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**Funding Application Completion Check List**

1. One original and 15 copies of the application  \_\_\_\_
2. One copy of your most recent IRS Form 990  \_\_\_\_
3. One copy of the United Way agreement (annually) \_\_\_\_
4. Agency updates, such as Board Roster  \_\_\_\_
5. Proof of Director’s and Officer’s Liability Insurance  \_\_\_\_
6. Beneficiary Table  \_\_\_\_
7. Current budget information  \_\_\_\_
8. Review all sections of application for completeness  \_\_\_\_
9. Arrange to have person with financial knowledge and a consumer at presentation before Allocations committee  \_\_\_\_