

Financial Documents Needed for UWC Grant Applications

What to submit with your application (based on your organization's size)

Purpose. We want to be good stewards of grant funds. The documents we request depend on your organization's size (based on the IRS Form 990 you file and/or your annual operating budget).

How to find your tier. Start with the most recent IRS Form 990 your organization filed (990-N, 990-EZ, or full 990.) If you are new or unsure, use your annual operating budget instead.

Documents we may ask for:

- **Income & expense report:** Shows what money came in and what was spent during the year (sometimes called a Statement of Activities or P&L).
- **Balance sheet:** Shows what you have and what you owe at year-end (sometimes called a Statement of Financial Position).
- **Board-approved budget:** Your current fiscal year budget approved by your board.
- **This year so far (actual vs budget):** A report showing year-to-date income and spending compared to the budget.
- **Bank reconciliation proof:** Proof you match your bookkeeping records to your bank statement each month.
- **IRS filing/proof:** A copy of your most recent filed Form 990/990-EZ, or proof that you submitted the 990-N e-Postcard.

Application document checklist by tier

Tier	Who this is for (how we size you)	What to submit with your application
Tier 1 – Rural/ Very small	Files 990-N (e-Postcard), or annual operating budget up to \$75,000	<ul style="list-style-type: none"> • Prior-year income & expense report and balance sheet (OK if prepared in-house) • Current-year board-approved budget • This year so far: actual expenses vs budget • Bank reconciliation proof (last 2 months) • Proof of IRS filing (990-N confirmation or most recent 990/990-EZ)
Tier 2 - Small	Files 990-EZ, or annual operating budget \$75,001 to \$250,000	Everything in Tier 1, plus: <ul style="list-style-type: none"> • Prior-year financials signed by the Executive Director and Board Treasurer OR a CPA compilation • Simple cash/reserves note (for example, “months of cash on hand”)
Tier 3 - Medium	Files full 990, or annual operating budget \$250,001 to \$1,000,000	<ul style="list-style-type: none"> • Prior-year financial statements prepared by an outside CPA — compilation or review (review preferred) • Most recent IRS Form 990 • Current-year board-approved budget • This year so far: actual expenses vs budget
Tier 4 - Large / complex	Annual operating budget over \$1,000,000, or complex operations	<ul style="list-style-type: none"> • Most recent independent audit (and management letter) • Most recent IRS Form 990 • Current-year board-approved budget • This year so far: actual expenses vs budget

NOTES—

1. Required Tier escalations:

- If your grant request is over \$35,000 you will jump up one level of outside review; if you are asking for \$60,000 or more a full independent audit is required.
- If your grant request is 25% or more of your annual operating budget, you will jump up one level of outside review; if you are asking for 40% or more of your annual operating budget, a full independent audit is required.

2. If you have an independent audit completed- even for those in Tier 1-3 – you must submit it:

- Some agencies may have independent audits completed for separate fund compliance reasons; if you have one, regardless of 990 filing or budget size, it should be submitted.

3. If last year's 990 is not filed yet:

- Submit the most recent 990/990-EZ you filed; include a short note regarding the progress towards a newer filing and when you plan to submit.

4. If you do not produce formal financial statements:

- Submit your best available internal reports (an income/expense report and a balance sheet) plus bank reconciliation proof.

Questions?

If you are unsure which tier applies, reach out for a consultation- email Bethany Castro at bethany@unitedwaycrossroads.org and note your filing type and annual budget.

Version date: March 6, 2026