

SOURIS VALLEY UNITED WAY  
2010-2011 APPLICATION FOR PROGRAM FUNDING  
REQUIRED DOCUMENTATION CHECKLIST



**APPLICATION DUE DATE: WEDNESDAY, MARCH 31<sup>ST</sup> BEFORE 3:00 PM**

~ Applications must be delivered or postmarked (if mailing) to the United Way office on or before this date.

Please include this form when returning your grant application packet.

You will need the most recent Adobe Reader program to open and fill out the forms.

- All required documentation **MUST** be included, with correct number of copies provided.
- Incomplete applications **WILL NOT** be accepted for funding consideration.
- Applications submitted after the deadline **WILL NOT** be accepted for funding consideration.
- Please follow instructions closely, and do not exceed page limitations.
- Do not include extra information for the sake of adding it – only include the information requested.
- We are looking for **LOCAL** information
  - ~ If you are part of a larger chapter, please include local statistics and financial information.
- Prior funding from Souris Valley United Way **IS NOT** a guarantee for continued funding.
  
- Contact the United Way office (701.839.2994) if you have any questions.

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*This area for Souris Valley United Way only.*

\_\_\_\_\_ Date grant application packet received at SVUW office

\_\_\_\_\_ Grant application packet COMPLETE

\_\_\_\_\_ Grant application packet INCOMPLETE, due to the following:

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

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# of Copies	Item	✓
~~~~~	<b>Please collate the following in this order.</b>	
1	REQUIRED DOCUMENTATION CHECKLIST * Total of two (2) pages	
1	AGENCY CONTACT SHEET	
1	STANDARDS FORM * Document must be signed by ALL pertinent parties listed	
12	GRANT APPLICATION * All pages of application, which is the working .PDF document * Document is eleven (11) pages, single sided only – stapled in left corner	
1	STATEMENT OF COMPLIANCE * Document must be signed and dated	
1	IRS DETERMINATION LETTER * Copy of IRS 501 ©3 Status Letter	
1	ORGANIZATION BY-LAWS * Copy of most current agency By-Laws	
1	ND SOLICITATION CERTIFICATE * Copy of most recent Certificate of Solicitation Letter from ND Secretary State	
2-3	UNITED WAY PARTNERSHIP DOCUMENTATION * Examples: letterhead, brochure, newsletter, advertising, etc. * Please include 2-3 documents	
1	IRS FORM 990 * Most recently completed, signed IRS Form 990 * Include copy of Management Letter – this document identifies any specific concerns the auditor has about the agency or the agency’s financial position	
1	AUDIT * Copy of your most current audit (or financial statement if your agency is not required to have an audit) * This should be for the agency’s most recent completed fiscal year * If for some reason your audit is not available, provide written documentation for reason and anticipated date of receipt	
~~~~~	<b>Please collate the following in six (6) separate packets.</b>	
6	SVUW 2010 BUDGET FORM WORKSHEET * All pages of form, which is the working .PDF document * Document is two (2) pages, single sided only – stapled in left corner	
6	BALANCE SHEET * Most recent fiscal year report	
6	INCOME & EXPENSE REPORT * Most recent fiscal year report	
6	BUDGET vs. ACTUAL REPORT * Most recent fiscal year report	