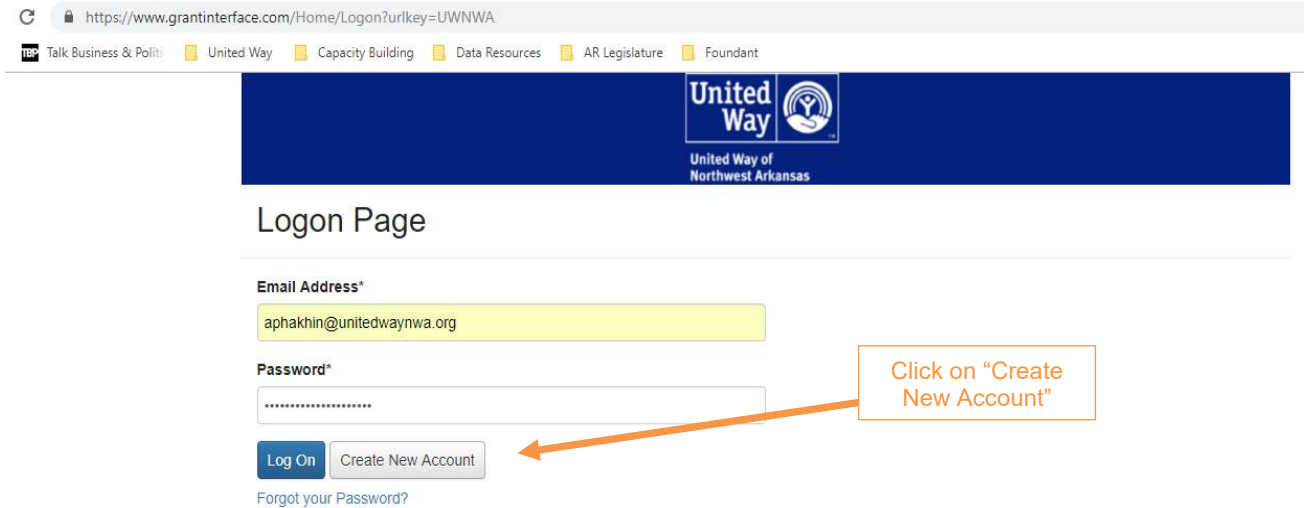
Character Limit: 10

### III. Submitting Your Grant Proposal

**IMPORTANT:** All UWNWA grant applications must be submitted by completing the appropriate form through the Nonprofit Grant Portal available through the UWNWA website or through the following link: <https://www.grantinterface.com/Home/Logon?urlkey=UWNWA>. **Hardcopy applications or document files sent via email will not be accepted.**

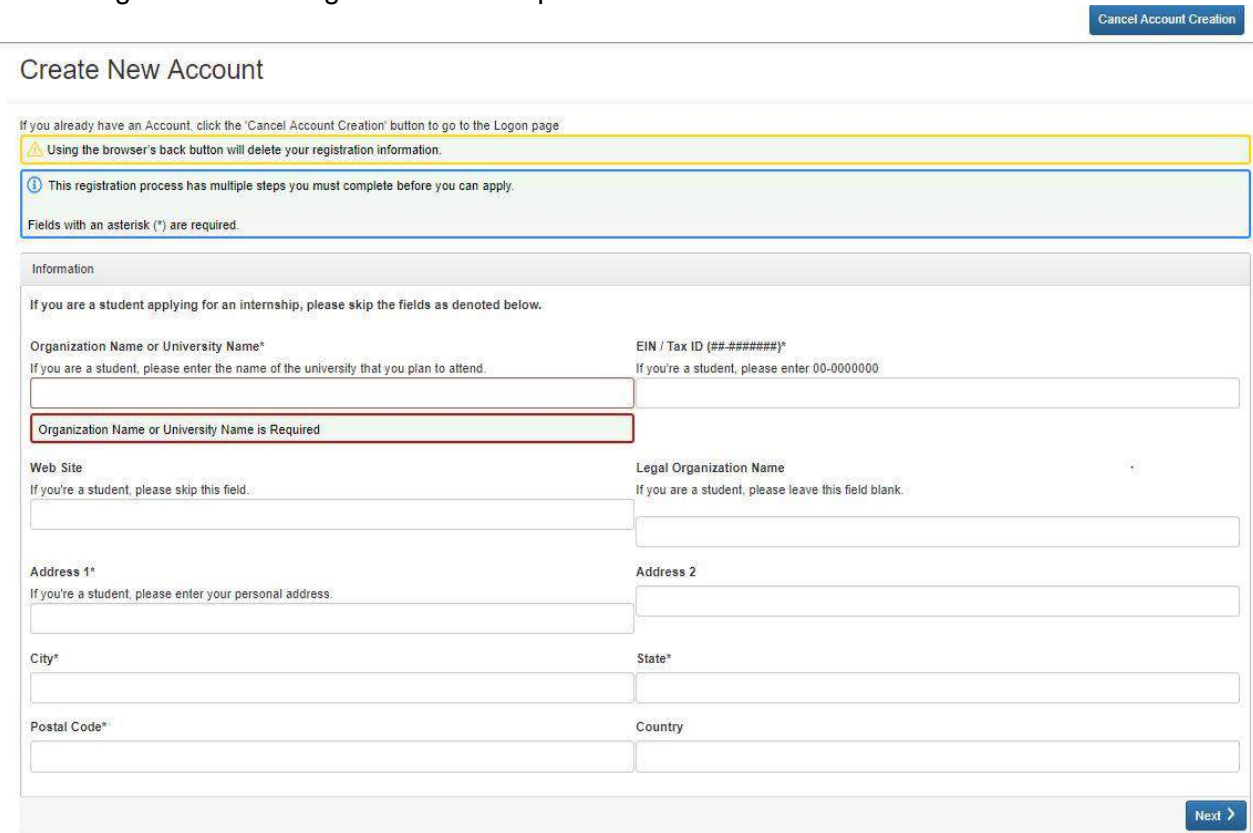
#### 1. Create Grant Portal User Account

