



UNITED WAY OF SOUTHWEST COLORADO PARTNER APPLICATION CHECKLIST

This is a modified version of the Colorado Common Grant Application (CGA). It consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

Section I: Cover Letter (one page)

One page only. Begin the cover letter with the purpose of the grant request and a brief description of how the request fits with at least one of the “Desired Community Results Statements” of United Way of Southwest Colorado listed here:

- **Every child is born healthy and thriving**
- **Every child enters school ready to learn (primarily Kindergarten readiness)**
- **Every child progresses to high school graduation at or above grade level**
- **Every youth reaches adulthood able to pursue his or her full potential**
- **Every child is in a safe and supportive environment**
- **Families have access to affordable health and mental health services**
- **Families are able to support themselves on a living wage**
- **The community promotes an inclusive culture**

Please note all of the areas in which your organization focuses its efforts with your programs. Your work may fall under one area, or several. The goal is not to list as many of these as possible, but rather to show us how you are making a significant difference with the areas in which you genuinely work.

Section II: Summary Sheet Form

Use the template provided.

Section III: Narrative

Formatting: Use 12-point font with 1-inch margins and include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions.

Page Limit:
7-page limit

Narrative Questions

- 1. Organization Background
- 2. Program or Project Requests



- 3. Evaluation
- 4. Collaboration
- 5. Inclusiveness
- 6. Board/Governance
- 7. Volunteers
- 8. Planning
- 9. Success Story

Section IV: Attachments

Financial Attachments

- 1(a) Organization budget current year (Please include name of organization on the budget)
- 1(b) Board Minutes for month when that budget was approved
- 1(c) Organization budget upcoming year if already available
- 2. Current (year-to-date) financial statements, compared to budget
- 3. Audit (or Review)
- 4. Sources of Income Table
- 5. Major contributors
- 6. In-kind contributions
- 7. IRS Form 990
- 8. Tax Credits
- Explanation of items in financial attachments, if applicable

Other Attachments

- 9. Board of directors list
- 10. Proof of IRS federal tax-exempt status, dated within the last five years
- 11. Anti-discrimination statement adopted by the board of directors
- 12. Key staff
- 13. United Way Campaign Support – see instructions for details

Additional Attachments for Organizations Using a Fiscal Agent/Fiscal Sponsor

- 1. The memorandum of understanding or the contract between the organization and the fiscal agent/fiscal sponsor.
- 2. Financial attachments 1(a), (b), (c), 2, and 3 for the fiscal agent/fiscal sponsor.
- 3. Proof of IRS federal tax-exempt status for the fiscal agent/fiscal sponsor, dated within the last five years.
- 4. Board of directors list for the fiscal agent/fiscal sponsor.

Thank you for your time and effort in completing this application. We value your time, while also promoting accountability in the nonprofit world. This effort benefits all of us.



Feel free to contact United Way of Southwest Colorado staff with any questions:

Lynn Urban, President & CEO, 970-247-9444 ext. 12, lynnu@unitedway-swco.org

Elise Savastano, Director of Operations, 970-247-9444 ext. 11, elises@unitedway-swco.org

COMPLETE APPLICATIONS ARE DUE BY 5 P.M. MOUNTAIN TIME ON THURSDAY, JANUARY 31, 2019.

Please submit application and all attachments to lynnu@unitedway-swco.org. Please include your agency name or initials in the title of every file you send. (For example, do not send a file named "Budget" but rather please send something like "Girl Scout Budget.") Agencies that pass an initial screening and submit complete applications will be scheduled for site visits during spring of 2019. Additional details will be given to applicants at a later date.



