



United Way of East MS  
4817 North Park Drive  
Suite B  
Meridian, MS 39305  
601.693.2732  
unitedforunitedway.org

## 2018 Grant Application Checklist

### Checklist items:

- \_\_\_ Copy of the current IRS determination letter indicating 501(c)3 tax-exempt status
- \_\_\_ List of Board of Directors including work affiliations
- \_\_\_ Organizational financial information:
  - Most recent audited (or certified) financial statements
  - Most recent IRS Form 990
  - Current organizational operating budget
  - Operating budget for the program in which funds are being requested.
- \_\_\_ If grant request will be used as matching funds, include the name of the grant, the amount, the purpose, and the demographic served
- \_\_\_ List other funding sources and amounts committed or requested for the specified program
- \_\_\_ Email grant application and supporting materials as follows: For the application, name the application document with the agency name and 2018 (i.e. UnitedWay2018). Supporting materials should be named with agency name and the specific document (i.e. UnitedWay990). Please attach all documents in the same email.

**\*Please e-mail grant application and supporting documents by November 30, 2017 @ 4:30pm to:**  
**[kathy.parrish@unitedway.org](mailto:kathy.parrish@unitedway.org)**



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## 2018 Grant Application

Date of Application:

Legal Name of Organization:

Executive Director:

Contact Person/Title (if different from Executive Director):

Email:

Organization's Website:

Address:

City, State, Zip:

Phone Number:

Fax Number:

Program Name (for which funding is being requested):

Purpose of Grant (indicate if used as matching funds):

Amount Requested: \$

Total Program Cost: \$

***Signature of Executive Director***

***Signature of Board President***

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

***Printed Name of Executive Director***

***Printed Name of Board President***

\_\_\_\_\_

\_\_\_\_\_

***NOTE: If this application is a renewal, grant reports from previous year must be submitted prior to consideration of future funding by United Way of East Mississippi.***

*Give, Advocate, and Volunteer*



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Please structure grant request to provide the following information in the order indicated using the following outline:

## 1. Organizational Information

- a. Summarize your organization's history.
- b. State the organizational mission and goals.
- c. Describe current programs.
- d. Highlight organizational accomplishments. (Newspaper articles, brochures, or other printed information may be included if necessary. Please attach as an electronic copy).
- e. Please list all fundraising activities for the calendar year 2017 (dates, events, amounts raised).
- f. Please list the total number of volunteers and number of volunteer hours contributed in 2017.

## 2. Purpose of This Grant Request

- a. Describe the proposed program (if not program specific, describe area in which funds will be applied).
- b. Identify the needs to be addressed. What are the opportunities? (e.g. increasing youth leadership skills, decreasing teen pregnancy, etc.)
- c. What are the challenges to the program/agency?
- d. What other programs/agencies are addressing this issue?
- e. Identify the target population and the geographic community served.
- f. Discuss plans for community engagement.



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- g. Explain how the program impacts the community.
- h. What is the goal of the program? List the objectives to achieve the goal.
- i. What are other partnerships and what are their roles?
- j. Identify other funding resources for the program/agency. If requested funds are programmatic, how will it be sustained?
- k. Will this grant be used as matching funds for other grants? If so, please list the name of the grant(s) and the amount.

### 3. Evaluation

- a. Describe the plan for evaluation. (e.g. surveys, dropout rates, data from schools, etc.)
- b. What are the desired outcomes and how will they be measured?
- c. How does the program compliment United Way's community focus on Health, Education, and Financial Independence?

### 4. Attachments

- a. Copy of the current IRS determination letter indicating 501(c)3 tax-exempt status.
- b. List of Board of Directors including work affiliations.
- c. Most recent audited (or certified) financial statements.
- d. Most recent IRS Form 990.
- e. Current organizational operating budget.
- f. Operating budget for the program in which funds are being requested.
- g. List of other funders and/or potential funders and amounts committed or requested for the specified program.



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