
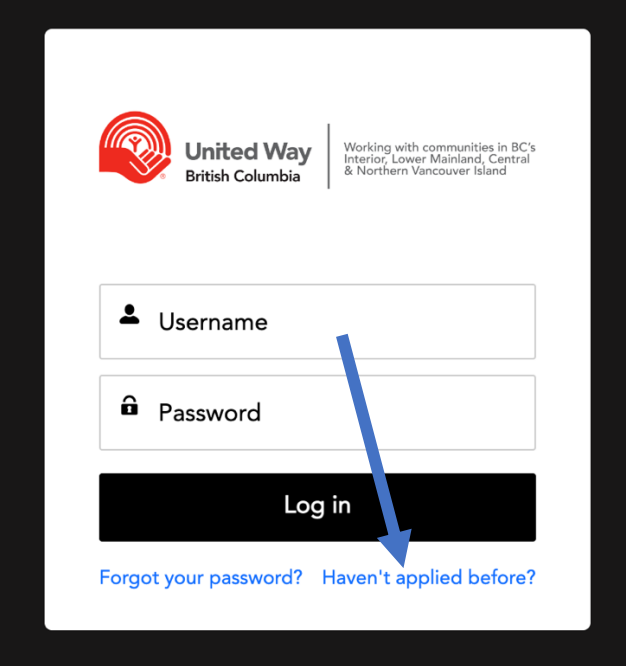
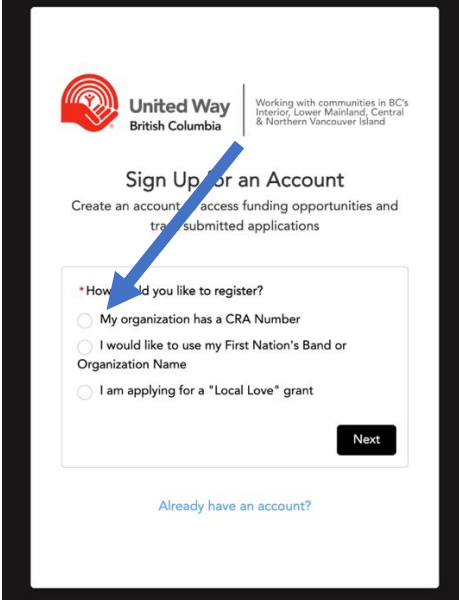


Please follow the guide below for steps on how to apply in UWBC's new Grant Portal, powered by Salesforce Experience Cloud.

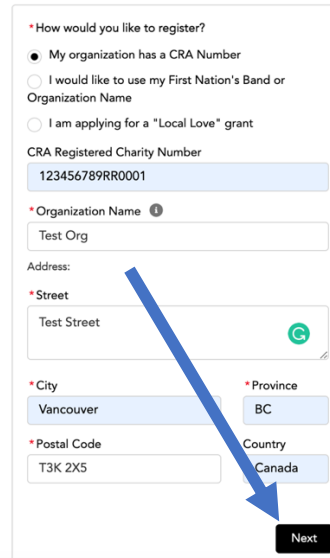
If you have any issues, please contact Jenny Louie at jennyl@uwbc.ca.

<h1>UWBC Granting Portal</h1> <h2>User Application Guide</h2>  <p>Working with communities in BC's Interior, Lower Mainland, Central & Northern Vancouver Island</p>	
<p>To enter the UWBC Grant Portal, powered by Salesforce Experience Cloud, please type resources.uwbc.ca into your web browser</p> <p>Click Haven't applied before?</p>	<h3>Account Creation</h3> 
<p>Check off My organization has a CRA Number</p> <p>If you don't have a CRA number associated with your organization and don't belong to a First Nation's Band, please check off the second option.</p>	

Fill in all the information and click **Next**

For your organization name, please fill in the full legal name.

Note: Postal Code has to have a space and is case sensitive



*How would you like to register?

