

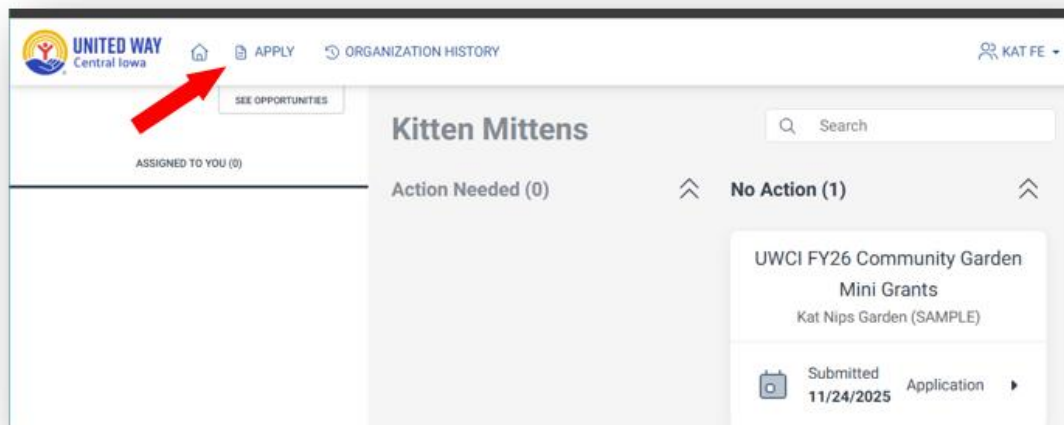
# Quick Start Guide to Foundant Applications with United Way of Central Iowa

1. Enter your log in credentials at:

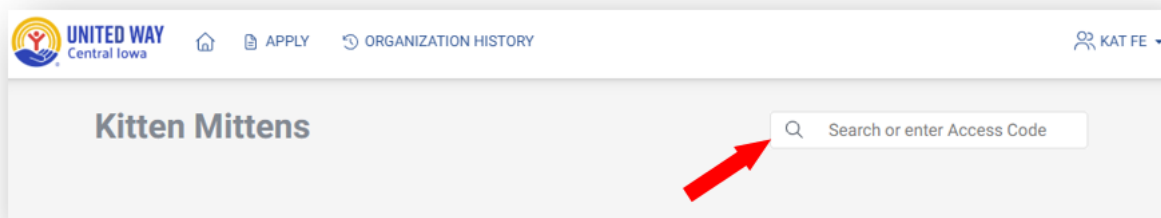
<https://www.grantinterface.com/Home/Logon?urlkey=uwci&hs>

- a. If your organization is applying for the first time, create a new account.
- b. If your organization has applied in the past three years and you are new in your role, please contact United Way to create an account for you that will be linked to your existing organizational profile.

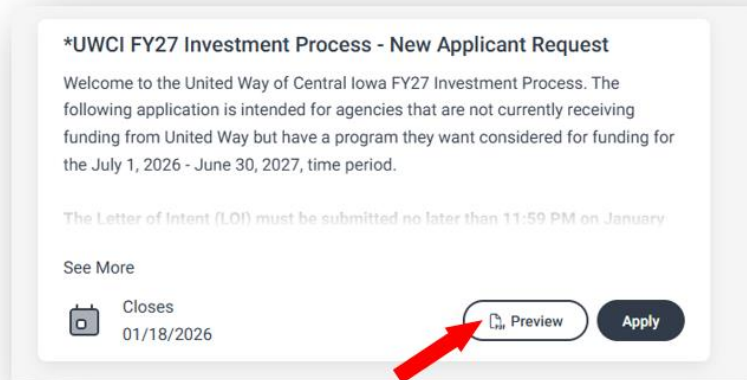
2. Once you log in, you should see a page for your organization like this. **Click Apply** on the top navigation pane.



3. Then enter the **Access Code** you were provided, to view and start the application process.



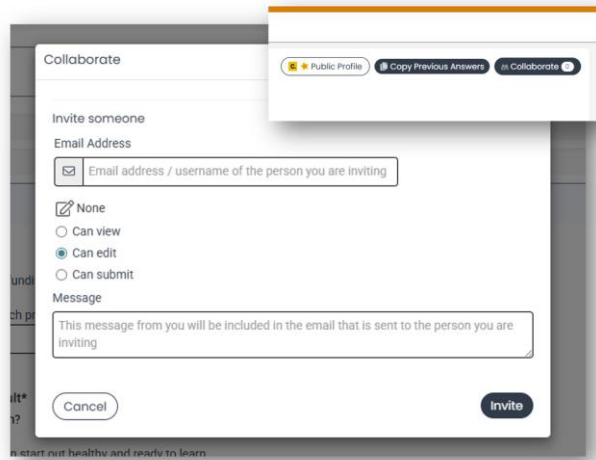
4. Next you will see details for the application, such as time period for funding and application close date. You can preview and print the application for your reference, and then click apply to begin entering your narrative.



5. Once you have clicked apply, the screen below will appear, with all questions.
  - a. Click **Copy Previous Answers** if you are a return applicant and most program details are the same. This can save you time BUT remember to thoroughly review each question and response for any updates and changes.

