

2023 Community Investment Allocation Application Checklist

Applications due by 3pm on March 15th

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 via hard copy to UWWCE office (all hard copy items must be double sided): NO STAPLES

1 Copy of each program application with all items listed below that are being submitted via online portal Most recent annual report (hard copy only)

Items to submit via online application portal at uwwce.org/apply-for-funding

Organizational Cover Sheet (1 cover sheet per organization)

Program Application (1 application per program)

Your most recent IRS Form 990

Your most recent audited financial statement OR most recent year-end financial statement (if an audit is not required by law)

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

Your IRS 501(c)3 determination letter or statement of status as a unit of government or tax exempt charitable organization

**** Grant impact reports are due to the UWWCE (email lois@uwwce.org) on the following dates:**

- December 15, 2023
- July 14, 2024

Timeline for Community Investment Allocation Announcements

February 1st 2023: Program Applications go live on uwwce website

March 15th 2023: Program Applications due no later than 3pm

May/June 2023: Agency and program visits by Panel members (preferred in-person)

June: Community volunteer recommendations

July 18th 2023: United Way of Washington County East Board Approval for payments 1 and 2

July: Agency notification of August and December 2023 funding allocations

January 16th 2024: United Way of Washington County East Board Approval for payments 3 and

4 January 2024: Agency notification of February and May 2024 funding allocations