You must have a User Account (Logon ID) to use the Grant Portal System.



#### 2. Create Grant Portal User Account – Organization Information

To create an account, you must first establish the Organization. UWNWA will link accounts from the same organization through a back office process.



### 3. Create Grant Portal User Account – Individual User Information

Once the organization is established, you will complete the information for your individual Account.

#### 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.

Information

User Information

Prefix (Mr, Mrs, Ms, etc.)*	First Name*
<input type="text"/>	<input type="text"/>
<span style="border: 1px solid red; padding: 2px;">Prefix (Mr, Mrs, Ms, etc.) is Required</span>	
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
	<small>Please enter "Student" if you are applying for an internship.</small>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>
Mobile Number (###-###-#### x###)*	Telephone Number (###-###-####)
<input type="text"/>	<input type="text"/>
	<small>If you have an office or work number, please enter it here.</small>

### 4. Create Grant Portal User Account – Executive Officer Information

UWNWA requires each organization to provide the contact information for the Executive Officer (i.e., Executive Director, President, CEO, or equivalent). The question determines if Executive Officer information must be added. Because this system also processes students applying for internships, "Students" mark "Yes" to indicate they do not need to provide Executive Officer information.

#### 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.

Information

User Information

Executive Officer/Student Question

Are you the Organization's Executive Officer or a Student?\*

Yes

No

Additional Executive Officer Information

Password

If you select "Yes" (you are an Executive Officer or Student), you will go to the Password Section.

## 5. Create Grant Portal User Account – Executive Officer Information

If you selected “No”, you will be directed to complete the Executive Offer Section indicated below.

### 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.

Information

User Information

Executive Officer/Student Question

Additional Executive Officer Information

Copy Address from Organization

Prefix (Mr, Mrs, Ms, etc.)\*

First Name\*

Prefix (Mr, Mrs, Ms, etc.) is Required

Last Name\*

Suffix (Sr, Jr, III, etc.)

Business Title\*

Email\*

Mobile Number (###-###-####)

< Previous

Next >

Password

## 6. Create Grant Portal User Account – Password

Once you have established your Account, you will create your password. If you ever forget your password, you can reset it from the Login webpage.

### 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.

Information

User Information

Executive Officer/Student Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#5%&\*()\_

Password\*

Confirm Password\*

< Previous

Create Account

## 7. Access the Applicant Dashboard

Once you have created your Account and have logged in, you will see your Dashboard. The Dashboard shows you all applications associated with your Account. All user accounts linked to an organization will be able to see all applications associated with organization, but only one user account can be linked to an active application for updating purposes.

The screenshot shows the Applicant Dashboard for Ms. Ana Phakhin. The top navigation bar includes the United Way of Northwest Arkansas logo, a home icon, an 'Apply' button, and a 'Fax to File' button. The user's name 'Ana P' and role 'Role (Applicant)' are visible in the top right. The main content area displays the applicant's information: 'Applicant: Ms Ana Phakhin, aphakhin@unitedwaynwa.org, 479-303-4422, 100 Parkwood St, Lowell, AR, 72745'. To the right, the organization information is shown: 'Organization: Test Account - Tyson, 00-1113111, 479-303-4422, 100 Parkwood Street, Lowell, AR, 72745 USA'. A 'Contact Email History' link is located between the applicant and organization details. Below this, a message states: 'If your organization information does not appear correct, please click the edit (pencil) icon.' There are two edit icons: a pencil icon next to the organization name and a globe icon next to the organization address. Below the message are tabs for 'Active Requests' (0) and 'Historical Requests' (1). A final message reads: 'You do not have any Active Requests. Click Apply to begin the application process.'

