

Accessing and Applying for Community Food Solutions

This is a guide on how to create an account in our grant system, Grant Lifecycle Manager (GLM), to apply for the Community Food Solutions grant.

Start by going to our grant site: [Logon - Grant Lifecycle Manager \(grantinterface.com\)](https://www.grantinterface.com)

After clicking the link, you will see the screen below:

https://www.grantinterface.com/Home/Logon?urlkey=uwswpa

United Way
United Way
of Southwestern Pennsylvania

Logon

Email Address*

Password*

Log On Create New Account
Forgot your password?

Welcome to the United Way of Southwestern Pennsylvania's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Jacob Grande at Jacob.Grande@unitedwayswpa.org to receive your username.

If you have applied for other United Way of Southwestern PA grants, you may already have an account and can click the forgot password button to reset your password. If you are a new user, you will click the "Create New Account" button, which is highlighted in red.

After clicking "Create New Account" you will be prompted to insert the necessary information to create you and your organizations account.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name*

EIN / Tax ID (##-#####)*

In the first set of required information, you are asked for your EIN / Tax ID number. If your organization does **not** have an EIN/Tax ID, please put **00-0000000** in the field.

The next set of required information is your user information. The email address you put will be both your username and the email address for which you will receive all communications from the grant system.

User Information

Prefix (Mr., Mrs., Ms., etc.)	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr., Jr., III, etc.)	Business Title*
<input type="text"/>	<input type="text"/>
Email*	Email Confirmation*
<input type="text"/> <small>This is also your username</small>	<input type="text"/>

The last set of required information is “Additional Executive Officer Information”. The grant system will ask you if you are the executive officer of your organization. If you check No, it will ask you to provide the executive officers information. This step is to ensure we have their information on hand so we can assign grant agreements to be signed by them. If you are the executive officer or have the authority to sign agreements on behalf of your organization, you may check Yes and skip the non-required questions.

Additional Executive Officer Information

Prefix (Mr, Mrs, Ms, etc.)	Middle Name
<input type="text"/>	<input type="text"/>
Suffix <small>(Sr, Jr, III, etc.)</small>	Mobile Phone (###-###-####)
<input type="text"/>	<input type="text"/>
Address 1	City
<input type="text"/>	<input type="text"/>
State	Postal Code
<input type="text"/>	<input type="text"/>

After creating your account and logging in, you will see your applicant dashboard on the screen.

The screenshot displays the Applicant Dashboard for Jacob Grande. The top navigation bar includes the United Way logo, a home icon, a red-bordered 'Apply' button, and an 'Organization History' link. The user's name 'Jacob Grande' and role 'Role (Applicant)' are shown in the top right. The main content area is titled 'Applicant Dashboard' and contains two columns of information: 'Applicant' (Jacob Grande, email: Jacob.Grande@unitedwayswpa.org, phone: 412-456-6743) and 'Organization' (United Way of Southwestern Pennsylvania, address: 1250 Penn Avenue, Pittsburgh, PA 15222). A message below the organization info states: 'If your organization information does not appear correct, please click the edit (pencil) icon.' Below this are tabs for 'Active Requests' (0) and 'Historical Requests' (0). A final message reads: 'You do not have any Active Requests. Click Apply to begin the application process.'

On this dashboard you can see all active applications and assigned follow-ups (e.g., final reports/grant agreements). To apply for the Community Food Solutions grant, and any other UW grants, click the apply button highlighted in red. This will take you to the Apply section where all active United Way of Southwestern PA grants are displayed. You can search for the title of a grant you are looking for or enter the access code for restricted applications.

The Community Food Solutions Mini-Grant is restricted behind an eligibility quiz, meaning you must fill out a brief three question form to determine your eligibility for the grant. After passing the eligibility quiz, you will see the grant application and a blue “Apply” button that will start your application. Once started, the application can be accessed from your dashboard.

If you have any questions or issues accessing the application, please contact Jacob Grande at Jacob.Grande@UnitedWaySWPA.org