Granite United Way

An Organization's Guide for:

Completing the 2020 Request for Qualification (RFQ) Application

Follow the instructions below to complete qualification application.

To complete the RFQ, navigate to:

https://forms.gle/verdkVDzC2aKyt7H6

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 is 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

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Creating a Gmail Account:

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

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

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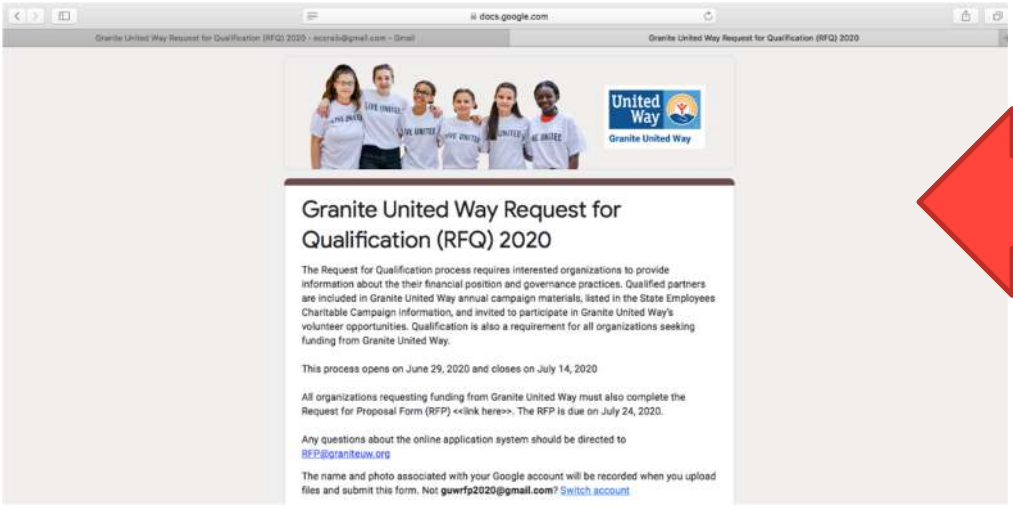
Navigate to the application form:

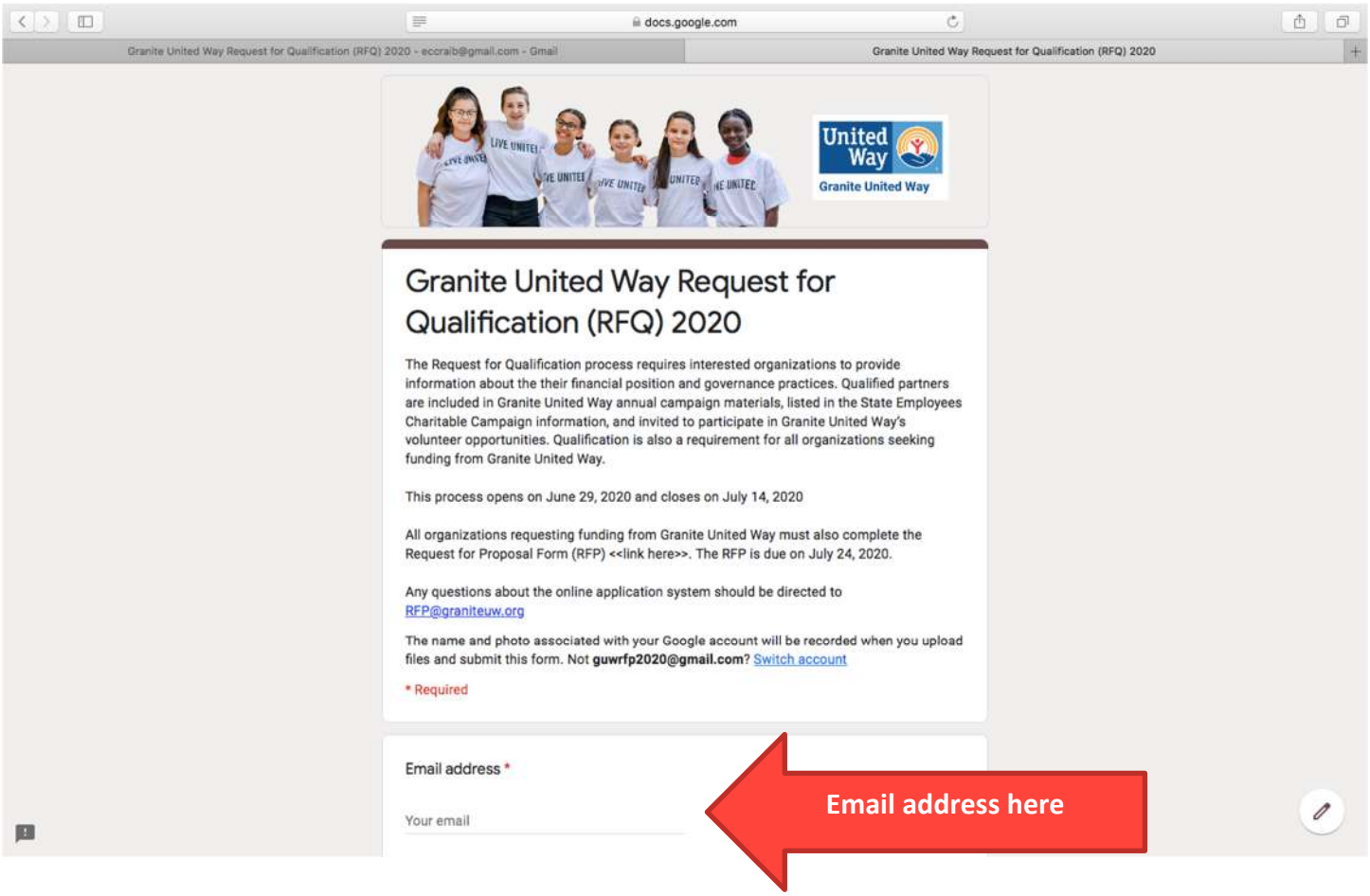
To find the Request for Qualification Form, navigate to https://forms.gle/verdkVDzC2aKyt7H6