My organization has a CRA Number

I would like to use my First Nation's Band or Organization Name

I am applying for a "Local Love" grant

CRA Registered Charity Number
123456789RR0001

*Organization Name ⓘ
Test Org

Address:

*Street
Test Street

*City
Vancouver

*Province
BC

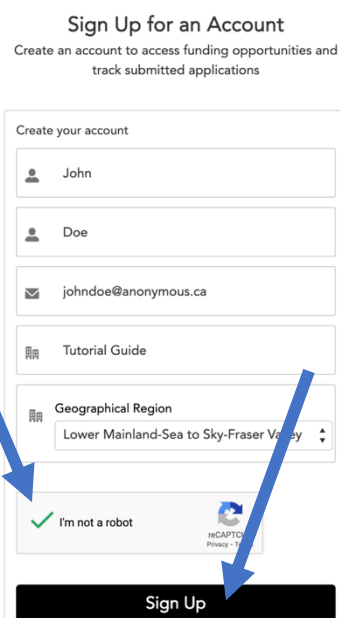
*Postal Code
T3K 2X5

Country
Canada

Next

Fill in all information and click **I'm not a robot** and **Sign Up**

You will receive an email to finish setting up your new account. Please check your junk/spam folder if you can't find it



Sign Up for an Account

Create an account to access funding opportunities and track submitted applications

Create your account

John

Doe

johndoe@anonymous.ca

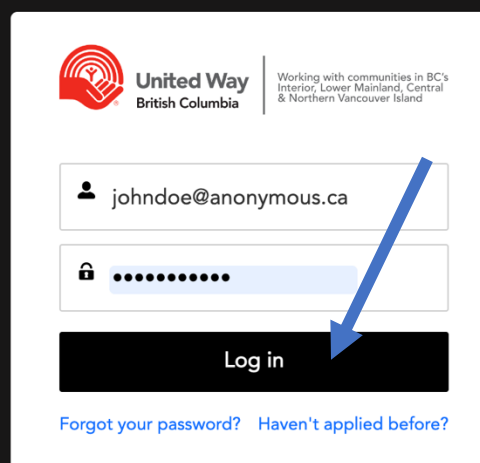
Tutorial Guide


Geographical Region
Lower Mainland-Sea to Sky-Fraser Valley

I'm not a robot

Sign Up

At the original page where you began creating your account, enter your new credentials then click **Log in**



 Working with communities in BC's Interior, Lower Mainland, Central & Northern Vancouver Island

johndoe@anonymous.ca

.....

Log in

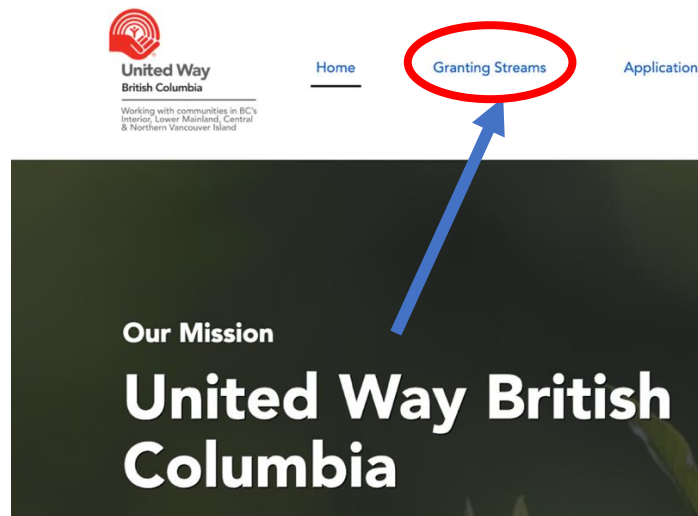
[Forgot your password?](#) [Haven't applied before?](#)

