United Way of Central Kansas

Community Partner Application Check List

United Way of Central Kansas will review this checklist when application is submitted. Applicants may use the checklist to ensure all requested items have been included with application. Please submit .pdf file of the following items (in one file).

**Please submit all items together in one single file.**

**If your agency is requesting less than $1,000 please complete/provide:**

* Request for Funding Cover Sheet
* Balance Sheet – current as of application date
* Profit & Loss Statement – current as of application date
* Board Member/Advisory Committee Listing
* Most recent completed Form 990
* Signed Memorandum of Understanding

If your agency is requesting more than $1,000 please complete/provide:

* Request for Funding Cover Sheet
* Request for Funding Application
* Prior year funding follow-up questionnaire
* Program Brochure
* Revenue & Expenses Spreadsheet (available on uwck.org) or Accounting Software documentation. For those agencies who are a part of a national or state affiliation, **we will need local budgets**.
* Board Member/Advisory Committee Listing
* Financial Reporting Requirements outlined in Addendum B
* IRS 501(c)3 Certificate (If a new organization or name change)
* Signed Memorandum of Understanding

**Please note:**

* **DEADLINE: Thursday, January 4th by 4:00 pm.**
* **Submit all items in: 1) electronic form (.pdf documents) via e-mail as one (1) file.**
* Handwritten applications will not be considered.

**If you have questions, please contact Charell Owings at 620-792-2403 or** **unitedwaycentralks@hotmail.com****.**