Navigating e-CImpact

Guide to Applying for the Anti-Bias Teacher Grant from United Way

# Creating an account in e-CImpact

1. From “Apply” [link](https://agency.e-cimpact.com/login.aspx?org=53255U) on the [webpage](https://www.unitedwaygmwc.org/Emerging-Leaders/Anti-Bias-Curriculum-Awards.htm), create an e-CImpact account, then click “Next” on the following page.



1. Complete the required fields marked with an asterisk (\*). For “Agency Name,” type your own name. Skip unrequired fields that don’t apply.
2. Choose “Anti Bias Teacher Grant.”
3. Answer the eligibility screener questions, then click “Continue.”
4. You’ll receive two confirmation emails from admin@e-cimpact.com almost immediately. Check your spam or junk folder if you don’t receive them.
5. Click the link and log in with your newly created username and password.

# Completing the Application on e-CImpact

1. To ensure your answers are saved, we recommend saving often or drafting answers in a separate document and pasting them into e-CImpact once finished.
2. After logging into your e-CImpact account, find the Anti Bias Teacher Grant on your home page.
3. Begin Section 1. When finished, click “Save My Work and Mark as Completed” at the bottom of the page.





1. The status and color will change for that section. Complete Section 2 and mark as completed.



1. The section named “Documents” allows you to upload optional documents, but you’ll need to mark it as completed in order to submit.
2. Once all sections are marked completed, a red button will appear. Clicking it will officially submit your application and block you from making further changes, so be sure your report is final before submitting. A confirmation email will be sent to the address listed on the page.
3. If you submit by mistake or need to make changes **before September 20**, you may email Dawn Helmrich at dhelmrich@unitedwaygmwc.org to request that she reopen your application for you to make edits. Requests on or after September 20 will not be granted.