

MANDATORY APPLICATION CONTENTS

Agency Profile

- Create Username and Password
- Agency Information
 - Applicant Name and Address
 - Telephone/Fax/Email Address
 - Contact Person and Title
 - Primary Agency Contact
 - Executive Director/CEO
 - Board President
- 25-word statement
- Agency mission statement

Organization Information

- Organization Status Information
 - Significant Changes/Trends/Challenges/Accomplishments
- Management and Fundraising Expenses
- United Way Participation
- Certification of Information

Organization Required Documents Upload

- IRS 501(c)(3) Determination letter
- Most recent annual report
- Most recent Form 990 (same as annual audit year)
- Most recent annual audit/financial review & management letter
- Board Roster

Organization Budget

- Organization Budget Past Year/Current Year/New Year
- Organization Fiscal Summary

Anti-Terrorism Compliance

- Compliance Measures

Program Application

- Program Overview
 - Program Description
 - Impact Area
 - Amount Requested
 - Purpose of Program
 - Issue being Address
 - Data and Data sources
 - Summary
 - Description of Program Services

- Activities
- Inputs
- Best Practices/Strategies
- Innovation
- Partners
- Summary
- Target Population
- Program Service Need
- Funding Justification
- Other
- Program Staffing
- Client Demographics
 - Client Demographic - Current Year and Proposed Year
- Additional Program Information
 - Client Success Stories

Program Budget

- Program Budget Current year - next year
- Additional Budget Information

Telling Your Story

- Sample New Release
- Public Service Announcement
- How Your Gift Works

Community Impact Report

- Outcome #1
 - Outcome Statement
 - Outcome Indicator
 - Outcome Target
 - Outcome Data Collections Method
 - Outcome Measurement Tool
 - Outcome Results
 - Outcome Comments
- Repeated - up to 4 outcomes

Mid-Year and End of Grant Reporting

Output and Outcomes Report

- Funded Program Profile
- Specific Program Outcomes
- Actual Program Outputs
- Concisely Stated Changes
- Program Outcomes
- Actual Served
- Outcomes