

**Application due in United Way of Rhea County office no later than Friday, February 17<sup>th</sup>, 2017 by 3PM.**

## **NUMBER OF COPIES**

### **16 copies of Part 2, 3 and 4**

1. \_\_\_ Application for Funding *Part 2, 3 and 4*
2. \_\_\_ Any literature, information, logos, and/or other related data that you wish the Allocations Committee to see (brochures, posters, newspaper articles, client/volunteer “stories”, etc.)

### **1 copy of all support documentation**

3. \_\_\_ Last page of the Memorandum of Agreement, with requested signatures and date WITH all required attachments.
4. \_\_\_ Non-discrimination certificate
5. \_\_\_ Staff/Volunteer/Client Profile
6. \_\_\_ List of current Board of Directors with terms
7. \_\_\_ If receiving or requesting \$10,000 or *more* from the United Way: most recent CPA’s Audit Report or signed review. If receiving or requesting *less* than \$10,000 from United Way Please provide a balance sheet and statement of income signed by your agency director and the Board’s Executive Committee (officers)
8. \_\_\_ Proof of your organization’s Charity Registration with the Secretary of State’s office (Solicitation Letter) **OR** a letter explaining exemption. Letters are received in June for December, we need most recent.
9. \_\_\_ Counterterrorism Compliance Form
10. \_\_\_ AGENCIES REQUESTING FUNDS FOR THE FIRST TIME ONLY—A copy of your Internal Revenue Service 501(c)(3) Certification
11. \_\_\_ Copy of State of TN Solicitation Letter (most current)