**United Way of Baldwin County 2023 Member Agency Application Instructions**

**Save your application as “*Agency Name* 2023 UWBC Application”**

**DEADLINE: March 18, NOON**

Please COMPLETE, SIGN and SEND your application with attachments A - G:

* Via E-mail to Lana Mummah at [lmummah@unitedway-bc.org](mailto:lmummah@unitedway-bc.org), **or**
* By US mail to United Way of Baldwin County, P.O. Box 244, Foley, AL 36536, **or**
* Hand deliver to United Way of Baldwin County, 700 N McKenzie, Foley, AL 36535

**IMPORTANT: The following information must be included with this application:**

**Attachment A**:  **IRS Determination Letter for 501(c)(3) Status**.

This must be the most current copy, must include your Federal Tax ID number and match the name of your organization on the application.

**Attachment B**: **Annual Financial Report (No older than 24 months)**

* Agency revenue of $0-$50,000 -- The most current Internally Prepared Report
* Agency revenue of $50,001+ -- The most current Independent Compilation Report or Audit

**Attachment C**:  **IRS Form 990 (990 EZ, Etc. No older than 24 months) including Signature**.

This must be a copy of the most recent form, for the same time-period as the Annual Financial Report (see Attachment A) and name and tax ID must be the same as on your 501 (c)(3) letter.

**Attachment D**:  **List of Officers and Members of the Governing Board**.

**Attachment E**: **Yearly Budget**.

This must be a copy of the most recent budget. For larger agencies, please send the budget pertaining

to Baldwin County.

**Attachment F**: **Nondiscrimination Policy.**

A copy of the written policy regarding nondiscrimination adopted by your Board of Directors. This may include excerpts from policies and procedures, minutes, by-laws, etc. The policy must comply with all requirements of laws and regulations respecting nondiscrimination and equal employment opportunity with respect to clients, officers, employees and volunteers.

**(Please note that a signed statement from a Board Official or Director of the program *is not* sufficient and cannot be accepted in lieu of your written policy.)**

**Attachment G**: **W-9 Form**

This must be a copy of the completed and signed 2022 W-9.

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