

2018 Community Investment Allocation Application Checklist

Applications due by 3pm on February 23rd 2018

- Each organization must fill out the “Cover Sheet”
- Each organization must fill out the “Program Application” for *each* program you are applying for a grant
- While filling out the Cover Sheets and Program Applications for your organization, do not change or modify font sizes and formats

Items to Submit to UWWCE:

- Your most recent IRS Form 990 (*2 copies, 3-hole punched*)
- Your most recent audited financial statement OR most recent year-end financial statement (if an audit is not required by law) (*2 copies, 3-hole punched*)
- Current year unaudited financial statement with one-page summary of category details
- List of Board of Directors and their affiliations and a brief description of key staff members (*2 copies, 3-hole punched*)
- Organization “Cover Sheet” (*1 copy*)
- Your IRS 501(c)3 determination letter or statement of status as a unit of government or tax exempt charitable organization (*1 copy*)
- Annual report, if available (*1 copy*)
- Your completed “Program Application(s)” (*2 copies per program application*)
- E-mail a PDF of each of the above mentioned items to lois@uwwce.org
- ** A quarterly grant impact report is due to the UWWCE (email lois@uwwce.org) on the following dates: April 30th 2018 (2017 funding grantees), July 31st 2018 (2017 funding grantees), October 31st 2018 (all grantees),**

Timeline for Community Investment Allocation Announcements

February 23rd 2018: Program applications due no later than 3pm

Mar 13th: Community Investment meeting #1 (no agency presentation)

Mar 13th – April 3rd: Agency and program visits by Panel members

April 10th: Community Investment meeting #2 (no agency presentation)

By June 15: Agency notification of funding allocations and “estimated future funding”

United Way of Washington County-East

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