Application Submission

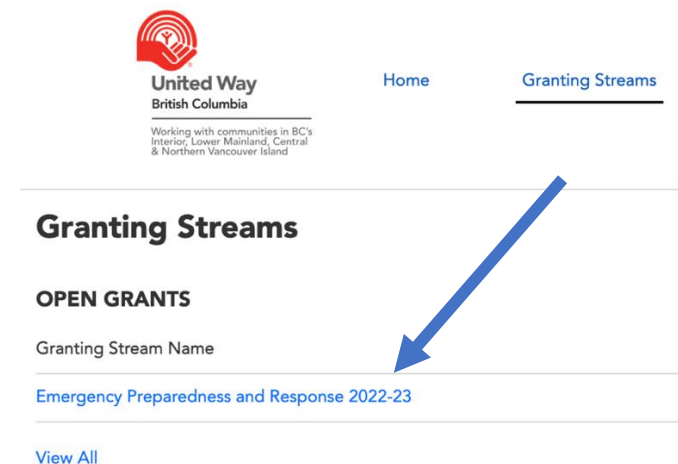
If the grant application is a **Closed Call (where you've been sent an invitation to apply)**, follow the link sent to you via email.



If the grant application is an **Open Call** grant (the grant is open to all), Click **Granting Streams**



Click the desired granting stream



Review grant information and click **Start a Grant Application**

Granting Stream
Emergency Preparedness and Response 2022-23

+ Follow Start a Grant Application

Status	Start Date	End Date
In progress	2022-07-04	2023-08-31

Granting Stream Name: Emergency Preparedness and Response 2022-23
Type: Open
Status: In progress
End Date: 2023-08-31
Granting Application Type: EPR

Description

Maximum Amount Per Grant: \$25,000
Geographical Region: Province-Wide

Description: Funding from this stream is for community-based organizations to develop practical, innovative and/or low-barrier solutions that support the health and safety of isolated and/or vulnerable seniors during extreme weather events, including mobilizing and/or coordinating efforts of community-based seniors' services organizations. Examples of eligible expenses include program supplies, partnership development, salary for positions geared towards the intent of this call, equipment, transportation, etc.

Click **Next**

Note: If the new screen won't load please **clear your cache** (you'll find directions at the end of the guide)

Start a Grant Application

Click Next to start a new grant application.

To view an in progress application, close this window then click Applications & Agreements.

Next

Geographical Region: Province-Wide

Read application intro

Proceed to fill out application

United Way British Columbia | Working with communities in BC's Interior, Lower Mainland, Central & Northern Vancouver Island

Grant Application

Emergency Preparedness and Response 2022-23

The following one (1) year grant application covers the period from receiving funds to August 31, 2023.

Before completing the application form, we strongly recommend that you and your team read the entire application first and view all additional resources. In addition, we recommend that you reread the **Call for Proposals document**, paying particular attention to the Summary, Funding Criteria, Funding Conditions, and other notes.

Ctrl (PC) or Command (Mac) click to select more than one option

2.3 Target Population

Other

Please select all the following sub-populations you plan to serve: (*click on ctrl/command to multi select*)

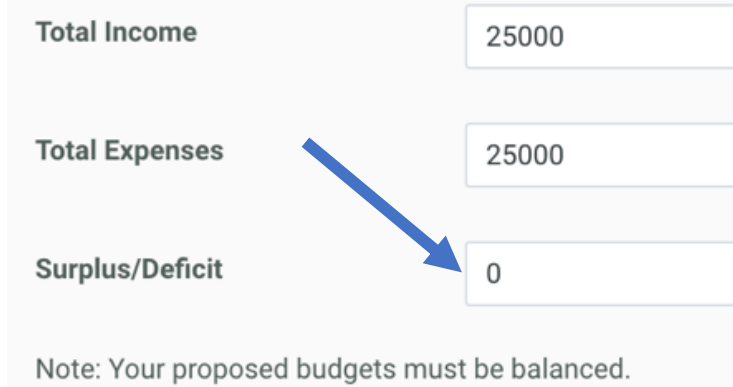
Indigenous People

Please select...

