e-Community Funding Application User's Guide:

Welcome to e-Community! This guide will be helpful to the user as they navigate e-Community tabs to apply for funding from Foothills United Way during the 2012-15 funding cycle.

Login to e-Community using the user name and password emailed to the Community Building listed in the system. If you need assistance logging into e-Community, please contact Mike Landauer at Foothills United Way at mland@unitedwayfoothills.org.

Navigate the e-Community using the blue tabs on the left side of the webpage:
(Tabs names are highlighted in grey in this document.)

My Profile: Contact person at agency responsible for reports, (FHUW calls CB Administrator (for Community Building))

Information will be confirmed/updated:

- Name
- Work Email
- Work Phone
- Employer & Address

CHANGE your password by clicking on the **'change password'** icon

Click **'Save'** to save any changes

Organization Profile: Agency and Program Mailing Address

Organization Profile: Information will be confirmed/updated

- Agency Name
- Agency Street Address
- Agency Mailing Address (P.O. Box Only)

Program Profile: This information is only relevant if the program is physically located somewhere different than the main agency location.

Click **'Save'** to save any changes

Contacts: Please enter/edit the following contacts for your agency and programs:

- CEO/Executive Director
- Community Building (CB) Administrator (DO NOT ERASE, this allows you entry into e-Community)
- CFO/Finance Contact
- Program Director/Manager

Click **'Add Contact'** to search for your contact by last name in the search engine.

- If no contact matches are found, click **'Add New Contact'**, and add contact information.
- Click **'Add Contact'**, to save new contact information.

Click **'Update Contact'** to edit an existing contact's information

Click **'Delete Contact'** if contact is no longer with the program/agency

Agency & Program Description:

Agency Description: Mission Statement only at the agency level

Program Description: Program Description only at the program level

Click **'Add'** to enter a new Mission Statement or Program Description

Click **'Update Description'** to edit the Mission or program description already included.

Attachments: Please **ADD/UPDATE** the following attachments to your application: (All required, as applicable)
*Please make sure to title each document in the 'description' section
* Please include most recent attachment is available, if most recent is already included, do not change it

- IRS Form 990, Fiscal year submitted: *type in 'description' section*
- Most Recent Audit, Fiscal year submitted: *type in 'description' section*
- Most recent unaudited fiscal year-end financials (Balance sheet and statement of activities) Fiscal Year submitted: *type in 'description' section*
- Client Fee schedule, if applicable
- Organizational Chart
- Non-discrimination Policy
- Board of Directors: Including name, position on board, occupation and name of employer, city or county of residence and term end date
- 501c3 Federal tax determination letter, if not already on file with FHUW

Application/Reporting Packages: 'Click' on **Foothills United Way Allocation Funding Application** to enter application. The status will show as 'outstanding' until ***EACH*** component is **submitted**. Information will be submitted at the AGENCY and PROGRAM level for every program your agency is requesting funds for.

IN EACH SECTION:

- Click **'Save'** to save entered information. (Allows the user to login later for editing/completing)
- Click **'Submit'** to submit information to E-Community. Once information has been submitted, it cannot be changed. ***EACH section MUST be submitted separately to complete the application.*** Once a section has been submitted, its status will change from 'outstanding' to 'completed' on the main application page. If you inadvertently submit a section before the due date, contact FHUW to unlock your submission. Nothing will be unlocked after the application due date.
- Click **'Return'** to go back to the main application page. (Since E-Community is a secure form, do NOT click the 'back' button.)
- If the application sits with no activity for 15 minutes, it will log you out without saving. SAVE your information as you work on it.

Agency Level Information

- **Funding Request Summary:**
  - Select the Impact Area, by clicking on 'Yes', for each Program your agency is applying for funds
  - Type the program Name into the text box
  - Enter the dollar amount request for all 3 years of the funding
  - Repeat for each Program (A Maximum of 3, each program can apply under ONE Impact Area)
  - Click 'Submit', when completed
- **Agency Level Narrative:** (See page 8 of User's Guide for narrative questions.)
  - If you completed the Collaborative Application in 2011, you have the option to 'copy from existing form' then edit the content and 'submit'.
  - To copy:
    - Click on 'copy from existing form'
    - Select '2011 Agency Level Narrative'
    - Click on blue 'copy' button
    - Edit content
    - Click 'Save' and/or 'Submit'
  - Each question is mandatory to answer
  - Answer each question within the allowed word count. (The system includes a counter)
  - You cannot 'submit' if any question is over the allowed word count.

