



# **Online Application Review Guide: Community Investment FY 20-22**

Version 2.0\_2019

## Overview of the Online Grant Application & Reporting System

These instructions are designed to provide a detailed explanation on how to complete the United Way Community Investment Review process. Please read all instructions carefully.

### General Information

- All reviews should be completed by February 27, 2019.
- You will review and score all of your assigned applications through the web portal based on the criteria provided.
- When scoring applications, you are not comparing the applications to each other, but scoring in comparison to the scoring criteria.
- Following your reviews, you are invited to attend panel meeting to discuss your reviews and recommendations.
- UWEM staff are available to provide technical assistance and respond to questions throughout the review process.

### UWEM Contacts

For general questions or technical assistance regarding your reviews, please contact [grants@unitedwayem.org](mailto:grants@unitedwayem.org) or 941-2800.

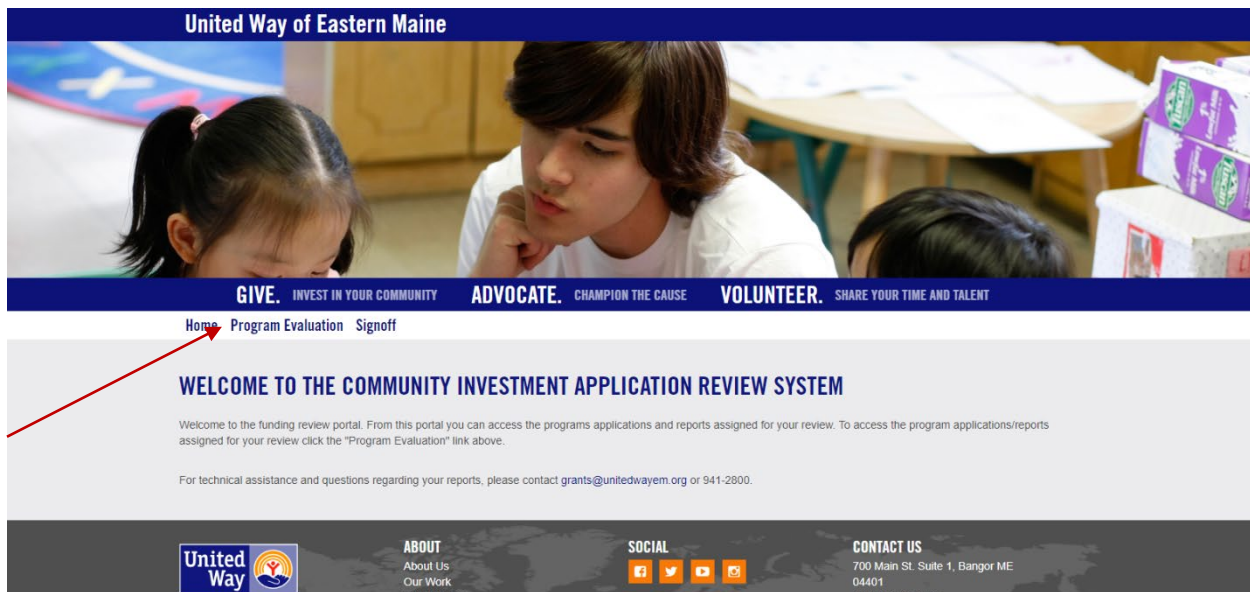
### How to Log into the System

1. To access the application review, please navigate to [andar.unitedwayem.org](http://andar.unitedwayem.org) in a web browser (we recommend Chrome or Firefox for the best experience)
2. Enter your User ID and password.
3. Click Login to access the application.

You will be directed to a log in screen that looks similar to the screen shot below:

### Home Page

Your home page includes a menu mid-way down the page, choose the Program Evaluation link to proceed.



## Basic Tools and Resource Buttons

Review

This button allows you to view all of your responses for a particular program. Clicking "REVIEW" will bring up a separate window that shows all the questions, responses and notes you have entered for the program you are working with. Upon completion of your review of a program you may wish to print a copy of this page for your records.

Update

This button acts as your "save" button. You must click the "UPDATE" button after each response to save your answers. After completing each question and corresponding note hit the "UPDATE" button to save your response. You may also use this button to save any edits to your responses prior to submission of your review.

Submit

This button will submit your complete review to the United Way system (you will not be allowed to make any additional edits once submitted). **You will only be able to access the "SUBMIT" button once you have provided a complete review for all assigned programs.**

## Entering Your Score and Program Reviews

1. Click on the program you are ready to score from your list of assigned programs.

The screenshot displays a web interface for reviewing programs. At the top, a list of programs is shown under the heading "2020 / IMPACT AREA FUN". The programs listed are: American Red Cross of Northern and Eastern Maine / Home Fire Campaign (Program - Incomplete), Amicus / Ed Bouchea Center (Program - Incomplete), Downeast Community Partners / Financial Coaching Program (Program - Incomplete), Families And Children Together / Family Shelter and Housing Services (Program - Incomplete), Food and Medicine - Jobs with Justice Education Fund / Food Access Committee (Program - Incomplete), Friends in Action / Senior Center (Program - Incomplete), and Good Samaritan Agency / Good Samaritan Agency (Program - Incomplete). A red arrow points to the "Amicus / Ed Bouchea Center" program. Below the list, the "Application Review Questions" section is visible. A dropdown menu is set to "1.", and a blue arrow icon is next to it. A red arrow points to this dropdown. The question text reads: "The program clearly addresses the defined community need." Below the question, there are fields for "Rating" (a dropdown menu) and "Note:" (a text area). At the bottom of this section are buttons for "Review", "Update", and "Submit". To the right of the question, there is a sidebar with "Program" information: "Ed Bouchea Center" and "Agency Name: Amicus". Below that, a "Reports" section lists: "1. Daily Status Report SW", "2. Emera Transactions Only payroll", and "3. Penquis Transactions Only payroll". At the bottom of the page, there is a "Reference Materials" section with the heading "Outcomes for 2020".

2. Use the drop down menu to choose question #1 for this program and start your review.
3. Use the blue arrow to move through the questions.
4. Use the drop down arrow to select your rating for each question.
5. Use the *Note* space to record any important notes or comments about your review.

**All of the information you need to answer the review question will be below the question in the section titled Reference Materials.**

### Application Review Questions

3.

The program has effective strategies and programming to meet the needs of the target population.

Rating

Note:

Review Update Submit

You can only submit the forms after all questions have been completed.

Program

Ed Bouchea Center

Agency Name:

Amicus

Reports

1. Daily Status Report SW
2. Emera Transactions Only payroll
3. Penquis Transactions Only payroll

6. Repeat the above steps until you have completed all 20 review questions.

7. Once you have completed all 20 review questions for the program, click the **Update** button at the bottom of the page.

### Application Review Questions

2.

The program demonstrates strong alignment with the Opportunity 2028 Bold Goal under which they have applied.

Rating

Note:

Review Update Submit

You can only submit the forms after all questions have been completed.

Program

Financial Coaching Program

Agency Name:

Downeast Community Partners

Reports

1. Daily Status Report SW
2. Emera Transactions Only payroll
3. Penquis Transactions Only payroll

### Reference Materials

8. Continue steps 1-7 until you have completed your reviews of all your assigned programs. Then click the **Submit** button to submit all of your reviews.

## [Application Review Deadline](#)

Reminder: Application reviews are due by Wednesday, February 27, 2019.