

United Way of Baldwin County 2025 Member Agency Application Instructions

Save your application as "Agency Name 2025 UWBC Application"

DEADLINE: March 21, 2024 (No exceptions)

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

- Via E-mail to Lana Mummah at lmummah@unitedway-bc.org

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. If you e-file, please make sure to add a signature before submitting with this application.

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 IRS W-9 (Rev. October 2018) and dated in 2024.