- **Agency Assurances:**
    - Select **Yes** or **No** for each assurance.
- **Board and Staff Demographics:**
    - Enter Board and Staff Demographics in spaces provided.
    - If your agency completed the 2011 Collaborative Application, your board and staff demographics will be auto-filled; update, as appropriate.

- **Agency Budget:** Based on a *calendar year* for AGENCY:
  Click on the underlined 'item' for a definition: (Definitions are provided on pages 6 and 7 of User's Guide)
    - 2011 Actual Budget
    - 2012 Projected Budget
    - Enter comments into the budget comments section, as needed. NO information is required in the comments sections.

Program Level Information:

- **Program Level Narrative:** (See page 8 of User's Guide for narrative questions.)
    - If you completed the Collaborative Application in 2011, you have the option to 'copy from existing form' then edit the content and 'submit'.
    - To copy:
        - Click on 'copy from existing form'
        - Select '2011 Program Level Narrative'
        - Click on blue 'copy' button
        - Edit content
        - Click 'Save' and/or 'Submit'
    - Each question is mandatory to answer
    - Answer each question within the allowed word count (The system includes a counter)
    - You cannot 'submit' if any question is over the allowed word count

- **Program Budget:** Based on a calendar year for PROGRAM:
  Click on the underlined item for a explanation/definition of that item
  (Definitions for each budget item provided on pages 6 and 7 of User's Guide)
    - 2011 Actual Budget
    - 2012 Projected Budget
    - Enter comments into the budget comments section, as needed. NO information is required in the comments sections.

- **Demographics Notes Form:** Optional: Provide any explanations needed about your demographics information.
  If you do not need to provide any notes, 'Submit' a blank form.
- **Age Demographics:**
    - 2011 Actual
    - 2012 Proposed
- **Ethnicity Demographics:**
    - 2011 Actual
    - 2012 Proposed
- **Gender Demographics:**
    - 2011 Actual
    - 2012 Proposed
- **Extremely Low Income (30% AMI)**
    - 2011 Actual
    - 2012 Proposed
- **Low Income (50% AMI):**
    - 2011 Actual
    - 2012 Proposed
- **Low-Moderate Income (80% AMI):**
    - 2011 Actual
    - 2012 Proposed
- **Moderate-Medium Income (> 80% AMI):**
    - 2011 Actual
    - 2012 Proposed

- **Residence Demographics:**
  - Boulder (City)
  - Broomfield
  - Erie
  - Lafayette
  - Longmont
  - Louisville
  - Lyons
  - Nederland
  - Superior
  - Other Cities in Boulder Co.
  - Unincorporated Boulder
  - Adams County
  - Gilpin County
  - Jefferson County
  - Larimer County
  - Weld County
  - Other Counties
  - Unknown

Logic Model Outcomes: Enter all Outcomes applicable to this program.

Outcomes into E-Community

- **2011 & 2012: If your agency has already used this system for this program**, your 2011 Outcomes will be displayed. You have the option to edit, as needed. All program outcomes are required to align with an (FHUW) Community Outcome.
- **If adding outcomes for the first time: 2011** Click **'Add'** to enter Outcomes, click **'red X'** to delete an Outcome.
- **To align a Program Outcome with a Community Outcome:** Click on the pull down screen to select an (FHUW) Community Outcome for *EACH* program outcome.
- Click **'Submit'** when complete
- **2012:** Click **'Copy'** to copy your Outcomes from the previous year into each year.
- Click **'Add'** to enter (additional) Outcomes, click **'red X'** to delete an Outcome.
- Click **'Submit'** when complete

Logic Model Inputs: Enter all inputs applicable to this program:

- 2011 Actual Inputs
- 2012 Proposed Inputs

To enter Inputs into E-Community

- Click **'Add'**
- Define the 'Input Category'
- Type a brief description
- Enter amount described
- Type any additional comments, as appropriate
- Click **'Add'** to attach to that year

Click **'Submit'** required for 2011 and 2012

Logic Model Activities & Outputs

- 2011 Actual Activities & Outputs
- 2012 Proposed Activities & Outputs

To Enter Activities and Outputs into E-Community

- Click **'Add'**
- Type a brief description of program activity
- Click **'Add'**
- Select the Outcomes that are associated with this activity
- Click **'Add Actual'** icon to enter Output
- Type a brief description of the 'unit of service' in the first text box
- Type the number/value next to the description
- Click **'Add Actual'** icon to enter additional outputs associated with this activity **OR**
- Click **'Update'**
- Click **'green check'** to **SUBMIT**

Logic Model Measurements & Indicators

- 2011 Actual Measurements and Indicators
- 2012 Proposed Measurements and Indicators
  (You must align your program Outcomes with a (FHUW) Community Outcome before aligning indicators.)

