E-CI Impact Application Instructions

Summer Strong & Summer Small Non-profit RFP(s)
In order to begin your Grant application organizations must log-in to their E-ClImpact page.
Enter your Username (full email address) and Password= pwd123 in order to log-in for the first time.
Once you log-in to the organization page you will see a panel to the left with options to make edits to any information about your organization.
In the Apply/Report section you will see eligible RFP(s) that you can submit an application to.

Please note this page shows the **Test Agency view which has more eligible RFP(s) for testing purposes only. ONLY open RFPs will be available to allow applications.
Select the Summer Strong 2020 RFP or Summer Small Nonprofit RFP to apply.
Once you select an RFP you will see the “Application Status” page. Click on the links to begin submitting application information.
Switching Between Application Forms
Organizations are able to select from the other available forms and see the progress for each section.
Enter information for each section of the Proposal Cover page. If a section is incomplete the system will not allow the form to be submitted.
Once all sections are complete select the “Save my Work and Mark as Completed” button. You will be unable to submit the full application if you do not “Mark as Completed”
Required Attachments
Use the “Choose File” button to upload the Required Attachments for each section. If a form is required, the system will not allow the application to be submitted without a file being uploaded.

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<th>Description</th>
<th>File</th>
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<th>Action</th>
<th>Accepted file types</th>
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| **Application Narrative**  
  Narrative section not to exceed 14 pages                                   | Choose File  
  No file chosen  
  Accepted file types: pdf, doc, docx, rtf |               |        |                    |
| **Certifications and Assurances**  
  (Appendix 3) Certifications and Assurances                                     | Choose File  
  No file chosen  
  Accepted file types: pdf, gif, jpg, jpeg, tif, bmp, png, eps |               |        |                    |
| **Summer Syllabus/Schedule Sample**  
  Sample syllabus of proposed summer program by week including theme; the objective of learning; anticipated activities; ultimate deliverable or end product, if any (Appendix 4) | Choose File  
  No file chosen  
  Accepted file types: pdf, doc, docx, rtf, xls, xlsx, csv, txt |               |        |                    |
| **Program Logic Model and/or Theory of Change**  
  Only 1 page logic model will be accepted                                         | Choose File  
  No file chosen  
  Accepted file types: pdf, doc, docx, rtf, gif, jpg, jpeg, tif, bmp, png, eps |               |        |                    |
| **Approval Form for Organizations Applying to Run Programs at A DC Public Schools Site** | Choose File  
  No file chosen  
  Accepted file types: pdf, doc, docx, rtf, gif, jpg, jpeg, tif, bmp, png, eps |               |        |                    |
| **Internal Revenue Service Determination Letter of 501(c)(3) non-profit status**  
  Document dated April 1, 2017 or earlier                                          | Choose File  
  No file chosen  
  Accepted file types: pdf, doc, docx, rtf, gif, jpg, jpeg, tif, bmp, png, eps |               |        |                    |
Submitting your Application
Ensure all sections are labeled “Completed/Ready to Submit”

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<th>Status</th>
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<tr>
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<td>Not Started</td>
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<tr>
<td>Completed / Ready to Submit</td>
<td>✓</td>
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<tr>
<td>Completed / Ready to Submit</td>
<td>✓</td>
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You can review the full application and print/save a PDF copy of the application for your records by clicking the link below.
Once all sections are complete you will have the ability to submit the completed application.

You will have to enter the names of each member of the Board of Directors in order to submit the application.
Questions and Technical Support

• Send any questions or needs for technical support to
  PROPOSALS@UWNCA.ORG