

**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: Work Plan and Evaluation□ Form 2: Agency Budget and Reserves□ Form 3: Geographic and Demographic Final Report□ 2023 Form 1: Evaluation Outcome Report – with Actual Totals Added□ 2024 Form 1: Evaluation Outcome Report – as submitted in 2022, **do not alter**□ 2024 Board of Directors list, including professional affiliation and contact information  (address, telephone, and email)□ 2025 Program Testimonials |
|  **IMPORTANT NOTE**: Please upload the following documents within the web form as requested. |
|  | **REQUIRED DOCUMENTS B** |
| □ | 1 agency brochure |
| □ | 1 copy evidence of annual Federal Form 990 submission (example: cover sheet or electronic confirmation) |
| □ | 1 copy State Attorney General’s Office Charities Division annual report |
| □ | 1 copy agency by-laws |
| □ | 1 copy 2023 year-end financial statement including balance sheet, budget to actual, and profit & loss sheets  |
| □ | 1 copy most recent completed audit or compilation, if performed.  |
| □ | Signed copy of Agency Correspondence Policy |
| □ | Signed copy of Counterterrorism Compliance Form |
| □ | 1 copy proof of insurance (see list on back) |
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* **Proof of Insurance**- Please have your agent(s) send us a certificate of insurance for the following coverages you have in place, *if applicable to your organization*:
	+ Property
	+ Liability
	+ Worker’s Compensation
	+ Auto
	+ Professional liability
	+ Management (D & O, E & O, Fiduciary, EPL, Crime)
	+ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **DUE DATE**Proposals due in the UWSC office: 3/29/2024 by 4:00 pmMail or hand deliver to: 1850 Austin Rd. Ste 103, P.O. Box 32, Owatonna, MN 55060 |