

**2019 – 2020 Child Well-Being
Grant Renewal Application**

ANDAR INSTRUCTIONS MANUAL



LINK TO ANDAR SIGN ON PAGE:

<https://epledge.unitedwayatlanta.org/Begin.jsp>

TABLE OF CONTENTS

1. Welcome and What is ANDAR?	2
2. Helpful tips	3
3. Log - in	4
4. Tab 1: Home page	6
5. Tab 2: Organization Profile	7
6. Tab 3: My Profile	10
7. Tab 4: Organization Description	11
8. Tab 5: Forms	13
• <i>Organization information & Finances</i>	13
• <i>Program Activities</i>	17
• <i>Gender and Age</i>	18
• <i>Race and Ethnicity</i>	19
• <i>County of Residence</i>	20
• <i>County Zip Codes</i>	21
• <i>Program Operations</i>	22
• <i>Outcome Measurement/RBA</i>	23
• <i>Outcome Measurement/RBA – Narrative</i>	24
• <i>Household Income</i>	25
• <i>Continuous Learning & Improvement</i>	26
• <i>Current Projected Year-End Budget 2018-2019</i>	27
• <i>Proposed Budget 2019-2020</i>	28
• <i>Budget Narrative</i>	29
9. Tab 6: Agency Documents	30
10. Resources	31
11. Reports & Sign off	32

Welcome

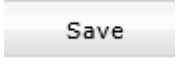
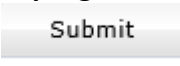


Welcome to the Andar online database system. These guidelines have been written to familiarize you with how to use the Andar system to submit United Way grant applications and reports.

This system is different from the previous online database (Online Database Manager – ODM). One of the main differences with this is instead of agencies using a generic login to access, you will use personal logins. Additionally, each section is a different screen and there is not an email trigger for submitting sections in the Andar system.

What is Andar?

Andar is a unique system that allows you to apply for United Way grants, submit reports and review donor designations reports. The Community Building module is the grants management for United Way. There is another platform which allows you to run Acknowledgement reports of donor designations. You can access both platforms through one connective web portal.

Helpful Tips for Andar System

- While multiple agency staff can work in the system at the same time, we highly recommend that each staff person works on different sections
- The Andar system will automatically log out after a period of inactivity approx. (5 min). You will then need to login in again at: <https://epledge.unitedwayatlanta.org/Begin.jsp>
- Remember to **SAVE** as you enter data into each section,  = **in progress**.
- Make sure you are completely done entering your data ***before*** you click . ***After*** you click  you **cannot go back and change any data**. Each item of the package is saved and submitted independently.
- **Any data that is submitted cannot be changed.**  = **complete and send to United Way**.
- All narrative fields throughout the system has a **1,000-word limit**.
- When you close out of the application, click on the Log off Menu Item. **DO NOT CLICK ON THE "X"** in the upper right-hand corner to close or log out of the system or you will receive an error message.
- Send all communications (i.e., staff changes, questions) related to Andar system to grantee@unitedwayatlanta.org

Andar Log in

STEP 1: Enter this link into your web browser: <https://epledge.unitedwayatlanta.org/Begin.jsp> (save this in your Favorites for later access)

STEP 2: Type in your **User ID** and the **Password**.

For new or first time users to Andar: You must send an email request to grantee@unitedwayatlanta.org with your name and organization email address in order to be set-up to access Andar. After you are set-up, United Way will send a communication including your login information for Andar. You will be prompted to create a new Password, one that is convenient for **you** to remember. (Your password must contain at least 1 upper case letter, at least 1 lower case letter, at least one number and a minimum of 8 characters.)



The image shows a login form overlaid on a background photo of five diverse children. The form includes the following elements:

- User ID:** A text input field containing the characters "xyz".
- Password:** A text input field where the password is masked with eight dots.
- Forgot your User ID or Password?:** A link centered below the password field.
- Click "Forgot Password" below.** A smaller link centered below the previous one.
- Login:** A button at the bottom left of the form.
- Forgot User ID or Password?:** A button at the bottom right of the form.

