

UNITED WAY OF COLES COUNTY

FUNDING APPLICATION FY26

10-2025 through 09-2026



Applications are due by Monday, May 5, 2025 at 11:59 p.m. See Section E for submission instructions.

Font size will adjust to fill in the form fields as you type.

Please be thorough but concise with your responses. If necessary, attach additional documentation.

SECTION A: AGENCY INFORMATION

Full Agency Name	
Address	
City, State, Zip	
Phone & Website	
Agency Leader/Title	
Contact Name/Title (For application questions)	
Contact Phone & Email	
Amount Requested	

For Program(s)/Purpose	
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POPULATION(S) SERVED ☐ Youth ☐ Seniors ☐ General ☐ Other (Describe.)

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COLES COUNTY SERVICE NUMBERS - Report data **ONLY** for the specific program(s) or purpose for which you are requesting funding, not for your entire agency. (If you are unable to split your data out in the manner requested, use the space on the right to clearly explain the figures you have presented and how they document impact in Coles County.)

Data is for most recently completed fiscal year mm-yy through mm-yy .

Coles County Population	<u>Unduplicated</u> Clients Served	Units of Service Provided*
Youth		
Seniors		
General		
Other		

*A "Unit of Service" will be specific to your organization. Clearly describe how you measure the service you are reporting (e.g. an hour, a meal, a contact).

SECTION B: NARRATIVE

1. PROVIDE A BRIEF DESCRIPTION OF THE AGENCY'S MISSION AND SERVICES PROVIDED.

2. DESCRIBE THE SPECIFIC PROGRAM(S) OR PURPOSE FOR WHICH YOU ARE REQUESTING FUNDING.

3. WHAT ARE THE BASIC ELIGIBILITY CRITERIA FOR CLIENTS TO RECEIVE THESE SERVICES?

4. DO YOU CHARGE A FEE? ☐ Yes ☐ No) OR ACCEPT DONATIONS (☐ Yes ☐ No) FOR THESE SERVICES?

Explanation, if needed:

5. Current Partner Agencies Only HAVE YOU ASSISTED WITH United Way of Coles County FUNDRAISING EFFORTS?

Annual Campaign ☐ Yes ☐ No Golf Outing (09-24) ☐ Yes ☐ No Auction (10-24) ☐ Yes ☐ No

Describe your involvement:

HAVE YOU COMPLIED WITH ALL RESPONSIBILITIES DETAILED IN THE PARTNER AGENCY AGREEMENT, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

Attend quarterly meetings?	Yes	No
Provide answer to focus question or other meeting report, if unable to attend?	Yes	No
Adhere to fundraising blackout period (Oct 1-30)?	Yes	No
Promote United Way relationship and branding?	Yes	No
Respond timely to requests for information, action or feedback?	Yes	No

Explanation as needed:

6. DOES YOUR AGENCY HAVE A DIVERSITY, EQUITY AND INCLUSION (DEI) POLICY IN PLACE? ☐ Yes ☐ No

7. IS THERE ANYTHING ELSE YOU WANT TO SHARE THAT WOULD HELP US MAKE OUR FUNDING DECISION?

SECTION C: ATTACHMENTS

All Applicants

1. **Income & Expense Statement** (Profit & Loss Statement) for the most recently available 12 months
2. **Detailed Budget** for the program(s) or purpose for which you are requesting funding
3. **Balance Sheet** showing current assets and liabilities
4. **Board of Directors List**

New Applicants Only – You are considered a “New Applicant” if you are not receiving UWCC funding during our current 2025 fiscal year (October 1, 2024 through September 30, 2025).

5. **Brochure/Flyer** for agency and specific program(s) to be funded, if applicable
6. **Not-for-Profit Charter** from the Secretary of State
7. **IRS Tax Exempt Letter** under Section 501(c)3
8. **Form 990**, IRS Return of Organization Exempt from Income Tax

SECTION D: SIGNATURE

I understand that information contained within this application, including all attachments and any subsequent information provided in response to inquiries, will be distributed to United Way of Coles County (UWCC) board members and/or other UWCC volunteers for the purpose of determining the outcome of this funding request.

Full Agency Name:

Authorized Representative Name & Title:

Authorized Representative Signature: _____ Date: _____

SECTION E: INSTRUCTIONS

- Submit 3 hard copies and a PDF of your application, including all attachments.
 - New applicants: Only 1 hard copy and the PDF need to have attachments 5-8.
- Please add attachments in the order they are listed.
- The PDF should be one continuous scan.
- **Applications are due by Monday May 5, 2025 at 11:59 p.m.**
 - Send 3 hard copies to our office: 114 N 16th Street (P.O. Box 868), Mattoon, IL 61938. The door has a large mail slot for afterhours deliveries.
 - Email single PDF to unitedway@consolidated.net.
- Don't hesitate to call (217-234-8022) or email (above) with any questions.