

2026 MINI GRANT TRAINING



UWWF LEADERSHIP

**Laura Gilliam,
President/CEO**

United Way of West Florida

Jeff Fletcher, Chair

Community Investment Committee
Lakeview Center Inc.

**Brian Wyer, UWWF Board
Chair**

Gulf Coast Minority Chamber

Eric Myers, Vice Chair

Community Investment Committee
Florida Power & Light



COMMUNITY INVESTMENT TEAM

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AGENDA

- Introduction to UWWF
- Overview of the Mini Grant Process
- e-Cimpact Grant Software
- Grant Writing Tips
- Funded Agency Requirements
- Q&A

OVERVIEW OF UNITED WAY OF WEST FLORIDA



MISSION, VISION, AND PRIORITIES

- **Mission** - Unite our community and leverage resources to improve lives.
- **Vision** - Create better opportunities for all.
- **Priorities** - Transformational Investments; Capacity Building; Connecting.

IMPACT AREAS

Healthy Community

Improving health and well-being for all.

Examples

- Health access and equity
- Maternal and child health
- Nutrition and food security
- Disease awareness and prevention
- Mental health support
- Substance

Youth Opportunity

Helping young people realize their full potential

Examples

- Childcare and early childhood education
- In-school, after-school, and summer learning
- Family engagement
- Literacy development
- College and career readiness

Financial Security

Building financial stability and strength

Examples

- Job readiness and workforce development
- Adult education and job training
- Financial education and coaching
- Homelessness prevention and affordable housing
- Free income tax assistance
- Small business support
- Public benefits access

Community Resiliency

Addressing urgent needs today for a better tomorrow

Examples

- Disaster relief and recovery
- Emergency Preparedness
- Crisis hotline and support
- Environmental stewardship and sustainability

SERVICES AND INITIATIVES

211 Northwest Florida

- 988 Florida Lifeline
- Florida Veterans Support Line
- AARP Unpaid Caregiver Support Program
- Volunteer Income Tax Assistance (VITA)
- Single Care Prescription Card
- Asset Limited, Income Constrained, Employed (ALICE)
- Healthy Schools Escambia
- Achieve Escambia
- Born Learning Trails
- Get Connected
- Stuff the Bus
- Day of Caring
- Community Investment

OVERVIEW OF THE 2026 MINI GRANT PROCESS



GRANT INFORMATION

- Funding for capacity building purposes.
- Capacity building: an investment in the effectiveness and future sustainability of a nonprofit.
- **The Mini Grant can fund:**
 - Professional development
 - Training fees
 - Accounting services
 - Consulting fees
 - Organizational expenses (except salaries)

GRANT INFORMATION CONT.

- Request funding up to \$5,000.
- Funding **cannot** be used for:
 - Salaries
 - Reimbursements
 - Matching funds
 - Capital campaigns
 - Endowments
 - Lobbying
 - One-time program project
 - Event planning/volunteer appreciation
- Mini Grants will not be awarded to previously funded Mini Grant organizations OR 2025-2026 Community Investment funded agencies.

APPLICANTS MUST...

- be a registered 501(c)(3) for at least 12 months with an impact area in one or more of UWWF's impact areas.
- serve Santa Rosa and/or Escambia counties;
- show financial trustworthiness by providing financials, 990, and information on different processes;
- have a Board of Directors that aligns with state and federal guidelines; have documented and approved minutes; and include members who are not related to one another nor organization staff;
- have an organization budget under \$250,000;
- have not received a Mini Grant previously.

APPLICATION INFORMATION

- The application will include questions about the organization's...
 - Background and description
 - Alignment with UWWF
 - Utilization of Mini Grant funding
 - Projected budget for the Mini Grant
- The application requires the following documents to be uploaded:
 - The organization's financials
 - A list of the board of directors - include name, place of work, employment status and their role within the board (President, Treasurer, Fundraising, etc.)
 - A copy of the most recent board meeting minutes

ACCEPTABLE FINANCIAL DOCUMENTATION

- **A full, complete year of financials.**
- Accepted documentation:
 - Balance sheets
 - Statement of financials
 - Profit & loss sheets
 - 990s

REVIEW

PROCESS

1. Applications will be assigned to Community Investment Committee members to review after the deadline.

1. The committee will review and score the applications using a rubric.
1. The committee will deliberate on funding recommendations.
1. Funding recommendations will be presented to the UWWF Board of Directors for approval.
1. Applicants will be notified of funding outcomes once approved.