ANDAR LOG IN cont'd

STEP 3: For returning users, if you forget your password, click “Forgot Password” at the login screen to reset your password.

Click **SAVE** to retain your password.



TAB 1: Home Page

There are 9 ([nine tabs](#)) across the top of the homepage in the [ANDAR](#) menu (located at the top of the screen).

[Home](#) tab – This provides a welcome message and general information (you will see key deadlines, where to go for reference materials and other important information.)

Andar Home Page



Community Building

Hello UWGA Test Agency,

Welcome back to Andar.


If you have any staff changes, please update the "CONTACT INFORMATION" form located under the FORMS tab in ANDAR.

2019-2020 Child Well-Being Grant Renewal Application

The 2019-2020 Child Well-Being Grant Renewal Application *template* is now available under the **RESOURCES** tab. The

TAB 2: Organization Profile

Complete the fields requiring contact information for the Organization; address, P.O. Box, City, State, Zip etc.

When you have entered all data fields, click  (If you would like to add an organization Logo to your profile see next page).



Organization Profile

UWGA Test Agency (7812431 - Agency)
100 Help St
Atlanta GA 30303

[Open All](#) | [Close All](#)

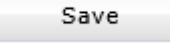
- UWGA Test Agency (7812431 - Agency)
 - Education, Childcare - Test Pgm (9989492 - Program)
 - Health, Babies Born Healthy - Test Pgm (8145161 - Program)
 - Homelessness, Assessment Cntr-Test Pgm (9989518 - Program)
 - Income, Asset Bldg and Preserv -Test (9989526 - Program)


*Name:	*Name 1: <input type="text" value="UWGA Test Agency"/> Name 2: <input type="text"/>
Agency Street Address:	Address Line 1: <input type="text" value="100 Help St"/> Address Line 2: <input type="text"/> City: <input type="text" value="Atlanta"/> State: <input type="text" value="Georgia"/> Zip Code: <input type="text" value="30303"/> Country: <input type="text" value="United States"/>
Agency PO Box Address (if different from Agency Address):	Address Line 1: <input type="text"/>

<http://www.unitedwayatlanta.org/>

Click on Agency Profile and complete contact information for each Program (enter the addresses where actual site visits will take place) and add the additional contact information in the required areas.

TAB 2: Organization Profile cont'd

Beneath the  button at the bottom is the option to add a **Logo** of your organization to the page.

It is **not required** but, if you choose to do so; click on the  button

Locate your company Logo on your computer; click on Browse; click **Add**.



United Way of Greater Atlanta



Logo Maintenance

All About Developmental Disabilities

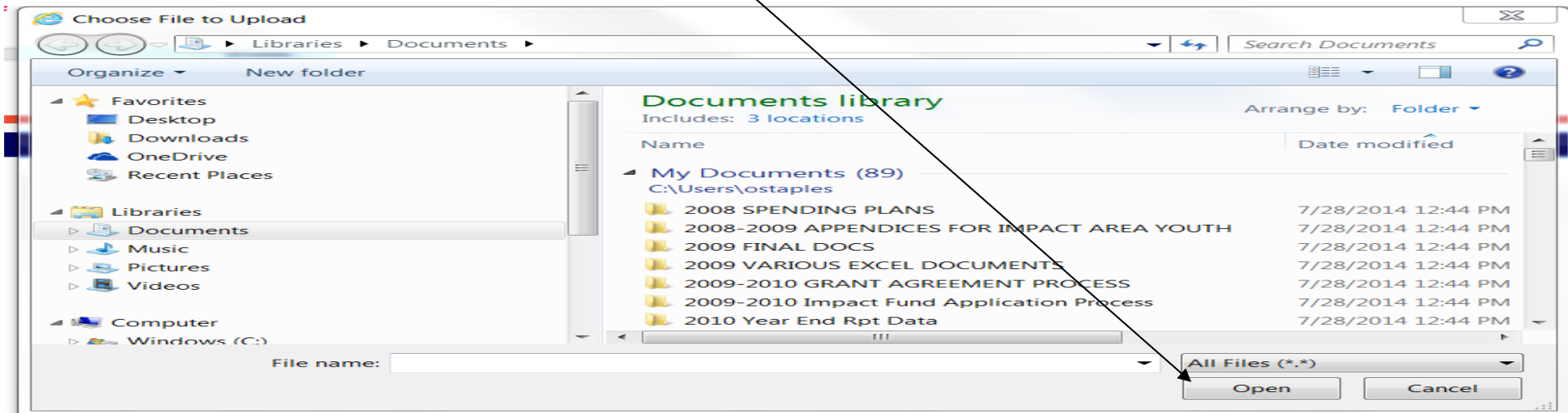
Browse...

