



Granite United Way

An Organization's Guide for:
Completing the 2020 Request Proposal (RFP)
Application

Follow the instructions below to complete the RFP application.

To complete the RFP, navigate to:

<https://forms.gle/aLp6efSrwDRcCF2y7>

To complete this application, you will be required to have a Gmail account. This will allow you to upload the required documents. If you do not have a Gmail account and need assistance setting one up, follow the instructions below.

Please note that the application form will not automatically save until it has been completed and submitted. We **HIGHLY RECOMMEND** gathering the required PDF documents and completing the application in a separate document prior to opening the link to the application form. This will ensure that no information is lost prior to submitting your final application.

If for some reason you are unable to complete your application using this platform, please contact us as soon as possible at RFP@graniteuw.org

Creating a Gmail Account:

<https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/>

<https://www.wikihow.com/Create-a-Gmail-Account>

Navigate to the application form:

To find the Request for Proposal Form, navigate to <https://forms.gle/aLp6efSrwDRcCF2y7>

*If you are NOT requesting funding, you do not need to complete this form.

*If you ARE requesting funding, you must also complete the Request for Qualification (RFQ) form.

Granite United Way Request for Proposals (RFP) 2020

This process opens on June 29, 2020 and closes on July 24, 2020

All organizations requesting funding from Granite United Way must also complete the Request for Qualification Form (RFQ) <link here>. The RFQ is due on July 14, 2020.

We strongly recommend that you prepare the answers to the questions on this form in a separate document (i.e. Word doc.) in order to prevent any loss of work. You are unable to progress through this form until all required fields have been filled.

Any questions about the online application system should be directed to:
RFP@graniteunw.org

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not granite2020@gmail.com? <link>

* Required

RFP form

Enter Email Address:

This form requires that you enter an email address. This is the address that you will receive your confirmation when you submit your application. Your confirmation email will also include a link that will allow you to go back and edit your completed application up to the final due date.

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The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not guwrfp2020@gmail.com? [Switch account](#)

* Required

Email address *

Your email

Next

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Google Forms

Entering answers to questions:

To continue to the next question, click in the answer field next to that question. Each question marked with a red * symbol indicates that it is a required field. If you do not place a value in that answer field, you will not be able to continue your application.

If you have prepared your answers in a separate document (we highly recommend this) then cut and paste your answers into the online form.

For multiple choice questions, simply click the circle or square next to your answers. Note that some questions will allow more than one answer, while others do not.

The screenshot shows a Google Docs interface with a form titled "Granite United Way Request for Proposals (RFP) 2020". The form includes a header with a photo of four people and the United Way logo. Below the header, there is a section for "Objectives" with a text box for the user to enter their objectives. A red arrow points to the "Objectives" section with the text "Chose one of these answers". The form also includes a section for "Please select the area that best fits your program." with three radio button options: LEARN, EARN, and BE HEALTHY. At the bottom, there are "Back" and "Next" buttons, a progress bar, and a page number "Page 4 of 11".

Some organizations request funding from multiple Granite United Way regions. Enter the total amount of funding you are requesting. In the next section you will be provided space to specify the amount requested from each individual region.

Click “yes” or “no” to indicate if you are requesting from multiple regions.

Total dollar amount of funding requested from Granite United Way *

If you are requesting funding from multiple regions, you will be prompted to itemize requests in section 2

Your answer

Total \$ amount requested

We are requesting funds from multiple Granite United Way regions *

☐ Yes

☐ No

Back Next

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Google Forms

Uploading Documents:

In both applications there are documents to be uploaded. Documents are to be submitted in PDF format and need to include the name of your organization on each document.

To submit a document, simply click the ADD FILE button under each document title.

You will be directed to drag a file into the Insert File window or manually select a file from your device.

files and submit this form. Not guwrfp2020@gmail.com? [Switch account](#)

Program Budget

Please submit the budget for the program. Please be sure that the budget provided aligns with the following specifications:

- **Three years of the program's budget, not organization budget, should be provided. The second and third year should reflect the projected program budget, including a line item for this year's funding request from Granite United Way (GUW). The first year should reflect the fiscal year immediately prior to the year reflected in the "second year" column.
- **The budget should include a specific revenue line item for the GUW Grant.
- **The budget should also include specific revenue line items for GUW Designations that are specifically applied to the program and for grants from other United Ways.
- ** All attachments must be in PDF format
- ** Please be sure to that your organization's name is clearly indicated on each PDF document.
- ** Uploading document(s) to this form requires that you have a Gmail account. If you are unable to use a Gmail account, please email RFP@graniteUW.org. Be sure to note the name of your agency & GUW region in the subject line.
- ** If you are unable to upload document for any reason, please contact RFP@graniteuw.org

