



United Way of Chatham County 2021/2022 Funding Application

Required Certification Documents

Please upload the required certification documents listed below to the Certification Section (LOI) of the application for each program you are requesting to be funded by 5:00 on January 29, 2021.

If your audit, IRS Form 990 or Solicitation License can't be submitted by the due date, please upload an explanation as to why on letterhead and signed by the director. A projected date for the submission of the missing item must be included. The letter of explanation must be saved as a PDF document and uploaded in place of the required document.

- C-1a. Annual Audit or Financial Statement Review**
An audit is required by United Way for agencies with annual revenue of \$500,000 and over. For agencies with annual revenue of less than \$500,000, a financial review by an independent CPA is required. For agencies with annual revenue of less than \$100,000, a financial analysis will be administered by staff.
- C-1b. Management Letter and Management Response** (if applicable)
- C-2 Current, Board-Approved Agency Operating Budget**
- C-3 Most Recent Board-Approved Financials**
This can be an income statement/balance sheet, profit and loss statement, etc.
- C-4 NC Solicitation License or Letter of Exemption**
- C-5 IRS Form 990** (most recent filed)
- C-6 Board Roster** with Names, Addresses and Professional and/or Community Affiliations
- C-7 Code of Ethics or Conflict of Interest Policy**
- C-8 Financial Reserves Policy**

The following items should only be submitted if the agency is applying for the first time or if a reapplying agency's Board has revised them since December 31, 2019.

- C-9 IRS 501(c)3 Letter of Tax Exemption**
- C-10 Written Non-Discrimination Policy** related to Clients, Board and Staff that meets Federal Guidelines or a written statement on a mission-based reason why this standard cannot be met.
- C-11 Articles of Incorporation**
- C-12 By-Laws**