ADD

Cancel

Agency - Online

Locate the file containing your Logo; then click **Open**



TAB 2: Organization Profile cont'd

You will now see the file containing your Logo appear on the screen.



Logo Maintenance

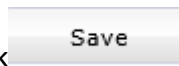
All About Developmental Disabilities

C:\Users\lostaples\Documents\Desktop files\2010-2011 Browse...

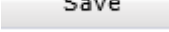
ADD

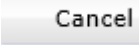
[Cancel](#)

Agency - Online

Click **Add** your Logo will now appear on the Andar screen. Click .

TAB 3: My Profile

This tab allows you to enter/update your individual contact information to retain data click  or if you have no changes,

Click 

Profile

*Name

Prefix

Ms.

First

Bhavana

Middle

Last

Pol

Suffix

Work email:

bpol@uwma.org

Business Phone:

Area

0

Number

0

Ext

0

Employer

United Way of Greater Atlanta

40 Courtland St NE Ste 300
Atlanta, GA., 30303

Employee ID

UNKNOWN

User ID

bpol

Password

Items marked with an asterisk (*) are required

Save

Cancel

TAB 4: Organization Description

You will see a yellow folder followed by your agency name, click on your agency name.

Click Add. Note: You may already show an Organization Description. If you have no existing description, you can add one by clicking on the **ADD** button. Repeat these same steps to add program description(s).



Descriptions

UWGA Test Agency (7812431 - Agency)
 100 Help Street
 Atlanta GA 30303

[Open All](#) | [Close All](#)

- 📁 UWGA Test Agency (7812431 - Agency)
 - 📄 Education, Childcare - Test Pgm (9989492 - Program)
 - 📄 Health, Babies Born Healthy - Test Pgm (8145161 - Program)
 - 📄 Homelessness, Assessment Cntr-Test Pgm (9989518 - Program)
 - 📄 Income, Asset Bldg and Preserv -Test (9989526 - Program)

	Type	Description	Effective	Expiry
	Agency	This is a test		

ADD

Agency - Online

TAB 4: Organization and Program Descriptions cont'd

Add Description

UWGA Test Agency

Description Type:

Effective:

Expiry:

Description:

[Add](#)

Next click on the down arrow button. Select - Agency or Mission Statement. Enter your narrative. (You can only add one at a time). If you wish to add your Mission Statement repeat the process and select Mission Statement from the drop down. Click **Add**. Repeat these same steps to add program description(s).

You will now see it appear **after** you click Add










If you need to **edit** the description click the icon that looks like a **pencil**, then Click **Update**.

TAB 5: Forms



Forms

Please click on  located on the right of each application/report to submit all the sections of the form




Due Date	Description	Status	Print Submit
Aug 16, 2019	TEST_PACKAGE	Outstanding	  
Mar 12, 2019	Organization Information, Management & Finances - 2019-2020 Application	Outstanding	  
Feb 28, 2019	Quality Enrichment and Academic Support - 2019-2020 Application	Outstanding	  

Click on this icon to save your report on your computer after you complete the application.

Organization Information, Management & Finances

Click on the Organization Information, Management & Finance Form to open. This form pertains to your Agency (*not* the programs).

