

Please follow the guide below for steps on how to apply in UWBC's Grant Portal.

# UWBC Granting Portal Guide

## - How to Apply

### Application Submission

#### Starting a Grant Application

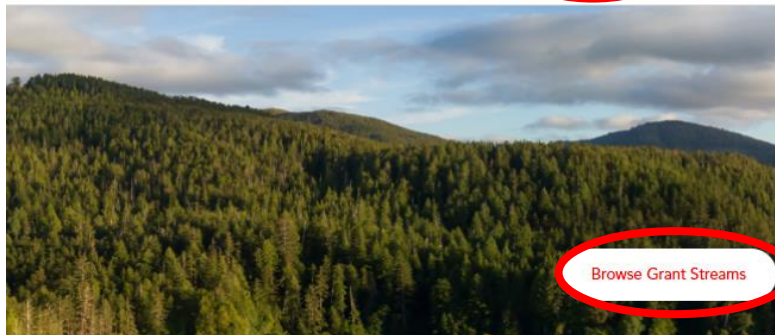
If the grant application is a **Closed Call**, follow the link sent to you via email and follow the directions starting from **Start a Grant Application**.



For Open Call, log into <https://resources.uwbc.ca/>. Then click **Granting Streams** or **Browse Grant Streams** for a list of open grants available in your region.



Home **Granting Streams** My Applications



Click the desired granting stream.

### Granting Streams

#### OPEN GRANTING STREAMS

Granting Stream Name

Child support

Cold Weather Preparedness Grant

emergency response fund

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

Granting Stream  
Final CII grant check with Form Assembly

Status: In progress  
Grant Term Start Date: 2025-01-13  
Grant Term End Date: 2025-02-13

Granting Stream Name  
Final CII grant check with Form Assembly

Grant Term Start Date  
2025-01-13

Type  
Open

Status  
In progress

Grant Term End Date  
2025-02-13

#### Description

Department  
CII

Description  
This is a test grant.

Geographical Region  
Province-Wide

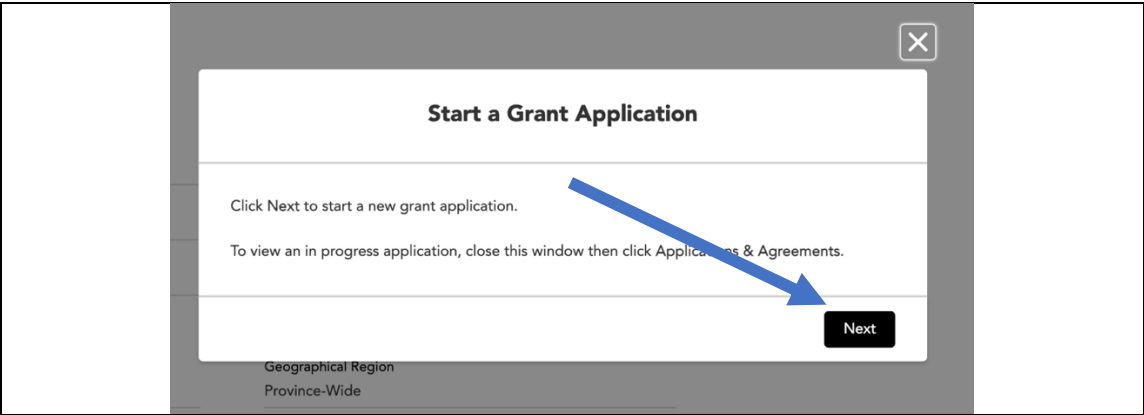
Maximum Amount Per Grant  
\$100,000

+ Follow

Start a Grant Application

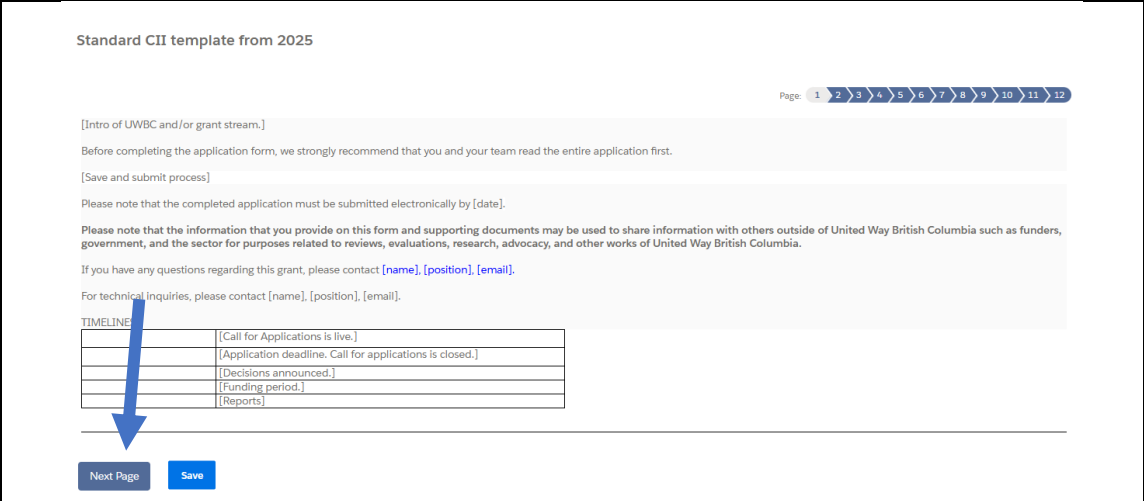
Click **Next**.