Click on "Apply" to view new grant opportunities

Verify the individual organization information. This will automatically populate in any future applications

To edit your information, click the pencil icon

## 8. Selecting Nonprofit Applications

To differentiate between nonprofit organization applications and student internship applications, you will need to enter NPO in the upper right box to see grants you are available to apply for.

The screenshot shows the 'Apply' page. The top navigation bar is identical to the dashboard. The main content area features a 'Quick Search' bar. Below it, a message states: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' To the right of this message is an 'Enter Access Code' input field with an 'Enter Code' button. Below the message is a 'Quick Search' bar with a search icon and a close icon. At the bottom left, instructions are provided: 'If you are a student, please enter STUDENT in the access code box above. If you are applying as an organization, please enter NPO in the access code box above.'

Enter "NPO" to access all available grants



## 9. Available Grant Opportunities

After selecting “NPO”, you will see the available grant opportunities. To begin an application, select the blue “Apply” button in the top right corner.

The screenshot shows the top navigation bar with a logo, home icon, 'Apply' button, 'Fax to File' button, and a 'Role (Applicant)' dropdown. Below the navigation is a large 'Apply' heading. To the right of the heading are input fields for 'NPO' and 'Enter Code'. A message box states: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below this is a 'Quick Search' input field. A list of grant opportunities is displayed, with the first one being 'CLIP 2019-2021'. The status for this opportunity is 'Accepting Submissions from 01/04/2019 to 02/01/2020'. A blue 'Apply' button is located in the top right corner of the opportunity card. An orange arrow points from a callout box to this button. The callout box contains the text: 'Hit "Apply" to begin your application'. Below the opportunity card are buttons for 'Preview', 'Send to GrantHub', and an information icon.

## 10. Filling Out the LOI

You can now begin filling out the required sections. Items marked with an asterisk (\*) are required fields and must be completed before you can submit. The form is designed into sections for easier navigation. You also have the opportunity to print a copy of the questions at any time.

The screenshot shows the top navigation bar with a logo, home icon, 'Apply' button, 'Fax to File' button, and a 'Role (Applicant)' dropdown. Below the navigation is a large 'LOI' heading. To the right of the heading is a 'Question List' button. A message box states: 'Fields with an asterisk (\*) are required.' Below this is another message box: 'Due on 02/01/2019 05:00 PM CST.' The main content area is divided into sections, each with a chevron icon to its left: 'Grant Information', 'Organization Information', 'Organization Financial Information', 'LOI - Program Details', 'LOI - Program Narratives', 'Patriot Act Compliance', 'Organization Approvals to Submit LOI', and 'Stewardship Review (UWNWA Use Only)'. An orange arrow points from a callout box to the 'Question List' button. The callout box contains the text: 'You can navigate through the application by clicking the section to open'. At the bottom of the form are buttons for 'Abandon Request', 'Save LOI', and 'Submit LOI'.

## 9. Saving and Submitting the LOI

You have the option of saving your application and return later by clicking the “Save LOI” button in the bottom right corner. When you have completed your LOI and you are ready to submit, click the “Submit LOI” button.

The screenshot shows the LOI submission interface. At the top, there is a navigation bar with a home icon, an 'Apply' button, and a 'Fax to File' button. The user's role is identified as 'Role (Applicant)'. Below the navigation bar, there is a 'LOI' tab and a 'Question List' button. Two informational messages are displayed: 'Fields with an asterisk (\*) are required.' and 'Due on 02/01/2019 05:00 PM CST.'. The main content area is divided into sections: 'Grant Information' (expanded), 'Organization Information', 'Organization Financial Information', 'LOI - Program Details', 'LOI - Program Narratives', 'Patriot Act Compliance', 'Organization Approvals to Submit LOI', and 'Stewardship Review (UWNWA Use Only)'. The 'Grant Information' section contains text about the 2019-2021 CLIP Funding Opportunity and contact information for Ana Phakhin. At the bottom of the form, there are three buttons: 'Abandon Request', 'Save LOI', and 'Submit LOI'. An orange callout box with the text 'You can save your draft or submit a completed application' has two arrows pointing to the 'Save LOI' and 'Submit LOI' buttons.

If you have questions about the Grant Portal or experience technical difficulty, please submit an email to [impact@unitedwaynwa.org](mailto:impact@unitedwaynwa.org) or call 479-303-4422.