



## **United Way of Steele County Grant Application Checklist**

This checklist is for reference purposes only.

### **Section 1: Organization Information**

- ☐ Organization Name, Address, Phone, Email
- ☐ Executive Director Name
- ☐ Contact Name, Phone, Email
- ☐ Fiscal Agent Information (if applicable)

### **Section 2: Cover Letter**

- ☐ Brief summary of organization and proposed project

### **Section 3: Program Narrative**

- ☐ Program description and alignment with outcomes
- ☐ Target population and geographic area
- ☐ Evidence of need and anticipated impact
- ☐ Collaborative partnerships (if applicable)
- ☐ Implementation timeline

### **Section 4: Measurable Outcomes & Evaluation Plan**

- ☐ Specific outcomes
- ☐ Metrics and tracking methods
- ☐ Data collection and quarterly reporting plan

### **Section 5: Organizational Capacity**

- ☐ Organization history and mission
- ☐ Key staff and qualifications
- ☐ Past success in similar initiatives

**Section 6: Budget and Budget Narrative**

- ☐ Detailed line-item budget for 2-year period
- ☐ Explanation of fund usage
- ☐ Other funding sources (secured or pending)
- ☐ Sustainability

**Section 7: Required Attachments**

- ☐ IRS 501(c)(3) determination letter or fiscal agent documentation
- ☐ Most recent audited financial statements or IRS Form 990
- ☐ Board of Directors list
- ☐ Letters of support or MOUs (if applicable)

Submission Deadline: March 16, 2026, by 11:59 PM