

United Way of the NEW RIVER VALLEY APPLICATION CHART, 2019

The following chart lists the required information, deadline for submission, and how the document will be transmitted. Go to www.unitedwaynrv.org and go to the Our Agencies tab. Click on Funding Applications to **register for a login unless you already have one**. Other required forms are simply uploaded from your files during the process. If you have any questions, please contact Kymn Davidson-Hamley or Marcela Jara at kymn@unitedwaynrv.org; marcela@unitedwaynrv.org or call 381-2066.

Document	Location	Due TO United Way by April 5, 2019:
United Way Funding Request Application - Sections I & II <i>(includes schedules A,B,C)</i>	UWNRV website	Complete online & transmit by due date.
Cover Letter	Agency Files	Upload into online application
Current board of director and officer listing <i>(incl. email, addresses & phone numbers)</i>	Agency Files	Upload into online application
Partnership Memorandum of Understanding <i>(being mailed)</i>	UWNRV website	Online; download, sign, then upload into online applic.
Patriot Act Compliance Memo	UWNRV website	Online; download, sign, then upload into online applic.
Most recent financial statements <i>(see new financial statements policy for specific guidelines)</i>	Agency Files	Upload into online application
Most recent IRS Form 990 <i>(OR completed representative/pro forma 990 if not required to submit Form 990 to IRS) **NOT OPTIONAL**</i>	Agency Files	Upload into online application
Commonwealth VA Campaign <i>Appl. distributed early March</i>	UWNRV	EMAIL Changes OR state 'No Changes' to: autumn@unitedwaynrv.org DUE Friday, 4/30/19 to UWNRV
IMPACT STUDY AGENCIES: ONLY THESE AGENCIES	Agencies: READ THIS	Beans & Rice; Blacksburg Rescue Squad; CHIP of NRV; HPP; NRV CARES; NRV Senior Services; Scouting of America; To Our House
Impact Study Form <i>(pages 1-4 fully completed, and 5-7 if applicable)</i> by 4/5/19	UWNRV website	Complete online & transmit by due date IF APPLICABLE

WEBSITE: <http://www.unitedwaynrv.org/funding-application-2019>