
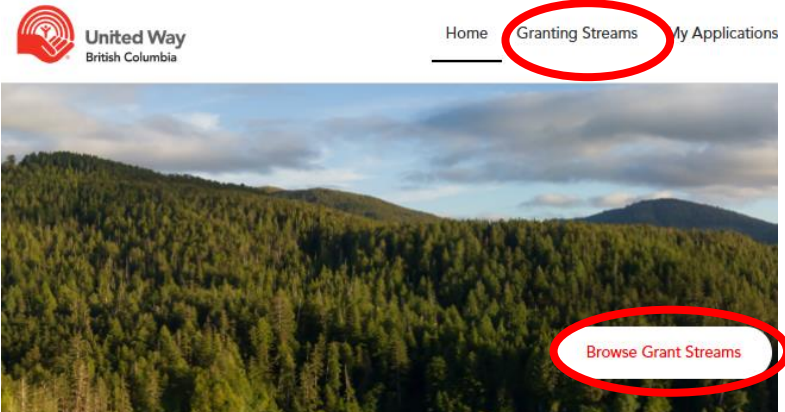
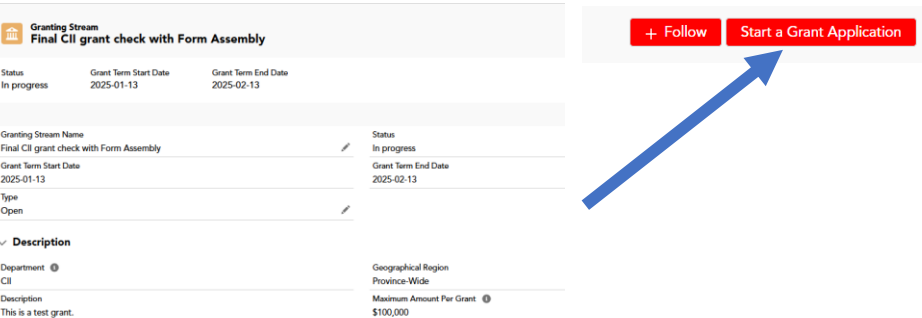
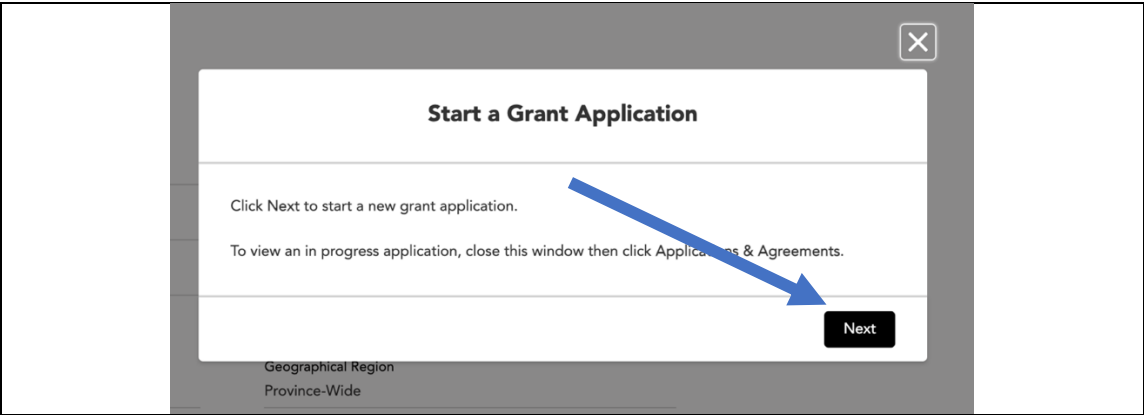


Please follow the guide below for steps on how to apply in UWBC's Grant Portal, powered by Salesforce Experience Cloud.

<h1 style="margin: 0;">UWBC Granting Portal Guide</h1> <h2 style="margin: 0;">- How to Apply</h2>	
<h3 style="margin: 0;">Application Submission</h3> <h4 style="margin: 0;">Starting a Grant Application</h4>	
<p>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.</p>	
<p>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.</p>	
<p>Click the desired granting stream.</p>	<div style="background-color: #f0f0f0; padding: 20px; border: 1px solid #ccc;"> <h3 style="margin: 0;">Granting Streams</h3> <p style="margin: 10px 0;">OPEN GRANTING STREAMS</p> <p style="margin: 5px 0;">Granting Stream Name</p> <p style="margin: 5px 0; color: #0070c0;">Child support</p> <p style="margin: 5px 0; color: #0070c0;">Cold Weather Preparedness Grant</p> <p style="margin: 5px 0; color: #0070c0;">emergency response fund</p> </div>
<p>Review grant information and click Start a Grant Application</p>	

