**113 2nd St E, #102**

**PO Box 353**

**Hastings, MN 55033 (651) 438-3337**

**www.unitedwayofhastings.org**

**2021 Allocation Application Checklist**

Application Deadline: February 5, 2021

**1 electronic file**:

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

**1 electronic file (separate from Application Part 1):**

* **Allocation Application: Part 2, includes Agency Agreement**

**1 electronic file of Supplementary Materials (include all of the following documents in 1 file, if size allows, otherwise include documents as separate files):**

* **Financial Statement,** latest audited
* **Federal Tax Form 990,** if applicable
* **Articles of Incorporation** and **Bylaws** or other governing instrument of your organization, if notpreviously 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

**Email your electronic files to** **Mari@unitedwayofhastings.org** **OR provide on a flashdrive:**

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

**Electronic files of Application Part 1 and Application Part 2, no Supplementary Materials needed.**

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.