**Part G – Documentation**

In addition to the required documentation from page #1, please review the attached checklist and provide copies of supporting documents. Provide a printed copy of your application’s checklist along with the materials when submitting to UWCK for an initial screening.

**Part H - Submission Process Acceptance and Understanding:**

By participating in the UWCK funding process, the undersigned have carefully read the application, rules of submission, and reviewed the information contained in this proposal for accuracy and completeness. We further understand that an incomplete application or failure to provide the information requested, as well as late submission, will render the submission as non-qualifying and ineligible for funding or further consideration in this funding cycle. The undersigned verify that a representative from this agency attended the **Mandatory Applicant Training Session** conducted by UWCK.

The undersigned also understand that this grant submission is currently implemented as an annual meritocracy, and each year the submitting agency will have to re-apply through the grant process. Furthermore, if UWCK funding is granted, you will be asked to provide via e-mail (to impact@unitedwayck.org) a quarterly report which tracks your progress toward the outcomes outlined in Part C.  **This report template will be provided to your agency upon receiving funding and will be due to UWCK quarterly by September 30th, 2016; January 13th, 2017; March 31st, 2017; and June 30th, 2017.** The Narrative section should explain how people have been helped by the UWCK-funded program and include the activities used to serve the population in need, the number served (to date), and the benefit to those receiving services. These stories may be used in UWCK’s marketing and outreach efforts to demonstrate how United Way donations are put to use in the community.

Agencies seeking over $40,000 in funding are urged to review the Memorandum of Agreement and **Loaned Executive** responsibilities prior to submission.

The undersigned also understand that if this proposal is funded, failure to meet the proposed objectives, deliver the level of services, or meet reporting deadlines may disqualify the organization from receiving the full award allocation or could disqualify the agency from participating in the following year’s funding process. The undersigned further understand that all entities funded through UWCK are required to abide by the UWCK Supplemental Fundraising Policy as adopted by the UWCK Board of Directors. All applicants receive a copy of this policy at the Mandatory Grant Training Session. A Memorandum of Agreement (MOA) must be signed by authorized personnel within your agency and returned with your application for it to be passed on to the Community Investment Team for review.

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Chief Volunteer/Board Chair Date

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Executive Director Date