- Indigenous: First Nations
- Indigenous: Inuit
- Indigenous: Metis

Budget

Budget must be balanced so **Surplus/Deficit** must equal **0**



Total Income 25000

Total Expenses 25000

Surplus/Deficit 0

Note: Your proposed budgets must be balanced.

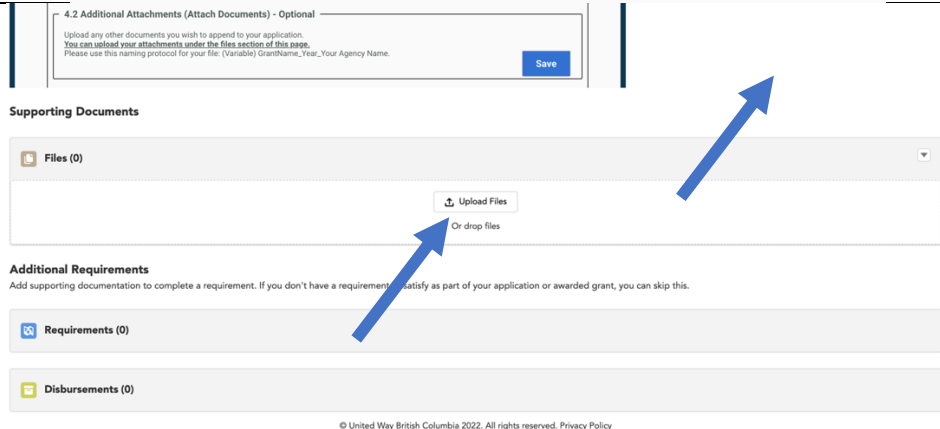
Additional Attachments

Scroll down with your **cursor** to the **right-hand side** to find **Supporting Documents**

Click **Upload Files**

Note: You can select more than one file at once using standard Shift click or ctrl/command click

If you forgot a submission and would like to add another document, click **Add Files** from the **dropdown arrow** to the right



4.2 Additional Attachments (Attach Documents) - Optional

Upload any other documents you wish to append to your application. You can upload your attachments under the files section of this page. Please use this naming protocol for your file: (Variable) GrantName_Year_Your Agency Name.

Save

Supporting Documents

Files (0)

Upload Files

Or drop files

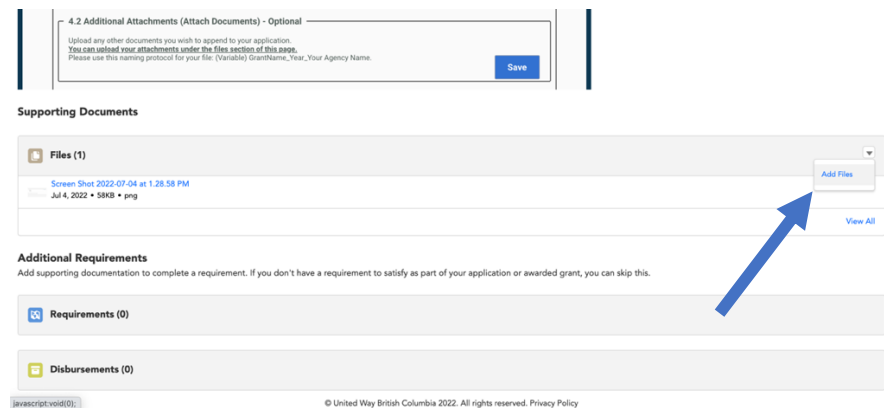
Additional Requirements

Add supporting documentation to complete a requirement. If you don't have a requirement to satisfy as part of your application or awarded grant, you can skip this.

Requirements (0)

Disbursements (0)

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4.2 Additional Attachments (Attach Documents) - Optional

Upload any other documents you wish to append to your application. You can upload your attachments under the files section of this page. Please use this naming protocol for your file: (Variable) GrantName_Year_Your Agency Name.

