



High Country United Way, Inc.

PO Box 247, Boone, NC 28607
1675 Blowing Rock Rd., Suite 400, Boone, NC 28607

Materials Required for Completed Application for New Grant Request

Checklist – A complete application includes the following:

___ Application for Funding

___ Copy or official notice of IRS tax exempt certification under section 501-c-3

___ List of current Board of Directors

___ Most recent **financial audit** or year-end financial statement

Agencies with budgets over \$300K must submit an audit every three years with a financial statement prepared by an independent CPA (compilation) submitted in the off years.

Those organizations with budgets \$100k to \$299K must submit an audit, a CPA Review, or compilation.

Organizations with budgets less than \$100K must submit an audit, a CPA review, or tax returns/internal financial statements.

Note: If your organization is required to have an audit by some other oversight group or as required by your Board of Directors, then the High Country United Way requires a copy of said audit. The High Country United Way reserves the right to require an audit of any organization considered for funding

___ Copy of Charitable Solicitation License or Letter of Exemption

___ Articles of Incorporation and copy of Bylaws and Amendments

Deadline for submission for all materials: **Tuesday, April 214, 2018**

Add: Mail one hard copy to High Country United Way at PO Box 247, Boone, NC 28607, or, Bring a hard copy by the High Country United Office on the 4th floor (Suite 400) of the Life Store, 1675 Blowing Rock Road, Boone, NC 28607