



Community Impact Management

2023

Agency Registration Manual

United Way of Western Connecticut

Danbury Office:

301 Main Street, Suite 2-5
Danbury, CT 06810

New Milford Office:

24 Bank Street, P.O. Box 29
New Milford, CT 06776

Stamford Office:

1150 Summer Street, 2nd Floor
Stamford, CT 06905

For Support, please contact:

- **Greater Danbury Area:**

Victoria Scofield
203-883-6704

Victoria.scofield@uwwesternct.org

- **Greater New Milford Area:**

Katy Francis
860-354-8800

Katy.francis@uwwesternct.org

- **City of Stamford:**

Meghan Hadley
203-883-6034

Meghan.hadley@uwwesternct.org



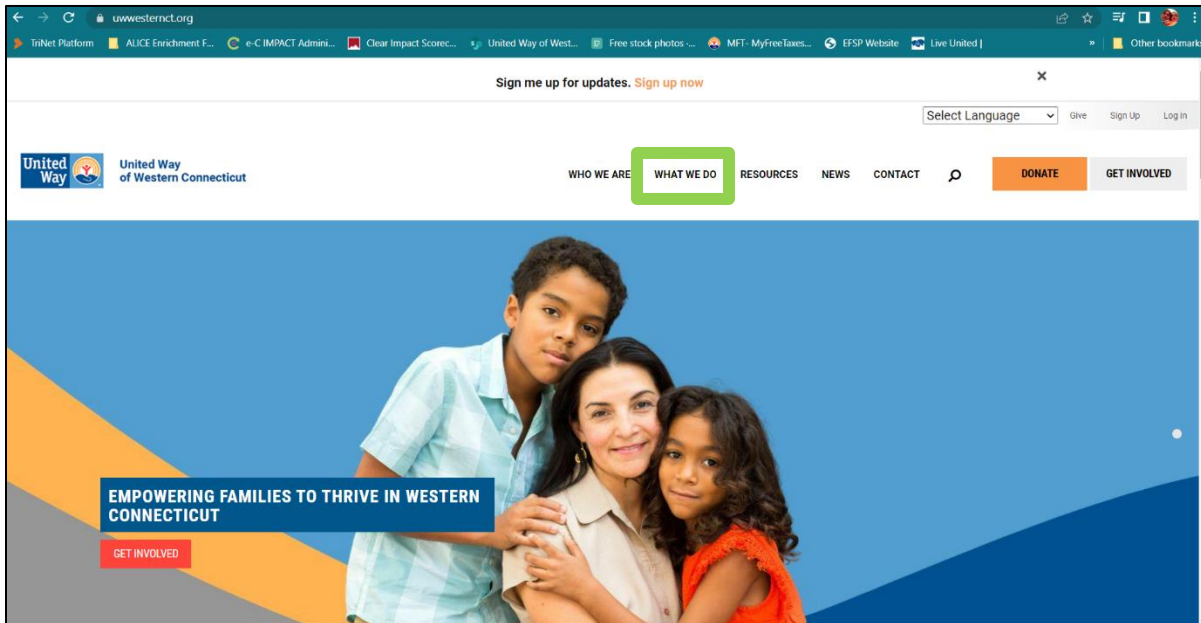
Table of Contents




Accessing e-CImpact	2
Agency Login	3
For Current Partner Agencies:	3
Current Partner Agencies for 23-24:	4
Signing In	5
Forgot Password	5
Registering a New Agency	6
Accessing the Full Agency Site Manual	9

Accessing e-Impact

Requirements: All you need to access e-Impact is a computer, smartphone, or tablet with an internet connection and current version of a web browser (example: Microsoft Edge, Firefox, Chrome, Safari)

To access the e-Impact website, please go to the United Way of Western Connecticut website (www.uwwesternct.org). Click on the 'WHAT WE DO' button at the top and on the page that opens scroll to click on 'Grant Opportunities'.



<p>We believe that every child should enter school ready to learn.</p>	<p>We believe that everyone should have a pathway to financial independence.</p>	<p>We believe that everyone should have access to fresh, healthy food.</p>
 <p>GRANT OPPORTUNITIES Learn more about United Way's annual grant-making process.</p>	 <p>PROSPERI-KEY A digital marketplace for families living paycheck-to-paycheck.</p>	 <p>SC2C We want to ensure that ALL Stamford children succeed in education, career, and life.</p>

Once on the Grant Opportunities page, you will see the e-CImpact Sign-In information with a link to the Agency site and a copy of this Registration Manual.

United Way provides financial support to nonprofit partners across Western Connecticut through its annual Community Impact grant cycle.

