



United Way
Of West Alabama

2010 Grant Application Important Things to Know

- ❖ The Annual Grant Application is due to the United Way of West Alabama office no later than **5:00pm, Thursday, April 1, 2010**.
- ❖ You will need to provide the following:
 - 10 copies of the 2010 UWWA Grant Application
 - **Hole-punched with NO staples.**
 - Remember you do not have to put them in any kind of folder or binder.
 - This includes all Exhibits which should be included **behind** the grant application. *Please keep them in order from Exhibit A – Exhibit I.* (Exhibit C and E needs to be kept separately and only **one** copy is required – see below)
 - 1 copy of 2009 or latest Audit - Exhibit C
 - 1 copy of 2009 or latest 990 - Exhibit E
- ❖ This year, in addition to turning in 10 copies of the grant application, you will need to turn in a soft copy of the application by emailing an attachment of the application to Holly Beck – holly@uwwa.org.
- ❖ Make sure that you have a Fund Raising Request Form filled out and included in with your grant application for every event for the year 2010.
- ❖ If your latest 990 or Annual Audit is not the most current please make sure to give a status on the expected date for it to be available and turn it in to the United Way office just as soon as possible.
- ❖ If adding pages to a workbook for a certain item number, place it behind the page you are working on and keep the page numbers in order and labeled with the correct number (you can change the number in the footer). Each workbook is a “section.” Each page has the letter for the section and a page number. So please make sure they are in order.

For any additional questions or information please contact:

Holly D. Beck, Director of Allocations

holly@uwwa.org · 205.345.6640