

2018 UWCK Grant Review Checklist

Agency Name _____ Staff Initials _____

Date App Received _____ Time App Received _____

*Reminder: Applicants should **print a copy** of this checklist and attach with all application documents for initial screening by UWCK staff. UWCK staff will verify all required information has been received and confirm your application will be passed on for review by the Community Investment Team. All applications and supporting documentation requested below must be submitted to UWCK by 2:00PM EST on Thursday, March 15th to be eligible for funding.*

Agency Check If Provided	UWCK Staff Check if Provided	Item to review
		<p>1 copy of most recent IRS 990.</p> <p>NOTE: Agencies that are not 501c3s must submit supplemental documentation supporting they are exempt from furnishing a 990. All 501c3s must submit their 990.</p>
		<p>1 copy of or link to latest annual audit if revenue exceeds \$250,000 AND/OR you are requesting \$100,000 or more in UWCK funding. Agencies under this threshold should certify proper financial controls are in place.</p> <p>NOTE: Refer to the 990, where appropriate, to determine if revenue threshold is met. Applicant’s revenue will be found in their 990 in Part VIII, Line 12, Column A. Agencies that have not yet conducted an audit will be required to do so by the end of the 2017-2018 grant cycle in the event funding is awarded and submit a copy to UWCK.</p>
		<p>1 copy of Board of Directors on agency letterhead WITH Board Meeting dates and times for the upcoming year.</p>
		<p>For 501c3s- 1 copy of registration with Kentucky Secretary of State available through https://app.sos.ky.gov/ftsearch/.</p>
		<p>New applicants only- 1 copy of IRS Determination Letter.</p>
		<p>New applicants only- 1 copy of By-Laws, including the date approved by the Board.</p>
		<p>New applicants only- 1 copy of Articles of Incorporation, including date approved by the Board.</p>
		<p>1 copy of full application, including budget and outcomes for each program requesting funding, with original signatures.</p>

		24 copies of full application (25 TOTAL including original).
		1 Outcome proposal per program for which funding is sought. Please include with your application copies rather than turning in separately.
		1 Budget per program for which funding is sought. Please include with your application copies rather than turning in separately.
		Most recent year-end Operating Statement of financial position included with each application packet.
		For Coalition Applicants, letter(s) of support from partner members included in copies of each application packet.
		1 copy of application, outcomes proposal(s), budget(s), and letters of support (if applicable) emailed to impact@unitedwayck.org . Note: Applications received via email prior to the 2:00PM EST deadline on March 15 th will not substitute for turning in paper copies on time.
		Review and sign Memorandum of Agreement. Turn in 1 copy with original signatures.
		All sections of application checked for completeness. NOTE: Review application for completeness. Does each program seeking funding have a separate Outcomes Proposal? Are there any sections missing information? Is there a separate budget for each program? Did certifying official (i.e., CEO/Executive Director, Board Chair, etc.) sign the application? Does the amount requested in the budget match what is listed on the application?
		UWCK staff will provide a copy of this completed checklist to applicant upon receipt.