



United Way of the Quad Cities Area Community Investment Application Checklist

The online submission of the Community Investment Application items listed on the Checklist below are due to United Way by December 2, 2011 at 4:30 PM

Your agency's board roster, most recent Agency Audit, and IRS 990 must be **submitted** online (even if you've already submitted a hard copy to United Way). **Please do not submit hard copies.** Please use the Community Investment Update directions to help you in submitting these items on the online system.

Note: All items below including a copy of the Anti-terrorism compliance form can be found once you enter the online application website. A hard copy is NOT needed of the Anti-Terrorism Form this year.

CHECKLIST OF ITEMS	Number of Copies- None needed	√ CHECK
<p>Community Building Packages-</p> <p>Agency:</p> <ul style="list-style-type: none"> • Agency Anti-Terrorism Form <p>Program(s): The below must be filled out for each program at your agency</p> <ul style="list-style-type: none"> • Program 2011 Actual Budget • Program 2012 Revised Budget • Program 2013 Proposed Budget • Program Demographics Age 2011 Actual • Program Demographics Age 2012 Revised • Program Demographics Ethnicity 2011 Actual • Program Demographics Ethnicity 2012 Revised • Program Demographics Gender 2011 Actual • Program Demographics Gender 2012 Revised • Program Demographics Residence 2011 Actual • Program Demographics Residence 2012 Revised • Program Demographics Waiting List 2011 Actual • Program Demographics Waiting List 2012 Revised • Program Demographics- Low to Mod Income Served • Community Need & Impact • Efficient Resource Management/Collaboration • Program Outcomes/Effectiveness • Program Outcome Form • Program Overview • 2013 Proposed Outcomes • 2013 Proposed Activities • 2013 Proposed Inputs • 2013 Target Indicators <p>Companies (Agency)-</p> <ul style="list-style-type: none"> • 2011 Beneficiary Data <p>Documents (Agency)- Please attach/post the following (title each as is stated on the Instructions):</p> <ul style="list-style-type: none"> • Most recent Agency Audit • IRS 990 • Annual Report • Board Roster • Agency Budget- please attach your Agency's completed budget form including (at least) your 2011 Budget 	<p>Submitted online according to the attached directions. Agency Directors & other staff if previously requested will receive a User ID and Password in an email from lcook@unitedwayqc.org on September 30, 2011.</p>	

Please feel free to contact Leslee Cook, Resource Investment Manager at lcook@unitedwayqc.org or at 563-344-0321 with any questions that you may have concerning the Community Investment Update.