GRANT RUBRIC

- Rubric will be used by evaluators to determine funding.
- Rubric aligns with grant application:
 - Operations
 - Alignment with UWWF
 - Budget
 - Purpose of funding
 - Attachments

GRANT RUBRIC

- Operations - 20 points max
 - Finance operations and practices
 - Financial documentation
 - Discrimination policy
 - Board meetings and schedules
- Alignment - 10 points max
 - Identify and describe alignment with UWWF values and impact areas
- Budget - 5 points max
 - Complete detailed funding request budget with outline

GRANT RUBRIC

- Purpose of grant request - 30 points max
 - Describes purpose of request and use of funding is clearly defined.
 - Selects a purpose that aligns with explanation of funds.
 - Describes resources dedicated to the request.
 - Clearly defines what will be accomplished and the impact on the organization.
 - Describes measurement process in place to capture output/outcome data.
 - Describes how the data will be collected.

- Attachments - 15 points max
 - Financials - balance sheet, profit/loss sheet.
 - Board of Directors - include name, place of work, employment status, and role within agency.
 - Board members cannot be related to staff
 - Most recent approved board minutes.

TIMELINE

- **Application opens** - Friday, February 27
- **Application closes** - Sunday, April 5
- **Community Investment Committee deliberates** - Thursday, May 14
- **Present recommendations to the UWWF Board of Directors** - Thursday, May 28
- **Agencies will be notified of funding results** - June 2026
- **Funding begins** - July 2026
- **Mini Grant Recipient Dinner** - July 2026

E-CIMPACT - GRANT SOFTWARE



ACCESSING THE GRANT

- The Grant Application is accessible through e-Cimpact portal.
- Two ways to access the portal:
 - <https://agency.e-cimpact.com/login.aspx?org=11330U>
 - Go to www.uwwf.org, What We Do, and e-Cimpact Agency Login

WRITING A STRONG APPLICATION



A STRONG APPLICATION...

- Is written as if the reviewer does not know anything about your agency or program
- Does not use jargon or acronyms (unless explained)
- Utilizes a measurement tool that makes sense
- Outlines a compelling need for the request

COMMON MISTAKES

Inconsistent numbers and/or statements.

- Narrative that is difficult to read.
 - Poor grammar
 - Typos
 - Run-on sentences
- Lack of proofreading (see previous bullet point).
- Assuming the reviewer is familiar with agency/program.

FUNDED AGENCY REQUIREMENTS



IF AWARDED FUNDING...

- Reporting:
 - Agencies must complete two quarterly reports.
 - Reporting will cover July to September and October to December.
 - Reports will be completed in e-Cimpact.
 - Reports are to share the work your agency has accomplished since receiving funding.
 - It is also a way to share any successes, challenges, or trends your agency has seen.
 - Reports will reflect the application your agency submitted in April 2026.

REPORTING PERIODS

Reporting Period	Report Due
July 1 - September 30	October 15 by 11:59pm CST
October 1 - December 31	January 15 by 11:59pm CST

WHAT YOU SEE ON REPORTS:

- Documentation of funding already spent such as receipts, purchase orders, etc.
- The identified purpose of your funding request.
- Outputs - resources that have been dedicated to the project.
- Outcomes - impact of your services since receiving funding.
- Data collection - What does your agency track? How did you track it?
- Target population of your agency and how it has been impacted.
- Trends your agency is experiencing.
- Successes and challenges your agency has faced.

**APPLICATIONS MUST BE SUBMITTED TO E-CIMPACT
BY SUNDAY, APRIL 5 AT 11:59PM.**

LATE APPLICATIONS WILL NOT BE ACCEPTED.



CONTACTS

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QUESTIONS?



