



## United Way of Hastings

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### 2008 Agency Allocation Request Check List

#### Eleven (three hole punched) Copies of Part 1:

- United Way of Hastings **2008 Agency Allocation Application**
- United Way of Hastings **Agency Budget form** (round to whole dollars)

#### One Copy (three hole punched) of the following items:

- United Way of Hastings **2008 Agency Affidavit**
- United Way of Hastings **2008 Agency Agreement**
- Latest audited **financial statement**
- Names and addresses of your **Board of Directors** and **Officers**.
- Copy of last year's **Federal Tax Form 990**, if applicable
- If not previously submitted or if amended since last application, a copy of **Articles of Incorporation** and **Bylaws** or other governing instrument of your organization

- Copy of **IRS Determination Letter of Federal Tax Exemption**

#### **501(c)3**

Not applicable to governmental agencies

- Copy of current **Attorney General's Registration** letter
- Signed **2007 Combined Federal/State of Minnesota Combined Charities Campaigns Certification**, if applicable
- Updated **Combined Federal Agency description and contact information**
- Annual Report**, if applicable
- Community Outreach** information form

- Community Outreach** photographs – five photos of your agency in Hastings. Please submit photos on DVD/Disc format to be used in promotional materials.