Upload up budget document(s) here:

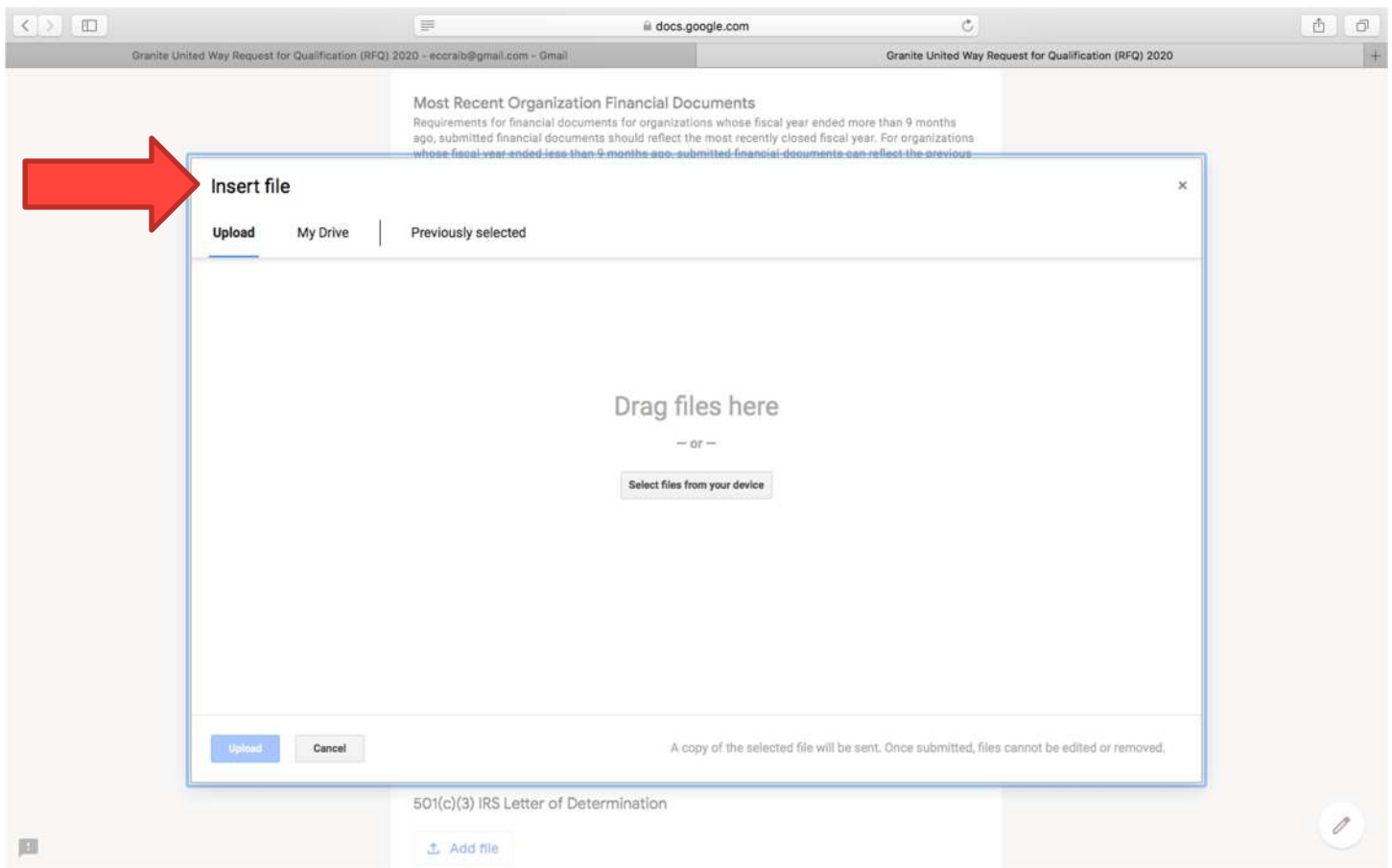
[Add file](#)

