

## REQUEST FOR RENEWAL FUNDING



Requesting

Organization: \_\_\_\_\_

Federal ID # \_\_\_\_\_

Program: \_\_\_\_\_

**High Country United Way will review requests for renewal of existing programs and initiatives funded in 2017-18 without submission of a new application upon agreement to the following:**

1. Organization continues to meet the basic criteria as outlined in the High Country United Way Standards of Participation.
2. Organization guarantees that the program previously approved for funding is still operating in the same manner as originally stated. Significant changes to the program such as population and number of clients served, large changes in overall budget or delivery methods of the program will require re-application.
3. *The amount of funding requested from High Country United Way by the organization remains the same as was requested in the original grant application.*
4. Organization will supply their current financial information

-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. However, if said organization is required to have an audit by some other oversight group or is required by organization's Board of Directors, then the HCUW requires copy of said audit. The HCUW reserves the right to require an audit or CPA review of any organization considered for funding.*

-Copy of current Charitable Solicitation License or Letter of Exemption

5. Organization will provide a list of Current Board members.
6. Articles of Incorporation and a copy of Bylaws with Amendments will be included if there have been any changes to these documents during the past year or if requested by High Country United Way.
7. Organization will continue to submit mid-year evaluation reports as requested by High Country United Way.
8. Organization understands that completing this request form is NOT A GUARANTEE of continued funding or that if approved, the amount of funding will remain the same. This form is merely an abbreviated application process for the convenience of the applying organizations that have previously been vetted by High Country United Way. All requests for funding will be reviewed and considered through the selection criteria/priorities of High Country United Way along with all applications submitted for funding for 2018-19.
9. **Request for Renewal received by the HCUW office by April 10<sup>th</sup>.** (If the Request for Renewal is not received by the HCUW by this date a full application must be completed and received by April 24<sup>st</sup>.)
10. If approved for renewal a Memorandum of Agreement must be signed before receipt of any funds.

We the undersigned, understand the above stipulations for consideration of renewal of funding from High Country United Way and agree to the outlined items above.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

High Country United Way, PO Box 247, Boone, NC 28607 P: 828-265-2111 Email: [gchilders@highcountryunitedway.org](mailto:gchilders@highcountryunitedway.org)

**Deadline for submission of all materials: April 10, 2018**

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 4<sup>th</sup> floor (Suite 400) of the Life Store, 1675 Blowing Rock Road, Boone, NC 28607