



Orrville Area  
United Way

## 2010 GRANTS APPLICATION CHECKLIST

Before you send your grant application in, please make sure the following elements have been completed and are enclosed with your application. Also, **make sure you mail, e-mail, or drop off one copy of each item by September 11, 2009, 5 P.M.** If you e-mail your application, you still need to provide us with the original of page one.

*It has been requested by our volunteers that you provide new success stories for this application. Thank you.*

### **Provide one copy of each of the following:**

- \_\_\_\_\_ Application for Funding, including the cover page with signatures, for each program for which you are requesting United Way funding.
- \_\_\_\_\_ If you believe it would be beneficial to our volunteers, do enclose a budget narrative for each applicant program.
- \_\_\_\_\_ List of Board Members, Addresses, and Attendance Records
- \_\_\_\_\_ Copy of Your Most Recent Audit or Financial Review
- \_\_\_\_\_ Copy of Your Most Recent Management Letter from Audit Firm
- \_\_\_\_\_ Copy of Your Most Recent IRS 990
- \_\_\_\_\_ If your organization does not conduct an audit, please answer the questions on the attached checklist and submit the requested documents. (See page two of our *Financial Accountability Requirements for Partner Agencies.*)