UWGA Test Agency - Agency

		Section	Status
		Organization Information & Organizational/Board Management	Outstanding
		Organization Finances	Outstanding
		Current Board Roster	Outstanding
		Last Fiscal Year (LFY) - Balance sheet (Revenue less than \$100,000)	Outstanding
		Last Fiscal Year (LFY) - Income statement (Revenue less than \$100,000)	Outstanding
		LFY Compilation (Revenue is \$100,000 - \$ 249,999)	Outstanding
		LFY Review (Revenue is \$250,000 - \$499,999)	Outstanding
		LFY Audit (Revenue is greater than \$500,000)	Outstanding
		LFY- Budget (All revenue levels)	Outstanding
		LFY- 990 Form (All revenue levels)	Outstanding
		Current Fiscal Year (CFY) - Balance sheet (All revenue levels)	Outstanding
		CFY - Income Statement (All revenue levels)	Outstanding
		CFY- Budget (All revenue levels)	Outstanding
		Next fiscal year (NFY) - Budget (All revenue levels)	Outstanding

[Return](#)


On this page you will upload all supporting documents that are requested.

Respond to each question. If you need clarification or have questions, click on the Resources tab. If you cannot find the answer you need, send an email to grantee@unitedwayatlanta.org.

Once you've completed Organization Information and Management and Organization Finances sections, Click on Current Board Roster and upload the appropriate document.

Now you will need to upload last year's fiscal documents, your current year's fiscal documents and next year's budget. Click on the link that pertains to your agency based on revenue size. After you have uploaded all of the documents, click on **Return**.






TAB 5: Forms cont'd

After you click on the Strategy program, you will see different sections of the application. You need to complete every section and hit , so that your status will change to "Complete" from Outstanding.

Forms

Once you've completed, click on this icon to save your report on your computer































Please click on  located on the right of each application/report to submit all the sections of the form

Due Date	Description	Status	Print Submit
Mar 12, 2019	Organization Information, Management & Finances - 2019-2020 Application	Outstanding	  
Feb 28, 2019	Quality Enrichment and Academic Support - 2019-2020 Application	Outstanding	  

Strategy form- This form pertains to your program

RESET: Please click on this icon, if you want to change the information you've entered. You cannot make any changes to any of these sections after the due date of the 2019-2020 Application.

Education, Childcare - Test Pgm - Program

		Section	Status
		Program Activities/Services	Outstanding
		 Age (Total = 100)	Completed
		Gender (Total = 0)	Outstanding
		Race and Ethnicity (Total = 0)	Outstanding
		County of Residence (Total = 0)	Outstanding
		Butts County Zip Codes (Total = 0)	Outstanding
		Cherokee County Zip Codes (Total = 0)	Outstanding
		Clayton County Zip Codes (Total = 0)	Outstanding
		Cobb County Zip Codes (Total = 0)	Outstanding
		Coweta County Zip Codes (Total = 0)	Outstanding
		DeKalb County Zip Codes (Total = 0)	Outstanding
		Douglas County Zip Codes (Total = 0)	Outstanding
		Fayette County Zip Codes (Total = 0)	Outstanding
		Gwinnett County Zip Codes (Total = 0)	Outstanding
		Henry County Zip Codes (Total = 0)	Outstanding

Program Activities/Services

In this section, respond to each question appropriately and click

Save

Program Activities/Services

Education, Childcare - Test Pgm (9989492 - Program)
100 Edgewood Ave NE
Ste # 515
Atlanta GA 30303

Program Activities/Services

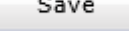
1. Has the program changed since last year? If yes, explain the reason for the change and impact to program implementation.