***Each organization must complete this 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.



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 next to your answer.

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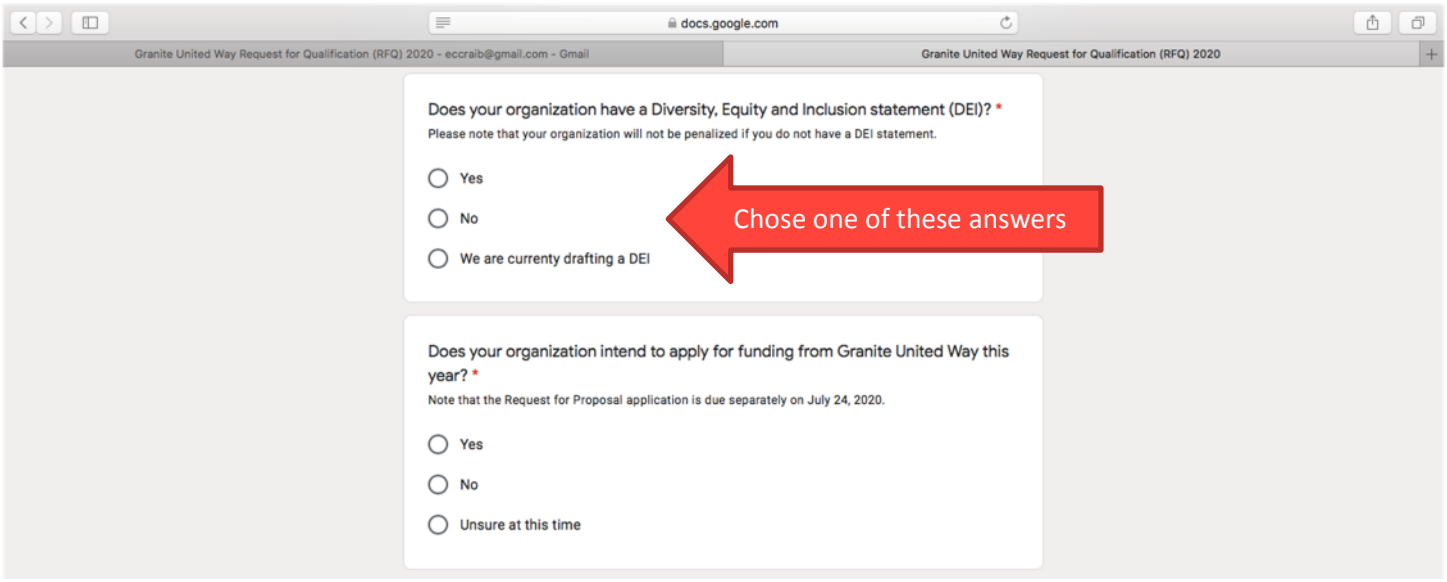

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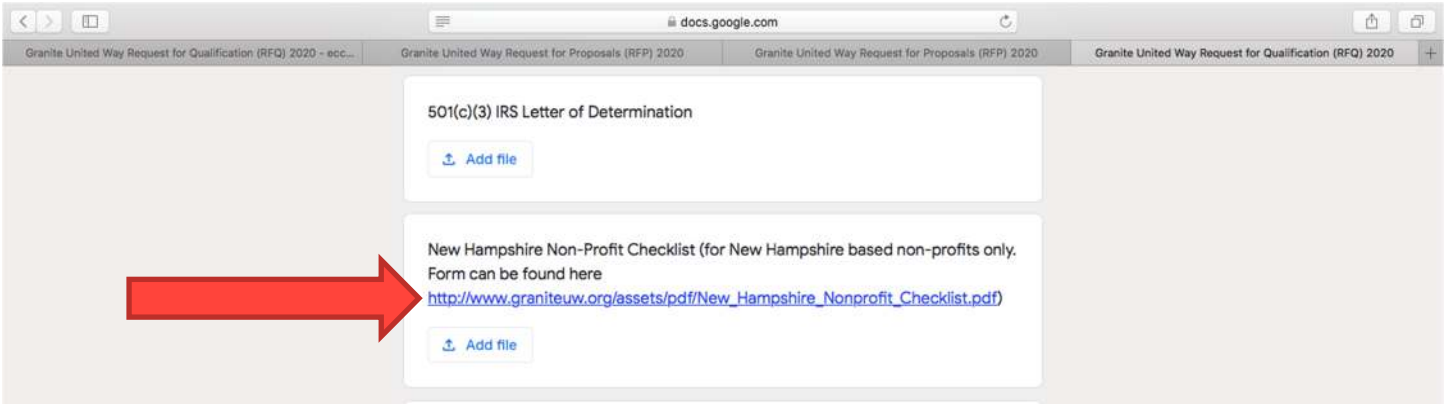
Uploading Documents:

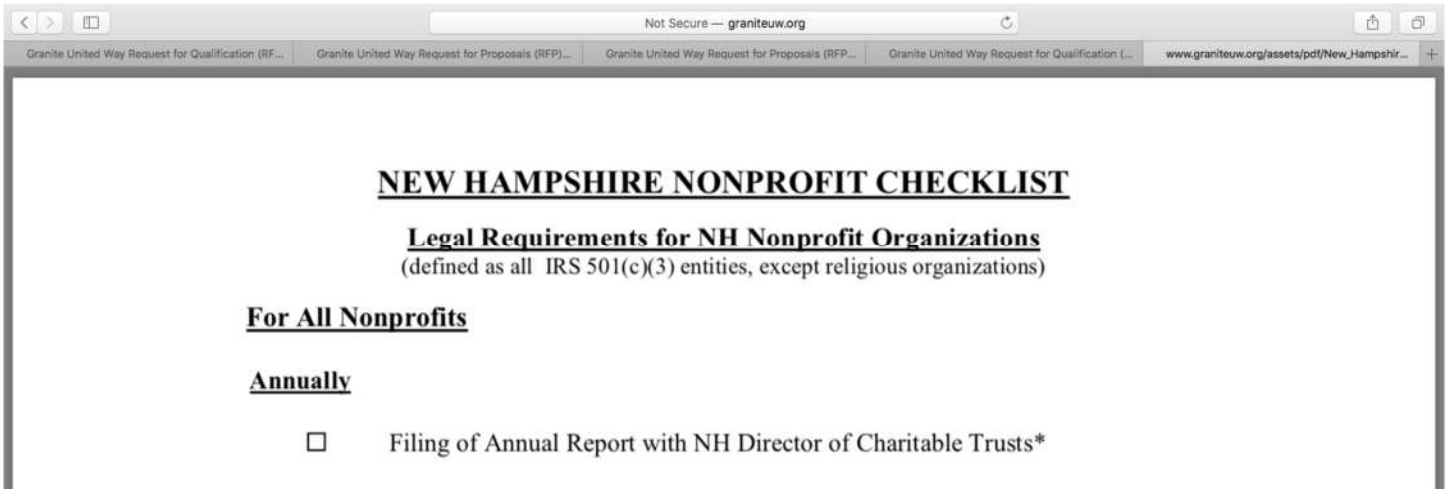
In this application there are documents to be uploaded. Documents are to be submitted in PDF format and need to include the name of your organization on each document.

Please note that some of the required documents listed on the RFQ can be found on the *GUW Application Packet*. You will be required to download, print, complete, sign and scan these documents prior to uploading them to your online application. There are also links to these forms on the application form.

