



## 2020 ALLOCATION APPLICATION CHECKLIST

Before you send your grant application in, please make sure the following elements have been completed and are enclosed with your application. Also, make sure you mail, e-mail, or drop off one copy of each item, **single sided**, by **5:00 p.m. on May 3<sup>rd</sup>, 2019**.

**Please note:** If you e-mail your application, you still need to provide us with the original of page one of the Allocation Application.

**Provide one copy, single sided of each of the following:**

	Allocation Application, including the cover page with signatures, for each program for which you are requesting United Way funding.
	If you believe it would be beneficial to our volunteers, enclose a budget narrative for each applicant program.
	List of Board Members and their addresses.
	Submit 2019 & 2020 Budgets.
	Copy of your most recent Audit or Financial Review if applicable.
	Copy of your most recent Management Letter from audit firm if applicable.
	Copy of your most recent IRS 990 Form.
	Provide at least one <b>NEW*</b> success story on how your organization's program is assisting people in our community and the surrounding areas.
	Provide electronic photos of your program that may be used for United Way publicity. Photos must be emailed to <a href="mailto:lisa@watertownunitedway.org">lisa@watertownunitedway.org</a> .
	Submit a completed Counterterrorism Compliance Certification Form.
	Submit a written policy of nondiscrimination, unless previously submitted.
	Submit a copy of your IRS determination letter stating you are a 501 (c)3 organization, unless previously submitted.
	If your organization does not conduct an audit, please answer the questions on the attached checklist and submit the requested documents. (See our <i>Financial Accountability Requirements for Partner Agencies</i> .)

**\* Please Note:** If you received funding from United Way last year, it is important that you provide a success story on how those funds were used to help someone in 2018. Thank you.