

Basic Needs Funding Eligibility Requirements

United Way
of Kenosha County



If your program did not receive funding during the Basic Needs 2008- 2010 funding cycle, an Agency Registration, Notice of Intent and all required documents listed below must be submitted to United Way of Kenosha County (UWKC) prior to the granting of access to apply for funding for the 2010- 2012 funding cycle. Instructions for Agency Registration and the Notice of Intent process are available online at: www.kenoshaunitedway.org. Agency Registration, Notice of Intent and all required documents (listed below) must be received by 4:00 p.m. on July 16, 2010. Documents can be mailed or delivered to :

United Way of Kenosha County
Attn: Community Impact Department
3601 30th Avenue, Suite 202
Kenosha WI 53144

Eligibility Criteria:

- Agency Constitution or by-laws
- Articles of Incorporation
- Copy of federal letter of determination recognizing organizations as exempt from federal income tax
- Copy of form filed with the Wisconsin Dept. of Regulations and Licensing pursuant to Section 440.01 of the Wisconsin Statutes
- Most current IRS Form 990
- *Copy of last two annual audits as provided by a CPA
- Operating budget for the current year
- Copy of Agency Board-approved policies regarding equal opportunity employment and equal opportunity client access to agency services
- Current list of Board of Directors (name, employer, location) and indication of who, if any, has been paid any compensation by the organization
- **Copies of the minutes of all meetings of the Agency's Board of Directors held in the last 12 months and an indication of where in the minutes the Board's approval of the annual operating budget is found
- Statement verifying demonstrated service history in Kenosha County evidenced by a minimum of two years' satisfactory operation prior to application

* If no audit has been performed in recent years, an unaudited balance sheet and income/expense statement for the prior two years may be substituted – agencies submitting unaudited material will be expected to provide audited financial statements, pursuant to the same regulations as current funded partner organizations, if they become eligible for United Way funding.

** United Way has an expectation that agencies will be accountable to a volunteer Board of Directors, that the Board will be involved in important agency affairs, and that the Board will meet at least four times per year.

Documents reviewed by UWKC staff: (name and title) _____

United Way CEO Approval: _____ (signature required)

Date Qualified: _____