To Enter Measurements and Indicators into E-Community

Indicator Information

- Click '**Add'**
- **Select an outcome** from the pull-down menu
- **Select a Community Indicator** from the pull down menu
- ***PLEASE NOTE, you only need to complete the following sections***
- Type **Program Indicator** into space provided
- Type **Collection method** into space provided (brief explanation of how you are collecting your data)
- Type Optional **Staff Comment**, if relevant

Measurement Information

Determine if your data is based on your total population or a sample population for this **outcome** and **indicator:**

Enter the follow data:

- **Base:** Volume to be ***measured.*** *For example, 400 clients served.*
- **Percent:** Base percent **achieved**. *For example, percentage of those 400 clients who were successful.*
- **I-Achieved:** Base number **achieved.** *For example, how many of those 400 clients were successful.*
- **S-Base:** A sampling of the total base. *For example, 400 clients were served but you only surveyed 100. 100 would be the sample base.*
- **S-Percent:** Sample percent achieved. *For example, percentage of those 100 clients that were successful.*
- **S-Achieved: Sample number achieved.** *For example, how many of those 100 clients were successful.*
- **Achieved:** DISREGARD
- **Comment:** Add notes as needed.
- **Due Date:** DISREGARD
- Click **'Add'**
- Click **'Submit'** when complete.

For definitions for each component of the logic model, please see page 8 of the User's Guide.

Budget Item Definitions:
Revenue/Income
Federal: Federal dollars received or projected to be received for the agency and specifically at the program level.

State: State dollars received or projected to be received for the agency and specifically at the program level.

BOCO: Boulder County Government dollars received or projected to be received for the agency and specifically at the program level.

Boulder: City of Boulder dollars received or projected to be received for the agency and specifically at the program level.

Longmont: City of Longmont dollars received or projected to be received for the agency and specifically at the program level.

Broomfield: City of Broomfield dollars received or projected to be received for the agency and specifically at the program level.

Other Gov: Dollars received or projected to be received for the agency and specifically at the program level from other government sources not included in another item. Explain in the budget comments section at the bottom of the page.

Bld. FDN: Dollars received or projected to be received for the agency and specifically at the program level from The Community Foundation Serving Boulder.

Lgmt. FDN: Dollars received or projected to be received for the agency and specifically at the program level from The Longmont Community Foundation.

Other FDN: Dollars received or projected to be received for the agency and specifically at the program level from other foundations.

BVSD: Dollars received or projected to be received for the agency and specifically at the program level from Boulder Valley School District.

SVVSD: Dollars received or projected to be received for the agency and specifically at the program level from St. Vrain Valley School District.

Fundraise: Dollars received or projected to be received for the agency and specifically at the program level from from special events, individual donors, corporations or businesses, trusts, bequests, or membership dues from individuals or organizations.

FHUW: Allocated dollars received or expected to be received ONLY (do NOT include designations, CCC, CFC or any other forms of financial support from FHUW).

Other UWs: Dollars received or projected to be received from United Ways in other counties or service areas (do NOT include designations or any other forms of financial support from other United Ways).

Program Fee: Fees paid or projected to be paid by clients (or on client's behalf) to participate in a program or to receive a program's services.

Investment: Revenue received or projected to be available for operations, derived from bank accounts, CDs, trusts, bequests, bonds and other investments.

Other: If the revenue of an agency is properly classified, very little should usually remain to be shown as Other Revenue. Include proceeds from the sale of program assets, investments, etc.

Expenses:
Salaries: Expenses/projected expenses for agency and program staff salaries.

TaxBene: Payroll taxes and benefits paid/ projected to be paid for agency and program.

Rent: Rent or mortgage paid/projected to be paid for agency and program (pro-rated based on physical space for the program).

Supplies: Supplies and materials purchased/projected to be purchased for agency and program (pro-rated if necessary).

Computer: Computer hardware and software expenditures/projected expenditures for agency and program.

Telephone: Telephone related expenditures/projected expenditures for agency and program.

Printing: Printing and copying expenditures/ projected expenditures for agency and program.

Travel: Expenditures/projected expenditures for staff travel (local and distance) for agency and program.

Training: Expenditures for agency and program staff training (total conference and other training expenditures).

DirectPro: Total direct agency and program expenditures/projected expenditures.

Indirect: Total indirect agency and program expenditures/projected expenditures.