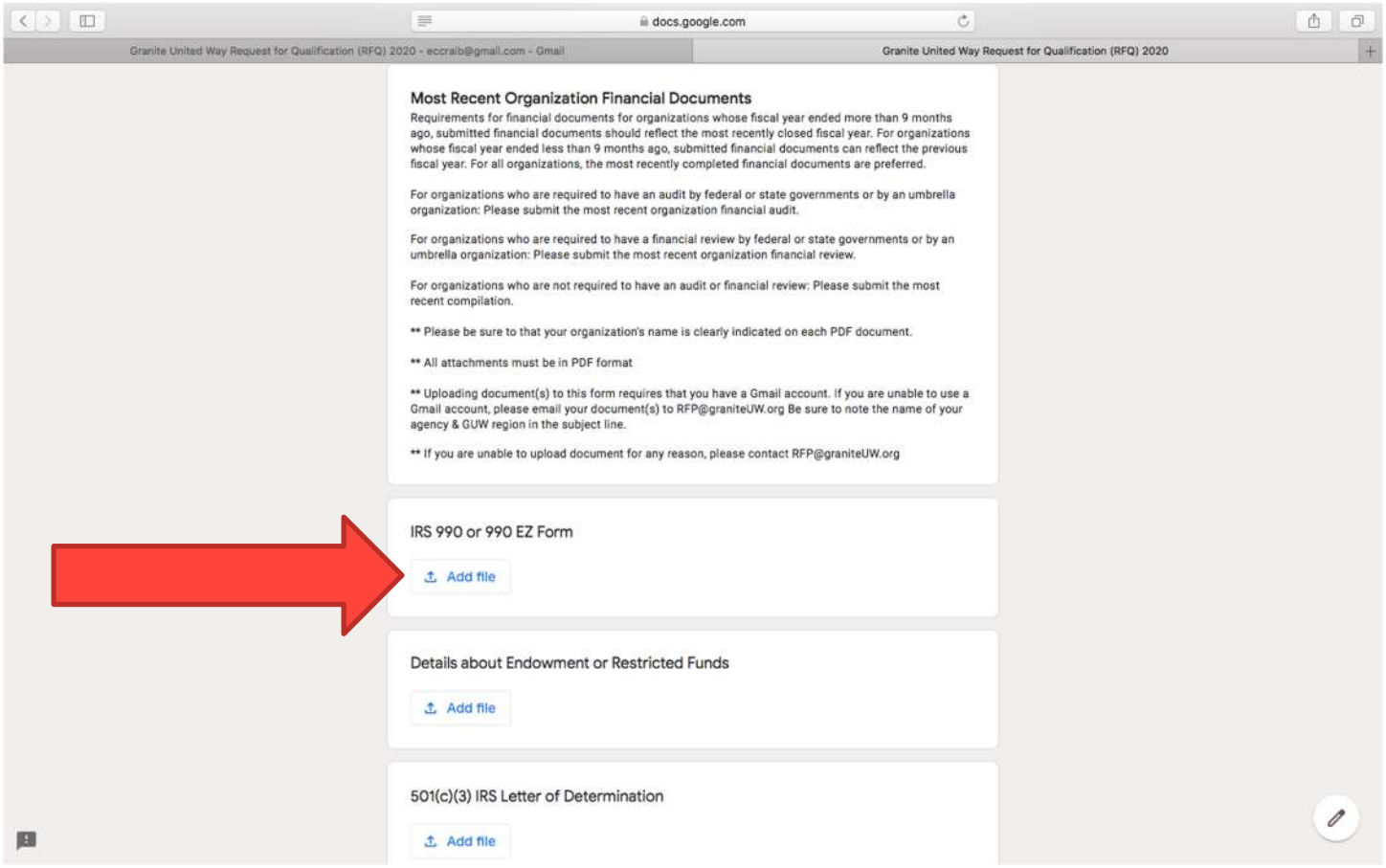
To access a document from the application form, click the link next to the name of the document. This will take you to a copy of the document on our website that can be printed.



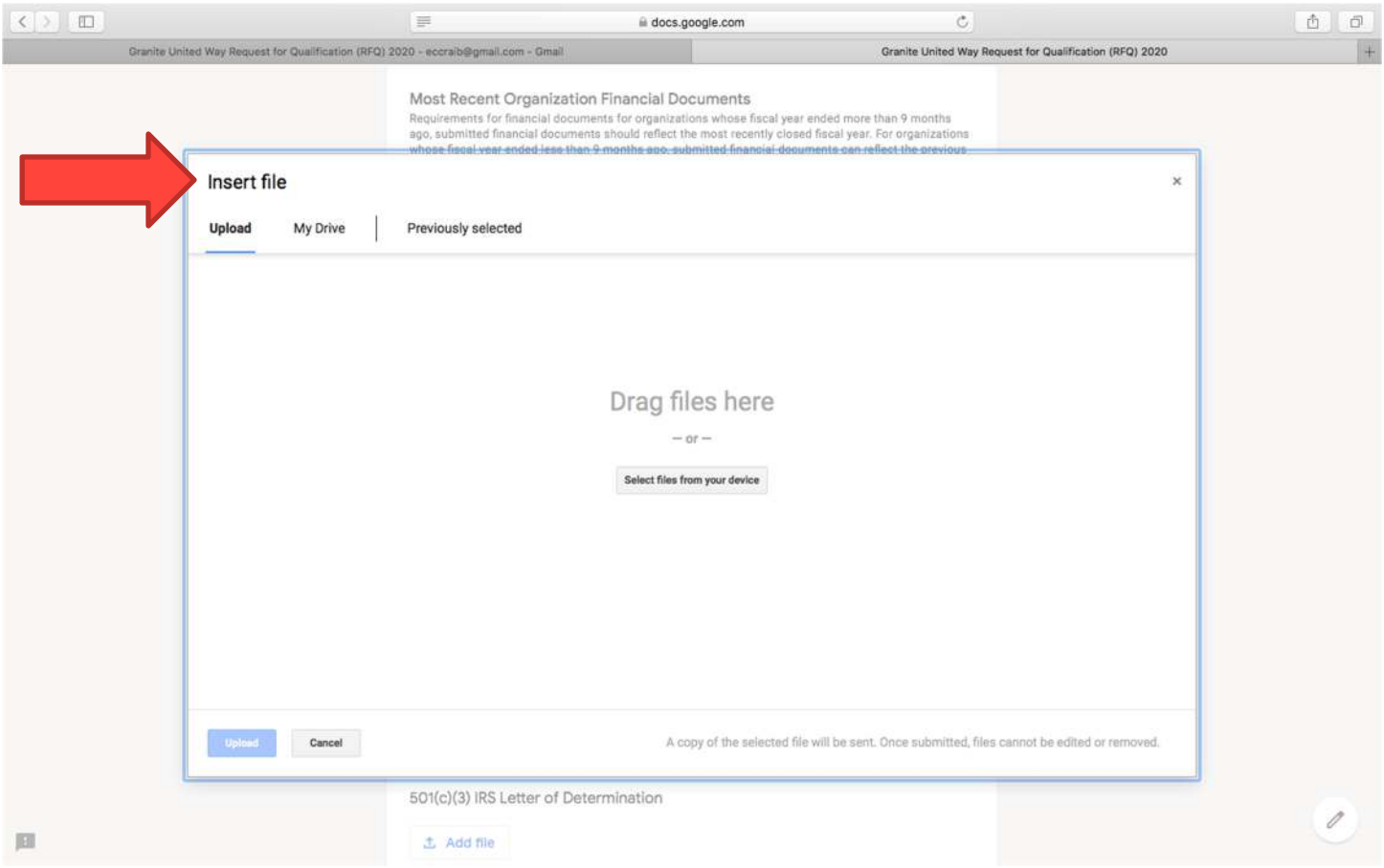
A printable version of the document to complete, sign, scan and upload.



