

SOURIS VALLEY UNITED WAY
2011-2012 APPLICATION FOR PROGRAM FUNDING
REQUIRED DOCUMENTS CHECKLIST



APPLICATION DUE DATE: THURSDAY, MARCH 31ST BEFORE 3:00 PM

~ This is not a postmarked date; applications must be delivered to the Souris Valley United Way office by this date/time.

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, 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.
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- Contact the United Way office (701.839.2994) if you have any questions.

This area for Souris Valley United Way only.

Organization Name _____

_____ Date grant application packet received at SVUW office

_____ Grant application packet COMPLETE

_____ Grant application packet INCOMPLETE, due to the following:

Reviewed By: _____

Date: _____

# 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 * Document must be signed by ALL pertinent parties listed	
1	STANDARDS FORM	
1	PARTICIPATING PARTNER AGREEMENT * Page Three only – document must be signed and dated	
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	
2-3	UNITED WAY PARTNERSHIP DOCUMENTATION * Examples: letterhead, brochure, newsletter, advertising, etc. * Please include 2-3 documents	
12	GRANT APPLICATION * All pages of application, which is the working .PDF document * Document is nine (9) pages, single sided only – stapled in top left corner	
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, you MUST 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	