



AGENCY APPLICATION FUNDING CONTRACT, CHECKLIST AND TIMELINE

Please use this form to ensure that you are submitting all the requested information with your application for funding. **You must return this form with all boxes checked off.**

- ☐ Program Executive Director name & contact email
- ☐ Certificate of incorporated entity with a 501(c)(3), not for profit, government or school designation by the IRS, that has written bylaws (do not send bylaws)
- ☐ List of the current board of directors of the applicant organization.
- ☐ Financial statement and a copy of the most recent IRS 990 tax return. You may use an audited financial statement for the previous fiscal year.
- ☐ All proposed programs should have one or more funding source in addition to United Way of Crookston funds, not to include in-kind services.
- ☐ EMAIL the completed application and supporting documents in **PDF form** to becky@unitedwayofcrookston.org
- ☐ **Mail or Drop off hard copies of the following: one (1) Original signed copy of the application, supportive documents (board, financials, etc.) and one (1) hard copy of the completed application** to P.O. Box 218, Crookston, MN 56716.
- ☐ Program must serve Crookston or the area including communities in the following zip codes.

56517, 56523, 56716, 56723

This area does not include all of Polk County.

United Way of Crookston Mission Statement

*Improve the quality of life of Crookston area people,
by gathering and distributing in an efficient manner,
community resources that respond to priority health and human service needs.*

Impact Areas: Health ~ Education ~ Financial Stability

IMPORTANT NOTE: United Way of Crookston is unable to fund CAPITAL PROJECTS (brick & mortar) or SALARY/ADMINISTRATIVE costs, only programs and projects that produce outcomes.

IF YOUR APPLICATION IS NOT COMPLETE, WE WILL BE UNABLE TO PROCEED. MAKE SURE ALL STEPS ABOVE ARE COMPLETED AND CHECKED OFF. THE UNITED WAY WILL NOT BE CONTACTING YOU REGARDING YOUR GRANT APPLICATION.

WHICH APPLICATION FORM IS RIGHT FOR YOU?

In order to make the application process easier, we have an application form for those applying for less than \$3,000. Please look at the matrix below to decide which application best represents your request.

*****Grants are based on United Way of Crookston's ability to pay.*****

United Way of Crookston Grant Application Form		
	Short (\$3,000 or less)	Long (\$3,001 or more)
Site Visit required- Executive Director and/or Board Members	X	X
Grant amount dependent upon annual campaign results	X	X
Simple (short form) application	X	
More thorough (long form) application		X

APPLICATION SUBMISSION

Send original completed application electronically via email. Original and one (1) copy must be mailed or dropped off. Completed and typed applications with attachments must be received at the United Way of Crookston office no later than **4:00 p.m., on Tuesday, January 27, 2026.**

- ✓ Application for Funding- Short Form or Long Form (signature required)
- ✓ Submit a list of the current board of directors of the applicant organization.
- ✓ Financial statement and a copy of the most recent IRS 990 tax return. You may use an audited financial statement for the previous fiscal year.

TIMELINE

Tuesday, January 27, 2026 at 4:00 p.m. – Application deadline

February 10, 2026 – Grant Hearing Appointment e-mail sent to applicants

March 2, 3, & 4, 2026 – Grant hearings by Zoom

QUESTIONS?

Contact Elizabeth Boucher, Executive Director
exec@unitedwayofcrookston.org

Becky Cymbaluk, Administrative Assistant
becky@unitedwayofcrookston.org

Call us: (218) 281-1715
Mon-Wed 8:30 am – 4:00 pm