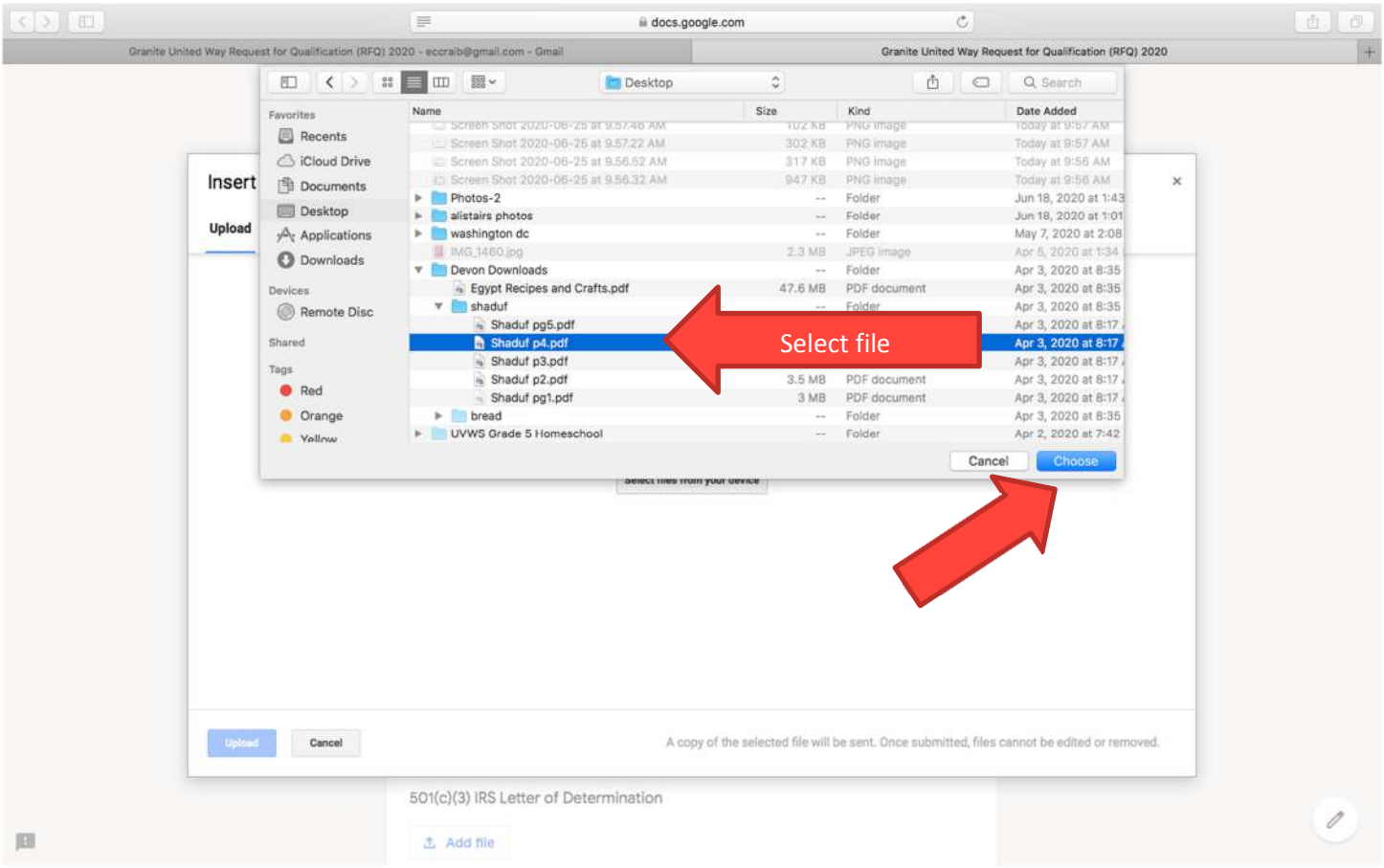
To submit/upload a document, simply click the ADD FILE button under each document title.



