



INSTRUCTIONS Applying for United Way of Gordon County Funding

- **Application Due Date:** Applications must be submitted via email by April 30, 2021
- **Allocation Panel Meeting:** Hold this date: May 4, 2021 via Zoom – United Way will email a calendar invite with the time.
- **For Current United Way Agencies/Partners applying to receive funding:** There are TEN documents that you will need to download and fill out.
 1. Instructions for Allocation Application & Checklist (this document)
 2. Eligibility Requirements
 3. Declaration of Status
 4. Application (and supporting documents)
 5. Beneficiary Data Sheet (Excel)
 6. UWGC Budget Form (Excel)
 7. Patriot Act Statement
 8. Anti-Terrorism Act
 9. Code of Ethics
 10. Statement of Agreement
- **For prospective United Way Agencies/Partners seeking United Way funding:** United Way of Gordon County nonprofit partners must meet a strict set of eligibility criteria annually. This provides assurance to our donors, sponsors and supporters that United Way of Gordon County's nonprofit partner organizations meet the highest standards of financial transparency and accountability. All United Way partners are locally-based, 501(c)(3) nonprofit organizations, providing local services in the Gordon County area.

Please review the United Way of Gordon County Eligibility Requirements document. If you meet all requirements, email the United Way of Gordon County Executive Director a letter of intent. Once the letter is reviewed, you will be notified that you are able to apply for United Way funding. The United Way of Gordon County Allocation Committee will make the decision to include or not include your organization in the allocation process this year. Should the committee decide to fund your organization, you may be asked to participate in the allocation review process which involves a visit to the organization by a panel of local volunteers who will help determine the funding amount. Please note that you are not guaranteed funding.

If selected to receive funding, your organization needs to be available on May 4 via Zoom to meet with the allocation panel – time to be determined.

- **Reporting Data to United Way:** Only include data and numbers served from GORDON COUNTY. This allows United Way to more accurately share our local impact in Gordon County.
- **Funding Cycle:** The 2021/22 funding cycle runs from 8/1/2021 - 5/1/2022 (Partners are paid quarterly)
- **Questions?** Call United Way of Gordon County at (706) 602-5548 or email jlatour@gordoncountyunitedway.org Monday – Thursday from 8:30 a.m. – 4:30 p.m. and 8:30 - 4:00 on Fridays.

How to Apply

- Visit our website at www.gordoncountyunitedway.org
- Hover over the tab "Our Work"
- Click on "Become a Partner"
- Download all documents
- Complete the application in a word processor (do not fill your application out by hand)
- Once complete, you may return your application in the following ways:
 - Email (with documents attached and in an editable format)
 - Share via a web link to Google Drive/Dropbox folders etc.
 - DO NOT SCAN APPLICATION or BENEFICIARY SHEET- this needs to be submitted in an editable format

Documents You Need to Download from the United Way website

- Instructions for Allocation Application & Checklist (this document)
- Eligibility Requirements
- Declaration of Status
- Application (and supporting documents)
- Beneficiary Data Sheet (Excel)
- UWGC Budget Form (Excel)
- Patriot Act Statement
- Anti-Terrorism Act
- Code of Ethics
- Statement of Agreement

Supporting Documents You Will Need to Submit to United Way

- UWGC Budget Form (previous and current year budget)
- Submit Your Most Recent 990 or YTD Financial Statement
- Submit Your IRS Determination Letter – 501(c)(3) status
- Submit Your Charitable Organization Status with the Georgia Secretary of State - Corporations Division
- Submit Your Non-profit Articles of Incorporation with the Georgia Secretary of State
- Submit Your Board Meeting Minutes (where allocation request was discussed and approved)
- Submit the Signed Documents:
 - 1.) Declaration of Status
 - 2.) Patriot Act Statement
 - 3.) Anti-Terrorism Act
 - 4.) Code of Ethics
 - 5.) Statement of Agreement
- Submit Your Board of Directors List
- Submit Beneficiary Data Sheet (previously known as: Total Numbers Served)
- Submit any other supporting documents

Other

- Due to a conflict of interest, United Way cannot help your agency fill out the application. We can help with any technical questions.