SubCon: Expenditures/anticipated expenditures for agency and programs' subcontracts/consultation services.

Other: Agency and program expenditures not provided above.

AGENCY Level Narrative Questions:

- Describe the organization's current goals.
- How does your organization use program outcome information to review and/or improve ongoing service delivery? Summarize key evaluation results or findings that demonstrate the program's impact. Indicate the time frame for the results or findings.
- Explain your relationship with similar services/organizations that have similar target populations. Address gaps in service or unmet needs and how possible duplication of services is avoided.
- Describe services (other than your own) that attempt to address this issue. Include which needs are left unmet by these services and how this program addresses unmet needs.
- List other human service organizations that provide similar services, this program cooperates, coordinates, collaborates or integrates with:
    - Cooperates - Informal relationship, sharing information at hand, while each agency retains authority and keeps resources separate.
    - Coordinates - Focused longer-term interaction around a specific effort or program, requires planning and division of roles.
    - Collaborates - Formal commitment creating a new structure with full commitment to a common mission, responsibility is shared, organizations remain separate.
    - Integrates - Organizations become business partners in the delivery of services, sharing responsibility and risk for the entire population of clients. Resources are pooled or jointly secured.
- Describe how your organization connects clients with services provided by County, Cities and other nonprofits?
- Given the importance of access to food stamps, health care, job stability and housing stability in moving residents out of crisis and into self-sufficiency, how does your agency ensure that clients are assessed, and if eligible, provided access to these important benefits?
- Describe how the organization is inclusive in it programs, staff, board, and volunteers and describe progress to date.
- Describe the challenges (increases of demand of services, capital campaigns, major financial challenges, for example) and opportunities facing the organization in the next three to five years.
- Recommendations/Stipulations: Describe how your organization is addressing recommendations and/or stipulations as detailed in your FHUW 2009-12 funding contract, as applicable.

PROGRAM Level Narrative Questions:

- Provide a brief description of the program for which funds are being requested.
- What is the issue/opportunity being addressed
- Identify the target populations served by this program: Describe the issues faced by target populations. Explain how the agency assesses the needs of the population
- What evidence-based practices are in place for this program?
- How does the program conduct outreach to target population?
- If you are requesting a significant increase in funds, describe the reason why. Explain what the specific value would be by adding additional funds; new population served, elimination of/reduction in waiting list, as examples.
- Describe the fee for service structure/system. What is the policy on serving those unable to pay? How many no-fee clients served?
- Provide an estimate of cost-per-client/service unit for services for applying program. Discuss how the estimate was determined. (These should be based on the total cost of the program, not funds requested from any one funder.)

Logic Model Definitions:
OUTCOMES: Outcomes are the benefits of a program, or the immediate changes in knowledge, behavior, and/or attitude of participants as a result of the program. Outcomes measure the degree to which we are attaining our goals. Examples would be what the participant knows, thinks, or can do while participating or after completing a program intervention.

INPUTS: Inputs are resources that are utilized for the program. Examples include: money, staff, volunteers, equipment, facilities, supplies, etc.

ACTIVITIES: Activities are the strategies or techniques used to accomplish the program's mission. Examples of activities include: conferences, trainings, counseling, workshops, screenings, etc. An illustration of an activity would be training and counseling youth in a detention facility to help them prepare for and find jobs.

OUTPUTS: Outputs are the actual products of the program, which are reported as classes taught, participants served, or educational brochures distributed, etc They are sometimes thought of as the measures or indicators of a program's activities. Typically, programs simply count and report on the number of key activities or services provided by the program.

INDICATORS: Indicators are specific measures that depict how well a program is achieving an outcome. For example, an indicator for a safe neighborhood program would be the number of residents who report that the neighborhood is safer today than it was before the program started. Indicators should be specific, need-related, measurable, and attainable.

COLLECTION METHODS can be identified from program records, interviews, focus groups, observations or other data sources as examples.

Web Reports: *select the report to run as an output from e-Community*

- **FHUW Budget Report:** produces a report of all budget information at the agency and program level for 2011 and 2012 within FHUW's application.

- **FHUW CB Profile Report:** produces a report of all information submitted to FHUW's Application in e-Community.

- **FHUW Demographics Report:** produces a report of all demographic information submitted to FHUW's application in e-Community for 2011 and 2012.

- **FHUW Logic Model Report:** produces a Logic Model of all information submitted to FUW's application in e-Community per year.

Click **'Submit'**
Your web report will be ready to access when it is viewed under **My Outputs**
The report will show as status as **'Ready'** when it is accessible

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