## uw_crookston_logoUnited Way of Crookston

## Grant Applications Available

**AGENCY APPLICATION FUNDING CONTRACT, CHECKLIST AND TIMELINE**

Please use 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.**

* Executive Director name & contact email
* An incorporated entity with a 501(c)(3), not for profit, government or school designation by the IRS, that has written bylaws (please 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 just the completed application and NOT the supporting documents 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 does NOT fund CAPITAL PROJECTS (bricks & mortar) or SALARY/ADMINISTRATIVE costs, only programs and projects that produce outcomes.**

**\*\*\*IF YOUR APPLICATION ISN’T COMPLETE WE WILL BE UNABLE TO PROCEED. MAKE SURE ALL STEPS ABOVE ARE COMPLETED AND CHECKED OFF. THE ADMINISTRATIVE ASSISTANT 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 application and year-end report | X |  |
| More thorough application and year-end report |  | 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 30, 2024**.

* 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 30, 2024 at 4:00 p.m. – Application deadline

February 13, 2024 – Grant Hearing Appointment e-mail

March 4, 5, & 6, 2024 – Grant hearings by Zoom link invitation

QUESTIONS?

Contact Elizabeth Boucher, Executive Director, exec@unitedwayofcrookston.org

or 218-281-1715

SEND TO:

E-Mail: becky@unitedwayofcrookston.org

Or mail/drop off to:

 United Way of Crookston, Inc.

P.O. Box 218 – 528 Strander Ave

Crookston, MN 56716