0 of 500 words

2. Has the need of the program changed? If Yes, describe what changes have been made and why.

0 of 500 words

Gender

For this section, enter your data for gender into the numbers column. When you have entered all the data, click . The screen will default you back to the sections list, you will now see the number you entered display within the parenthesis next to Total. **(Please note: All total participant numbers should match for each section for Gender; Age; Ethnicity. If the totals differ you will receive a message that says: (Demographic total doesn't match that of other completed demographics).)**

Gender

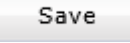
Education, Childcare - Test Pgm (9989492 - Program)
100 Edgewood Ave NE
Ste # 515
Atlanta GA 30303

Gender

Group	Number
Male	<input type="text" value="0"/>
Female	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
Not Disclosed	<input type="text" value="0"/>
Not Available	<input type="text" value="0"/>
Total	0

Age

In this section, enter your age numbers. When you have entered all the data, click . The screen will default you back to the sections list, you will now see the number you entered display within the parenthesis next to Total. If the totals differ you will receive a message that says: **(Demographic total doesn't match that of other completed demographics).**

Age

Education, Childcare - Test Pgm (9989492 - Program)
100 Edgewood Ave NE
Ste # 515
Atlanta GA 30303

Age

Group	Number
0 to 5 Years Old	<input type="text" value="0"/>
6 - 11 Years Old	<input type="text" value="0"/>
12 - 17 Years Old	<input type="text" value="0"/>
18 - 25 Years Old	<input type="text" value="0"/>
26 - 35 Years Old	<input type="text" value="0"/>
37 - 45 Years Old	<input type="text" value="0"/>
47 - 55 Years Old	<input type="text" value="0"/>
60+ Years Old	<input type="text" value="0"/>
Unknown Age	<input type="text" value="0"/>
Total	0

Race and Ethnicity

In this section, you will enter your race and ethnicity numbers. If a race or ethnicity is known but not listed select "Other". The Unknown category should only reflect the number of people where the race or ethnicity is not known or disclosed by the program client. When you have entered all the data, click . The screen will default you back to the sections list, you will now see the number you entered display within the parenthesis next to Total. If the totals differ you will receive a message that says: **(Demographic total doesn't match that of other completed demographics.)**


Race and Ethnicity

Education, Childcare - Test Pgm (9989492 - Program)
100 Edgewood Ave NE
Ste # 515
Atlanta GA 30303

Race and Ethnicity

Group	Number
Black	<input type="text" value="0"/>
White	<input type="text" value="0"/>
Native American	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>
Asian/Indias Subcontinent	<input type="text" value="0"/>
Pacific Islander	<input type="text" value="0"/>
Two/More Races	<input type="text" value="0"/>
Unknown	<input type="text" value="0"/>
Total	0

County of Residence

In this section, you will enter the total County residence numbers. When you have entered all the data, click . The screen will default you back to the sections list, you will now see the number you entered display within the parenthesis next to Total. **(Please note:** All total participant numbers should match for each section). Also, when entering number for Fulton County, enter data into the field labeled North Fulton, City of Atlanta and South Fulton.



- Home
- Organization Profile
- My Profile
- Organization Descriptions
- Forms
- Agency Documents
- Resources
- Reports
- Signoff

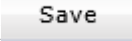
County of Residence

Education, Childcare - Test Pgm (9989492 - Program)
100 Edgewood Ave NE
Ste # 515
Atlanta GA 30303

County of Residence

Group	Number
Butts County	<input type="text" value="0"/>
Cherokee County	<input type="text" value="0"/>
Clayton County	<input type="text" value="0"/>
Cobb County	<input type="text" value="0"/>
Coweta County	<input type="text" value="0"/>
DeKalb County	<input type="text" value="0"/>
Douglas County	<input type="text" value="0"/>
Fayette County	<input type="text" value="0"/>
Fulton County	<input type="text" value="0"/>
North Fulton	<input type="text" value="0"/>
City of Atlanta	<input type="text" value="0"/>
South Fulton	<input type="text" value="0"/>
Gwinnett County	<input type="text" value="0"/>
Henry County	<input type="text" value="0"/>

County Zip Codes

In this section, you will enter the number of participants for each zip code area. Click , the screen will default you back to the sections list. Click on the next county zip code list for each section Counties, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Gwinnett, Henry, North Fulton, South Fulton, Paulding, and Rockdale saving after entries in each section have been completed.

