

# Top Tips for using E-CImpact

We've designed our system to be an intuitive way to submit your Letter of Intent for the 2022 – 2025 Community Investment Process. Just in case you get lost, stuck or confused, we've put together a short list of tips and items to pay attention to as you submit your application.

## Each page has context specific instructions.

We have provided instructions at the top of each form – because each page is unique, please be sure to read those instructions thoroughly before completing the questions. In addition, we've provided help “bubbles” in the form of green question marks next to questions that may need more clarification. Be sure to hover over those before answering.

## You can attach multiple programs to a Letter of Intent within a single investment stream.

If you are requesting funding for two programs within the same area (eg, two Early Learning Programs within Hillsborough/Pinellas), make sure you input the program information for BOTH before hitting the final submit button on the application. If you are requesting funding for two programs within a *different* area (eg, Sarasota Desoto Financial Stability for one, and Manatee Early Learning for the other) you will complete two separate Letters of Intent.

## Pay close attention to terminology and page numbers.

Certain forms may ask about “agency” information, and others about “program.” Be sure to pay attention to the name of the form so that you don't accidentally mix up the information. In addition, any reference to page numbers means you should take a look at the Community Investment Guidelines on our website.

## When in doubt, reach out.

Our team is here to help. Simply reach out to [communityinvestments@uwsuncoast.org](mailto:communityinvestments@uwsuncoast.org) with any questions or requests for assistance.

Good luck!