In addition, UWWC partners with the City of Danbury to administer Social Service Grants to Danbury-based nonprofits.



e-CImpact is United Way of Western Connecticut's online system for managing its resource investment process annually. Through e-CImpact, Agencies will submit applications, and provide reports and accountability documents. Volunteers who participate on the Community Investment Review Teams and other funding review committees will also have electronic access to Agency and Program information to assist in their decision making.

AGENCIES & VOLUNTEERS

ACCESS AGENCY E-
CIMPACT PORTAL

ACCESS AGENCY
REGISTRATION MANUAL

ACCESS VOLUNTEER E-
CIMPACT PORTAL

ACCESS VOLUNTEER
REGISTRATION MANUAL

Additionally, you can access our agency site directly by following the link below:

<https://agency.e-cimpact.com/login.aspx?org=08090F>

Please bookmark the address to easily access e-CImpact at your convenience.

Agency Login

Now that you have accessed the Agency site, it is time to login.

For Current Partner Agencies:

Currently, the default agency username is the email address of the agency's **Primary Contact**.

The first time you login, the password will be **pwd123**. Once logged in you will be automatically prompted to change your password. *If you do not know or remember your username and password, please contact your Community Impact Coordinator.*

Current Partner Agencies for 23-24:

(Please contact your Community Impact Coordinator if you have any questions about how to login).

Abilis	All Our Kin
Ability Beyond Disability	Americares Free Clinic
American Red Cross	Anns Place
Amos House	Association of Religious Communities
Apex Community Care	Boys & Girls Club of Stamford
Boys & Girls Club of Ridgefield	Building One Community
Boy Scouts of America	Catholic Charities of Fairfield County
Camella's Cupboard	Children's Learning Center of Fairfield County
Children's Center of New Milford	Community Action Agency of Western CT (CAAWC)
City of Danbury Department of Health & Human Services	Connecticut Housing Partners
City Center Danbury	Danbury Area Refugee Assistance (DARA)
CT Institute for Communities (CIFIC)	Daily Bread
Domus Kids	Danbury Grassroots Academy
Danbury Youth Services	Domestic Violence Crisis Center
Future 5	Family & Children's Aid
Family Centers	Filling in the Blanks
Food Rescue U.S.	Friends of Newtown Community Center
Hillside Food Outreach	Housatonic Habitat for Humanity
Inspirica	Intempo
Interfaith AIDS Ministry of Greater Danbury	Jewish Family Service of Stamford
Junior Achievement of Greater Fairfield County	Jericho Partnership
Little People Learning Center	Kent Education Center & Nursery School
Local Initiatives Support Corporation (LISC)	Liberation Programs
Mark of Excellence Pre-School & Academy	New Milford Community Ambulance Corp.
New Milford Youth Agency	Norwalk/Stamford Grassroots Tennis & Education
Pacific House	Person-to-Person
Pratt Nature Center	Purple Heart Ministries
Real Food Share	REACH Western CT
Regional YMCA of Western CT	Resiliency Center of Newtown
Renewal House	Regional Hospice & Home Care of Western CT
Stamford YMCA	SilverSource
Sound Waters	Stamford Public Education Foundation
The Housing Collective	TBICO
The Ferguson Library	The Food Bank of Lower Fairfield County
The New American Dream Foundation	The Rowan Center
The Salvation Army of Danbury	The Salvation Army of Stamford
United Methodist Church of Danbury	Village Center for the Arts
Ridgefield RVNA	Western CT Association for Human Rights
Women's Mentoring Network	

Signing In

Step 1: Enter your username and password

Step 2: Click 'Sign In to our Secure Server'

* ORGANIZATION NAME

Sign-In

Please sign in to your account.

User Name

Password

Sign in to our Secure Server

Forgot your password?

Forgot Password

Step 1: Click 'Forgot your password?' on the agency login page.

* ORGANIZATION NAME

Sign-In

Please sign in to your account.

User Name

Password

Sign in to our Secure Server

Forgot your password?

Forgot your password?

Step 2: Enter your username and select 'Auto-Generate my Password'

* ORGANIZATION NAME

Sign-In

Please sign in to your account.

Please enter your Username.

User Name

Auto-Generate New Password

Step 3: A temporary password will be sent to the email address associated with your e-CImpact account. Once received, return to e-CImpact within 10 minutes and log in. If you do not see the email in your inbox, check the 'junk' folder. If the email is not in either location, contact your Community Impact Coordinator.