[Attention: Andar requires the total number of participants in each county to be equal to the total number in each demographic section. Hence, to work around this, in the “Other” row within the county, enter the number to make your total equal to that of the other demographics. For example, if your agency serves 10 in Butts County and Program total is 100 then enter 90(100-10=90) on the “Other” line, so that the total will become “100”]

Butts County Zip Codes

Education, Childcare - Test Pgm (9989492 - Program)
100 Edgewood Ave NE
Ste # 515
Atlanta GA 30303

Butts County Zip Codes

Group	Number
30216	<input type="text" value="0"/>
30233	<input type="text" value="0"/>
30234	<input type="text" value="0"/>
Unknown in County	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
Total	0





Program Operations

In this section, respond to each question appropriately and click

Save

Quality Enrichment and Academic Support - Program Operations

A. Priority Populations

A1. Low Income Individuals/families

A2. Limited English speaking families

A3. Vulnerable populations (for example, uniquely challenged by academic delays, in foster care and or involved in the juvenile justice system)

a. Has the program changed the approach to identify, recruit those individuals who are at highest risk of not achieving the goal(s) of the program? If yes, describe what changes have been made?

0 of 500 words

b. Has the program changed the approach to engage the target population to understand and respond to their unique needs and assets? If yes, describe what changes have been made?

0 of 500 words

B. Has there been a change to the activities, policies or other efforts within the program that demonstrate the required components as outlined in Section B of the Strategy place?

Yes No

Save

Outcome Measurement/RBA

In this section, click on the Outcome Measurement/RBA that your program is measuring. **Please answer all the required measures.**

Outcome Measurement/RBA	Strategy
D1. How much: # of youth enrolled. (Required)	Family and Community Leadership
D3. How much: # of workshops/sessions - quality enrichment (i.e. project-based/experiential learning, and social and emotional Learning skills development). (Required)	Family and Community Leadership

Return
Next
Previous

- ❖ After you click on the Outcome measurement, **the table below will appear**. Enter your Proposed number/percent/median/average in “Measure” field and click on **UPDATE** to save the information. Your screen will default to the Outcome Measurement screen; repeat same steps until you have completed all the required measures. If you measure other outcome measurements for your program, please report on that too. When you have finished reporting on measures.

Click

Outcome Measurement/RBA

Program Outcome	Family and Community Leadership
Year	2019
Outcome Measurement	D1. How much: # of training opportunities tailored to local community. (Required)
Measurements	
Base	Proposed
Measure	0
Percent	0.00
Comment	

Update

ATTENTION: Base: Total people served by Program (Should be equal to demographic total).

Measure: Enter your answer (number, percent, median or average) for the “Outcome Measurement” listed above.

Outcome Measurement- Narrative

If you have NOT made any changes to the data collection method or in the definition, then click “NO”

Outcome Measurement - Narrative

Has there been a change in any required 'How much' or 'How well' or 'Better off' measure definition and/or the data collection method? If yes, please explain the reason for the change and the impact to future results

Yes No

Save

If you have made changes, click “Yes” -> Select your Program Strategy from the dropdown menu and answer all the questions.

Outcome Measurement - Narrative

Has there been a change in any required 'How much' or 'How well' or 'Better off' measure definition and/or the data collection method? If yes, please explain the reason for the change and the impact to future results

Yes No

Select your Strategy

1a

1. If the measure has changed, please explain

1a

1b. how does your agency define this changed measure?