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



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”.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Desktop
Search
Favorites
Recents
iCloud Drive
Documents
Desktop
Applications
Downloads
Devices
Remote Disc
Shared
Tags
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Orange
Yellow
Name
Size
Kind
Date Added
Photos-2
alistairs photos
washington dc
Devon Downloads
Egypt Recipes and Crafts.pdf
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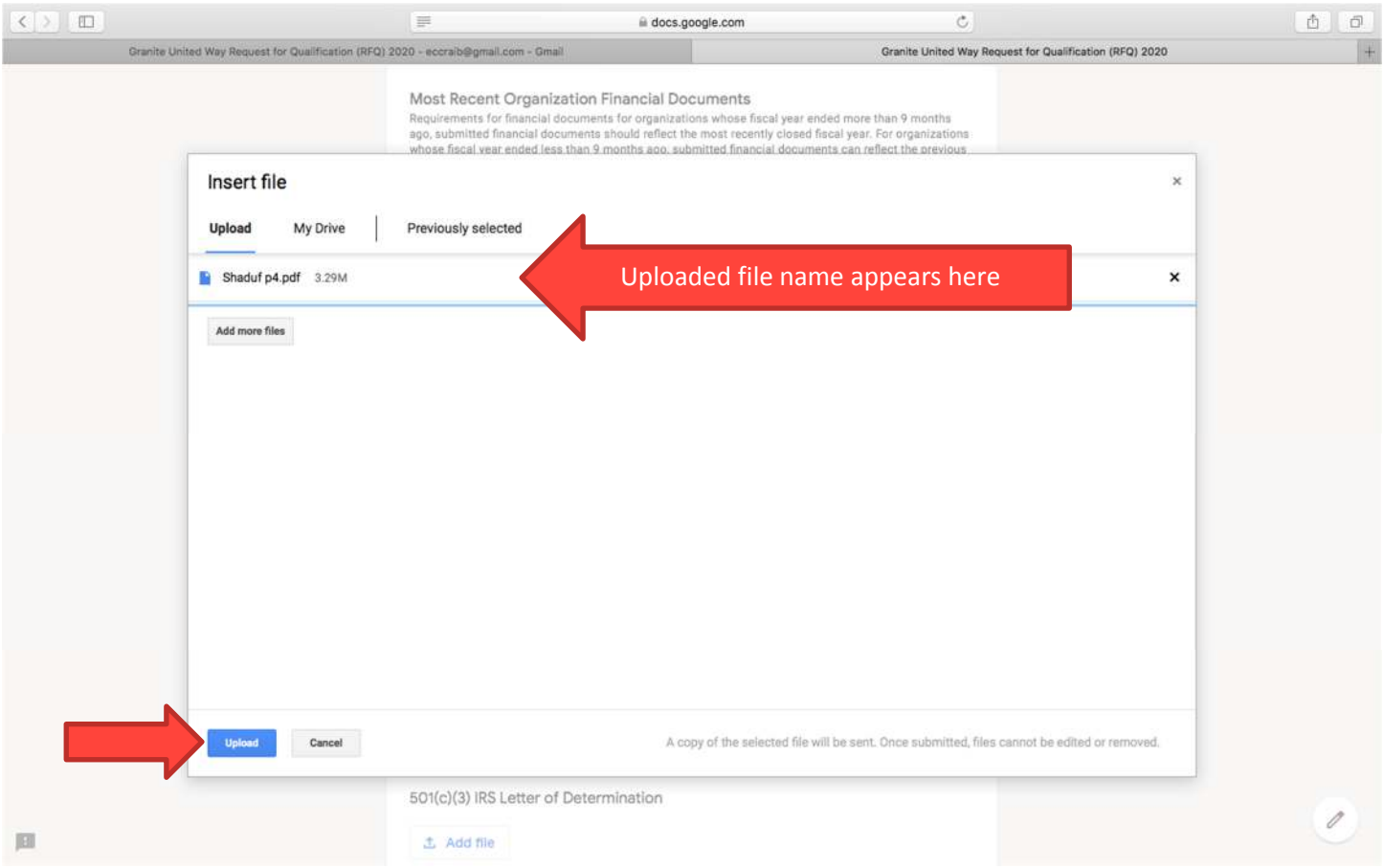
3 MB
PDF document
bread
UVWS Grade 5 Homeschool
Cancel
Choose
Select file
Insert
Upload
Upload
Cancel
A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.
501(c)(3) IRS Letter of Determination
Add file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Granite United Way Request for Qualification (RFQ) 2020 - eccraib@gmail.com - Gmail
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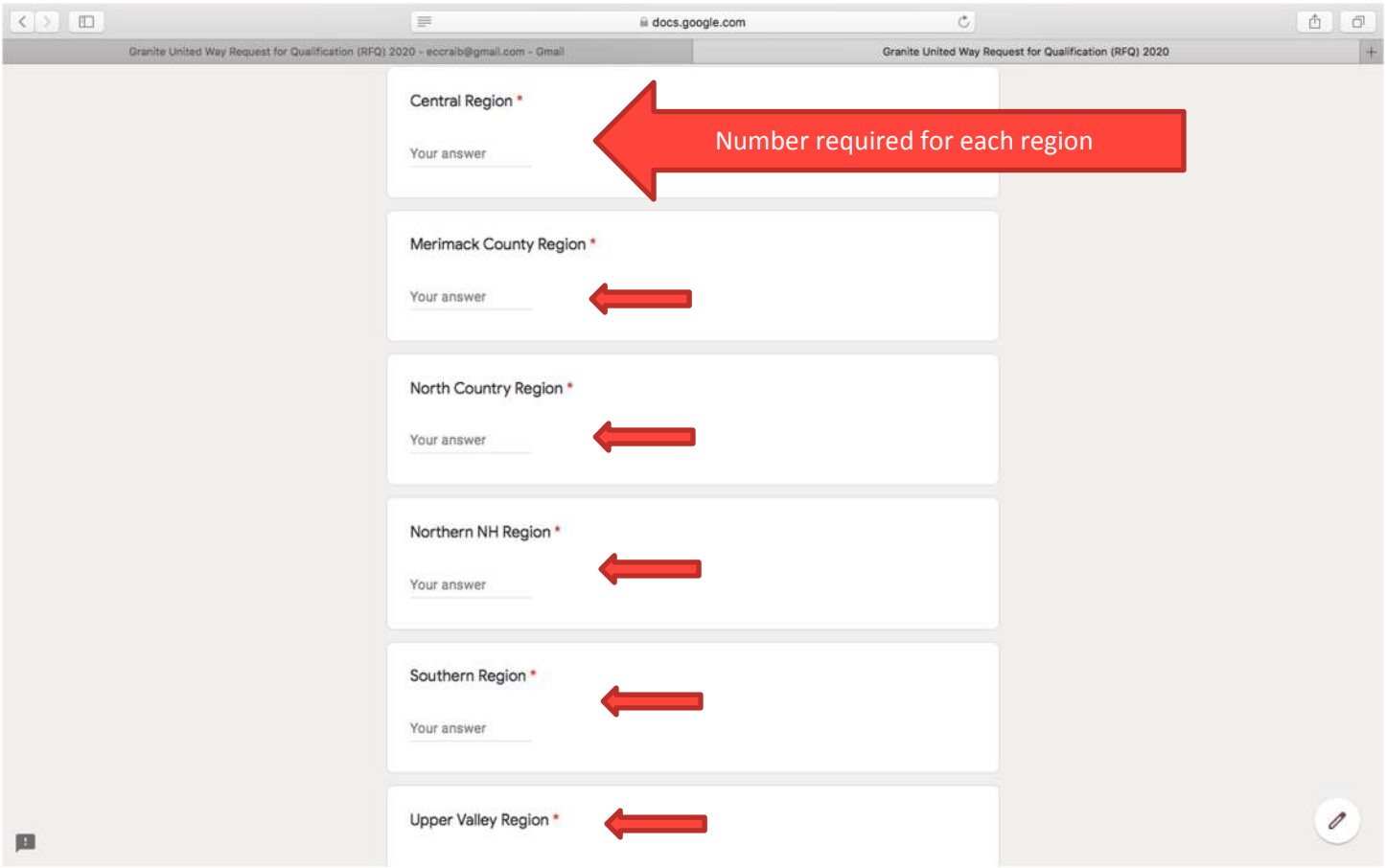
Most Recent Organization Financial Documents
Requirements for financial documents for organizations whose fiscal year ended more than 9 months ago, submitted financial documents should reflect the most recently closed fiscal year. For organizations whose fiscal year ended less than 9 months ago, submitted financial documents can reflect the previous
Insert file
Upload
My Drive
Previously selected
Shaduf p4.pdf 3.29M
Uploaded file name appears here
Add more files
Upload
Cancel
A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.
501(c)(3) IRS Letter of Determination
Add file