Note: If the new screen won't load please proceed to **Clearing Your Cache** at the end of the guide

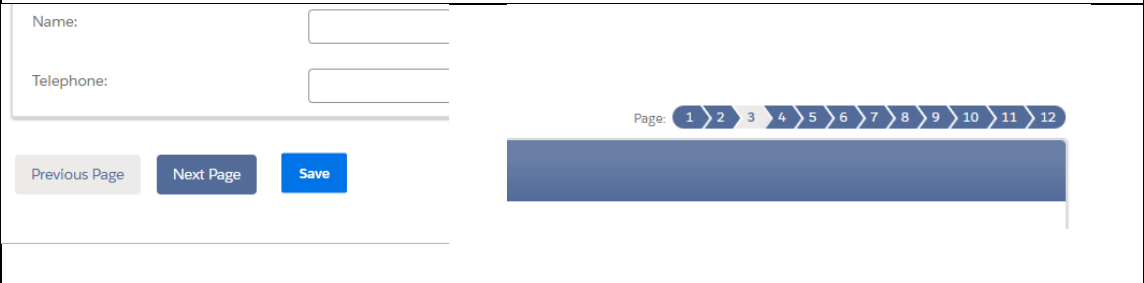


Read application intro on the first page of the application.

Proceed to click on **Next Page** to fill out application.

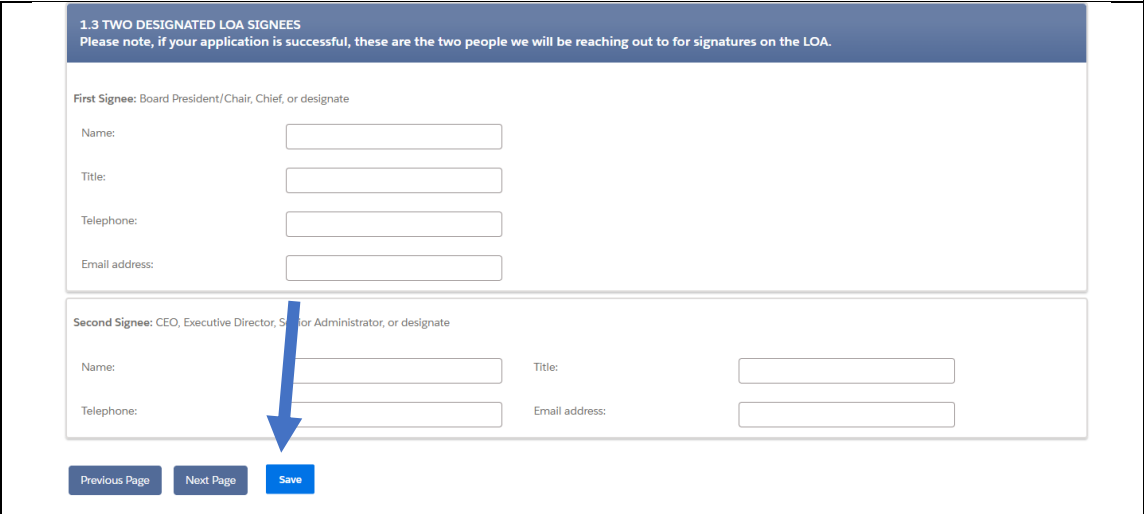


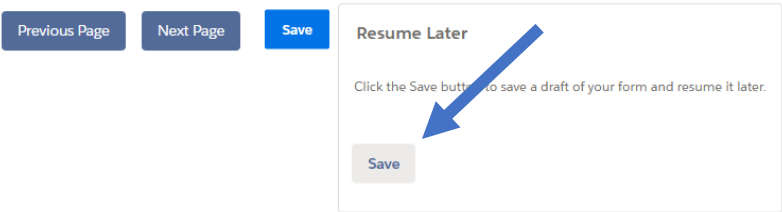
Please use the **Previous Page** and **Next Page** button at the bottom left or the page numbers on the top right to navigate throughout the application.