Save

Supporting Documents

Files (1)

Screen Shot 2022-07-04 at 1:28:58 PM

Jul 4, 2022 • 5KB • png

Add Files

View All

Additional Requirements

Add supporting documentation to complete a requirement. If you don't have a requirement to satisfy as part of your application or awarded grant, you can skip this.

Requirements (0)

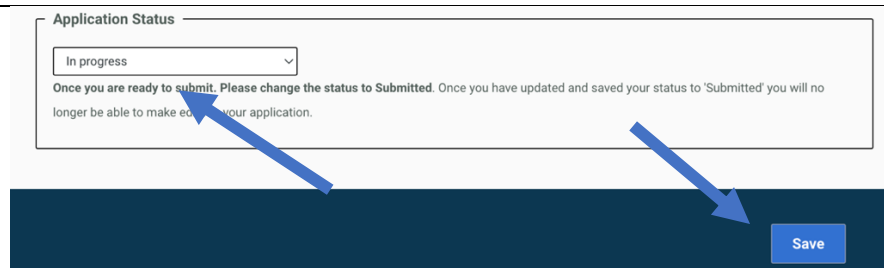
Disbursements (0)

javascript:void(0);

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Keep **Application Status** at **In Progress** and click **Save** if you'd like to complete the application at a later date

Change **Application Status** to **Submitted** then click **Save** if



Application Status

In progress

Once you are ready to submit, please change the status to Submitted. Once you have updated and saved your status to 'Submitted' you will no longer be able to make edits to your application.

Save

you'd like to submit your application

Note: Please go to the next step of this section if you receive an error prompt

Application Status

Submitted

Once you are ready to submit. Please change the status to Submitted. Once you have updated and saved your status to 'Submitted' you will no longer be able to make edits to your application.

Save

When clicking **Save**, if you have any errors in your document you will get the prompt to the right, this includes trying to save an **In Progress** document, even though the error prompt specifically states “submission”

This means the form has NOT saved any data you entered. You need to correct the errors and, if necessary, enter placeholder data in the required fields to successfully save the form

Note: All required fields must have at least one letter in them before allowing to save, otherwise it shows as an error

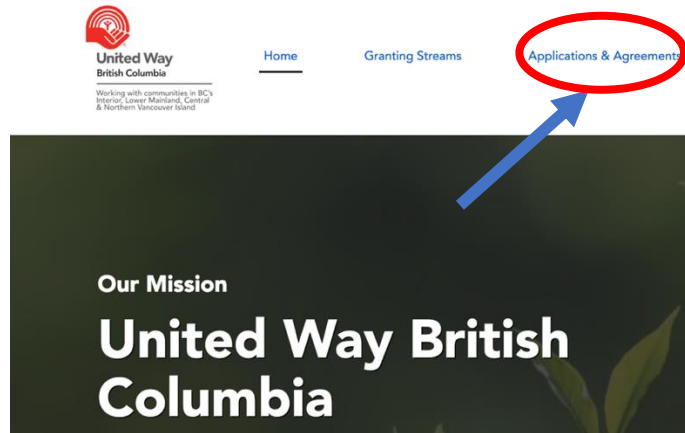
An embedded page at uwbc.tfaforms.net says

The form is not complete and has not been submitted yet. There is 1 problem with your submission.

OK

Application Retrieval

If you'd like to review a previously submitted application or continue an in-progress application please go to the homepage and click **Applications & Agreements**



Click the application you'd like to view

ALL

Grant Application Name

Granting Stream

[Digital Learning Pilot 2022-04-11](#)

[Digital Learning Pilot](#)

[EPR Granting Stream 2022-07-03](#)

[EPR Granting Stream](#)

Clearing Your Cache

If you encountered problems with loading the next screen after having opened the application, please use another internet browser or clear your cache; instructions on clearing your cache can be found at this [link](#).