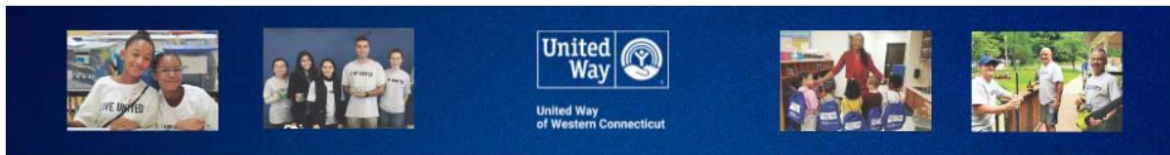
Registering a New Agency

If you are not yet a United Way of Western Connecticut Partner Agency (see [page 4](#) of this manual to see a list of our current partner agencies), please proceed with site registration. Registration is required for all non-partner agencies.

Step 1: From the agency login page select 'Click here to create a new e-CImpact Account'



Step 2: The first page you will see is our 'Welcome Page.' This lets you know that you are on the correct e-CImpact site & an overview of any current open grant applications. Scroll to the bottom of the page and click 'Next' to continue with your registration process.



UNITED WAY OF WESTERN CONNECTICUT

Welcome to the United Way of Western Connecticut Agency Registration Page. In order to access any of the current funding opportunities, you must first register your Agency. Once approved, you will receive an email with your login information.

If you have any questions, please contact victoria.scofield@uwwesternct.org.

EFSP

EFSP Phase 39

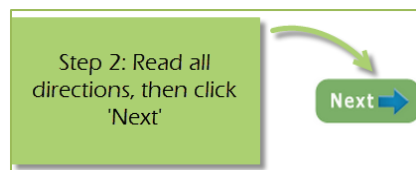
Phase 39 Application

Important Information about the Emergency Food & Shelter Program

Thank you for your interest in applying for Emergency Food and Shelter Program (EFSP) funds.


By completing this application, your organization acknowledges that you agree to follow all program requirements and no organization is guaranteed funding through the program for any reason.

The information, below, has been compiled to help your organization determine its eligibility for and ability to administer EFSP funds. If you have questions about the program or the application, please feel free to contact Victoria Scofield at 203-883-6704 or send an e-mail to victoria.scofield@uwwesternct.org.



Step 3: On the next page we will first verify your Employer Identification Number (EIN) and confirm you do **not** already have an e-CImpact account. The system will also automatically enter any information linked to the EIN entered. Once, you have entered your EIN number, click 'Next' to complete the rest of the agency account information.

United Way of Western Connecticut Agency Registration

 Fields marked with an * are required fields.


Please enter your Agency information in the fields below, including the agency Primary Contact information, then select '**Next**' at the bottom of the page to continue.

Agency Account Information

EIN:*


Enter all required information & create your Username and Password and then click 'Next' again.

Note: e-CImpact will screen your EIN, agency name, and website URL to confirm you do not already have an e-CImpact account.



*** ORGANIZATION NAME**

*** Organization Name Agency Registration**

 Fields marked with an * are required fields.

Enter registration information to create an e-CImpact account.

Agency Account Information

EIN:*

Agency Name:*

Website URL:

Address

Address Type:*

Address Line 1:*

Address Line 2:

City:*

State:*

Zip Code:*

State:*

Zip Code:*

Email Address

Email Address Type:*

Email Address:*

Phone Number

Phone Number Type:*

Phone Number:*

Primary Contact Information

Contact Type:*

First Name:*

Last Name:*

Preferred Login

Preferred User Name:*

Password:*

Confirm Password:*

[Cancel and Return to Login Page](#)

Step 4: Select a grant application you would like to apply for, and then continue to the next page. You may only select one opportunity at this time. If you would like to apply for more than one, if available, you will get the opportunity to once you finish registration.

Please review the list of currently available Application(s) below:

Select an Application from the list to request an application. Some Applications may require pre-qualification information be provided.

EFSP
EFSP Phase 39

Phase 39 Application

Important Information about the Emergency Food & Shelter Program

Step 5: Some grant applications have a 'Qualification Form' that you may need to complete in order to receive access to the application. You must complete the qualification form, if displayed, in order to proceed to finish your account registration.

Below is an example of a Qualification Form:

Agency Qualification Form

Fields marked with an * are required fields.

Agency Requirements

The Organization's financial records are kept and maintained according to generally accepted accounting standards.*

This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.*

The Organization is principally based (or maintains a sizable amount of operations) within the 10-county region.*

Once you complete the Qualification form, click 'Continue'.

Note: If your agency passes the initial qualification questions, you will move forward to confirm your registration. In the event your agency does not qualify, you will be provided information on who to contact with any questions.

Step 6: Review all agency information entered, and then click 'Complete Registration'

Once your registration is completed you will be able to print your confirmation page. You will also receive a confirmation email.

Accessing the Full Agency Site Manual

To access the rest of the e-CImpact Agency Manual please go to the 'Resource Center' located in the lower-left side of the agency homepage and click on the application resources link related to the application you are applying for.