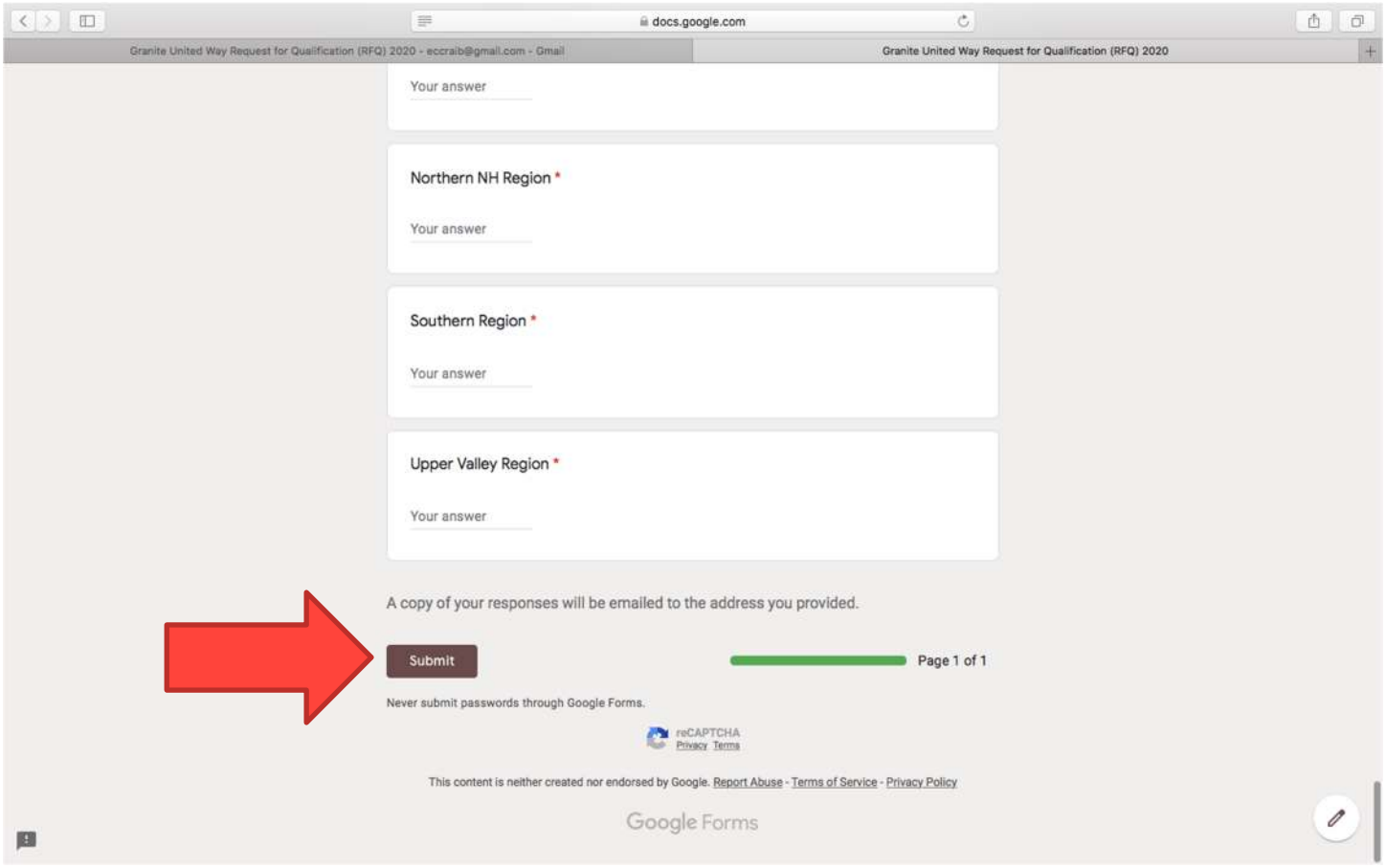
Regions/Individuals Served:

You will be asked about the Granite United Way regions that your organization serves. An answer is quired for each region. If you do not serve a particular region please enter “0” into the answer blank.

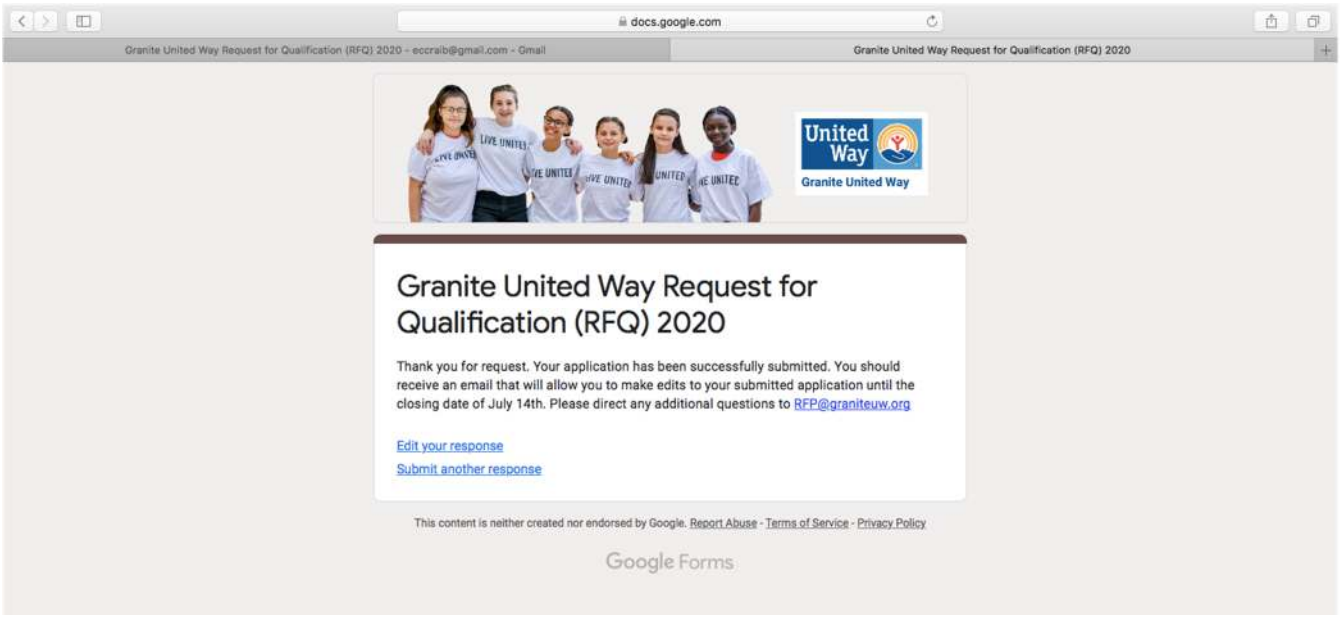


Submitting your application:

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



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

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