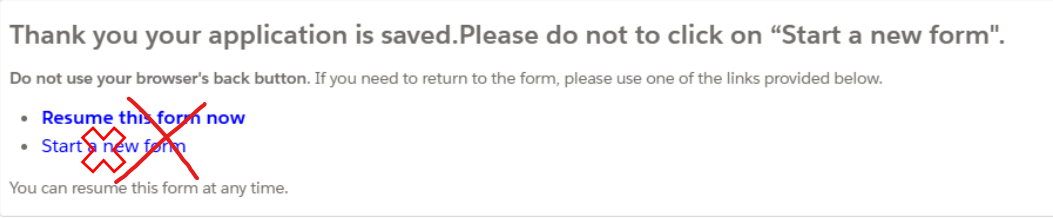


## Saving

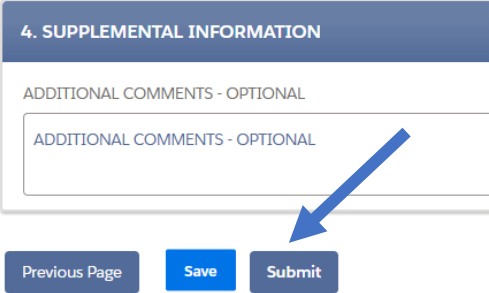
To save, click on the **Save** button at the bottom left corner of each page.



<p>Next, click on the <b>Save</b> button in the <b>Resume Later</b> instruction box.</p>	
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<p>Please do not leave or close the page until you see this message appear on your screen</p> <p>Please REFRESH the screen. Do not click on Resume this form now.</p> <p>Please do not click on <b>Start a new form</b>. This function does not work.</p>	
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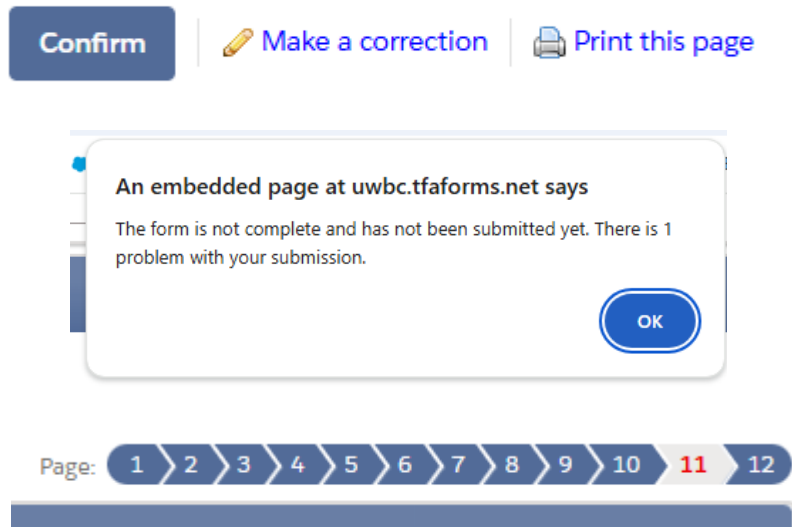
## Submitting

<p>On the last page of the application form, you will see a <b>Submit</b> button. When you're ready to submit, click on Submit.</p>	
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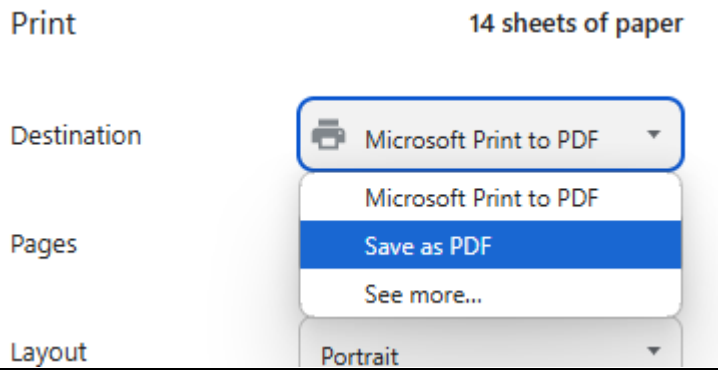
<p>You will then get a chance to review all of your responses.</p>	<p><b>Please review your response and confirm.</b></p> <p>You <b>MUST</b> click the confirm button at the bottom of this page to finalize your response. If you want to print this page for you</p>
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Upon reviewing, you can click on **Confirm** if no further edits are needed. If you do require to make edits, click on **Make a correction**. You can also print your application or save as PDF by clicking on **Print this page**.

