



Brant United Way

2022 Grant Application

Working in Excel

This information sheet is intended to provide some helpful information that may assist local charities as they complete the 2022 Grant Application for Brant United Way.

Working in Excel

The 2022 Grant Application was created using Excel. If you are not overly familiar with Excel, here are a few things to keep in mind.

Moving from Tab to Tab

The funding application includes five (5) tabs and you will need to complete questions in each of these tabs. To move from tab to tab, you would simply click on the tab you wish to view at the bottom of the workbook.

A screenshot of the Brant United Way Funding Application form in Excel. The form is titled "Brant United Way Funding Application" and "Section 1 - Who Will Be Helped". It contains several questions and input fields. Question 1-a asks "Who will be helped as a result of this funding? (Please be specific)" and has a large blue highlighted text box. Question 1-b asks "Would the people being helped be considered a special population (ex. BIPOC, Seniors, etc.)?" and has two radio button options: "Yes (please describe)" and "No". Question 2 asks "What need is being experienced by these people that will be addressed through this funding?" and has a large white text box. At the bottom, there are five tabs: "Who Will Be Helped", "Describe the Service", "Service Outcomes", "Budget", and "Applicant Information". A yellow arrow points to the "Who Will Be Helped" tab. The status bar at the bottom indicates "Page: 1 of 1".

Areas Highlighted in Blue

Areas highlighted in blue show questions that have not yet been answered. As you click various options, you may see new areas highlighted as they would now need to be completed as well.

Selecting Options

Throughout the application, there are several times where you will be asked to select from several options. For options where you would select your response using a circular button, you can only select one option.

For options where you select your response using a square button, you can select multiple options. Please note: There will be times when selecting more than one option would not be appropriate, so if you accidentally select more than one option, you can simply click the checkbox again to unselect an option.

Available Space for Answers

There is limited space when entering answers and this was intentional. The goal was to create a situation where applicants needed to be as simple and as concise as possible.

When you are entering your answer, you should be aware of the limited space and always double check after you finish entering your answer to ensure the full answer is fully visible in the space provided.

An important thing to keep in mind...if you are not able to see the full answer, it will not be visible to those volunteers reviewing the applications either.

Point Form or Bullets

It may be easier to answer many of the questions in point form or with bullet points. Every volunteer will be advised that point form is acceptable (in fact most of last year's volunteers shared they would prefer them). Please don't worry, the assessment of an application is based on content, not style.

If you are trying to start a new line, or create a bullet point list, you likely won't be able to simply press enter like in word. Instead you would click the "Alt" key and the "Enter" key at the same time. For bullets, simply use the "-" key at the start of each new bullet.

Spell Check

Excel does not automatically spell check. You can usually spell check in Excel using the F7 key, but this might not work due to the application being protected. If you want to check your spelling, it may be helpful to copy your answer into a word document, make any changes that might be needed, then paste them into the application.

We are Here to Help

In the event someone requires more assistance, or would like to connect directly with a member of the Brant United Way team about the application, there are several options available:

- Applicants can sign up for one of several Zoom sessions where Brant United Way will share information about the application, answer any questions, and provide any additional clarification that may be helpful. You can sign up for these sessions through the Brant United Way website,
- Applicants can request a one-on-one session with a member of the Brant United Way team to ask questions specific to their individual application. You can sign up for one of these sessions through the Brant United Way website, or
- You can reach out directly to Dan Rankin at daniel@brantunitedway.org.