[Back](#) [Next](#) Page 10 of 11

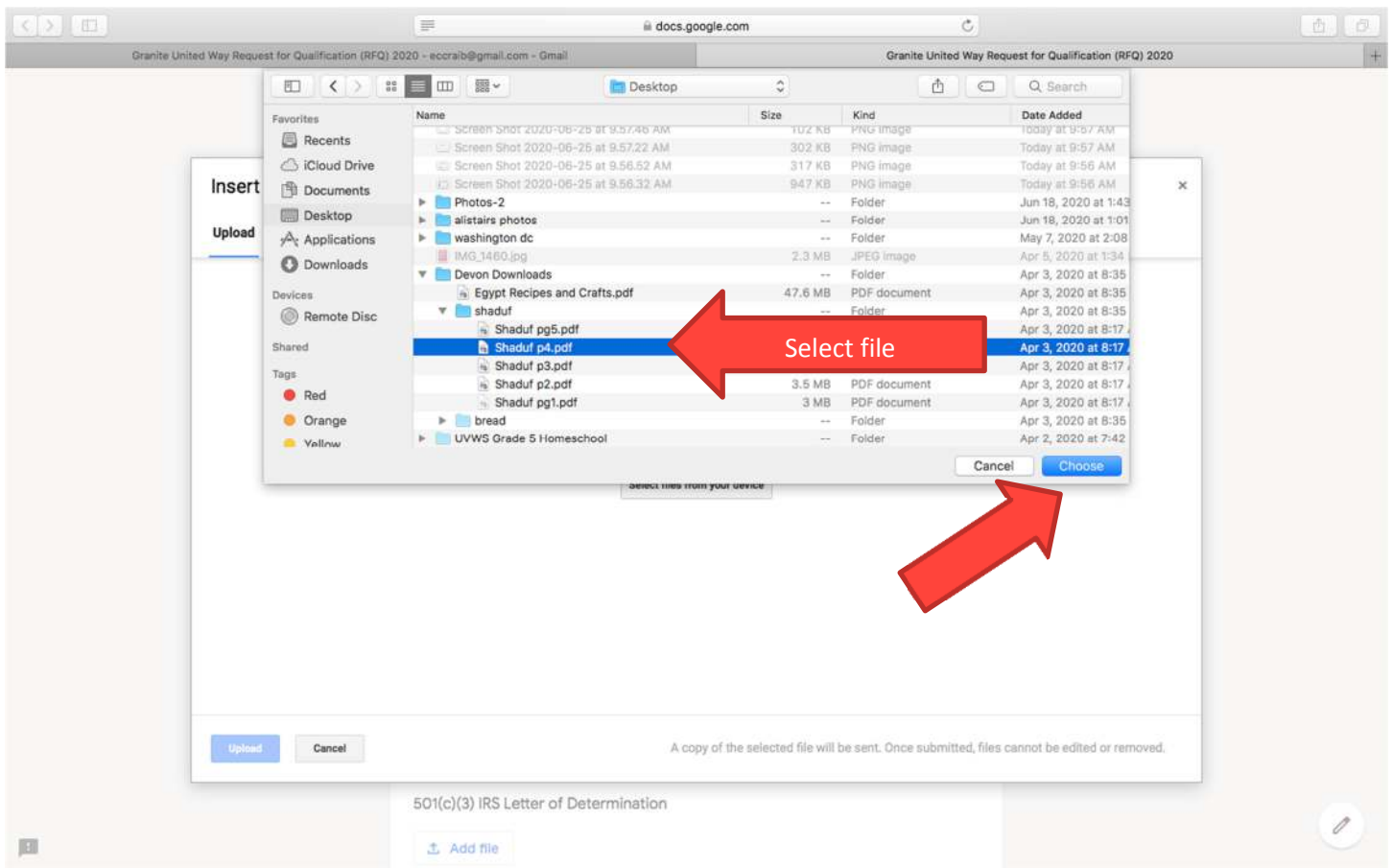
Never submit passwords through Google Forms.

