**United Way of Decatur & Mid-Illinois**

**Community Investment Process Checklist**

1. Download and read the United Way of Decatur & Mid-Illinois’ Community Investment Approach and Common Community Approach (insert link here). Proposed outcomes MUST come from the Common Community Approach. Outcomes not adhering to the Common Community Approach will not be considered for investment.
2. Download and complete the United Way of Decatur & Mid-Illinois Community Investment application (insert link here). Email your completed application to [jkeith@uwdecatur.org](mailto:jkeith@uwdecatur.org) as a word document, **NOT** a PDF.
3. Download and complete the Agency Director Certification form (insert link here). The Agency Director Certification form must be completed by the Agency Director (Executive Director, CEO, President, etc.). Email your completed Agency Director Certification form to jkeith@uwdecatur.org.
4. Email your tax status documentation to [jkeith@uwdecatur.org](mailto:jkeith@uwdecatur.org).
5. Email your latest federal tax filing to [jkeith@uwdecatur.org](mailto:jkeith@uwdecatur.org).
6. Email your latest state tax filing to [jkeith@uwdecatur.org](mailto:jkeith@uwdecatur.org).
7. Email your latest audit or financial review to [jkeith@uwdecatur.org](mailto:jkeith@uwdecatur.org).
8. Email a list of your Board of Directors (with titles) to [jkeith@uwdecatur.org](mailto:jkeith@uwdecatur.org).
9. Download and complete the United Way of Decatur & Mid-Illinois Community Investment budget template (insert link here). **Do not** itemize your past United Way of Decatur & Mid-Illinois investment amount; include this amount in row 3 of the budget (Contrib frm Charitable Org/Fdns). Email your completed application to [jkeith@uwdecatur.org](mailto:jkeith@uwdecatur.org) as an excel document, **NOT** a PDF.
10. Download the HUD FY2025 Median Family Income (MFI) Adjusted According to Family Size and use to complete the Income Level section of the application.
11. Any application or budget modification done by an agency will result in the application not being considered for investment.
12. Complete and submit your application with required documentation prior to the required submission date. Late applications will not be considered for investment.