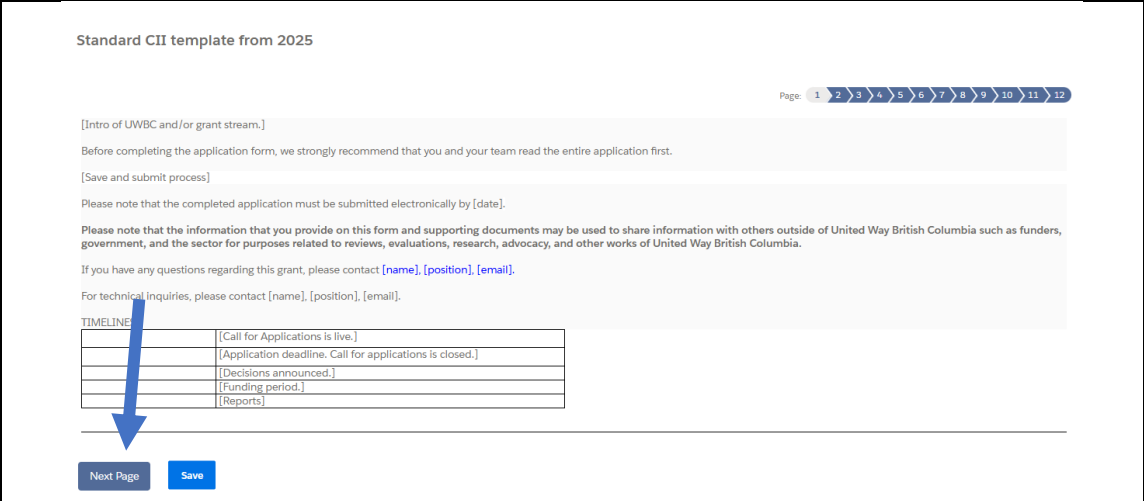
Click **Next**.

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

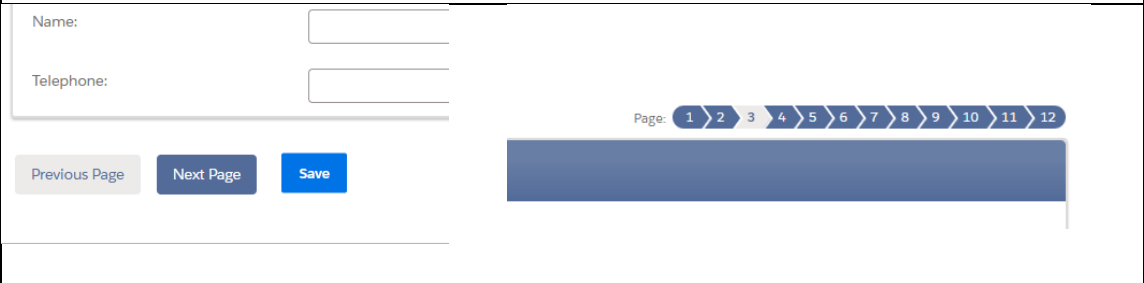


Read application intro on the first page of the application.

