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**2018 Kay Clint Application Checklist**

 Each organization must fill out the “Program Application” for the program you are applying for a grant

 While filling out the Program Applications for your organization, do not change or modify font sizes and formats

**Items to Submit to UWWCE:**

Return 2 hard copies of the completed Kay Clint Program application

IRS 501(c)(3) tax exemption letter

 Most recent audited financial statements and IRS Form 990.

One year program budget, listing all revenue sources and projected expenses

 List of Board of Directors and their affiliations and a brief description of key staff members

 Annual report, if available *(1 copy)*

 **E-mail a PDF of each of the above-mentioned items to** **lois@uwwce.org** and **Jessica.ryan@uwwce.org**

 \*\* **A grant impact report is due to the UWWCE (email** **lois@uwwce.org** **and** **Jessica.ryan@uwwce.org** **6 months after receiving funding**

**United Way of Washington County-East
Kay Clint Fund for emerging needs**

*Telephone:* (651) 439-3838  *Email:* lois@uwwce.org and Jessica.ryan@uwwce.org

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*Mailing Address:* P.O. Box 305, Stillwater, MN 55082