SECTION II: SUMMARY SHEET FORM

Legal Name of Organization:

DBA (if applicable):

Mailing Address and Physical Address if it is different and not confidential:

Phone:

Fax:

EIN:

Website:

Organization Email Address:

Name of CEO or Executive Director:

Phone:

Email:

Application Contact & Title (if not the CEO or Executive Director):

Phone:

Email:

Organization Information

Year Founded:

Mission Statement:



Geographic Area Served (Archuleta, Montezuma/Dolores Counties, or La Plata/ San Juan Counties (please list all areas in which you provide services.):

Tax Exemption Status:

- 501(c)(3)
- Using a fiscal agent/fiscal sponsor

Name of fiscal agent/sponsor:

- Other than 501(c)(3), describe:

Number of Employees: Full-time:

Part-time:

Grant Request Information

Amount of Request for Archuleta County:

Amount of Request for La Plata & San Juan Counties:

Amount of Request for Montezuma & Dolores Counties:

TOTAL REQUEST (all counties combined):

Financial Information

Budget numbers should match the numbers presented in Attachment 1(a).

Organization's Current Budget for Fiscal Year Ending:

Income:

Expenses:



CURRENT RELEVANT IMPACT PROGRAMS

Please tell us about ALL programs that you manage that fit with United Way of Southwest Colorado’s DESIRED COMMUNITY RESULTS STATEMENTS (see Cover Letter instructions for list of statements). Feel free to add more rows if needed:

Name of Program/Project	With which Desired Community Result does this fit?	25 words or less description	With whom (if any other organizations) are you working to help accomplish this goal?	How many individuals do you typically serve each year with this program?	Total Budget for this Program/Project

I certify that the information contained in this application is true and correct to the best of my knowledge. Type in name and date.

CEO/Executive Director

Date



SECTION III: NARRATIVE

*There is a 7-page limit. Use 12-point font with 1-inch margins and include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions.*

- 1. ORGANIZATION BACKGROUND.** Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.
- 2. PROGRAM OR PROJECT EXPLANATION.**
 - a) If you were to receive United Way funds to help support your work, which of the programs listed in the table has greatest need or would benefit most from United Way funds and why? How would the funds help to advance these programs? What difference would it make to your organization's clients?
 - b) If you propose to use the funds to develop a new program, please describe the new program in detail.
 - c) If the program area is also linked to other community-wide initiatives or collective planning efforts please indicate the specific planning effort or initiative that is addressed.
- 3. EVALUATION.**
 - a) Describe the organization's overall approach to evaluation.
 - b) Describe how the organization measures the effect of its work on the clients served.
 - c) Summarize key evaluation results or findings that demonstrate impact you have already measured.
- 4. COLLABORATION.** Describe the organization's most significant interactions with other organizations and efforts. Describe in detail any collective impact planning in which the organization is participating that is designed to identify community wide issues or that has identified specific issues to be addressed across the community. Requests that show participation in community wide planning initiatives or the identification of community impact areas or that are more collaborative in nature will be better received. If there is a similar program or project in your community that will also be applying for funding, please give strong consideration to making a joint application to United Way.

Please describe your experiences, if any, with collaborations. Which ones were successful? How did you measure the collaboration's progress? If you are not actively collaborating with other organizations, what are the obstacles that are keeping you from doing so?
- 5. INCLUSIVENESS.** Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.
- 6. BOARD/GOVERNANCE.** Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are being addressed this year, and organization goals that have been set. Briefly explain the



organization's policy regarding board terms, and the percentage of the board that contributes financially to the organization.

7. **VOLUNTEERS.** Describe how the organization involves volunteers and unpaid personnel (other than the board of directors).
8. **PLANNING.** Describe the challenges and opportunities facing the organization in the next three to five years. What steps are being taken to address these challenges and opportunities?
9. **SUCCESS STORY.** Include a story of a client you successfully helped with one of your programs or projects or describe how your program is meeting a very important need in your community. Write this portion of the application like a "sales pitch" that could be used to show the importance of your program to others in the community. Change names of clients to protect their anonymity.



SECTION IV: ATTACHMENTS

Label each attachment – submit as separate documents

Financial Attachments

Note: Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.

1. **BUDGETS.** Include revenues and expenses
 - a) The organization's operating budget for the current fiscal year
 - b) Include the minutes from the board meeting when this budget was approved
 - c) Also include the detailed budget for the upcoming fiscal year, if available

2. **CURRENT (YEAR-TO-DATE) FINANCIAL STATEMENTS.** Include a Year to Date Statement of Financial Position (Balance Sheet) and Year to Date Statement of Activities (Income and Expense Statement) through the most recently completed operating month available (must be within the past three months). Provide the Statement of Activities in a **budget-to-actual** format.