- Basic Needs-General
- Behavioral Health and Wellness
- Emergency Assistance
- Employment Based Experience
- Family and Community Leadership
- Family Health and Wellness
- Financial Education, Coaching & Counseling
- Health Care Navigation
- Health Promotion and Early Detection
- Mentoring
- Quality Early Learning Experiences
- Quality Enrichment and Academic Support
- Support for Seniors
- Supportive Housing
- Transitional and Assessment Housing
- Trauma Prevention and Stabilization

0 of 500 words

Household Income

In this section, respond to each question appropriately and click

Save

Household Income

Education, Childcare - Test Pgm (9989492 - Program)
100 Edgewood Ave NE
Ste # 515
Atlanta GA 30303

Household Income

Household Income - Enter the total of participants that your program serves for each household income field. If your program does not have participants for household income field, then please enter '0' in the field. The total will not auto calculate so add your participants for questions 1-3 and enter total in question 4. (See the Resource Tab for definitions i.e., low Income standards)

1. Number of Chronically Homeless

2. Number of participants that meet Low Income standards

3. Number of participants with income ABOVE Low Income standards

4. Total Number of Participants

5. If significant data is Unknown please explain

<https://epledge.unitedwayatlanta.org/servlet/eAndar.ChangeRole?role=@oaAgency>

0 of 300 words

Continuous Learning & Improvement

In this section, respond to each question appropriately and click

Save

Continuous Learning & Improvement

Education, Childcare - Test Pgm (9989492 - Program)
100 Edgewood Ave NE
Ste # 515
Atlanta GA 30303

Continuous Learning & Improvement

1. What data do you most often use to make improvements or changes to your program?

0 of 1000 words

2. Describe how program performance/outcome data is shared with staff and Board members.

0 of 1000 words

3. Provide two examples of how program data has been used to improve or change the program services or design.

0 of 1000 words

4. How do you engage the individuals served to solicit their input to improve your program?

0 of 1000 words

5. Describe the newest innovation to the program. Include how the innovation was identified, implemented and is being measured, and any early success or challenges.

0 of 1000 words

Save

Current Budget 2018-2019 Projected Year- End Budget

Complete all line items for your current projected year-end budget. After entering your budget data, click



- Home
- Organizational Profile
- My Profile
- Organization Descriptions
- Forms
- Agency Documents
- Resources
- Reports
- Signout

Current Budget -2017-2018

Education, Childcare - Test Pgm (9989492 - Program)
 100 Edgewood Ave NE
 Ste # 515
 Atlanta GA 30303

Program Budget

Item	Description	Amount	Side
100	Client Fees	\$0.00	Incon
200	Grants - Federal	\$0.00	Incon
300	Grants - State	\$0.00	Incon
400	Grants - Local	\$0.00	Incon
500	Grants - Foundations	\$0.00	Incon
600	UW Specific Care	\$0.00	Incon
700	UW - Impact Fund (UW funding request)	\$0.00	Incon
800	UW - Initiative	\$0.00	Incon
900	Fundraising Events or Products	\$0.00	Incon
1000	Investment Income	\$0.00	Incon
1100	Individual Contribution	\$0.00	Incon
1200	Other	\$0.00	Incon
1300	Salaries/Wages	\$0.00	Exper
1400	Benefits/Payroll Taxes	\$0.00	Exper
1500	Contractors	\$0.00	Exper
1600	Program Supplies	\$0.00	Exper
1700	Rent/Utilities	\$0.00	Exper
1800	Other	\$0.00	Exper
	Total Income	\$0.00	
	Total Expense	\$0.00	
	Total Surplus/Deficit	\$0.00	

Comment for Amount column

Proposed Budget 2019-2020

Complete all line items for in the proposed budget section. After entering your budget data, click [Save](#).



Switch Organizations

Proposed Budget -2018-2019


Education, Childcare - Test Pgm (9989492 - Program)
 100 Edgewood Ave NE
 Ste # 515
 Atlanta GA 30303

Program Budget

Item	Description	Amount	Side
100	Client Fees	\$0.00	Income
200	Grants - Federal	\$0.00	Income
300	Grants - State	\$0.00	Income
400	Grants - Local	\$0.00	Income
500	Grants - Foundations	\$0.00	Income
600	UW Specific Care	\$0.00	Income
700	UW - Impact Fund (UW funding request)	\$0.00	Income
800	UW - Initiative	\$0.00	Income
900	Fundraising Events or Products	\$0.00	Income
1000	Investment Income	\$0.00	Income
1100	Individual Contributions	\$0.00	Income
1200	Other	\$0.00	Income
1300	Salaries/Wages	\$0.00	Expense
1400	Benefits/Payroll Taxes	\$0.00	Expense
1500	Contractors	\$0.00	Expense
1600	Program Supplies	\$0.00	Expense
1700	Rent/Utilities	\$0.00	Expense
1800	Other	\$0.00	Expense
	Total Income	\$0.00	
	Total Expense	\$0.00	
	Total Surplus/Deficit	\$0.00	