E-CIMPACT - GRANT SOFTWARE



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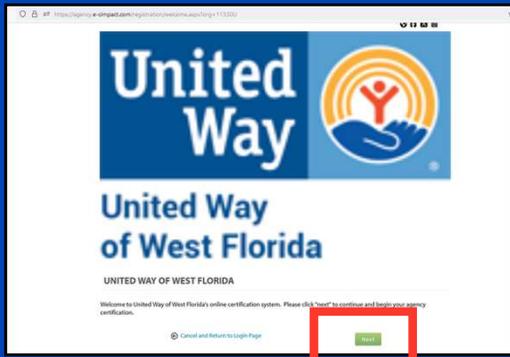
GETTING STARTED

- Follow the link provided in the previous slide.
- Select “Click here to create a new e-CImpact account at the bottom of the page.”

The screenshot shows the e-CImpact login page for United Way of West Florida. At the top, there is a United Way logo and the text 'United Way of West Florida'. Below this is the e-CImpact logo and the text 'Community Impact Management' and 'AGENCY SITE'. The main content area is titled 'UNITED WAY OF WEST FLORIDA' and 'Sign In'. It includes a sign-in form with fields for 'Username' and 'Password', and a 'Sign In' button. Below the sign-in form is a link for 'Having trouble signing in?'. At the bottom, there is a section titled 'New to e-CImpact?' with a link to 'Create an e-CImpact account' highlighted by a red box. The link text is 'Click here to create a new e-CImpact account'. At the bottom left, there is a footer with the text 'e-CImpact™ Community Impact Management © 2025 All Rights Reserved Privacy Policy'. At the bottom right, there is a footer with the text 'POWERED BY seabrooks'.

REGISTERING YOUR AGENCY

1. At the United Way Agency Certification page, select “Next”.



2. Enter your agency's EIN number and select “Next”.



COMPLETED AGENCY REGISTRATION

Required information:

- EIN
- Agency Name
- Website URL
- Description of organization
- Mission and Vision Statement
- Address
- Agency Contact Information
- Primary Contact Information
- Preferred Login (UWWF can help reset login information)

UNITED WAY OF WEST FLORIDA

United Way of West Florida Agency Registration

Fields marked with an * are required fields.

Please complete the requested information below then click the "Next" button in the bottom right corner of this page.

Agency Account Information

EIN*

Agency Name*

Website URL*

Account Information

Description*

Limit up to 4000 characters (2 used).

Mission Statement*

Limit up to 2000 characters (2 used).

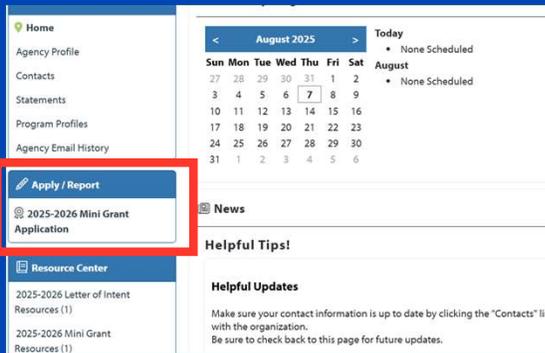
Vision Statement*

Limit up to 2000 characters (2 used).

Address

Address Type*

ACCESSING THE APPLICATION



Home

- Agency Profile
- Contacts
- Statements
- Program Profiles
- Agency Email History
- Apply / Report**
- 2025-2026 Mini Grant Application
- Resource Center
- 2025-2026 Letter of Intent Resources (1)
- 2025-2026 Mini Grant Resources (1)

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

- None Scheduled

August

- None Scheduled

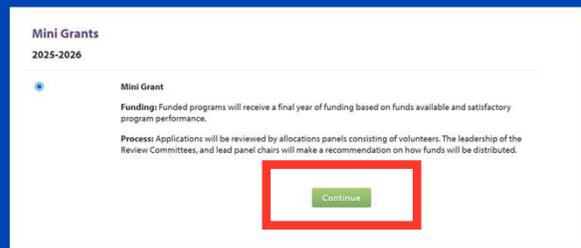
News

Helpful Tips!

Helpful Updates

Make sure your contact information is up to date by clicking the "Contacts" link with the organization. Be sure to check back to this page for future updates.

- Once your agency has been approved, select the Mini Grant option button under "Apply/Report" and click "Next".



Mini Grants

2025-2026

Mini Grant

Funding: Funded programs will receive a final year of funding based on funds available and satisfactory program performance.