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

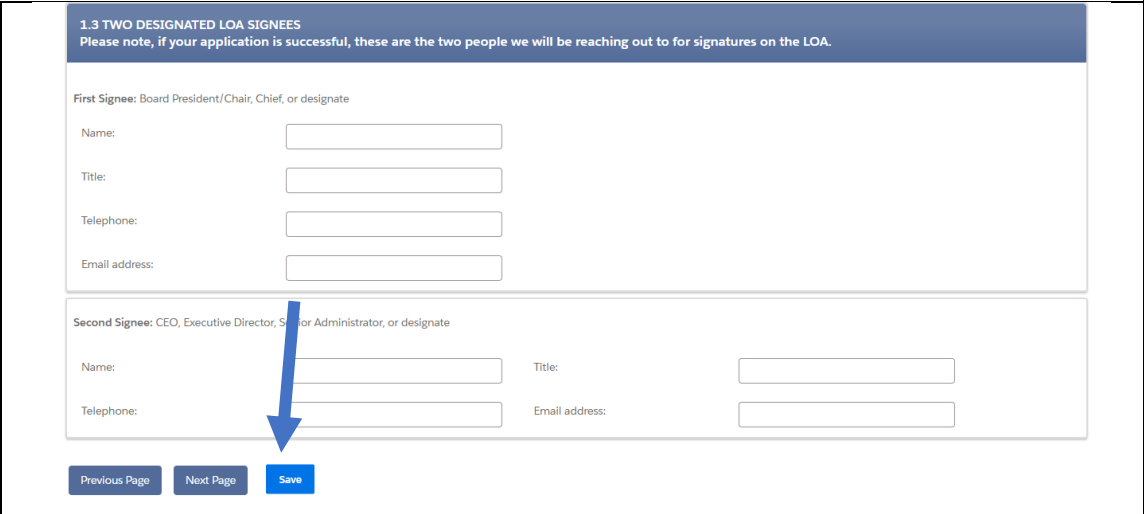


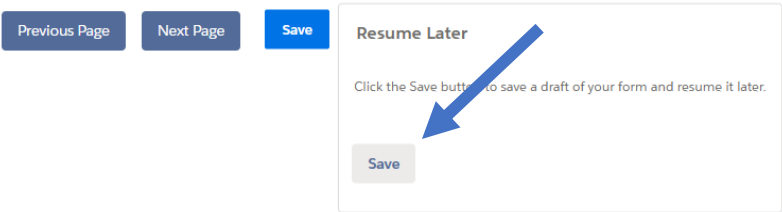
Please use the **Previous Page** and **Next Page** button at the bottom left or the page numbers on the top right to navigate throughout the application.

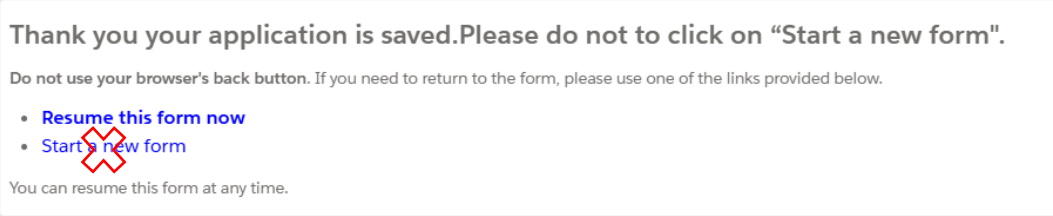


Saving

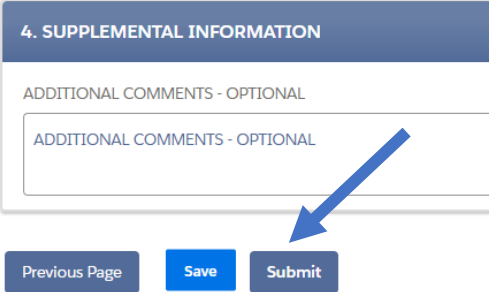
To save, click on the **Save** button at the bottom left corner of each page.



<p>Next, click on the Save button in the Resume Later 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. You can click on Resume this form now to return to the application.</p> <p>Please do not click on Start a new form. This function does not work.</p>	
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Submitting

<p>On the last page of the application form, you will see a Submit 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>Please review your response and confirm.</p> <p>You MUST click the confirm button at the bottom of this page to finalize your response. If you want to print this page for you</p>
--	---

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.

The screenshot shows three buttons at the top: a blue 'Confirm' button, a 'Make a correction' button with a pencil icon, and a 'Print this page' button with a printer icon. Below these is a white notification box with a blue border. The notification text reads: '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.' There is a blue 'OK' button in the bottom right of the notification. At the bottom of the screenshot is a page navigation bar with buttons for pages 1 through 12. Page 11 is highlighted in red, indicating an error on that page.

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.

The screenshot shows a print dialog box with the title 'Print' and '14 sheets of paper'. It has three sections: 'Destination' with a dropdown menu showing 'Microsoft Print to PDF' selected; 'Pages' with a dropdown menu showing 'Save as PDF' selected; and 'Layout' with a dropdown menu showing 'Portrait' selected.

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.

The screenshot shows a confirmation message: '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.' Below the text is a green icon of a folder with a document, followed by the text 'Grant Applic Final Cl'. Below that is a box with the text 'Status Submitted'.

Important Tips

Proposed Budget

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

Total Income	Total Expenses	Surplus / Deficit
28000.00	28000.00	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

Files (2) Add Files View All

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

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	Critical Food Infrastructure Grant 2023-08-14	United Way British Columbia	2023-08-14	Submitted
23	Critical Food Infrastructure Grant 2023-10-16	United Way British Columbia		In progress
24	CYMH - CNVI 2023-05-05	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	Critical Food Infrastructure Grant 2023-08-14	United Way British Columbia	2023-08-14	Submitted
23	Critical Food Infrastructure Grant 2023-10-16	United Way British Columbia		In progress
24	CYMH - CNVI 2023-05-05	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](#).