A blue and white logo with a person in a circle and a hand

Description automatically generated

**SHORT FORM Request for Funding Checklist**

**Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Complete and include one copy of checklist with each proposal.

**IMPORTANT NOTE**: You must submit a complete set of **Required Documents A** for each program request in *multiple areas of concern*.

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|  | **REQUIRED DOCUMENTS A** |
| □ | Please upload the following documents within the web form as requested:  □ Form 1: 2025 Work Plan and Evaluation  □ Form 2: 2025 Agency Budget and Reserves  □ Form 3: 2023 Geographic and Demographic Final Report **(existing programs)**  □ Form 1: 2023 Evaluation Outcome Report – with Actual Totals Added **(existing programs)**  □ 2024 Board of Directors list, including professional affiliation and contact information  (address, telephone, and email)  □ 2023 Program Testimonials |
| **IMPORTANT NOTE**: Please upload the following documents within the web form as requested. | |
|  | **REQUIRED DOCUMENTS B** |
| □ | 1 copy 2023 year-end financial statement including balance sheet and year end profit & loss sheets. |
| □ | Signed copy of Agency Correspondence Policy |
| □ | Signed copy of Counterterrorism Compliance Form |
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| **DUE DATE**  Proposals due in the UWSC office: 3/29/2024 by 4:00 pm  Mail P.O. Box 32, Owatonna, MN 55060, or hand deliver to 1850 Austin Rd. Ste 103, Owatonna, MN 55060 |