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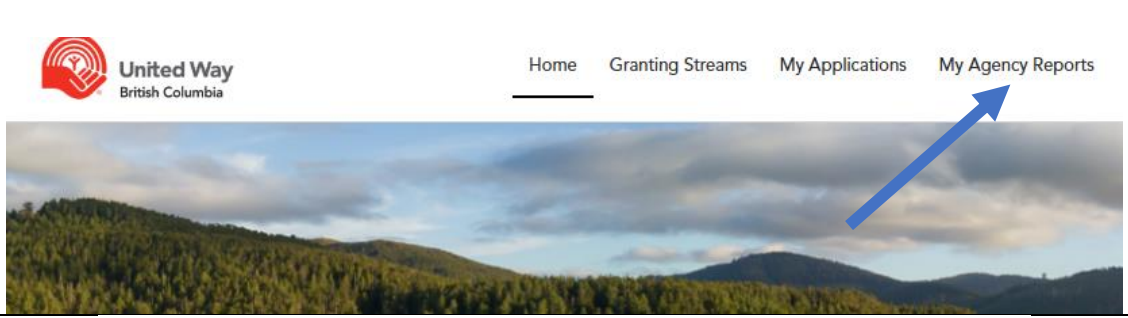
UWBC Granting Portal Guide - How to Report	

Submitting your Outcome Reports

Click **My Agency Reports** on the top of the homepage.	
Please be sure to fill out the **outcome report** that is currently due.	
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.	

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

⬆ Upload Files

🔍 Search Files...

Owned by Me
Shared with Me
Recent
Following

- UWBC Granting Portal User Guide - How to Apply
  Jan 17, 2025 • 1MB • docx
- Quarterly-ACTIVITY-REPORT-2023-24 (1)
  Jan 3, 2024 • 87KB • docx
- Hulquminum-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

DOC UWBC Granting Portal User Guide - How t...
     1 MB   ✅

1 of 1 file uploaded   **Done**

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

                                                      View All

Save first before clicking on View All!

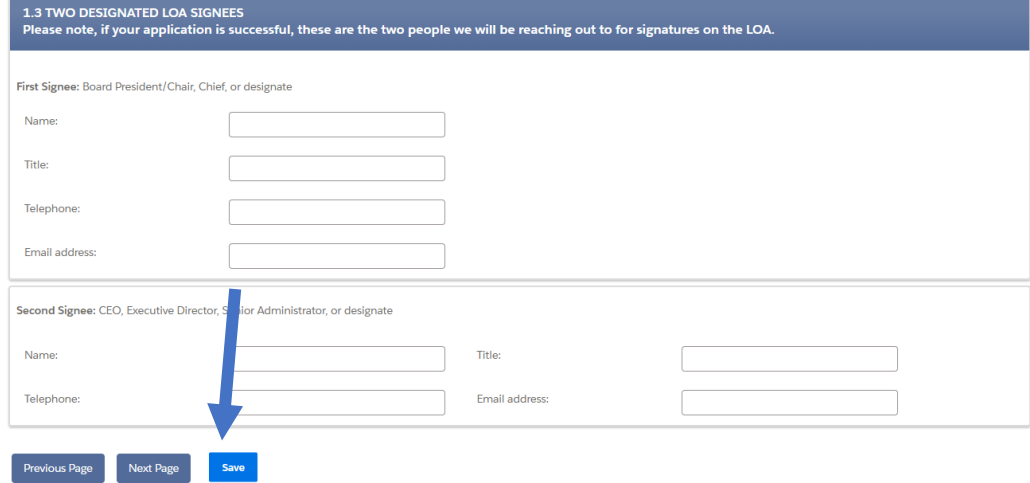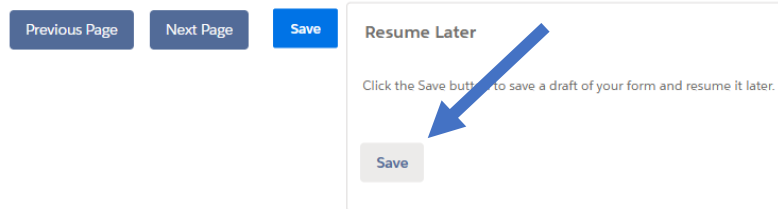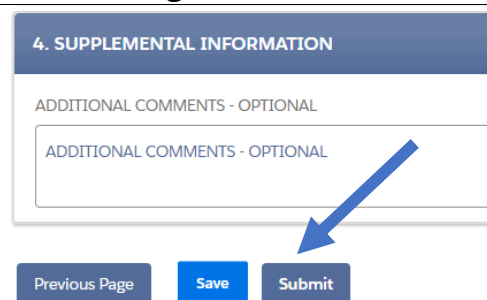|	
Saving	
To save, click on the **Save** button at the bottom left corner of each page.	**1.3 TWO DESIGNATED LOA SIGNEES** Please note, if your application is successful, these are the two people we will be reaching out to for signatures on the LOA. **First Signee:** Board President/Chair, Chief, or designate Name: Title: Telephone: Email address: **Second Signee:** CEO, Executive Director, Senior Administrator, or designate Name: Title: Telephone: Email address: Previous Page Next Page **Save**
Next, click on the **Save** button in the **Resume Later** instruction box.	Previous Page Next Page **Save** **Resume Later** Click the Save button to save a draft of your form and resume it later. Save
Please do not leave or close the page until you see this message appear on your screen. You can click on **Resume this form now** to return to the report. Please do not click on **Start a new form.** This function does not work.	Thank you your application is saved. Please do not to click on "Start a new form". Do not use your browser's back button. If you need to return to the form, please use one of the links provided below. • **Resume this form now** • Start a new form You can resume this form at any time.