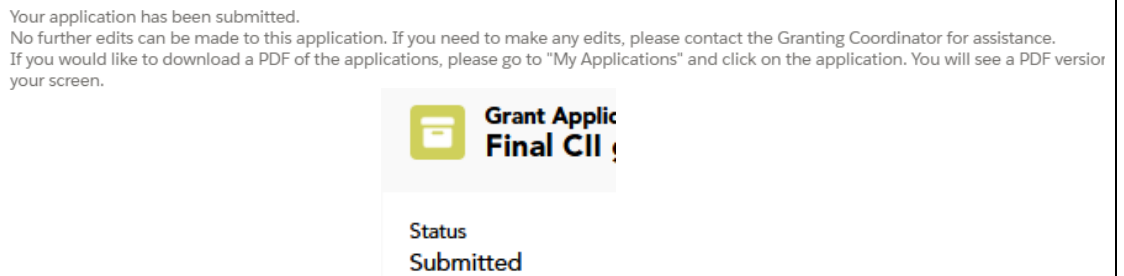
Please note, if you have any errors, you will be informed at this time to make corrections – you will be taken to the page with the error and the page number with the error will turn red.



To save as PDF, you'll need to change the settings to change as PDF instead of printing. This may look different depending on your computer.



Once you confirm, please do not leave or close the page until you see this message appear on your screen. You should also go back into the application to confirm that the status has been change to Submitted.



# Important Tips

## Proposed Budget

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

Total Income	Total Expenses	Surplus / Deficit
<input type="text" value="28000.00"/>	<input type="text" value="28000.00"/>	<input type="text" value="0.00"/>

## Additional Attachments

Scroll down with your cursor below the application form to find **Supporting Documents**

Click **Upload Files**. When the **Select Files** box opens, click on **Upload Files** again to select the documents. Click **Done**.

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

If you would like to add another document, click **Add Files** from the **dropdown arrow** to the right.

Do not click on **View All** until you have saved your application. This will cause your unsaved work to be lost.

Next Page Save

**Supporting Documents**

**File Instructions - Please read**  
Do not click on the "Files (0)" link. This will cause your unsaved work to be lost. To upload your attachments, please click on the "Upload Files" button.

Files (0)

Upload Files

Or drop files

**Select Files**

Upload Files

Search Files...

Owned by Me

- UWBC Granting Portal User Guide - How to Apply  
Jan 17, 2025 • 1MB • docx
- Quarterly-ACTIVITY-REPORT-2023-24 (1)  
Jan 3, 2024 • 87KB • docx
- Halquminum-Greetings-QR-Codes1-1  
Jan 3, 2024 • 4.3MB • pdf
- VID-20231021-WA0019  
Jan 3, 2024 • 1.4MB • mp4
- Holidays 1  
Jan 3, 2024 • 532KB • png
- Yarrow Volunteer Society\_Yarrow Lights 2023 Final ...  
Jan 3, 2024 • 187KB • pdf
- UWBC Sample LOA  
Jan 3, 2024 • 80KB • docx
- 20231029\_094152  
Dec 7, 2023 • 6.1MB • jpg
- VID-20231021-WA0019

0 of 10 files selected

Cancel Add

Upload Files

UWBC Granting Portal User Guide - How to ...  
1 MB

1 of 1 file uploaded

Done

Files (2)

- UWBC Granting Portal User Guide - How to Apply  
Jan 17, 2025 • 1MB • docx
- Holidays 2  
Dec 7, 2023 • 153KB • png

View All

Add Files

Save first before clicking on View All!

## 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 **My Applications**.



Home Granting Streams **My Applications**



Click the application you'd like to view

	Grant Application Name ↑	Applying Organization ↑	Applicati... ↓	Status
22	<a href="#">Critical Food Infrastructure Grant 2023-08-14</a>	United Way British Columbia	2023-08-14	Submitted
23	<a href="#">Critical Food Infrastructure Grant 2023-10-16</a>	United Way British Columbia		In progress
24	<a href="#">CYMH - CNVI 2023-05-05</a>	United Way British Columbia	2023-05-05	Awarded

If you'd like to check in on the status of your application, please check under the **Status** column.

	Grant Application Name ↑	Applying Organization ↑	Applicati... ↓	Status
22	<a href="#">Critical Food Infrastructure Grant 2023-08-14</a>	United Way British Columbia	2023-08-14	Submitted
23	<a href="#">Critical Food Infrastructure Grant 2023-10-16</a>	United Way British Columbia		In progress
24	<a href="#">CYMH - CNVI 2023-05-05</a>	United Way British Columbia	2023-05-05	Awarded

## 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](#).