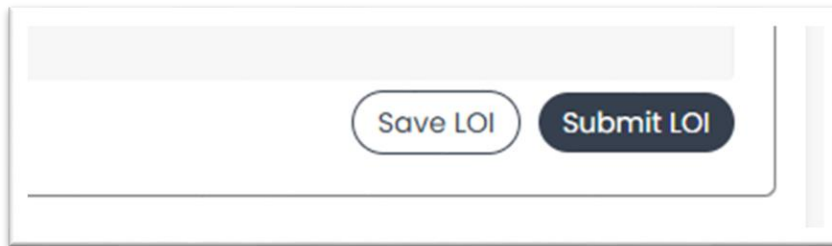
This screenshot shows the 'LOI' (Letter of Intent) application form. The top navigation bar includes the United Way Central Iowa logo, a home icon, and links for 'APPLY' and 'ORGANIZATION HISTORY'. On the right, there are buttons for 'Public Profile', 'Copy Previous Answers' (highlighted with a red arrow), and 'Collaborate'. The main content area is titled 'Process: \*UWCi FY27 Investment Process - New Applicant Request'. Below this are tabs for 'Contact Info', 'Request', and 'Documents'. The 'Contact Info' tab is active, showing applicant details (Kat Fe, unitedwaydateam@unitedwaydm.org) and organization details (Kitten Mittens, 00-0000000, 515-245-6555, 1111 9th St, Des Moines, IA 50314 United States). A 'Contact Email History' link is also present. Below the contact information, there is a 'LOI' section with a 'Question List' button. The 'LOI' section includes a due date of '01/18/2026 11:59 PM CST' and a note that fields with an asterisk (\*) are required. The 'Program Information' section is expanded, showing a 'Program Name\*' field with a note that a separate application must be submitted for each program/initiative. Below this is a 'Strategic Alignment - Primary Impact Area & Result\*' section with a question about which element the program primarily aligns with, and a list of options including 'Early Childhood Success (ECS)'. A red arrow points to the 'Copy Previous Answers' button.

- b. Click **Collaborate** if there are other staff, or senior leaders that need to review, edit, or submit.



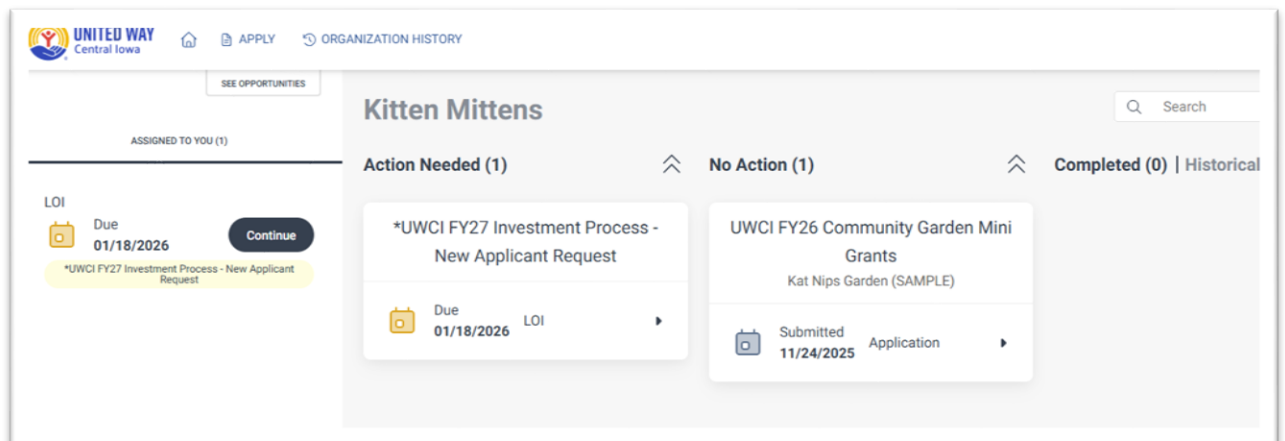
The image shows a 'Collaborate' dialog box. At the top, there are three buttons: 'Public Profile' (with a star icon), 'Copy Previous Answers', and 'Collaborate' (with a person icon). Below these is a section titled 'Invite someone' with an 'Email Address' label. There is a text input field with a placeholder 'Email address / username of the person you are inviting'. Below the input field are four radio button options: 'None' (selected), 'Can view', 'Can edit', and 'Can submit'. Below the radio buttons is a 'Message' label and a text area with placeholder text 'This message from you will be included in the email that is sent to the person you are inviting'. At the bottom are 'Cancel' and 'Invite' buttons.

6. Finally, you can save your work at any point during the process to come back later, or once the application is complete and all required attachments are added, you can submit.



The image shows a section of a form with two buttons: 'Save LOI' and 'Submit LOI'. The 'Save LOI' button is outlined, and the 'Submit LOI' button is solid dark blue with white text.

7. Applications that have not been submitted will appear yellow, indicating action is needed. Once submitted, it will turn gray, with no additional action needed in Foundant until funding decisions have been made.



The image shows a screenshot of the Foundant application dashboard for 'Kitten Mittens'. The top navigation bar includes the 'UNITED WAY Central Iowa' logo, a home icon, an 'APPLY' button, and an 'ORGANIZATION HISTORY' link. Below the navigation bar is a 'SEE OPPORTUNITIES' button. The main content area is titled 'Kitten Mittens' and has a search bar. It is divided into three sections: 'ASSIGNED TO YOU (1)', 'Action Needed (1)', and 'No Action (1)'. The 'ASSIGNED TO YOU (1)' section shows a card for 'LOI' with a due date of '01/18/2026' and a 'Continue' button. The 'Action Needed (1)' section shows a card for '\*UWCI FY27 Investment Process - New Applicant Request' with a due date of '01/18/2026' and an 'LOI' button. The 'No Action (1)' section shows a card for 'UWCI FY26 Community Garden Mini Grants' with a 'Submitted' date of '11/24/2025' and an 'Application' button. The bottom right corner shows 'Completed (0) | Historical'.