Process: Applications will be reviewed by allocations panels consisting of volunteers. The leadership of the Review Committees, and lead panel chairs will make a recommendation on how funds will be distributed.

Continue

ACCESSING THE APPLICATION CONT.

1. Complete the Mini Grant Qualification Form to access the grant application and select “Continue”.

2. Once completed, review your answers and select “Complete Registration”.

UNITED WAY OF WEST FLORIDA
Mini Grant Qualification Form

Fields marked with an * are required fields.

Customizable instructions can be entered here.

Questions

- I understand the UWWF Mini Grant funding is for capacity building purposes only and CANNOT be used for salaries, reimbursements, matching funds, capital campaigns, endowments, lobbying, one-time program project, event planning, or volunteer appreciation.*
- Has your agency been a registered 501(c)(3) non-profit for at least twelve months?
- Does your agency operate within one of the following impact areas: Education, Health, and/or Financial Stability?
- Does your agency serve Santa Rosa and/or Escambia Counties (FL)?*
- Did your organization receive funding for the 2024-2025 UWWF Community Investment grant?
- Will your agency show financial trustworthiness by providing financials, 990, and information on different processes?
- Does your agency have a Board of Directors that aligns with state and federal guidelines?
- Does your agency have documented and approved board meeting minutes?
- Does your agency's board include members who are not related to one another nor organization staff?
- Does your organization have an annual organization revenue under \$250,000?

[Previous](#) [Continue](#)

Mini Grant Qualification Form
Customizable instructions can be entered here.

Questions

- I understand the UWWF Mini Grant funding is for capacity building purposes only and CANNOT be used for salaries, reimbursements, matching funds, capital campaigns, endowments, lobbying, one-time program project, event planning, or volunteer appreciation.
Yes
- Has your agency been a registered 501(c)(3) non-profit for at least twelve months?
Yes
- Does your agency operate within one of the following impact areas: Education, Health, and/or Financial Stability?
Yes
- Does your agency serve Santa Rosa and/or Escambia Counties (FL)? **Yes**
- Did your organization receive funding for the 2024-2025 UWWF Community Investment grant?
No
- Will your agency show financial trustworthiness by providing financials, 990, and information on different processes?
Yes
- Does your agency have a Board of Directors that aligns with state and federal guidelines?
Yes
- Does your agency have documented and approved board meeting minutes? **Yes**
- Does your agency's board include members who are not related to one another nor organization staff?
Yes
- Does your organization have an annual organization revenue under \$250,000?
Yes

[Cancel and Return to Login Page](#) [Complete Registration](#)

YOUR HOMEPAGE

If you qualify for the Mini Grant, you may access the rest of the grant.

- Select the form you would like to complete.
- Select “Save My Work” before exiting each form.
- Once it is completed, select “Save/Mark as Complete”.
- When all forms are marked “Save/Mark as Complete”, the option to submit will appear on the screen.

Mini Grants
2025-2026 - Mini Grant
Test Agency

Funding: Funded programs will receive a final year of funding based on funds available and satisfactory program performance.

Process: Applications will be reviewed by allocations panels consisting of volunteers. The leadership of the Review Committees, and lead panel chairs will make a recommendation on how funds will be distributed.

Each section listed below must be completed. To access a section, simply **click on the section name**. You may save your work at any time by clicking on the link at the bottom of the section page, **Save My Work**.
When you are satisfied with your responses on the section, mark it completed by clicking on the **Save My Work and Mark Completed** at the bottom of each section page.
When all sections of the application have been marked completed, the application may be submitted. Applications must be submitted no later than **Monday, September 15 by 11:59 pm CST**.
Late applications will not be accepted.

Submission Deadline: Monday, September 15 by 11:59pm CST.

View Printable Version of this Entire Application

Application Status

1 Not Started 2 In Progress 3 Ready To Submit 4 Submitted

Item # (Indicates Required Item)	Last Updated	Status	Options
1 Test Agency		Not Started	Save
Organization Background Questions*		Not Started	
Organization Description and Alignment with UWVW*		Not Started	
Funding Request Questions*		Not Started	
Mini Grant Projected Budget*		Not Started	
Acknowledgements and Point of Contact*		Not Started	
Attachments		Not Started	