Comment for Amount column

Budget Narrative

Provide narrative details about your next fiscal year's budget and the UW grant will affect your program and ability to leverage this grant. Click 

Budget Narrative

1. How much of the projected budget is committed? What will happen if you don't receive the anticipated funding from other sources(known and unknown)?

0 of 500 words


2. How do you use funding from other sources?

0 of 500 words

3. Describe how the UW Sustainer Fund grant would be used to secure matching dollars?

0 of 500 words

TAB 6: Agency Documents

In this tab, you can find your Applications and Result Summary Documents of 2016-2017 year. To view these documents, click on [].

[Attention: Documents are not listed for new agencies and new programs. These documents are only for agencies and programs funded in 2017-2018.]

@CBAgency

UWGA Test Agency - Agency
 100 Help St
 Atlanta GA 30303

[open all](#) | [close all](#)

- UWGA Test Agency - Agency
 - Education, Childcare - Test Pgm - Program
 - Health, Babies Born Healthy - Test Pgm - Program
 - Homelessness, Assessment Cntr-Test Pgm - Program
 - Income, Asset Bldg and Preserv -Test - Program

		File Name	Description	Language	Effective	Expiry
		UWGA application.pdf	Application 2016-2017	English (System default)	02/15/2017	07/20/2017
		UWGA Result Summary.pdf	Result Summary 2016-2017	English (System default)	02/15/2017	07/20/2017

TAB 7: Resources

In this tab, please check the documents listed under the 2019-2020 Investment process and the Funding Guidance Letters.



Switch Organizations

Resources

2017-2018 Mid-Year Process

2017-2018 Mid-Year Instruction Manual

Videos

Instructions to download the WebEx Player

Part 1 - Welcome, Resources

Part 2- Organization Profile, My profile, Organization Description

Part 3- Demographics

Part 4- Indicator and Mid-Year Narrative

2018-2019 Investment Process

2018-2019 CWB Grant Application

Funding Guidance Letters

Behavioral Health and Wellness_FINAL

Family Health and Wellness_FINAL

Health Care Navigation_FINAL

Health Promotion and Early Detection_FINAL

Emergency Assistance_FINAL

Employment-based Experience_FINAL

Family and Community Leadership_FINAL

Supportive Housing_FINAL

Transitional and Assessment Housing_FINAL

Trauma Prevention and Stabilization_FINAL

Quality Early Learning_FINAL

Quality Enrichment and Academic Support_FINAL

Mentoring Funding Guidance_FINAL

Support for Seniors_FINAL




Printing Report







To print out the data you have entered into the system – you can download a report then print.

Each item listed under the **FORM** section must be submitted **before** reports are printed to preserve the integrity of the documents.

While you may print individual pieces directly from the **FORM** page, the report section contains formatted pdf documents that are designed to print multiple items together.

Forms

Please click on  located on the right of each application/report to submit all the sections of the form

Due Date	Description	Status	Print Submit
Mar 12, 2019	Organization Information, Management & Finances - 2019-2020 Application	Outstanding	  
Feb 28, 2019	Quality Enrichment and Academic Support - 2019-2020 Application	Outstanding	  

Status should be "completed" before you save or print the document.

PDF CSV

There are two ways to print Reports:



Press this icon to print your document in PDF format. **(Preferred- will generate a well formatted report)**



Click this icon to print in .csv (commas, separated, values) this format is like excel.

Signoff

When you are done with all reports, click here to log out of ANDAR.

If you have any questions, send an email to grantee@unitedwayatlanta.org