**Instructions to complete the Letter of Intent (LOI) for the 2024-2025 Grant Cycle**

Letters of Intent are due January 12, 2024 by 5:00 PM and must be submitted through the Community Force Portal - <https://unitedwaynsv.communityforce.com/Login.aspx>

* If you are a NEW agency, click “Registration” to create an account. Once you have registered, you can immediately begin completing the Letter of Intent.
* If you are a RETURNING agency, click “Login”. NOTE: There is a two-factor authentication that requires you put in a code that is sent to your email. This happens every time you log-in. It’s annoying, I’m sorry.
	+ If you don’t remember your password, you can click “forget password” to get an a link emailed to you to reset the password.
	+ If your agency has applied in the past but under an employee who is no longer with the agency, create a new user. Since it’s a new grant cycle there won’t be a need to link the grants.
* On the home screen click - **Community Impact Grants 2024 Letter of Intent**
	+ (at any point you can log back in and click “resume” from this screen)
* Click the blue “apply” button
* You will see 5 boxes. Complete the information in each of those boxes until they are 100% complete.
	+ When you finish each section click “Save and Return to Dashboard”.
	+ You do not need to complete the boxes in order.
	+ If you need to log back in at any point, just hit the blue button “continue with application”.
* In the last box – Letter of Intent - you have the option to either upload a letter or copy and paste/write a letter. Please briefly describe the program for which you will be requesting funding.
* When all boxes are compete: click the light blue box to review your answers. That is a PDF document that you can print or save.
* Then click the red button that says “Final Review and Submit”
* Check the box after you have reviewed the application and hit “Submit”
	+ You will receive a pop up reminding you about the upcoming grant application training that will be held on January 19th from 2-3:30 PM and January 26th from 9:30-11 AM via ZOOM.

If you experience issues with using the Community Force portal, please reach out to Jennifer Hall at jhall@unitedwaynsv.org