**Step-by-Step Instructions**

Getting Started With the Online Application Process:

1. Visit [www.uwiw.org](http://www.uwiw.org).
	* Hover over the “Community Impact” menu option. A list of options will appear.
	* Click on “Partner Programs”
	* Then “Funding Application”
2. Create an account. This is required so you have the ability to save the application and come back to it later. If you are selected for funding, you will use this login to access and complete quarterly progress reports as a funded partner program requirement.
	* Click on REGISTER (top left corner)
	* Enter a username and password
		+ Follow prompts for username and password
	* Click CREATE AN ACCOUNT
3. You will be redirected back to the FUNDING APPLICATION page and be allowed to view the form. A confirmation email will be sent. Save this for future reference as it will have a link to reset your password if needed.
4. Proceed with filling out the application. For information about how to apply, view our “Funding Application Instructions and FAQs” page, located under “Community Impact” and “Partner Programs.”
5. If you need to save and return to the funding application later:
	* Click SAVE DRAFT at the bottom of the page
	* LOG OUT at the top right corner
6. When you are ready to return to the Funding Application:
	* Use the link in your confirmation email ([www.uwiw.org/user](http://www.uwiw.org/user)) or go back to the “Funding Application” page
	* LOG IN
	* Resume filling out your application
7. At the end you will have the opportunity to preview your answers before submitting.
8. When you are done, click SUBMIT.
	* An email will automatically be generated to our Community Impact Director.
9. If you have multiple programs to apply for, you must submit a separate application for each program.
10. If you would like to review your answers after you have submitted your application, log in and click “View your previous submissions.” IMPORTANT: *You can view your submission, but you cannot make any edits after you have submitted your application.*

Please contact Angie with any technical questions; angie@uwiw.org or 715-421-0390.