



119 2nd St W
PO Box 353
Hastings, MN 55033
(651) 438-3337
www.unitedwayofhastings.org

2018 Allocation Application Checklist

Application Deadline: February 9, 2018

Fifteen (2-sided, 3-hole punched, unstapled) copies:

- Allocation Application: Part 1, includes Program Budget**

One (2-sided, 3-hole punched, unstapled) copy:

- Allocation Application: Part 2, includes Agency Agreement**
- Financial Statement**, latest audited
- Federal Tax Form 990**, if applicable
- Articles of Incorporation** and **Bylaws** or other governing instrument of your organization, if not previously submitted (in past 3 years) or if amended since last application
- IRS Determination Letter of Federal Tax Exemption 501(c)3**, not applicable to govt agencies
- Attorney General's Registration**
- Annual Report**, if applicable

One electronic copy on a flashdrive:

- Scan/save an electronic version of** Application Parts 1 & 2 and all requested materials to a flash drive (do not save to a disc). We maintain electronic copies of all of the application materials for archiving purposes.

NOTE: Independent School District (ISD) #200 requests for funding need only to include:

-Fifteen (2-sided, 3-hole punched, unstapled) copies of **Allocation Application: Part 1, includes Program Budget**

-One (2-sided, 3-hole punched, unstapled) copy of **Allocation Application: Part 2, includes Agency Agreement**

-One electronic copy on a flashdrive: Scan/save an electronic version of Application Parts 1 & 2 and all requested materials to a flash drive (do not save to a disc).

UWH Accountability, Stewardship, and Integrity

The UWH carefully invests donor dollars in UWH programs and in area organizations that provide direct services to those in need. Area community leaders serve as volunteers on the UWH Board of Directors and the UWH Community Investment Committee and make the investment decisions. UWH maximizes its limited resources through constant emphasis on accountability, stewardship, and integrity. The allocations applications (Part 1 and Part 2), the requested materials (Financial Statements through Annual Report), and the entire allocations process helps to ensure accountability, stewardship, and integrity when making funding decisions.