

2024 Community Investment Allocation Application Checklist

Applications due by 3pm on March 15, 2024

- ☐ 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 report is due to the UWWCE (email lois@uwwce.org) on the following date: January 14th 2025**

Timeline for Community Investment Allocation Announcements

March 15th 2024: Program applications due no later than 3pm

May 14th: Community Investment meeting #1 (no agency presentation)

May 15th - June 14th: Agency and program visits by Panel members

June 18th: Community Investment meeting #2 (no agency presentation)

July 31st: Agency notification of funding allocations and “estimated future funding”

January 31st: Agency notification of funding allocations for 2nd half of year

July 18th: Final Impact report due

United Way of Washington County-East

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