

UWSECT Partner Program Required Documentation **DUE DATES FY19**

Please submit all of the following items electronically on or before the specified date to:

Anne Stockton
Community Impact Director
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FY19 DUE DATES <i>If the date falls on a weekend, please submit the item on the next regular business day.</i>	REQUIRED DOCUMENTS
July 9, 2018 <i>(to release funds)</i>	<ul style="list-style-type: none"> • Acknowledgement of Allocation Award <i>(Signatures of CEO/Executive Director & Board President required)</i> • EFT Form <i>(if new Partner Agency)</i>
July 31, 2018	Documents requiring signature: <ul style="list-style-type: none"> • UWSECT Non-Discrimination Policy • Counter-Terrorism Compliance Policy • UWSECT Compliance Verification Checklist <i>Items located online at www.uwsect.org/partner-programs</i> Agency Documents: <ul style="list-style-type: none"> • Agency Bylaws • Certificate of Liability Insurance <i>United Way listed as certificate holder</i>
September 1, 2018	Results Report & Specific Outcomes
December 1, 2018	Most recent completed AUDIT with any management letters <i>(electronic copy only)</i>

Failure to meet the deadline for submitting any of the above documents may result in withholding of payment.

The Allocations Process is voted on and approved by UWSECT's Board of Directors. Should the BOD make changes to the process during any part of the year, this document may change. UWSECT will inform all Partner Agencies in advance if any changes will be made.

This document is not a guarantee of funding.