3. **AUDIT OR FINANCIAL REVIEW**

Include the most recent fiscal year-end financial statements, audited if available. If you have an audit, make sure it has two years of financial information in it for comparison. If it does not, include the previous audit as well.

If your organization does not conduct an audit, but does have a financial review, submit that document. As for audits, the review should have two years of financial information for comparison. If it does not, submit the previous review as well (if available). Please submit the management letter that accompanies your audit or review. The audit or review must be from a fiscal period ending no earlier than December 2015. Organizations without a recent audit or review are not eligible to apply for United Way of Southwest Colorado funds.

You may receive follow-up requests for additional information.

If you are part of a national, regional or statewide organization and your financial statements and budgets are for the entire organization, please contact your local staff person to discuss how local financial information can be provided.



4. SOURCES OF INCOME Copy the table below, and paste it into a separate document. Then complete the table below for the organization as a whole, based on the most recently completed fiscal year. Categories may be modified to fit your organization’s funding sources. Please check your math to make sure all sources add up to 100%.

Percentage	Funding Source
%	Government grants (federal, state, county, local)
%	Government contracts
%	Foundations
%	Business
%	Events (include event sponsorships)
%	Individual contributions
%	Fees/earned income
%	Workplace giving campaigns
%	In-kind contributions (optional)
%	Other
%	TOTAL (must equal 100%)

- 5. MAJOR CONTRIBUTORS.** For the previous two fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of individual donors.
- 6. IN-KIND CONTRIBUTIONS.** Summary of significant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year.
- 7. IRS FORM 990.** Please submit your most recent 990. If different, also please submit the 990 for the same time period as the most recent audit or review you submitted. It **MUST BE SIGNED**. If you did not keep a copy of the signed original, you can sign a copy you have but **DO NOT** date it today, instead date it when it was submitted.
- 8. TAX CREDITS.** Please list any tax credits programs in which your organization participates with respect to receiving charitable contributions (e.g. Child Care Contribution Tax Credit, Enterprise Zone Tax Credit). If you do not participate with any of these, please submit a page that states that fact.



Other Attachments

9. **BOARD OF DIRECTORS LIST.** Include the following information for each board member:
 - Position(s) on the board (officer and committee positions)
 - Occupation and name of employer and/or affiliation(s)
 - City or county of residence
 - Term end date for each board member
10. **PROOF OF IRS FEDERAL TAX-EXEMPT STATUS,** also called a Letter of Determination. This letter must be dated within the last five years. Contact IRS to get a newer copy if yours is older than 5 years.
11. **ANTI-DISCRIMINATION STATEMENT** adopted by the board of directors. This should be for the CLIENTS YOU SERVE. It should address race, color, religion, national origin, disability, age, gender and sexual orientation.
12. **LIST OF NAMES AND QUALIFICATIONS OF KEY STAFF,** including length of service with the organization. *Do not* include job descriptions or resumes.
13. **CAMPAIGN SUPPORT:**

We offer you many opportunities to showcase your agency if you become a United Way partner.

Our expectations of partners are detailed in the Partner Agreement (appendix A). What is your plan to meet all of these requirements in all of the regions for which you are requesting funding? How will the leadership of the organization (Executive Director, Board) encourage participation with United Way giving and volunteering to the others in the organization?

Additional Attachments for Fiscal Agents/Fiscal Sponsors

If you use a fiscal sponsor, please submit the following:

1. **THE MEMORANDUM OF UNDERSTANDING** or the contract between the organization and the fiscal agent/fiscal sponsor.
2. **FINANCIAL ATTACHMENTS** 1(a), 2, & 3 for the fiscal agent/fiscal sponsor.
3. **PROOF OF IRS FEDERAL TAX-EXEMPT STATUS** for the fiscal agent/fiscal sponsor, dated within the last five years.
4. **BOARD OF DIRECTORS LIST** for the fiscal agent/fiscal sponsor.