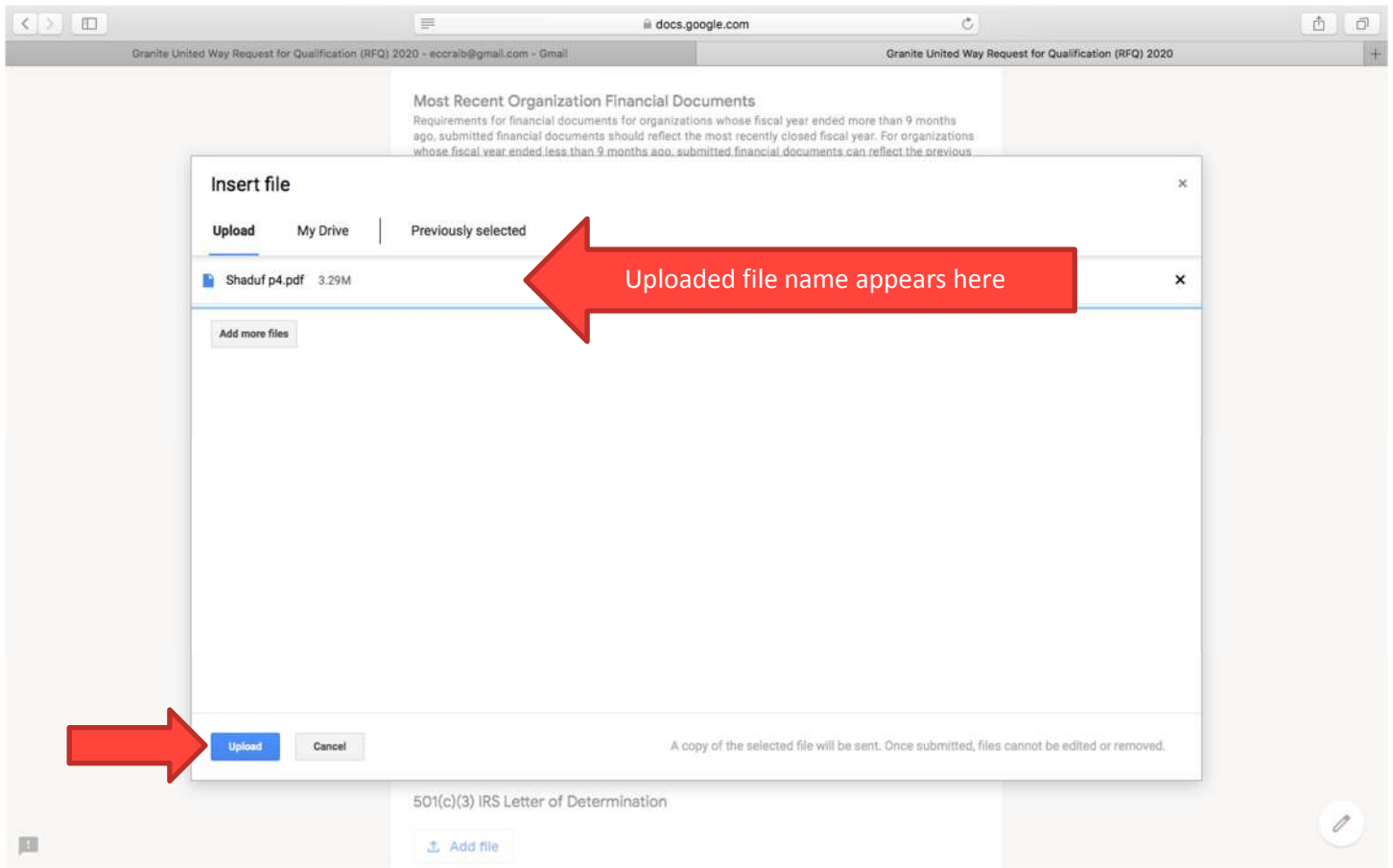
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Google Forms



Select a file from your device (note that all devices vary in appearance) by clicking on it and selecting “choose” or “open”. You will see the document name appear on the list in the Insert File window. Click “Upload”.





Regions/Individuals Served:

You will be asked about the Granite United Way regions that your organization serves. An answer is required for each region. If you are not requesting funds from that region, please enter “0” into the answer blank.

docs.google.com

Granite United Way Request for Qualification (RFQ) 2020 - eccraib@gmail.com - Gmail

Granite United Way Request for Qualification (RFQ) 2020

Central Region *

Your answer

Merimack County Region *

Your answer

North Country Region *

Your answer

Northern NH Region *

Your answer

Southern Region *

Your answer

Upper Valley Region *

Number required for each region

Submitting your application:

At the end of your form, you will see a SUBMIT button. Click this button to complete your form.

The screenshot shows a Google Form titled "Program Budget Narrative" for the "Granite United Way Request for Proposals (RFP) 2020". The form is displayed in a web browser window. It contains three text input fields, each with a placeholder text "xyz answer". A large red arrow points to the "Submit" button at the bottom of the form. The page number "Page 11 of 11" is visible in the bottom right corner. The form also includes a "Back" button and a "Submit" button. A message at the bottom states: "A copy of your responses will be emailed to the address you provided." The form is secured with reCAPTCHA and includes a disclaimer: "This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy".

A message will appear indicating that you have successfully submitted your form. A copy of your responses will be emailed to the address you provided at the top of the form. You will be permitted to go back and edit your application up to the closing date. You may also submit additional applications.



If you have any additional questions or concerns, please contact our Community Impact Team at RFP@graniteuw.org