Submitting	
On the last page of the report form, you will see a **Submit** button. When you're ready to submit, click on Submit.	**4. SUPPLEMENTAL INFORMATION** ADDITIONAL COMMENTS - OPTIONAL ADDITIONAL COMMENTS - OPTIONAL Previous Page **Save** **Submit**
You will then get a chance to review all of your responses.	**Please review your response and confirm.** You **MUST** click the **confirm button** at the bottom of this page to finalize your response. If you want to print this page for your

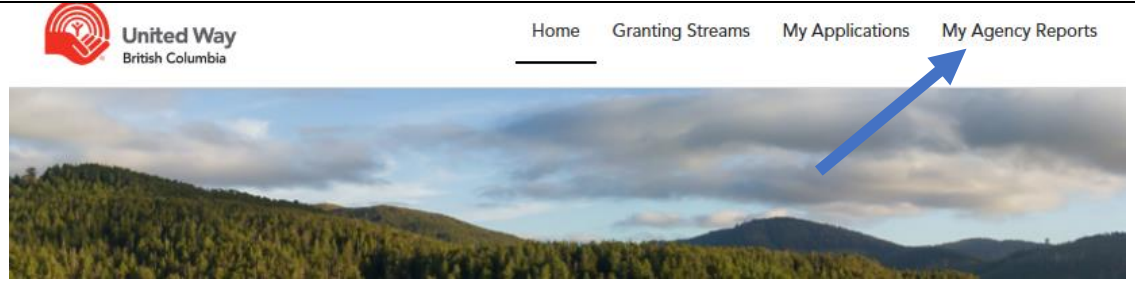|	
Upon reviewing, you can click on **Confirm** if no further edits are needed. If you do require to make edits, click on **Make a correction**. You can also print your application or save as PDF by clicking on **Print this page**. Please note, if you have any errors, you will be informed at this time to make corrections – you will be taken to the page with the error and the page number with the error will turn red.	Confirm ✏ Make a correction	🖨 Print this page 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 Page: 1 2 3 4 5 6 7 8 9 10 **11** 12

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.	Print 14 sheets of paper
	
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	Layout Portrait ▼

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 report to confirm that the status has been change to Submitted.	Your application has been submitted. No further edits can be made to this application. If you need to make any edits, please contact the Granting Coordinator for assistance. If you would like to download a PDF of the applications, please go to "My Applications" and click on the application. You will see a PDF version your screen. 📦 **Grant Applic** **Final CII** Status Submitted

Report Retrieval

If you'd like to review a previously submitted report or continue an in-progress report please go to the homepage and click **My Agency Reports**.	United Way British Columbia — Home · Granting Streams · My Applications · My Agency Reports
Click the report you'd like to view	**MY AGENCY REPORTS** Agency Report Name — Status — Due Date Emergency Preparedness and Response 2022-23 2023-01-04 - Final Quarterly Report — Open — 2023-09-29 Emergency Preparedness and Response 2022-23 2023-01-04 - Quarterly Report 1 — Open — 2023-01-31 Emergency Preparedness and Response 2022-23 2023-01-04 - Quarterly Report 2 — Open — 2023-04-28 Emergency Preparedness and Response 2022-23 2023-01-04 - Quarterly Report 3 — Open — 2023-07-31 View All

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.